

**9543.0130 ADMINISTRATIVE REQUIREMENTS.**

Subpart 1. **Maintaining records.** The agency must maintain a record file of each applicant and license holder that includes:

- A. all records required by the rules governing the program;
- B. a record of all investigations and dispositions of all investigations according to Minnesota Statutes, section 13.46;
- C. dates and reports of all licensing studies; and
- D. a list of all persons currently being served by the foster care license holder.

Subp. 2. **Commissioner access.** The agency shall provide the commissioner access to and, if requested, copies of all records and documents in an applicant or license holder's file.

Subp. 3. **Training requirements.** The agency shall require that licensors receive six hours of training each calendar year.

Training must be relevant to licensing functions or to licensed programs.

The agency must keep a record of completed training in each licensor's personnel file.

Subp. 4. **Conflict of interest.** The agency shall ensure that no agency employee or board member who applies for licensure or who is licensed to operate a program based on the agency's recommendation is involved in any licensing recommendation or action related to that employee or board member.

**Statutory Authority:** *MS s 245A.09; 245A.16*

**History:** *15 SR 2105*

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