

1 State Board of Education  
 2 (State Board for Vocational Education)  
 3 Department of Education  
 4 Vocational-Technical Division  
 5  
 6 Adopted Rules Governing the Accreditation of  
 7 Vocational-Technical Institutes and Complaint Procedures (5 MCAR  
 8 SS 1.01031-1.01032)

10 Rules as Adopted

11 5 MCAR S 1.01031 Accreditation of area vocational-technical  
12 institutes.

13 A. Powers of State Board for Vocational Education. The  
 14 State Board for Vocational Education shall grant accredited  
 15 status to an area vocational-technical institute if it meets the  
 16 requirements in B. It may also grant accredited status  
 17 contingent upon a specified task to be performed by the  
 18 institute, grant probationary status, revoke accredited status,  
 19 reinstate accredited status, defer action, or deny accredited  
 20 status if the institute does not meet the requirements in B.

21 B. Requirements.

22 1. The division of vocational-technical education shall  
 23 use evaluations conducted pursuant to 5 MCAR S 1.0073 to  
 24 recommend a status to the State Board for Vocational Education.

25 2. To obtain accredited status, an institute shall:

26 a. secure program approval pursuant to 5 MCAR S 1.0071  
 27 and 5 MCAR S 1.0102;

28 b. secure specialized department and class approval  
 29 pursuant to 5 MCAR S 1.0061;

30 c. maintain a local advisory committee pursuant to 5  
 31 MCAR S 1.0075, even if an institute does not receive federal  
 32 assistance;

33 d. upon request by a student, give a copy of the  
 34 student's transcript to the student;

35 e. not make, directly or indirectly, any statement or  
 36 representation, oral, written, or visual, in connection with

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span 83

1 offering or publicizing a course if the institute or its agent  
2 knows or should know the statement or representation is false,  
3 fraudulent, deceptive, substantially inaccurate, or misleading;  
4 and

5 f. comply with the requirements about refunds set  
6 forth in Minnesota Statutes, section 124.565.

7 3. The recommendation of the division shall be reviewed  
8 at a meeting of the board. An institute shall be given the  
9 opportunity to present objections it may have to the  
10 recommendation. The board shall make a written final decision.

11 5 MCAR S 1.01032 Complaint procedures.

12 A. Local review. A student, parent of a student, staff  
13 member, or any other interested person may submit a complaint  
14 related to an area vocational-technical institute. The  
15 complaint must be submitted in writing to the director of the  
16 area vocational-technical institute within one year of the event.  
17 The institute and school board shall provide procedures for  
18 prompt response to a grievance.

19 B. Review by state board. Upon request by the complainant,  
20 the State Board for Vocational Education shall review a  
21 complaint which the commissioner of education determines is  
22 about institutional or program quality, as the qualities are  
23 related to 5 MCAR S 1.01031. The request of the complainant  
24 must be submitted to the commissioner within 15 days of  
25 completing the procedures in A. The commissioner shall forward  
26 qualifying complaints to the state board. The state board shall  
27 place the complaint on the agenda of its next regularly  
28 scheduled meeting and review it at that meeting. The  
29 complainant and school board shall be given an opportunity to be  
30 heard. The state board shall make a written final decision  
31 containing findings and conclusions. If the commissioner  
32 determines the complaint is not about institutional or program  
33 quality, as the qualities are related to 5 MCAR S 1.01031, the  
34 commissioner shall notify the complainant that no action will be  
35 taken.