

1 Higher Education Services Office

2

3 Adopted Permanent Rules Relating to Private Business, Trade, and

4 Correspondence Schools

5

6 Rules as Adopted

7 4880.1500 SCOPE.

8 Parts 4880.1500 to 4880.2400 govern licensing of private

9 business, trade, and correspondence schools.

10 4880.1600 CONTRACTS BY UNLICENSED SCHOOLS.

11 When a contract with a student is deemed unenforceable

12 pursuant to Minnesota Statutes, section 141.25, subdivision 2, a

13 school must refund all tuition, fees, and other charges received

14 from the student or prospective student within 30 days of

15 written notification from the Minnesota Higher Education

16 Services Office.

17 4880.1700 APPLICATION FOR LICENSURE.

18 Subpart 1. Name of school. The title or name of the

19 school as it appears on the application for licensure shall be

20 used in all advertising, catalogs, brochures, contracts,

21 letterheads, and any other written or oral references made in

22 Minnesota.

23 Subp. 2. Schools at more than one location. Schools

24 offering programs at more than one location must provide all

25 information required under Minnesota Statutes, section 141.25,

26 subdivision 3, for each school location, on forms provided by

27 the office. If this information is the same for each location,

28 the school shall clearly indicate that on the forms.

29 Subp. 3. Instructor and program administrator

30 qualifications. The school must provide the office with each

31 instructor's name and academic degrees earned or applicable

32 education and experience as specified in part 4880.1900, and

33 must also indicate which courses each instructor teaches.

34 Subp. 4. Program. A program is a course or a grouping of

1 courses that is advertised or listed in the school's catalog,  
2 brochures, or other publications, or for which the school grants  
3 a degree, diploma, or certificate. A program is the same as a  
4 "course of instruction." For each program, the school shall  
5 provide the following information:

- 6 A. title of program and formal recognition awarded;
- 7 B. geographic location;
- 8 C. proposed implementation date;
- 9 D. length of program in quarter or semester credits,  
10 lessons, or clock hours;
- 11 E. number of graduates expected annually;
- 12 F. curriculum required to complete the program,  
13 including:
  - 14 (1) outline of each course and its objectives,  
15 subjects, and units in the course;
  - 16 (2) type of work or skill to be learned; and
  - 17 (3) approximate time, hours, or credits to be  
18 spent on each subject or unit;
- 19 G. employment opportunities for graduates;
- 20 H. physical resources needed, including equipment  
21 currently available;
- 22 I. information services needed;
- 23 J. academic and administrative mechanisms for  
24 monitoring the quality of the program; and
- 25 K. documentation of availability, location, and  
26 supervision of clinical, internship, practicum, or externship  
27 sites, if applicable.

28 Subp. 5. Licensure application fees. The appropriate fee  
29 must accompany each application. Application fees are not  
30 refundable. The fees are as described in items A to E.

31 A. An initial licensure fee of \$1,500 shall accompany  
32 each initial licensure application.

33 B. A licensure renewal fee of \$750 shall accompany  
34 each annual licensure application for schools offering one  
35 program.

36 C. A licensure renewal fee of \$1,000 shall accompany

1 each annual licensure application for schools offering more than  
2 one program.

3           D. Applications for licensure renewal received after  
4 the deadline date specified in the renewal materials provided by  
5 the office are subject to a late fee equal to 20 percent of the  
6 annual licensure renewal fee.

7           E. A solicitor permit fee of \$250 shall accompany  
8 each solicitor permit application.

9           Subp. 6. **Changes after issuance of license.** If a change  
10 occurs in any of the information required by Minnesota Statutes,  
11 section 141.25, subdivision 3, during the licensure year, the  
12 school shall inform the office within 30 days of the change.

13           Subp. 7. **Change of ownership.** Within 30 days of a change  
14 in ownership or control, a school must submit a licensure  
15 renewal application with the appropriate fee to the office.

16           Subp. 8. **New program.** Prior to implementation of a new  
17 program, a school shall submit the information required under  
18 subpart 4 to the office. The office shall notify the school no  
19 later than 60 days after receipt of the required information  
20 whether the proposed new program meets the standards specified  
21 in Minnesota Statutes, section 141.25, subdivision 7, clause  
22 (e), and whether the proposed new program can be added to the  
23 list of programs offered by the school.

24 **4880.1800 STANDARDS FOR SCHOOL FACILITIES AND STUDENT HOUSING.**

25           Subpart 1. **Sanitation and safety.** The premises and  
26 conditions under which students work and study and the living  
27 quarters that are owned or approved for student housing by a  
28 school shall meet the sanitation and safety requirements of all  
29 local and state regulating agencies.

30           Subp. 2. **Inspection reports.** Copies of inspection reports  
31 by the local fire department, state fire marshal, or Minnesota  
32 Industrial Commission shall, if furnished to the school, be  
33 filed with the office.

34           Subp. 3. **Clinical, internship, practicum, or externship**  
35 **sites.** The school shall obtain sites for students to complete

1 clinical, internship, practicum, or externship requirements if  
2 the educational program requires it.

3 Subp. 4. Library and information services. The school  
4 shall furnish library resources and information services to  
5 support the educational programs it offers.

6 4880.1900 STANDARDS FOR INSTRUCTORS.

7 All instructors shall have:

8 A. recognized standing as a tradesperson or  
9 specialist supported by evidence from previous employers, or the  
10 possession of a baccalaureate degree;

11 B. a high school diploma or its equivalent; and

12 C. three years of full-time, trade, or professional  
13 experience in the trade or specialty taught, or successful  
14 completion of a college curriculum leading to a baccalaureate  
15 degree in that trade or specialty, or a combination of  
16 experience and education in the trade or specialty equivalent to  
17 three years of full-time experience.

18 4880.2000 STANDARDS FOR OUT-OF-STATE SCHOOLS.

19 All requirements, regulations, or standards approved and  
20 adopted by the office, including qualifications of instructors,  
21 are applicable to out-of-state schools required to be licensed  
22 pursuant to Minnesota Statutes, chapter 141.

23 4880.2100 CONTENTS OF CATALOG OR BROCHURE.

24 Subpart 1. Refund policy. The catalog or brochures of a  
25 school must state the refund policy that includes the  
26 requirements in Minnesota Statutes, section 141.271.

27 Subp. 2. Clinical, internship, practicum, or externship  
28 sites. The school must publish in its catalog or brochures the  
29 most current locations of the clinical, internship, practicum,  
30 or externship sites for programs that require this experience  
31 for completion of a program.

32 Subp. 3. Supplementary pages. If supplementary pages are  
33 used, they must be included as part of the catalog or brochures.  
34 The supplementary page or pages shall be clearly identified as

1 affecting Minnesota students. If information on supplementary  
2 pages contradicts the catalog or brochures, it shall clearly  
3 indicate on these pages that the supplementary information  
4 supersedes information contained elsewhere in the catalog or  
5 brochures.

6 Subp. 4. **Submitting changes.** If a school proposes to  
7 change information required by Minnesota Statutes, section  
8 141.25, subdivision 9, that is contained in the school catalog  
9 or brochures during the license year, the school must submit the  
10 revised catalog or brochures to the office for review and  
11 approval prior to distribution to students or prospective  
12 students. No later than 30 days after receipt of the submitted  
13 materials, the office shall notify the school whether the  
14 changes are approved.

15 4880.2200 PLACEMENT.

16 Subpart 1. **Standards.** For each program, the majority of  
17 graduates seeking employment must be able to secure at least  
18 entry level positions in the occupation for which they have been  
19 prepared, or a related occupation.

20 Subp. 2. **Report.** A certified copy of the school's  
21 placement record of students who graduated in the year prior to  
22 the year for which the license is to be issued shall be filed  
23 with the office with the licensure renewal application. In  
24 addition to the information specified in Minnesota Statutes,  
25 section 141.25, subdivision 10, the report must include the  
26 complete mailing address of each graduate's place of employment.

27 4880.2300 SOLICITORS.

28 A school shall not authorize a solicitor to engage in sales  
29 activities until the solicitor provides evidence of a  
30 solicitor's permit. A person obtaining a solicitor's permit  
31 shall be referred to orally and in writing as a "solicitor" or  
32 "representative." A school must not refer to a solicitor as a  
33 "counselor" or "registrar." A school may file a blanket surety  
34 bond to cover all of its solicitors instead of the solicitor's  
35 bond specified in Minnesota Statutes, section 141.26,

1 subdivision 3, provided the amount of the blanket bond is not  
2 less than the amount specified in Minnesota Statutes, section  
3 141.26, multiplied by the number of solicitors employed by the  
4 school.

5 4880.2400 LICENSURE REQUIREMENTS FOR AVOCATIONAL SCHOOLS.

6 A school that promises, makes reference to, or advertises  
7 preparation for gainful employment upon completion of one of its  
8 programs shall not be considered as engaged exclusively in the  
9 teaching of purely avocational or recreational subjects under  
10 Minnesota Statutes, section 141.35, clause (j), and shall be  
11 subject to licensure under parts 4880.1500 to 4880.2400.