

Course Approval Application Contractor Continuing Education

PRINT IN INK or TYPE your responses

Instructions

1. The coordinator must complete, sign and date the application for course approval. The completed application includes; copies of all course materials and the required fee. The complete application package must be submitted to the Department no less than 30 days prior to the initial course offering date. Courses submitted less than 30 days prior to the initial course offering date, are subject to denial.
2. Attach a copy of the course completion certificate, the advertisement that will be used to promote the course and provide a detailed schedule identifying the time periods for instruction and identify all coffee and lunch breaks.

COURSE INFORMATION	APPLICATION FEE (fee is \$10 each hour or fraction of one hour applied for; check one)		
<input type="checkbox"/> New Course Approval (Identify appropriate fee in table)	<input type="checkbox"/> 1 hour = \$10 fee	<input type="checkbox"/> 3¼ to 4 hrs = \$40 fee	<input type="checkbox"/> 6¼ to 7 hrs = \$70 fee
<input type="checkbox"/> Renewal (Fee \$10.00)	<input type="checkbox"/> 1¼ to 2 hrs = \$20 fee	<input type="checkbox"/> 4¼ to 5 hrs = \$50 fee	<input type="checkbox"/> 7¼ to 8 hrs = \$80 fee
___ Number of hours requested	<input type="checkbox"/> 2¼ to 3 hrs = \$30 fee	<input type="checkbox"/> 5¼ to 6 hrs = \$60 fee	<input type="checkbox"/> ___ hrs x \$10 = \$___ fee (fraction hour must round up)

DATE(S) OF COURSE (application must be submitted at least 30 days before the initial offering of the course)

COURSE/SEMINAR LOCATION (name of building or facility where course is to be offered)	TELEPHONE NUMBER OF FACILITY
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ADDRESS OF FACILITY	CITY	STATE	ZIP CODE
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COURSE TITLE	COURSE APPROVAL NUMBER (Applies only to Course renewals)
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<ul style="list-style-type: none"> Continuing education consists of courses that impart knowledge that is appropriate and related to the contractor field. The burden of demonstrating that courses impart appropriate contractor knowledge is upon the person seeking approval or credit. Contractor continuing education must be classroom-based. Internet or distance learning is not permitted. All course offerings must be open to any interested individuals. Attendance cannot be restricted to any particular group of people and is permitted to be restricted only on the basis of class size. 	<p>Continuing education credit will <i>not</i> be approved for the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> sales promotion, general business meetings or training primarily for marketing specific products of specific companies. <input checked="" type="checkbox"/> training in motivation, effective sales technique, psychology, time management or communication. <input checked="" type="checkbox"/> courses intended to improve mechanical office business skills, including typing, calculators, or other office machines or equipment. (However, portions of computer courses that impart substantive contractor knowledge may be allowed.) <input checked="" type="checkbox"/> courses designed solely to prepare students for passing a license examination. <input checked="" type="checkbox"/> time spent on meals or other unrelated activities.
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Does this course offer training in Lead Abatement Procedures or Building Energy Codes? Yes No

If **yes**, indicate number of hours: _____ Lead Abatement _____ Building Energy Code

SPONSOR/COORDINATOR/INSTRUCTOR INFORMATION

SPONSOR NAME	SPONSOR IDENTIFICATION NUMBER
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SPONSOR ADDRESS	CITY	STATE	ZIP CODE	SPONSOR PHONE NO.
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COORDINATOR NAME	COORDINATOR BUSINESS PHONE	COORDINATOR BUSINESS E-MAIL
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INSTRUCTOR NAME	<input type="checkbox"/> a four-year degree in any area, plus two years practical experience in the subject area being taught <input type="checkbox"/> five years practical experience in the subject area being taught <input type="checkbox"/> a college or graduate degree in the subject area being taught
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Certification

- I certify I am the approved coordinator for the sponsor and I am responsible for compliance with Minnesota education laws and regulations.
- I understand courses may not be advertised before approval, unless this application has already been submitted to the Department of Labor and Industry and the course is described in the advertising as "approval pending."
- I understand the number of approved hours must be accurately displayed on any advertisement for the course and, if course offering is longer than the number of approved continuing education hours, any advertisement must be clear that continuing education credit is not earned for the entire course.
- I understand failure to have only qualified instructors teach an approved course offering will result in loss of course approval.
- I certify I will notify the Department of Labor and Industry in writing within 10 days of any change in the information in this application for approval, including any addition or change in the name(s) of instructors who will teach the course.
- I certify all of the information submitted in this application is true and complete, and that this document has not been changed in any manner from the form adopted by the Department of Labor and Industry.

SIGNATURE OF COORINDATOR (mandatory)

DATE

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

Office Use Only	Denied by	Approved by	Number of general BC credit approved:	Number of BC lead abatement credits approved:	Number of BC energy credits approved: