

Continuing Education Sponsor Application Coordinator Approval

Type of application and fee

PRINT IN INK or TYPE your responses

<input type="checkbox"/> Coordinator (fee \$110) <input type="checkbox"/> Additional coordinator (fee \$110) <input type="checkbox"/> Renewal (fee \$15)	Is this application submitted to replace a previous coordinator for this sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the name of the previously approved coordinator for this applicant will replace: Previously approved coordinator _____
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Sponsor information

SPONSOR NAME	SPONSOR ID # (Renewal)
SPONSOR ADDRESS	SPONSOR BUSINESS PHONE
CITY STATE ZIP CODE	SPONSOR FAX NUMBER

Coordinator information and qualification

LAST NAME	FIRST NAME	MIDDLE
COORDINATOR RESIDENCE ADDRESS		COORDINATOR BUSINESS PHONE
CITY STATE ZIP CODE	COORDINATOR BUSINESS E-MAIL ADDRESS	

A coordinator must meet one of the three qualifications listed below. **Check one** and provide resume:

- At least three (3) years full-time experience in the administration of an education program; (Experience must be within five (5) years prior to application. Must provide resume)
- A degree in education plus two (2) years experience during the immediately proceeding five (5) year period in one of the regulated industries for which the course is approved; (Experience must be within five (5) years prior to application. Must provide resume)
- At minimum of five (5) years experience within the previous six (6) years in the regulated industry for which courses are held. (Must provide resume)

Certification

- I understand a coordinator is responsible for supervising the sponsor's license education program and assuring compliance with Minnesota education laws, including signing and issuing course completion certificates, maintaining student attendance records, being available to instructors and students throughout course offerings, supervising course instructors, ensuring coverage of all points in the course outline approved by the Department of Labor and Industry, ensuring adequacy of classroom facilities and investigating complaints.
- I understand a coordinator is responsible for notifying the Department of Labor and Industry within 10 days of any change in applications for approval on file with the Department of Labor and Industry, and for notifying the Department of Labor and Industry within 10 days of any felony or gross misdemeanor conviction or of disciplinary action taken against an occupational license held by the coordinator or an instructor teaching an approved offering.
- I certify all of the information submitted in this application is true and complete, and this document has not been changed in any manner from the form adopted by the Department of Labor and Industry.

SIGNATURE OF COORINDATOR APPLICANT (mandatory)	DATE
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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	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	BY _____	Sponsor number _____	Date processed _____
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