

Continuing Education Notice of Subsequent Offering

Instructions

PRINT IN INK or TYPE your responses

1. The coordinator must complete, sign and date the application for subsequent course offering. The completed application must be submitted to the Department not less than 30 days prior to the course offering date. Courses submitted less than 30 days prior to the course offering date, are subject to denial.
2. A subsequent course offering request applies only to identical courses, for which the sponsor received the original course approval and the course has not expired. If the course was originally approved more than one year prior to the application for subsequent offering, all course materials and a detailed schedule **MUST** be attached to this application.
3. Approval will not be granted if it is determined the course is in violation with the laws which relate to course approval.

COURSE INFORMATION

DATE OF SUBSEQUENT OFFERING OF APPROVED COURSE (This application must be submitted at least 30 days before the subsequent offering date stated here.)

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
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Number of hours originally approved: _____ hours for contractor remodeler roofer all

Original course approval date: _____ If the original course approval date was more than one (1) year prior to the notice of subsequent offering date stated on this form, coordinators must submit the actual course content.

- 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 residential contractor knowledge is upon the person seeking approval or credit.
- **Continuing education credit will *not* be approved for the following:**
 - sales promotion, general business meetings or training primarily for marketing specific products of specific companies.
 - training in motivation, effective sales technique, psychology, time management or communication.
 - training in mechanical office business skills, including typing, calculators, or other office machines or equipment. (Portions of computer courses that impart substantive contractor knowledge will be allowed.)
 - courses designed solely to prepare students for passing a license examination.
 - time spent on meals or other unrelated activities.

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
 Check one qualification at right (mandatory) a four-year degree in any area, plus two years practical experience in the subject area being taught
 five years practical experience in the subject area being taught
 a college or graduate degree in the subject area being taught

If instructor(s) have changed since the original course approval, the coordinator **MUST** submit the instructors name and qualifications and include a current resume for review, in order to obtain approval. Approval must be obtained prior to the course offering date.

Office Use Only	Denied by	Approved by	<input type="checkbox"/> Contractor	gen hrs _____	energy hrs _____	lead hrs _____
			<input type="checkbox"/> Roofer	gen hrs _____		
			<input type="checkbox"/> Remodeler	gen hrs _____	energy hrs _____	lead hrs _____

COURSE NUMBER	DATE PROCESSED
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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 certify the continuing education course listed in this "Notice of subsequent offering" is identical to the continuing education course that was originally approved by the Department of Labor and Industry.
- 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
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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.