

**Minnesota Dual Training Grant
Licensing or Registration Exemption Request 2020**
(Page 1 of 5)



All training providers must be registered, licensed, or have a valid exemption with the Minnesota Office of Higher Education. This is a State statute governed through administrative rules in an effort to ensure consumer protection for those individuals participating in training and safeguard funding provided by the State. More information to determine status are available online at: <http://www.ohe.state.mn.us/mPg.cfm?pageID=197>.

Related Instruction Training Provider Name

Related Instruction Training Provider Address (Street, City, State, Zip)

Related Instruction Training Provider Website

Authorized Representative Name

Title

Telephone Number

Email Address

Description of training courses (encouraged to include website address information)

(Cont. Next Page)

Begin at Question 1, clearly check boxes next to all applicable exemptions, and attach supporting documentation

1. Are all of your educational programs 16 or fewer hours?
 - a. If yes, sub question: Does your institution's name include the word "academy", "institute", "college", or university?
 - i. Yes, go on to the next question
 - ii. If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(14). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If No, go on to next question.
2. Are all of your educational programs designed to teach avocational, recreational, or remedial subjects? Remedial subjects are literacy or basic math skills.
 - a. If yes, sub question: Does your institution's name include the word "academy", "institute", "college", or university?
 - i. If yes, go on to the next question
 - ii. If no, sub question: Does your institution advertise, market, or list on your website that a benefit of your programs is related to employment or employability?
 1. If yes, go on to the next question
 2. If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(9) In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question
3. Are all of your educational programs taught by or required by a trade union in a valid apprenticeship program?
 - a. Yes: "Your institution is exempt from licensure under Minn. Stat. 136A.833(5). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question
4. Are your educational programs sponsored by a nonprofit trade, labor, business, professional, or fraternal organization and those programs are conducted solely for that organization's membership or members of that particular industry?
 - a. If yes: "Your institution is exempt from licensure under Minn. Stat. 136A.833(10). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question

(Cont. Next Page)

5. Are all of your programs offered exclusively to train individuals with a physical or mental disability for the State of Minnesota?
- If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(6). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
6. Are all of your programs approved by a Minnesota Board authorized to issue licenses to private career schools?
- If yes: sub question: Does your institution's name include the word "academy", "institute", "college", or university?
 - If yes, go on to the next question
 - If no: "Your institution is exempt from licensure under Minn. Stat. 136A.833(7). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
7. Are your educational programs sponsored by a business for the training of its employees or employees of other businesses and the training is at no cost to the employee?
- If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(8). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
8. Does your institution charge more than \$100 in tuition and fees for any program or course?
- If yes, go on to the next question
 - If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(18). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
9. Are all of your programs approved by the Minnesota Board of Nursing or equivalent nursing board in another state or foreign country?
- If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(3). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
10. Are all of your programs intended to prepare students to sit for an undergraduate, graduate, postgraduate, or occupational licensing or occupational entrance examination?
- If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(13). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question

(Cont. Next Page)

11. Are all of your programs providing instruction in personal development, modeling, or acting?
- If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(15). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
12. Are all of your programs provided to one student at a time?
- If yes, sub question: Can the training program be used in an occupation or intended to prepare a person for entry level employment?
 - If yes, go on to the next question
 - If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(16). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
13. Are all of your institution's programs in the fine arts that are intended for creative expression and not commercial sale or employment?
- If yes, sub question: Is your institution tax-exempt under Minn. Stat. 290.05?
 - If yes, sub question: Are you registered with the Minnesota Attorney General under Chapter 309?
 - If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(11). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
 - If no, go on to the next question
 - If no, go on to the next question
14. Are your educational programs intended to fulfill continuing education requirements for a license or certification?
- If yes, sub question: is the license or certification established by a legislative or judicial board or agency?
 - If no, go on to the next question
 - If yes, sub question: Are your educational programs offered exclusively to an individual practicing the profession?
 - If no, go on to the next question
 - If Yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(12). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question

(Cont. Next Page)

15. Is your institution a K-12 institution, private or public, that is offering a vocational program to your students?
- Yes: “Your institution is exempt from licensure under Minn. Stat. 136A.833(4). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status.”
 - If no, go on to the next question
16. Is your institution substantially owned, operated, or supported by a church or religious organization?
- If yes, sub question: Are your programs primarily designed for, aimed at, or attended by persons who sincerely hold or seek to learn the religious faith or beliefs of that church or religious organization?
 - If yes, sub question: Are the programs are intended to prepare students to enter into becoming a minister (or equivalent vocation) or conduct their lives in consonance with a particular faith.
 - If yes, sub question: Does the degree conferred includes descriptive language to make the religious nature of the award clear?
 - If yes, sub question: Are any of your institution’s programs being offered to Minnesota residents substantially equivalent to general educational programs offered by other institutions registered under Minn. Stat. 136A.61 to 136A.71 or licensed under Minn. Stat. 136A.82 to 136A.834?
 - If yes, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834.”
 - If no, “Your institution does not need to receive licensure and qualifies for an exemption letter under Minn. Stat. 136A.834. In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status.
 - If no, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834”
 - If no, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834”
 - If no, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834”
 - If no, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834”

If the Minnesota Office of Higher Education determines training meets an exemption, a formal letter that is valid for two years will be issued to the related instruction training provider. If the Minnesota Office of Higher Education determines training does not meet an exemption, the related instruction training provider will be required to be licensed or registered to be a Dual Training Grant qualified related instruction training provider.

This form may be submitted with Dual Training Grant application documents. If you have specific questions about the exemption process, please contact **Kate McCartan, Institutional Monitoring Specialist at (651) 259-3912**.