

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
(651) 642-0567 or 1-800-657-3866  
[info@ohe.state.mn.us](mailto:info@ohe.state.mn.us)  
[www.ohe.state.mn.us](http://www.ohe.state.mn.us)

**REVISED AS OF May 6, 2019**

**REQUEST FOR APPLICATION**

**PIPELINE PROGRAM DUAL TRAINING GRANT**

MINNESOTA STATUTE 136A.246

**DEADLINES:**

Application – May 10, 2019

Supporting Application Documents – May 17, 2019

Applicable Application Documents – May 17, 2019

Early submissions are encouraged.

**PROGRAM PERIOD:**

August 2019 – August 2020

## Table of Contents

Grant Overview .....	4
Funding Availability .....	6
Minimum Requirements: .....	7
Priorities .....	7
<b>Eligibility</b> .....	7
Collaboration .....	8
Selection Criteria and Weight .....	8
Application Content .....	9
Application .....	9
Supporting Application Documents .....	9
Letter of Intent .....	10
Related Instruction Training Provider Selection .....	10
Training Agreement .....	12
Applicable Application Materials .....	12
Financial Review Process .....	12
State of Minnesota Workforce Certification .....	12
<b>Licensing or Registration Exemption Request</b> .....	13
Application Submission: .....	13
Review Process and Timeline .....	14
Conflicts of Interest .....	14
Public Data .....	15
Grant Provisions .....	15
Frequently Asked Questions .....	15
Expenditures .....	16
Orientation .....	16
Work Plan and Budget .....	16
Dual Trainee Form .....	16
Financial Aid Applications .....	17
Business with the State .....	17
Grant Contract .....	17
Accountability and Reporting .....	17

Grant Payments .....	17
Grant Reporting .....	18
Grant Monitoring .....	19
Audits .....	19
Affirmative Action and Non-Discrimination .....	19
Voter Registration .....	20
Contact Information.....	20
Appendices.....	20
Appendix A: Letter of Intent Template.....	21
Appendix B: Related Instruction Training Provider Selection.....	23
Appendix C: Minnesota Dual Training Grant Training Agreement.....	24
Appendix D: State of Minnesota Workforce Certification.....	28
Appendix E: Licensing or Registration Exemption Request.....	30

**REQUEST FOR APPLICATION UNDER MINNESOTA STATUTE 136A.246  
PIPELINE PROGRAM DUAL TRAINING GRANT**

## **Grant Overview**

In support of the implementation of the Minnesota Private Investment, Public Education, Labor and Industry Experience (PIPELINE) program, the 2015 Minnesota Legislature established the Dual Training Competency Grants (DTG) program ([136A.246](#)). Employers and organizations of employers may apply for DTG awards to train employees in occupations for which competency standards have been identified among the four PIPELINE industries of Advanced Manufacturing, Agriculture, Health Care Services and Information Technology.

The PIPELINE Program is an initiative managed by the Department of Labor and Industry. The PIPELINE Program addresses current and future workforce needs by enhancing the number of skilled workers in the workforce through dual-training and registered apprenticeship programs. The PIPELINE Program relies upon three key strategies: industry council work, competency council work, and dual-training consulting. [Minnesota Laws 2014, Chapter 312, Article 3, Sec. 21](#) states the program “shall convene recognized industry experts, representative employers, higher education institutions, and representatives of labor to assist in defining credible competency standards acceptable to the advanced manufacturing, health care services, information technology, and agriculture industries.” More information about the PIPELINE Program can be found online at [dli.mn.gov/pipeline](http://dli.mn.gov/pipeline).

An employer participating in the PIPELINE Program is not required to also participate in the DTG program. The DTG program is a means of financially supporting related instruction for PIPELINE Program employers. The Office of Higher Education is responsible for administering the DTG program while working in consultation and in collaboration with the Department of Labor and Industry.

DTG **applicants** include employers or organizations of employers defined as follows:

- For-Profit Organization: is an organization formed for the purpose of earning a profit.
- Non-Governmental (Non-Profit) Organization: is a nonprofit, also known as a charitable organization, which is formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. The organization meets the definition in [Minn. Stat. §309.50 Subd. 4](#) and meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c) (3).
- Municipality: is a county, town, city, school district, or other municipal corporation or political subdivision of the state. The organization meets the definition in [Minn. Stat. §471.345 Subd. 1](#) (includes Minnesota State Colleges and Universities system).
- State Agency: is any state officer, employee, board, commission, authority, department, entity, or organization of the executive branch of state government. The organization meets the definition in [Minn. Stat. §16B.01 Subd. 2](#).

- Tribal Sovereign Nation: is any Indian tribe acknowledged as a sovereign nation by the U.S. constitution.

DTG funds must be used for dual-training **programs** which:

- Involve dual trainees who are employed and physically work at a permanent work location within Minnesota
- Meet competency standards through means of on-the-job training by the employer and related instruction by a qualified training provider
- Result in dual trainee earning an industry-recognized degree, certificate, or credential through a qualified related instruction training provider upon successful completion of the dual-training program

Below are PIPELINE Program validated industries and **occupations** eligible to receive DTG funds:

Advanced Manufacturing:

- CMM Programmer
- CNC Programmer
- Flexo Technician
- Logistics and Supply Chain Manager
- Machinist/Tool and Die Maker
- Machinist/CNC Operator
- Maintenance and Repair Worker
- Mechatronics Technician
- Print Press Operator
- Quality Assurance/Food Safety Supervisor
- Quality Assurance Technician
- Safety Technician
- Solderer
- Welder

- Quality Assurance/Food Safety Supervisor
- Swine Manager
- Swine Technician (grow finish)
- Swine Technician (sow farm)

Health Care Services:

- Certified Nursing Assistant
- Community Health Worker
- Dental Assistant
- Electronic Health Records Specialist
- Health Support Specialist
- Licensed Practical Nurse
- Medical Assistant
- Medical Laboratory Assistant
- Ophthalmic Technician
- Psychiatric/Mental Health Technician In-Patient
- Psychiatric/Mental Health Technician Out-Patient
- Senior Living Culinary Manager
- Surgical Technologist

Agriculture:

- Agriculture Equipment Mechanic
- Agronomist
- Application Technician

Information Technology:

- Information Management and Analytics Pathway
- Information Security Pathway
- Infrastructure Administration Pathway
- Programming, Development and Engineering Pathway
- Security Analyst
- Service Desk/Front Line Support or Computer User Support Specialist
- Software Developer
- Software Testing and Quality Assurance Pathway
- Support Pathway
- Technical Planning Career Pathway
- Web Developer – Back End
- Web Developer – Front End

Funding Availability

Total appropriation for DTG during Fiscal Years 2016-2019 was \$7,000,000. Of the appropriation, up to an allocation of \$330,000 is for agency administrative costs. The total amount remaining for grant awards is \$6,670,000.

This is the eighth release of the request for application. Based upon current grant utilization among grantees and received allocations, up to **\$2,700,279** is available for this grant round. Any future grant rounds will be contingent upon available funds. The intention is to award as many grants as possible within the means of available funds.

The maximum individual grant award is **\$150,000** per applicant with a **\$6,000** per dual trainee maximum. Awards can only be used toward the costs of related instruction (tuition, fees, and required books and materials). Any related instruction costs over \$6,000 per dual trainee will be the responsibility of the grantee or dual trainee. Each dual trainee may only benefit from the DTG for a maximum of four years in a lifetime. The years of participation do not need to be consecutive.

In addition, a dual trainee cannot be included in coinciding grant rounds. For example, if a dual trainee is participating in a grant round that operates from September to August, the dual trainee cannot also participate in a separate grant round that operates from January to December because several months would overlap.

DTG awards will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. The announcement of selected grantees is expected in late **June 2019**. If selected, a grantee may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date.

## Minimum Requirements:

To be considered for the DTG, applicants must meet eligibility requirements and submit all necessary application content.

## Priorities

The State of Minnesota is committed to ensuring fairness, precision, equity, and consistency in competitive grant awards.

As written in statute, priority is given to applicants with dual trainee populations who graduated from high school or passed General Educational Development (GED) exams as of January 1, 2019 and in the immediately subsequent calendar year.

Subsequently, as a means to fulfill the intent of the grant program, priority is given to applicants with dual trainee populations continuing in dual-training programs from previous grant rounds.

This grant will serve based upon priority:

- Dual trainees who recently graduated from high school or passed GED exams
- Dual trainees who are continuing dual-training programs from previous grant rounds

Grant outcomes will include:

- research and analysis on the costs and benefits of the DTG for dual trainees and grantees
- number of dual trainees who commence dual-training programs through the DTG
- Number of dual trainees who complete dual-training programs through the DTG

## Eligibility

Applicants must meet the eligibility requirements in order to be fully considered for this grant opportunity:

- Be an employer or organization of employers
- Have or will have a dual-training program which meets PIPELINE Program competency standards of validated occupations through means of on-the-job training by the employer and related instruction by a qualified training provider
- Employ or will employ a dual trainee who meets all of the following:
  - physically works at a permanent work location within Minnesota
  - has not attained occupational competency standard(s) prior to the commencement of training
  - will earn an industry-recognized degree, certificate, or credential upon completion of dual-training program

- Enter into agreement with a qualified related instruction training provider who meets all of the following:
  - Registered, licensed or exempt by the Minnesota Office of Higher Education
    - Registered training providers:  
<http://www.ohe.state.mn.us/sPages/PIRInsts.cfm>
    - Licensed training providers:  
<http://www.ohe.state.mn.us/sPages/141Insts.cfm>
    - Additional information about the exemption process is located in [Appendix E](#)
      - Minnesota public institutions including University of Minnesota and Minnesota State Colleges and Universities are exempt but are not included on an exemption list.
  - provides instructor-led related instruction associated with PIPELINE Program occupations
    - “Standards of Instructors” as defined by [Minnesota Administrative Rule 4880.1900](#)
    - authorized to award industry-recognized degrees, certificates, and/or credentials
- Contribute at least 25% of the related instruction costs for each dual trainee, if annual revenue exceeds \$25,000,000 in the previous calendar year
- Be up-to-date on all prior monitoring and reporting requirements, if a prior DTG recipient

## **Collaboration**

Applicant collaboration is permissible in regard to an organization of employers applying for the grant on behalf of multiple employers.

Applicants and related instruction training providers may collaborate on the content of the application, but applications must be written and submitted by eligible applicants.

## **Selection Criteria and Weight**

The review committee will be reviewing each applicant on a 100-point scale.

The scoring factors and weight that applications will be judged are based on the:

- 2019 available funds
- Dual trainee work locations outside and within the metropolitan area
- Dual trainee occupations among advanced manufacturing, agriculture, health care services, and information technology

- Dual Trainee employment at small and large employers

The review committee will utilize a standardized scoring system and determine the extent to which the applicant meets the criteria (see DTG Review Form Template [online](#)).

Criteria
<b>Criteria 1:</b> The dual-training program is robust and complete (60 Points)
Related instruction supports the occupation and aligns with PIPELINE Program dual-training competencies (20/60 Points)
On-the-job training supports the occupation and aligns with PIPELINE Program dual-training competencies (20/60 Points)
Related instruction correlates with on-the-job training (20/60 Points)
<b>Criteria 2:</b> Cost of related instruction and employer cost match minimizes direct costs to dual trainees (10 Points)
<b>Criteria 3:</b> Dual Trainees will have additional employment opportunities as a result of dual training (20 Points)
<b>Criteria 4:</b> Projected increase in compensation for dual trainees as a result of dual training (10 Points)

## Application Content

Applicant must submit all application content for the application to be considered complete. The Office of Higher Education does not discriminate on the basis of disability in the admission or access to, or treatment or employment, in its programs or activities. The following application materials can be made available in an alternative format to individuals by calling (651) 355-0609.

### Application

The application is available here: [https://www.ohe.state.mn.us/ssl/DTG/ind\\_app.cfm](https://www.ohe.state.mn.us/ssl/DTG/ind_app.cfm). The document requests general information. Please reference the DTG Online Application Content and DTG Online Application Screenshot documents available here: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

### Supporting Application Documents

- Letter of Intent ([Appendix A](#))
- Related Instruction Training Provider Selection ([Appendix B](#))
- Training Agreement ([Appendix C](#))

## Letter of Intent

The format and content of the Letter of Intent is available in [Appendix A](#). Applicants are welcome to attach additional graphs and charts to enhance the content of the letter.

## Related Instruction Training Provider Selection

[Minn. Stat. §136A.246 Subd. 3](#) directs employers to have an agreement with a qualified related instruction training provider to provide dual trainees with competency standards through a degree, certificate, or credential prior to the grant award and prior to the grant application process.

To ensure integrity, compliance with conflict of interest requirements, accessibility, equal opportunity and transparency, employers/organizations must follow a process in selecting related instruction training providers that meets the spirit and intent of fair, open, and competitive bidding. Documentation supporting the related instruction training provider selection process must accompany all DTG applications.

LIMITED EXCEPTION WITH APPROVAL: Only previous grantees with dual trainee populations who are continuing their dual-training programs with the **same** related instruction training providers are exempt from this requirement. Applicants must contact the Office of Higher Education prior to submitting an application to obtain approval for this exception.

Related instruction training provider selection process requirements are listed below based upon applicant's type of employer or organization of employers:

### *For-Profit and Non-Governmental (Non-Profit) Organizations; & Tribal Sovereign Nations*

For-profit or Non-Governmental (Non-Profit) Organizations; or Tribal Sovereign Nation applicants must:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format);
- Gather a minimum of three verbal quotes or bids (per occupation) from related instruction training providers OR select related instruction training providers from a Targeted Vendor List below;
- Select related instruction training providers based upon documented criteria. The selection process must be completed by a group of two or more organization applicant members; and
- Submit a statement of selection process, including the list of selection criteria, signed by Authorized Representative with DTG application ([Appendix D](#)).

Targeted Vendors Lists:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)

- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

### *Municipalities*

Municipalities include Minnesota State Colleges and Universities system.

Municipality applicants must:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format);
- Follow the contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat.§471.345](#); and
- Submit a statement of selection process, including the list of selection criteria, signed by Authorized Representative with DTG application ([Appendix B](#)).

Municipalities are encouraged to use Targeted Vendor Lists and/or utilize procurement from economically disadvantaged persons as defined in [Minn. Stat.§471.345 Subd. 8](#)

### *State Agency*

State Agency applicants must:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format);
- Follow State Procurement Law as defined in [Minn. Chapter 16C](#). (contact Authority for Local Purchase [management team](#) for technical assistance); and
- Submit a statement of selection process, including the list of selection criteria, signed by Authorized Representative with DTG application ([Appendix B](#)).

### *ALL Applicants*

All applicants must:

- Not contract with vendors/training providers who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>
- Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Follow prevailing wage requirements for projects that include construction work of \$25,000 or more per [Minn. Stat. §§177.41](#) through [177.44](#)

## Training Agreement

A training agreement must be submitted for each related instruction training provider included in the application materials. A new training agreement must be submitted by applicants continuing related instruction with training providers who participated in previous DTG rounds.

## Applicable Application Materials

Additional application materials are reserved for applicants who are non-governmental organizations (non-profits), organizations with annual revenue below \$25,000,000 during the previous calendar year, organizations requesting a grant award in excess of \$100,000, and/or organizations who may be exempt from training registration and licensing requirements.

- Financial Review Process
- State of Minnesota Workforce Certification ([Appendix D](#))
- Licensing or Registration Exemption Request ([Appendix E](#))

## Financial Review Process

### *All Applicants*

All organizations applying for DTG with annual revenue **below \$25,000,000** during the previous calendar year and choosing not to participate in 25% related instruction cost match, must submit financial documentation to the Office of Higher Education for review. Examples of documentation are recent certified audit or accounting records signed by accounting management.

### *Non-Governmental Organizations*

All Non-Governmental Organizations (non-profit) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of **\$25,000** and higher. In order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#), please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of **under \$50,000**, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of **\$50,000 or more and less than \$750,000** should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of **over \$750,000** should submit their most recent certified financial audit.

## State of Minnesota Workforce Certification

For all applications estimated to be in **excess of \$100,000**, applicants are required to apply, complete, and submit a Workforce Certificate ([Appendix E](#)).

As required by Minnesota Rules, part 5000.3600, it is hereby agreed between the parties that Minnesota Statutes, section [Minn. Stat. §363A.36](#) and Minnesota Rules, parts [5000.3400](#) - [5000.3600](#) are incorporated into any contract between these parties based upon this specification or any modification of it. Any applications for grants that exceed \$100,000 that do not include a Workforce Certificate with the application will fail this component.

If an applicant does not have a current (including denied and expired status) Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR), the applicant must submit an application for Workforce Certification to MDHR by **May 17, 2019** to remain eligible for a DTG. If an applicant is granted an award but a Workforce Certificate is not issued in a timely fashion, OHE reserves the right to withdraw the DTG award.

Visit the [State Contractor Status](#) section of the MDHR website for a current status report of Workforce Certificates among Minnesota State Contractors.

### **Licensing or Registration Exemption Request**

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 providers who may be exempt from licensing or registration requirements are required to complete [Appendix E](#).

Related instruction training providers already in an active exempt status do not need to take further action. This includes Minnesota public institutions including University of Minnesota and Minnesota State Colleges and Universities.

### **Application Submission:**

Applications must be received no later than 11:59 p.m. central time, on **May 10, 2019**.

Supporting Application Documents and Applicable Application Documents must be received no later than 11:59 p.m. central time, on **May 17, 2019**.

Late applications will not be considered. The applicant will incur all costs incurred in applying to this request for application. By submission of application content, the applicant affirms that the information provided is true, correct and reliable for purposes of evaluation for a potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification.

Submit application content to:

MN Office of Higher Education / Dual Training Grant  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108

Email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)

Fax: (651) 797-1636

## Review Process and Timeline

The Office of Higher Education in collaboration with the Department of Labor and Industry will ensure that applicants meet all minimum and eligibility requirements. If requirements are not met, the Office of Higher Education may choose to provide applicant with a limited amount of time to complete the application prior to review.

The review committee will evaluate all eligible and complete applications received by the deadline.

The Office of Higher Education will review all committee recommendations and is responsible for award decisions. *The award decisions of the Office of Higher Education are final and not subject to appeal.*

Request for Application posted on the Office of Higher Education web site	April 1, 2019
Question and Answer Webinar	May 2, 2019
Applications <b>due</b> no later than 11:59 pm central time	<b>May 10, 2019</b>
Supporting Application Documents <b>due</b> no later than 11:59 pm central time	<b>May 17, 2019</b>
Applicable Application Documents <b>due</b> no later than 11:59 pm central time	<b>May 17, 2019</b>
Committee begins review of applications	June 3, 2019
Committee recommendations submitted to commissioner for review	June 21, 2019
Selected grantees notified	June 26, 2019
Selected grantees publicly announced	June 28, 2019
Prepare grantee documents	July 1, 2019
Sign grant contracts and begin dual training	July 2019

## Conflicts of Interest

The Office of Higher Education will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Office of Higher Education due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

## **Public Data**

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in §[13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the Office of Higher Education as part of the evaluation process (except trade secret data as defined and classified in §[13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

## **Grant Provisions**

2018 Minnesota Statute 136A.246; 175.45:

<https://www.revisor.mn.gov/statutes/cite/136A.246%20>

Total appropriation for DTG during Fiscal Years 2016-2019 was \$7,000,000. Of the appropriation, up to an allocation of \$330,000 is for agency administrative costs. The total amount remaining for grant awards is \$6,670,000.

This is the eighth release of the request for application. Based upon current grant utilization among grantees and received allocations, up to \$2,700,279 is available for this grant round. Any future grant rounds will be contingent upon available funds. The intention is to award as many grants as possible within the means of available funds. The maximum individual grant award is \$150,000 per applicant with a \$6,000 per dual trainee maximum.

## **Frequently Asked Questions**

The online [Frequently Asked Questions](#) provides an overview of some of the requirements, terms, and conditions of this funding opportunity.

Refer to the [Review Process and Timeline](#) section of this document for dates and times of Question and Answer webinars that will be hosted by both the Office of Higher Education and Department of Labor and Industry.

Grant agreement templates are available for review at: [Office of Grants Management – Grant Agreement Templates](#).

## **Expenditures**

Allowable grant expenditures are limited to include related instruction costs directly required by training providers:

- Tuition
- Fees
- Required books
- Required materials

Unacceptable expenditures include but are not limited to:

- On-the-job training
- Mileage reimbursement
- Lodging
- Meals
- Program infrastructure
- Administrative staff

## **Orientation**

Following award notification, mandatory orientation is held at grantee location for grantee staff administering the DTG and dual trainees participating in dual training through the grant. The purpose of orientation is to prepare grantees and dual trainees for the grant process, encourage strategic planning for the future of dual training, and better understand the daily work of the grantee and dual trainees. Orientation is estimated to be two to three hours in length. Upon availability, staff from the PIPELINE Program will attend orientation.

Previous DTG grantees with dual trainee populations who are continuing their dual-training programs may request from the Office of Higher Education to forgo orientation.

## **Work Plan and Budget**

Following award notification and prior to signing a grant contract, all grantees must complete and submit a Work Plan and Budget document as created by the Office of Higher Education. The Work Plan and Budget includes detailed information about dual trainee population, related instruction, individualized pathway plan, on-the-job training, and budget. Once the plan is approved, the Office of Higher Education must be consulted prior to a grantee making any changes to the Work Plan and Budget.

## **Dual Trainee Form**

Following award notification and prior to signing a grant contract, all dual trainees must complete and submit a Dual Trainee Form. The form will be provided to grantees and monitored by the Office of Higher Education. The first purpose of the form is for a dual trainee

to acknowledge and approve the release of information among the grantee, training provider, and Office of Higher Education. The second purpose of the form is to gather data for evaluation of the program.

The Dual Trainee Form does request Social Security number information. Disclosure of the Social Security number is voluntary; however, failure to submit the Social Security number may prevent further processing of the form. A dual trainee cannot continue with a dual-training program through the DTG without a processed Dual Trainee Form.

## **Financial Aid Applications**

Prior to a grantee receiving reimbursement through the DTG, all dual trainees attending Federal Pell and state grants eligible related instruction training providers must complete the [Free Application for Federal Student Aid \(FAFSA\)](#) or [state financial aid application](#). For the best interest of the dual trainee, financial aid applications should be completed as soon as possible to secure potential funding sources.

If a dual trainee qualifies for grants through financial aid applications, the grantee must still pay the full costs of the related instruction within the means of the grant. This may result in the dual trainee receiving a financial aid refund directly from the related instruction training provider. In the circumstance that a dual trainee is receiving financial aid or outside funding that must be applied directly to tuition and fees, please contact the Office of Higher Education to discuss options related to participation through the DTG.

## **Business with the State**

Prior to signing a grant contract, all grantees must be registered vendors of the [State of Minnesota's SWIFT System](#). The grantee's federal tax ID number is required to complete registration. Contracts and grant reimbursement will be processed through the SWIFT vendor portal. Grantees who are already registered as vendors but do not remember information, should contact Minnesota Management and Budget (MMB) vendor helpline at (651) 201-8106 or [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us).

## **Grant Contract**

The grant contract must be signed by both the authorized representative of the grantee and financial services staff of the Office of Higher Education. Upon receipt of all signatures, the grant funds are encumbered and the grant becomes effective. Eligible expenditures can only be incurred upon execution of the grant contract and effective date.

## **Accountability and Reporting**

### **Grant Payments**

Per [State Policy on Grant Payments](#), the Office of Higher Education will process payment requests through a method of reimbursement. All grantee requests for reimbursement must correspond to the approved grant budget. The Office of Higher Education will review each request for reimbursement against the approved grant budget, grant expenditures to-date and

the latest grant report before approving payment. Grant payments shall not be made on grants with past due reports unless the Office of Higher Education has given the grantee a written extension.

Grantees will be reimbursed only for eligible expenditures for related instruction costs of tuition, fees, required books, and required materials not to exceed the grant award and \$6,000 annual limit per dual trainee. The Office of Higher Education will not reimburse any travel and subsistence expenses actually and necessarily incurred by the applicant as a result of applying for, being awarded a grant, or through the grant period.

Grantees must submit the following items to request reimbursement **no later than 30 days** after the end of a term or set of courses:

- Invoice
  - Dual trainee name
  - Related instruction course names
  - Related instruction total cost
  - If applicable, 25% of related instruction costs covered by grantee
  - Related instruction cost charged to the grant
- Related Instruction Documents
  - Invoice from training provider to grantee
  - Dual trainee course schedule
  - Proof of payment from grantee to training provider

The Office of Higher Education reserves the right to request additional documentation for verification of reimbursement. The Office of Higher Education will promptly issue payment to a grantee within 30 days of receiving ALL required reimbursement documents.

If a grantee is unable to pay the related instruction training provider in advance based upon documentation of financial limitation and the related instruction training provider is capable and willing to invoice the Office of Higher Education, an alternative method of payment may be approved by the Office of Higher Education. Please contact the Office of Higher Education for further details.

## **Grant Reporting**

All grantees are required to submit one data report to the Office of Higher Education upon completion of the grant contract or one year period (whichever comes first). The estimated report deadline is September 2019. The Office of Higher Education will inform grantees of the report content and format at the mid-point of the contract.

\*Grant reimbursement and future DTG application eligibility is contingent upon fulfillment of reporting requirements.

## Grant Monitoring

[Minn. Stat. §16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

In circumstances of the Office of Higher Education not being required to monitor a grantee based upon the above scenarios, the Office of Higher Education will consider requests from grantees to conduct monitoring services.

The monitoring schedule will be based upon the availability of the Office of Higher Education and grantee. To the extent possible, monitoring will be conducted at the location of the grantee and will occur within four months of the contract effective date.

\*Grant reimbursement and future DTG application eligibility is contingent upon fulfillment of reporting requirements.

## Audits

Per [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Affirmative Action and Non-Discrimination

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer,

recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#)

- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

### **Voter Registration**

The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

### **Contact Information**

Jacquelynn Mol Sletten  
Financial Aid Administrator  
Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108

Email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)

Phone: (651) 355-0609

Fax: (651) 797-1636

### **Appendices**

- [Appendix A](#): Letter of Intent Template
- [Appendix B](#): Related Instruction Training Provider Selection
- [Appendix C](#): Minnesota Dual Training Grant Training Agreement
- [Appendix D](#): State of Minnesota Workforce Certification
- [Appendix E](#): Licensing or Registration Exemption Request

## Appendix A: Letter of Intent Template

<<Applicant Letterhead>>

<<Applicant Street Address>>

<<Applicant City, State, Zip Code>>

<<Month, Day, Year>>

Dual Training Grant Review Committee  
MN Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

This letter is written as a reply to the PIPELINE Program Dual Training Grant Round #8 Request for Application.

<<Brief summary about applicant. If applicable, highlights about applicant's progress with dual-training program funded through prior Dual Training Grants>>

<<Description of related instruction as it relates to industry recognized degree, certificate and/or credential & PIPELINE Program Dual Training Competencies associated with related instruction>>

\*TIP: Review the Competency Model Pyramid for the intended occupation associated with dual-training program. Provide an overview of the competencies in which you expect your current or new employees to become proficient through the related instruction. These competencies are typically listed in the WHITE and GOLD portions of the pyramid.

<<Description of on-the-job training & PIPELINE Program Dual Training Competencies associated with on-the-job training>>

\*TIP: Review the Competency Model Pyramid for the intended occupation associated with dual-training program. Provide an overview of the competencies in which you expect your current or new employees to become proficient through the related instruction. These competencies are typically listed in the BLUE portions of the pyramid.

<<Illustrate anticipated on-the-job training setup through a table, chart, or graph>>

\*TIP: Reference PIPELINE Program guidance for effective on-the-job training here:

<http://www.dli.mn.gov/business/workforce/guidance-effective-job-training>.

Consider using the following table format (on next page).

<b>Dual Trainee &amp; Occupation</b> (Do not use specific names)	<b>Mode of On-the-Job Training</b>	<b>Specific Competencies</b> (as detailed in pyramid)	<b>Estimated number of hours for completion</b>
<i>EXAMPLE</i> Trainee A Mechatronics Technician	<i>EXAMPLE</i> Assignment-based project evaluation	<i>EXAMPLE</i> 1. Assemble machines to specifications 2. Connect wires and components	<i>EXAMPLE</i> 16 hours

<<Correlation between related instruction and on-the-job training>>

\*TIP: How will dual trainees bring what they learn in the classroom to their work location?

<<Explanation of projected increase in compensation for dual trainees as a result of dual training>>

\*TIP: Consider wages, title, position, work shift, benefits.

<<Additional employment opportunities within and outside of current employment upon completion of the dual-training program>>

Sincerely,

<<Signature>>

<<Printed Name>>

<<Title>>

## Appendix B: Related Instruction Training Provider Selection

<<Applicant Letterhead>>

<<Applicant Street Address>>

<<Applicant City, State, Zip Code>>

<<Month, Day, Year>>

Dual Training Grant Review Committee  
MN Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

This letter details the related instruction training provider selection process as part of the requirements of the PIPELINE Program Dual Training Grant Round #8 Request for Application.

<<List or describe related instruction training provider selection criteria>>

\*TIP: Applicant determines criteria. Some examples may include location, costs, and program.

<<For each occupation included in application, list a minimum of 3 verbal quotes (or targeted vendors). Include dates of when applicant contacted training providers (or researched targeted vendors)>>

<<Indicate the group (two or more people) who reviewed the quotes and selected training providers>>

<<Brief description of how criteria led to final selection of related instruction training providers. Include list of final related instruction training providers>>

Sincerely,

<<Signature of Authorized Representative>>

<<Printed Name>>

<<Title>>

## Appendix C: Minnesota Dual Training Grant Training Agreement

<b>Minnesota Dual Training Grant Training Agreement 2019</b> (Page 1 of 4) (1 Training Agreement per Related Instruction Training Provider)			
<b>PIPELINE Industry</b> (check all that apply to this Related Instruction Training Provider)			
<input type="checkbox"/> Advanced Manufacturing <input type="checkbox"/> Agriculture <input type="checkbox"/> Health Care Services <input type="checkbox"/> Information Technology			
PIPELINE Occupation(s) (list all that apply to this Related Instruction Training Provider)			
Degrees, Certificates, and/or Credentials (list all to be earned upon completion of the dual-training program)			
<b>Grantee/Employer Name</b>			
Grantee/Employer Address (Street, City, State, Zip)			
Authorized Representative Name			
Title	Telephone Number	Email Address	
<b>Related Instruction Training Provider Name</b>			
Related Instruction Training Provider Address (Street, City, State, Zip)			
Authorized Representative Name			
Title	Telephone Number	Email Address	
Please check the box next to the type of qualified related instruction training provider			
<input type="checkbox"/> <a href="#">Registered</a> by Minnesota Office of Higher Education			
<input type="checkbox"/> <a href="#">Licensed</a> by Minnesota Office of Higher Education			
<input type="checkbox"/> Exempt by Minnesota Office of Higher Education			
<input type="checkbox"/> Valid exemption on file <input type="checkbox"/> Will submit for exemption <input type="checkbox"/> Minnesota public institution			

**Minnesota Dual Training Grant  
Training Agreement 2019**  
 (Page 2 of 4)

**Grantee/Employer CERTIFICATION:** Please check the box next to each statement

- I give permission to the Office of Higher Education to enter information from this form onto the web-based form on my behalf.
- I have read, understand, and agree to the Training Agreement
- I understand and accept the obligation to contact the Office of Higher Education of any changes in information provided on this form
- I give permission to the Office of Higher Education and Related Instruction Training Providers (listed on form) to share information and documentation with each other as pertains solely to the Dual Training Grant program.
- I certify that the information on this application is true and correct and I promise to provide additional documentation if requested. I understand that this form is available for public review, used to establish eligibility for the Dual Training Grant program, and if I purposely give false or misleading information on this form, I may be subject to a fine, prison sentence or both; and such action may result in the forfeiture of future participation in this program.
- I understand that participation in this program is subject to the availability of funds.

Employer Authorized Representative Signature

Date (month, day, year)

**Related Instruction Training Provider CERTIFICATION:** Please check the box next to each statement

- I give permission to the Office of Higher Education to enter information from this form onto the web-based form on my behalf.
- I have read, understand, and agree to the Training Agreement
- I understand and accept the obligation to contact the Office of Higher Education of any changes in information provided on this form
- I give permission to the Office of Higher Education and Grantee/Employer (listed on form) to share information and documentation with each other as pertains solely to the Dual Training Grant program.
- I certify that the information on this application is true and correct and I promise to provide additional documentation if requested. I understand that this form is available for public review, used to establish eligibility for the Dual Training Grant program, and if I purposely give false or misleading information on this form, I may be subject to a fine, prison sentence or both; and such action may result in the forfeiture of future participation in this program.
- I understand that participation in this program is subject to the availability of funds.

Related Instruction Training Provider Authorized Representative Signature

Date (month, day, year)

**Minnesota Dual Training Grant  
Training Agreement 2019**  
(Page 3 of 4)

**Training Agreement:** Carefully read

The Office of Higher Education does not discriminate on the basis of disability in the admission or access to, or treatment or employment, in its programs or activities. This document can be made available in an alternative format to individuals by calling (651) 355-0609.

**The Training Agreement is contingent upon the employer being awarded a Dual Training Grant.**

The Grantee/Employer and Related Instruction Training Provider, listed above, enter into this agreement establishing the Grantee/Employer and Related Instruction Training Provider's responsibilities to deliver training under the PIPELINE Dual Training Grant program, as authorized by Minn. Stat. § 136A.246. This agreement will become active upon execution of the Grantee/Employer grant contract with the Minnesota Office of Higher Education and will end at the conclusion of that grant. Any amendment to the expiration date of the grant contract will extend the expiration date of this agreement.

The Grantee/Employer and Related Instruction Training Provider, agree to the below responsibilities and will to the best of their ability mentor and encourage the participating Dual Trainees to successfully complete the training program.

**The Grantee/Employer agrees to the following** (contingent upon notification of successful completion of a Dual Trainee Release Form):

- Promptly pay the invoiced amount for cost of training per eligible Dual Trainee to the Related Instruction Training Provider within 30 days of receipt of the invoice, and provide Related Instruction Training Provider with all appropriate supporting documentation.
- Provide a list to the Related Instruction Training Provider of approved Dual Trainees from the Grantee/Employer's Work Plan & Budget that are approved by the Minnesota Office of Higher Education to participate in the Dual Training Grant program based upon successful completion of an informational release form. Upon request, the Office of Higher Education is also able to provide the list directly to the Related Instruction Training Provider.
- Notify the Related Instruction Training Provider of any Dual Trainee's ineligibility to participate in the Dual Training Grant due to not meeting grant requirements, including but not limited to the following:
  - Dual Trainee ceasing employment with the Grantee/Employer, either voluntarily or involuntarily, or
  - If the work location of the Dual Trainee moved outside the State of Minnesota, as the Dual Trainee will no longer be eligible to receive funds from the Dual Training Grant.

If either of these events occur, any balance due to the Related Instruction Training Provider may be collected from the Dual Trainee or Grantee/Employer.

- Work with the Related Instruction Training Provider to ensure curriculum aligns with validated [PIPELINE Program](#) competencies.

**Related Instruction Training Provider agrees to the following** (contingent upon notification of successful completion of a Dual Trainee Release Form):

- Provide related instruction for the identified industry and occupation(s) under the [PIPELINE Program](#).
- Provide training to the Dual Trainees listed in the Grantee/Employer's Work Plan & Budget. (**Cont. Next Page**)

- Notify the Grantee/Employer if a Dual Trainee withdraws from the training program, and send any reimbursable portion of the cost of training previously paid back to the Grantee/Employer.
- Provide data to the Grantee/Employer on the progress of their Dual Trainees. Submit to the Grantee/Employer at the end of the term (or upon request) the following:
  - An academic transcript or comparable documentation of each Dual Trainee enrolled that is receiving training under the Dual Training Grant;
  - A copy of each Dual Trainee's account receivable;
  - A list of Dual Trainees who satisfactorily completed course work as part of this grant;
  - A list of Dual Trainees who did not satisfactorily complete the course work, withdrew from a course, program, or institution;
  - A list of Dual Trainees and the type of program in which they are enrolled;
  - A list of Dual Trainees indicating the diploma, certificate, credential, degree, or other certification received as a result of the training, if applicable; and
  - Any other related data on the Dual Trainees that will allow the Grantee/Employer to complete reports required of the Minnesota Office of Higher Education.
- Allow access to the training site by the Grantee/Employer, representatives from the Minnesota Office of Higher Education, and/or Department of Labor and Industry for possible monitoring visits required of the Grantee/Employer under the [Minnesota Office of Grant's Management's Policy 08-10](#).
- Shall not use the Dual Training Grant as a primary incentive in advertisement.

## Appendix D: State of Minnesota Workforce Certification

For all applications estimated to be **in excess of \$100,000**, complete the information requested below to determine whether the Minnesota Department of Human Rights Workforce Certification ([Minnesota Statutes 363A.36](#)) is necessary and to provide documentation of compliance. Applicants are responsible to provide this information and—if required—to apply for Workforce Certification prior to the due date of the bid or proposal and to obtain Workforce Certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Workforce Certification.

**BOX A** – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to **BOX B**.

Your response will be rejected unless your business:

has a current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR)

–or–

has submitted a Workforce Certificate application to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Workforce Certificate issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- We do not have a current Workforce Certificate. However, we submitted an application to the MDHR for approval, which the Department received on \_\_\_\_\_ (date). **Proceed to BOX C.**
- We do not have a Workforce Certificate, nor has the MDHR received an application from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

**Please note:** Workforce Certificates must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

(Cont. Next Page)

**BOX B – For those companies not described in BOX A**

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

**BOX C – For all companies**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company (these requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government).

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

For assistance with this form, contact:

**Minnesota Department of Human Rights, Compliance**

The Freeman Building

625 Robert Street North

Saint Paul, MN 55155

Phone: (651) 296-5663

Toll Free Phone: (800) 657-3704

Fax: (651) 296-9042

TTY: (651) 296-1283

[compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us)

[www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)

**Appendix E: Licensing or Registration Exemption Request**

<b>Minnesota Dual Training Grant Licensing or Registration Exemption Request 2019</b> (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: <a href="http://www.ohe.state.mn.us/mPg.cfm?pageID=197">http://www.ohe.state.mn.us/mPg.cfm?pageID=197</a> .		
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)		
<b>(Cont. Next Page)</b>		

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**.