



Email: dli.cesponsor@state.mn.us
Website: www.dli.mn.gov/
Phone: (651) 284-5034

CONTINUING EDUCATION NOTICE OF SUBSEQUENT OFFERING

Instructions – Please read before submittal.

1. The sponsor must complete, sign and date this Notice of Subsequent Course Offering(s) (“Notice”). The completed Notice must be submitted to the Department at least 30 days before the subsequent course offering date. Notices that are submitted less than 30 days prior to the subsequent course offering date are subject to denial.
2. The submission of this Notice will only apply to the subsequent course offering of a course that is identical to an approved course for which the course approval has not expired.

SPONSOR/INSTRUCTOR INFORMATION - Pursuant to MN Stat. § 326B.091, subd. 7, the definition of a “Sponsor” is any person or entity offering or providing approved continuing education.

**PRINT IN INK or TYPE
MAKE A COPY OF THIS NOTICE FOR YOUR RECORD**

COURSE ID#	COURSE TITLE				
SPONSOR ID#	SPONSOR NAME			SPONSOR EMAIL	
CONTACT PERSON			CONTACT TELEPHONE NO.	CONTACT EMAIL	
SPONSOR ADDRESS		CITY	STATE	ZIP CODE	

COURSE INFORMATION

DATE(S) OF SUBSEQUENT OFFERING OF APPROVED COURSE

COURSE LOCATION	STREET ADDRESS OF FACILITY	CITY	STATE	ZIP CODE
INSTRUCTOR ID#	INSTRUCTOR NAME	INSTRUCTOR EMAIL		
All approved CE courses are posted online as a reference for individuals needing continuing education hours. The only exceptions are company-sponsored courses.		<input type="checkbox"/> Course is company-sponsored <input type="checkbox"/> Do not post online; employees only		

DATE(S) OF SUBSEQUENT OFFERING OF APPROVED COURSE

COURSE LOCATION	STREET ADDRESS OF FACILITY	CITY	STATE	ZIP CODE
INSTRUCTOR ID#	INSTRUCTOR NAME	INSTRUCTOR EMAIL		
All approved CE courses are posted online as a reference for individuals needing continuing education hours. The only exceptions are company-sponsored courses.		<input type="checkbox"/> Course is company-sponsored <input type="checkbox"/> Do not post online; employees only		

DATE(S) OF SUBSEQUENT OFFERING OF APPROVED COURSE

COURSE LOCATION	STREET ADDRESS OF FACILITY	CITY	STATE	ZIP CODE
INSTRUCTOR ID#	INSTRUCTOR NAME	INSTRUCTOR EMAIL		
All approved CE courses are posted online as a reference for individuals needing continuing education hours. The only exceptions are company-sponsored courses.		<input type="checkbox"/> Course is company-sponsored <input type="checkbox"/> Do not post online; employees only		

DATE(S) OF SUBSEQUENT OFFERING OF APPROVED COURSE

COURSE LOCATION	STREET ADDRESS OF FACILITY	CITY	STATE	ZIP CODE
INSTRUCTOR ID#	INSTRUCTOR NAME	INSTRUCTOR EMAIL		
All approved CE courses are posted online as a reference for individuals needing continuing education hours. The only exceptions are company-sponsored courses.		<input type="checkbox"/> Course is company-sponsored <input type="checkbox"/> Do not post online; employees only		

DATE(S) OF SUBSEQUENT OFFERING OF APPROVED COURSE

COURSE LOCATION	STREET ADDRESS OF FACILITY	CITY	STATE	ZIP CODE
INSTRUCTOR ID#	INSTRUCTOR NAME	INSTRUCTOR EMAIL		
All approved CE courses are posted online as a reference for individuals needing continuing education hours. The only exceptions are company-sponsored courses.		<input type="checkbox"/> Course is company-sponsored <input type="checkbox"/> Do not post online; employees only		

DATE(S) OF SUBSEQUENT OFFERING OF APPROVED COURSE

COURSE LOCATION	STREET ADDRESS OF FACILITY	CITY	STATE	ZIP CODE
INSTRUCTOR ID#	INSTRUCTOR NAME	INSTRUCTOR EMAIL		
All approved CE courses are posted online as a reference for individuals needing continuing education hours. The only exceptions are company-sponsored courses.		<input type="checkbox"/> Course is company-sponsored <input type="checkbox"/> Do not post online; employees only		

Certification and Statements of Understanding

- I understand that subsequent offering(s) of the course specified in this Notice of Subsequent Course Offering only apply when the subsequent offering is identical to the approved course and the course approval has not expired.
- I understand that the number of approved credit hours must be prominently displayed on any advertisement for subsequent course offerings and, if the course offering is longer than the number of approved continuing education credit hours, that any advertisement must clearly state that continuing education credit is not earned for the entire course.
- I understand that failing to have a qualified instructor teach the subsequent course offerings will result in the loss of course approval.
- I certify that I am the approved sponsor and I am responsible for compliance with and will abide by the requirements of Minn. Stat. § 326B.099, Subd. 2, and all other relevant laws and rules.
- I certify that I will notify the Department of Labor and Industry in writing within 10 days of any change in the information in this Notice, including any addition or change in the name(s) of the instructor who will teach the course.
- I certify that the course described in this Notice will be made available to persons with disabilities in a manner consistent with state and federal laws prohibiting discrimination against persons with disabilities. I further certify that reasonable modifications must be made in any policies, practices, and procedures that might otherwise deny equal access to continuing education or professional development to individuals with disabilities pursuant to Minn. Stat. § 363A.43.
- I certify that all of the information submitted in this application is true, accurate, and complete.

SIGNATURE OF SPONSOR (mandatory)	DATE
----------------------------------	------

This material can be made available in different forms, such as large print, Braille or on audio.