

Subject: Temporary Guidance for Conversion of In-Person Continuing Education Courses to Webinars - Minnesota



Temporary Guidance for Conversion of In-Person Continuing Education Courses to Webinars

Attention: Minnesota Continuing Education Providers

Re: Temporary Guidance for Conversion of In-Person Continuing Education Courses to Webinars

Date: April 9, 2020

Regulatory Guidance 20-15

Issued April 9, 2020

Authority.

On March 13, 2020, Governor Tim Walz signed Executive Order 20-01, declaring a peacetime emergency related to COVID-19.

In light of the challenges related to the COVID-19 virus and the declaration of a peacetime emergency, the Commissioner of Commerce has issued Regulatory Guidance 20-15 under the Commissioner of Commerce's authority found in Minn. Stat. §§ 45.25 - 43.

Guidance.

The Commerce Department is implementing temporary guidance to allow continuing education providers to convert in-person continuing education courses previously approved by the agency to webinars in an expedited fashion.

This temporary guidance applies only to classroom courses as defined in Minn. Stat. §§ 45.25 Subd. 2a(1) and 2a(2) (“original classroom version”) currently approved for offering in Minnesota that a continuing education provider is now interested in offering as an internet-based classroom course (“webinar course”) as defined in Minn. Stat. §45.25 Subd. 2a(3).

Continuing education providers interested in completing a conversion must:

- Complete and [return an attestation form](#) certifying that the course content, materials and instructors for the webinar course have not changed from the currently approved original classroom version;
- Review and comply with the “[Provider and Instruction Requirements](#)” document; and
- Create and schedule a webinar for offering in the appropriate licensing system.

Compliance with the temporary procedures are subject to audit by the Commerce Department.

Questions.

Questions are best directed to education.commerce@state.mn.us. Commerce staff are responding as quickly as possible to written inquiries from continuing education providers from all regulated industries.

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