



REQUEST FOR CONTINUING EDUCATION EXEMPTION FOR JULY 1, 2016 - JUNE 30, 2018 REPORTING PERIOD INSTRUCTIONS

DO NOT include this exemption request with your renewal; **your renewal will be returned.**
Exemption requests must be **pre-approved.**

This exemption request is for the time period of July 1, 2016 through June 30, 2018 and covers continuing education needed to renew licenses or certificates expiring on June 30, 2018.

A new licensee or certificate holder is automatically exempt from the continuing education requirements [[MN Statute 326.107 Subd. 4\(1\)](#)] for the individual's first biennial renewal and need NOT submit this form.

Exemption Criteria

[MN Statute 326.107 Subd. 4\(2\)](#) states that the following licensees or certificate holders are exempt from the continuing education requirements: "a licensee or certificate holder who has experienced during the biennial renewal a serious illness, injury, or other extenuating circumstances, or who has been called to active duty in the military services for a period of time exceeding 120 consecutive days, as reviewed and approved by the board, and where such activities restrict compliance with the continuing education requirements, as supported by documentation furnished to the board."

To aid the Board in determining your eligibility under the statute, you must attach supporting documentation, including but not limited to: pertinent medical documents, a doctor's letter, military orders, and/or a letter detailing how your situation prevented you from complying with the continuing education requirements.

Your request will be discussed at open meetings of the Credentialing Committee and full Board. Information discussed and documents presented at these meetings become a matter of public record, **unless the request is for medical reasons.** Health records are private and any requests based on medical issues will be discussed in a closed session and medical data will remain private.

You will be notified by mail of the Board's decision.

If your exemption request is approved, the Board will send you a "**Letter of Acceptance.**"

You **must include** that document with your renewal, which must be submitted using the PDF (paper) renewal form (download from <http://mn.gov/aelslagid/renewals.html>).

You **cannot** renew through Online Renewal Services.

If you have questions regarding your application, please call the Board office at 651-296-2388.

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (MN Statute §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this request for continuing education exemption. The data you furnish will be used by the Board to assess your request. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to approve your request. Pursuant to Minnesota Statutes §13.41, subdivision 2 (2018), all licensee and certificate holder data, except private data, are public record. The Board will not share your private data with other persons or agencies unless you authorize its release or it is required by law.



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Read the [instructions](#) before completing this form.

Contact Information

Legal Name _____
(First) (M.I.) (Last) (Suffix)

Profession _____ Certif./ License # _____ Phone _____

Address _____
(Street address required; no PO boxes)

City _____ State/Province _____

Zip/Postcode _____ Country _____

Exemption Request

- REASON: Serious Illness Injury
 Extenuating Circumstances Military Service

To aid the Board in its decision, you must attach supporting documentation,
including but not limited to:

- pertinent medical documents
- a doctor's letter
- military orders
- a letter detailing how your situation prevented you from complying with the continuing education requirements



Signature

Date

THIS SECTION FOR BOARD USE ONLY

Approved Denied Status letter sent to petitioner on the following date: _____