

## Designated School Manager Change Form

Use this form to report a change of your school's Designated School Manager (DSM).  
Submit a completed form via email, fax, standard mail or in person.

**Note:** MN Rule 2110.0320 Subp. 8 allows schools to appoint a licensed instructor as the DSM for up to 30 days. Within 10 days of the DSM's departure or resignation, the school must notify the Board by email of the last day of the DSM's employment and the name and license number of the instructor appointed as the acting school manager. The school has 30 days from the departure of the DSM to register a new DSM with the Board by submitting a DSM Change Form.

### School Information

8/2017

Legal Name of School <i>name of sole proprietor, LLC, corporation, etc.</i>	DBA Name of School <i>if different from legal name</i>
School License Number	School Phone Number
School Address	School Owner Name

### Designated School Manager Information

Name of New DSM	School Manager License Number
Start Date as DSM	School Manager License Expiration Date

### Designated School Manager Acknowledgments

*"I certify that I am the Designated School Manager and am responsible for ensuring school compliance with MN Statutes, chapter 155A and MN Rules, chapters 2105 and 2110. These responsibilities include, but are not limited to, items A—F below."*

- A) Ensuring that the School License is current and posted.
- B) Ensuring that all instructors are licensed and that current licenses (including my own) are posted.
- C) Ensuring that all equipment required under MN Rule chapter 2110 is clean and maintained in proper working condition, that proper supplies are in stock at all times, and that the school complies with all safety, infection control, and operational requirements.
- D) Notifying the Board in writing immediately if I am no longer the Designated School Manager and am no longer responsible for this school's compliance with MN Statutes and Rules.

*In addition,*

- E) I understand that I may be personally assessed a civil penalty of up to \$2,000 per school violation of MN Statutes, chapter 155A and MN Rules, chapters 2105 and 2110.
- F) I understand that I may be the Designated School Manager for only one school at a time.

**DSM Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### School Owner Acknowledgment

*"I certify that the individual listed above on this form is who the school appoints as its Designated School Manager."*

**School Owner or Authorized Signatory\* Printed Name:** \_\_\_\_\_

**School Owner or Authorized Signatory\* Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Authorized Signatory Title and Contact Information: \_\_\_\_\_

For Board Office Use Only	Date Form Received:	Processor:	Date Form Processed:
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