



CONTINUING EDUCATION COURSE CONVERSION TO WEBINAR ATTESTATION FORM

The Commerce Department is implementing temporary procedures to allow continuing education providers to convert in-person continuing education courses previously approved by the agency to webinars in an expedited fashion. These temporary procedures apply only to classroom courses as defined in Minn. Stat. §§ 45.25 Subd. 2a(1) and 2a(2) (“original classroom version”) 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). Compliance with the temporary procedures are subject to audit by the Commerce Department.

These temporary procedures apply to continuing education courses currently approved in Minnesota for classroom course presentation. Continuing education providers must:

- Create a scheduled offering of a webinar course in the appropriate licensing system;
- Ensure the webinar course complies with Minn. Stat. §§ 45.25 - 43; and
- Return a copy of this attestation form signed by the continuing education coordinator certifying that the webinar course meets the requirements listed below.

Primary Coordinator’s Attestation and Signature

As the primary coordinator for my continuing education provider, I attest that the method of instruction for this course is a webinar course that meets or exceeds the requirements in Minn. Stat. §§ 45.25 - 43.

By the signing, I attest that this webinar course contains the same detailed and timed course content outline, it has the same approved instructors, and that the instructors shall not deviate in any way from the original classroom version of the course that is approved for offering in Minnesota.

Printed name of Coordinator: * _____

Signature of Coordinator: * _____ **Submission Date: *** _____

Full Printed name of Provider: * _____ **Provider #: *** _____

*(*Required)*