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REQUEST FOR APPLICATION

DUAL TRAINING GRANT

MINNESOTA STATUTES 136A.246

DEADLINES:

Application – May 8, 2020

Early submissions are encouraged.

PROGRAM PERIOD:

August 2020 – August 2021

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**REQUEST FOR APPLICATION UNDER MINNESOTA STATUTE 136A.246
DUAL TRAINING GRANT**

Grant Overview

In support of Minnesota Dual-Training Pipeline (<http://www.dli.mn.gov/pipeline>) and in response to Minnesota employers, the 2015 Minnesota Legislature established the Dual Training Competency Grants (DTG) program (<https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>). The Office of Higher Education (OHE) is responsible for administering the DTG program while working in consultation and collaboration with the Department of Labor and Industry (DLI) who is responsible for administering Minnesota Dual-Training Pipeline. The statute governing the program is located in Minnesota Statutes 136A.246 Dual Training Competency Grants (<https://www.revisor.mn.gov/statutes/cite/136A.246>).

The DTG program is a funding source that generates collaborative and strategic educational solutions between employers and related instruction training providers across Minnesota. The dual-training model pairs on-the-job training with formal related instruction to create a robust learning environment resulting in skilled employees and enhanced company culture. Registered apprenticeship programs have a long history in Minnesota, and the DTG program can successfully act as a gateway to apprenticeship by leveraging many of the techniques utilized in apprenticeship models to help employers upskill their workforce.



Employers or organizations of employers may apply for DTG funds to train employees in occupations for which competency standards have been identified among the four Minnesota Dual-Training Pipeline industries of Advanced Manufacturing, Agriculture, Health Care Services and Information Technology. The DTG reimburses grantees for related instruction costs of tuition, fees, required books, and required materials of their dual trainees. Related instruction supported by DTG must result in an industry-recognized degree, certificate, or credential.

Employers participating in MN Dual-Training Pipeline are not required to apply for the DTG program. The grant is one resource for financially supporting related instruction of dual-training programs. In addition, employers applying for the DTG program are not required to have or pursue registered apprenticeship. The grant utilizes techniques of the apprenticeship-model and allows more flexibility in the design of training.

Upcoming lists provide general overviews of eligible applicants, programs, industries, and occupations.

DTG **applicants** include employers or organizations of employers defined as follows:

- For-Profit Organization: is an organization formed for the purpose of earning a profit.
- Non-Governmental (Non-Profit) Organization: is a nonprofit, also known as a charitable organization, which is formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. The organization meets the definition in Minnesota Statutes 390.50 Solicitation of Charitable Funds, Subdivision 4 (<https://www.revisor.mn.gov/statutes/cite/309.50#stat.309.50.4>) and meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c) (3).
- Municipality: is a county, town, city, school district, or other municipal corporation or political subdivision of the state. The organization meets the definition in Minnesota Statutes 471.345 Uniform Municipal Contracting Law, Subdivision 1 (<https://www.revisor.mn.gov/statutes/cite/471.345>). Municipality includes Minnesota State Colleges and Universities system.
- State Agency: is any state officer, employee, board, commission, authority, department, entity, or organization of the executive branch of state government. The organization meets the definition in Minnesota Statutes 16B.01 Definitions, Subdivision 2 (<https://www.revisor.mn.gov/statutes/cite/16B.01>).
- Tribal Sovereign Nation: is any Indian tribe acknowledged as a sovereign nation by the U.S. constitution.

DTG funds must be used for dual-training **programs** which:

- Involve dual trainees who are employed and physically work at a permanent work location within Minnesota
- Meet competency standards through means of on-the-job training by the employer and related instruction by a qualified training provider
- Result in dual trainee earning an industry-recognized degree, certificate, or credential through a qualified related instruction training provider upon successful completion of the dual-training program (certificate of completion programs are not sufficient)

Below are MN Dual-Training Pipeline validated **industries** and **occupations** eligible to receive DTG funds:

Advanced Manufacturing:

- Computer Numerical Control (CNC) Programmer
- Coordinate Measuring Machine (CMM) Programmer
- Extrusion Molding Technician
- Flexo Technician
- Injection Molding Technician
- Logistics and Supply Chain Manager
- Machinist/Tool and Die Maker
- Machinist/CNC Operator

- Maintenance and Repair Worker
- Mechatronics Technician
- Print Press Operator
- Quality Assurance/Food Safety Supervisor
- Quality Assurance Technician
- Safety Technician
- Solderer
- Welder

Agriculture:

- Agriculture Equipment Mechanic
- Agronomist
- Application Technician
- Crop Farm Manager
- Farm Animal Manager
- Grain Merchandiser
- Horticulture Farm Manager
- Quality Assurance/Food Safety Supervisor
- Swine Technician (grow finish)
- Swine Technician (sow farm)

Health Care Services:

- Addiction Specialist
- Certified Nursing Assistant (CNA)
- Community Health Worker
- Dental Assistant
- Dental Hygienist
- Electronic Health Records Specialist
- Health Support Specialist

- Licensed Practical Nurse (LPN)
- Medical Assistant
- Medical Laboratory Assistant
- Medical Laboratory Technician
- Ophthalmic Technician
- Psychiatric/Mental Health Technician In-Patient
- Psychiatric/Mental Health Technician Out-Patient
- Radiologic Technologist
- Registered Nurse (RN)
- Senior Living Culinary Manager
- Surgical Technologist

Information Technology:

- Information Management and Analytics Pathway
- Information Security Pathway
- Infrastructure Administration Pathway
- Programming, Development and Engineering Pathway
- Security Analyst
- Service Desk/Front Line Support or Computer User Support Specialist
- Software Developer
- Software Testing and Quality Assurance Pathway
- Support Pathway
- Technical Planning Pathway
- Web Developer – Back End
- Web Developer – Front End

Funding Availability

Total appropriation for DTG during Fiscal Year 2020 was \$2,000,000. Of the appropriation, up to an allocation of \$100,000 is for agency administrative costs. The total amount remaining for grant awards is \$1,900,000.

This is the ninth release of the request for application. Based upon current grant utilization among grantees and received appropriations, up to **\$2,700,000** is available for this grant round. Any future grant rounds will be contingent upon available funds. The intention is to award as many grants as possible within the means of available funds.

The maximum individual grant award is **\$150,000** per applicant with a **\$6,000** per dual trainee maximum. Awards can only be used toward the costs of related instruction (tuition, fees, required books, and required materials). Any related instruction costs over \$6,000 per dual trainee will be the responsibility of the grantee or dual trainee. Each dual trainee may only benefit from the DTG for a maximum of **four years** in a lifetime. The years of participation do not need to be consecutive.

In addition, a dual trainee cannot be included in coinciding grant rounds. For example, if a dual trainee is participating in a grant round that operates from September to August, the dual trainee cannot also participate in a separate grant round that operates from January to December because several months would overlap.

A committee representing content and community specialists with regional knowledge reviews and scores DTG applications through a competitive process. The Office of Higher Education will notify and announce grantees in **June 2020**. If selected, a grantee may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date. Related instruction coursework and charges cannot begin until the grant contract is effective. No exception will be made to this rule.

Minimum Requirements

Applicants must meet eligibility requirements and submit all necessary application content to be considered for the DTG. Late or incomplete applications will not progress to the review committee.

Priorities

The State of Minnesota is committed to ensuring fairness, precision, equity, and consistency in competitive grant awards.

As written in statute, priority is given to applicants with dual-trainee populations who graduated from high school or passed General Educational Development (GED) exams as of **January 1, 2020** and in the immediately subsequent calendar year.

Subsequently, as a means to fulfill the intent of the grant program, priority is given to applicants with dual trainee populations continuing in dual-training programs from previous grant rounds.

Eligibility

Applicants must meet the eligibility requirements below in order to be fully considered for this grant opportunity:

- Be an employer or organization of employers
- Have or will have a dual-training program aligned with MN Dual-Training Pipeline industries and occupations
- Employ or will employ a dual trainee who meets all of the following:
 - physically works at a permanent work location within Minnesota
 - has not attained occupational competency standard(s) prior to the commencement of training
 - will earn an industry-recognized degree, certificate, or credential upon completion of dual-training program
- Enter into agreement with a qualified related instruction training provider who meets all of the following:
 - Registered, licensed or exempt by the Minnesota Office of Higher Education
 - Registered training providers:
<http://www.ohe.state.mn.us/sPages/PIRInsts.cfm>
 - Licensed training providers:
<http://www.ohe.state.mn.us/sPages/141Insts.cfm>
 - Exempt training providers:
[Appendix D](#)
 - If registration for exemption is required, please complete and submit [Appendix E](#).
 - Minnesota public institutions including University of Minnesota and Minnesota State Colleges and Universities are exempt but are not included on an exemption list.
 - provide instructor-led related instruction associated with MN Dual-Training Pipeline occupations
 - As defined by Minnesota Administrative Rule 4880.1900 Standards for Instructors (<https://www.revisor.mn.gov/rules/4880.1900/>)
 - Be authorized to award industry-recognized degrees, certificates, and/or credentials aligned with MN Dual-Training Pipeline occupations (certificate of completion programs are not sufficient)

- Contribute at least 25% of the related instruction costs for each dual trainee, if annual revenue exceeds \$25,000,000 in the previous calendar year
- Be up-to-date on all prior monitoring and reporting requirements, if a prior DTG recipient

Collaboration

Applicant collaboration is permissible in regard to an organization of employers applying for the grant on behalf of multiple employers. Examples of organization include but are not limited to industry membership organizations, economic development organizations, and chambers of commerce.

Applicants and related instruction training providers may collaborate on the content of the application, but applications must be written and submitted by eligible applicants.

Selection Criteria and Weight

The scoring factors and weight that applications will be judged are based on the:

- 2020 available funds
- Priority criteria
- Score criteria
- Dual trainee work locations outside and within the metropolitan area
- Dual trainee occupations among advanced manufacturing, agriculture, health care services, and information technology
- Dual trainee employment at small and large employers

The review committee will utilize a 100-point standardized scoring system and determine the extent to which the applicant meets criteria:

- Criterion 1: The dual-training program is robust and complete (60 Points)
 - Related instruction supports the occupation and aligns with MN Dual-Training Pipeline dual-training competencies (20/60 Points)
 - On-the-job training supports the occupation and aligns with MN Dual-Training Pipeline dual-training competencies (20/60 Points)
 - Related instruction correlates with on-the-job training (20/60)
- Criterion 2: Direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees (10 Points)
- Criterion 3: Dual trainees will have additional employment opportunities as a result of dual training (20 Points)

- Criterion 4: Project increase in compensation for dual trainees as a result of dual training (10 Points)

Application Content

Applicant must submit all application content by the deadline date to be considered complete. The Office of Higher Education does not discriminate on the basis of disability in the admission or access to, or treatment or employment, in its programs or activities. The following application materials can be made available in an alternative format to individuals by calling (651) 355-0609.

Part 1 - Application

The application is available here: https://www.ohe.state.mn.us/ssl/DTG/ind_app.cfm. The document requests general information. Applicant may select multiple occupations per application. If applicant is applying for multiple industries, submit one application per industry.

Please reference the DTG Online Application Content and DTG Online Application Screenshot documents available here: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

Part 2 - Supporting Application Documents

- Letter of Intent ([Appendix A](#))
- Related Instruction Training Provider Selection ([Appendix B](#))
- Training Agreement ([Appendix C](#))

Letter of Intent

The format and content of the Letter of Intent is available in [Appendix A](#). Applicants may attach *minimal* graphs and charts to enhance the content of the letter.

Related Instruction Training Provider Selection

Applicants are required to have an agreement with at least one or more qualified related instruction training provider(s) upon application submission.

To ensure integrity, compliance with conflict of interest requirements, accessibility, equal opportunity and transparency, employers/organizations must follow a process in selecting related instruction training providers that meets the spirit and intent of fair, open, and competitive bidding. Documentation supporting the related instruction training provider selection process must accompany all DTG applications.

LIMITED EXCEPTION WITH APPROVAL: Only previous grantees with dual-trainee populations who are continuing their dual-training programs with the **same** related instruction training providers are exempt from this requirement. Applicants must contact the Office of Higher Education prior to submitting applications to obtain approval for this exception.

Related instruction training provider selection process requirements are listed below based upon applicant's type of employer or organization of employers:

For-Profit and Non-Governmental (Non-Profit) Organizations; & Tribal Sovereign Nations

For-profit or Non-Governmental (Non-Profit) Organizations; or Tribal Sovereign Nation applicants must complete all of the following:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format)
- Gather a minimum of three verbal quotes or bids (per occupation) from related instruction training providers OR select related instruction training providers from a Targeted Vendor List below
- Select related instruction training providers based upon documented criteria. The selection process must be completed by a group of two or more organization applicant members
- Submit a statement of selection process, including the list of selection criteria, signed by the Authorized Representative with DTG application ([Appendix B](#))

Targeted Vendors Lists:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search/>)
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucc.metc.state.mn.us/>)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>)

Municipalities

Municipalities include Minnesota State Colleges and Universities system.

Municipality applicants must complete all of the following:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format)
- Follow the contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes 471.345 Uniform Municipal Contracting Law (<https://www.revisor.mn.gov/statutes/cite/471.345>)
- Submit a statement of selection process, including the list of selection criteria, signed by the Authorized Representative with DTG application ([Appendix B](#))

Municipalities are encouraged to use Targeted Vendor Lists and/or utilize procurement from economically disadvantaged persons as defined in Minnesota Statutes 471.345

Uniform Municipal Contracting Law, Subdivision 8
(<https://www.revisor.mn.gov/statutes/cite/471.345>)

State Agency

State Agency applicants must complete all of the following:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format)
- Follow State Procurement Law as defined in Minnesota Chapter 16C (<https://www.revisor.mn.gov/statutes/cite/16C>). Contact Authority for Local Purchase Management Team (<http://www.mmd.admin.state.mn.us/mn06003.asp>) for technical assistance.
- Submit a statement of selection process, including the list of selection criteria, signed by the Authorized Representative with DTG application ([Appendix B](#))

ALL Applicants

All applicants must:

- Not contract with vendors/training providers who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>
- Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts
- Follow prevailing wage requirements for projects that include construction work of \$25,000 or more per Minnesota Statutes 177.41 State Projects and State Highway Construction (<https://www.revisor.mn.gov/statutes/cite/177.41>)

Training Agreement

A training agreement must be submitted for each related instruction training provider included in the application materials ([Appendix C](#)). Applicants continuing related instruction with training providers who participated in previous DTG rounds must also submit a new training agreement. The training agreement is contingent upon the applicant being awarded a grant.

Part 3 - Applicable Application Materials

Additional application materials are reserved for applicants who are non-governmental organizations (non-profits), organizations with annual revenue below \$25,000,000 during the previous calendar year, and/or organizations who may be exempt from training registration and licensing requirements.

- Financial Review Process
- Licensing or Registration Exemption Request ([Appendix E](#))

Financial Review Process

All Applicants

All organizations applying for DTG with annual revenue **below \$25,000,000** during the previous calendar year and choosing not to participate in 25% related instruction cost match, must submit financial documentation to the Office of Higher Education for review. Examples of documentation are recent certified audit or accounting records signed by accounting management.

Non-Governmental Organizations

All Non-Governmental Organizations (non-profit) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of **\$25,000** and higher. In order to comply with Policy on the Financial Review of Nongovernmental Organizations (https://mn.gov/admin/assets/08%2006%20grants%20policy%20revision%20Dec%202016%20final_tcm36-265656.pdf), please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of **under \$50,000**, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of **\$50,000 or more and less than \$750,000** should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of **over \$750,000** should submit their most recent certified financial audit.

Licensing or Registration Exemption Request

All training providers must be registered, licensed, or have a valid exemption certificate with the Minnesota Office of Higher Education. This is a State statute governed through administrative rules in an effort to ensure consumer protection for those individuals participating in training and safeguard funding provided by the State. More information to determine status are available online at: <http://www.ohe.state.mn.us/mPg.cfm?pageID=197>.

Related instruction training providers who do not have an exemption certificate and who may be exempt from licensing or registration requirements are required to complete [Appendix E](#).

Related instruction training providers with valid exemption certificates do not need to take further action. This includes Minnesota public institutions including University of Minnesota and Minnesota State Colleges and Universities.

Application Submission:

All application content must be received no later than 11:59 p.m. central time, on **May 8, 2020**.

Late or incomplete applications will not be considered. The applicant will incur all costs incurred in applying to this request for application. By submission of application content, the applicant

affirms the information provided is true, correct and reliable for purposes of evaluation for a potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification.

Submit application content via mail, email, or fax:

MN Office of Higher Education / Dual Training Grant
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108

Email: jacquelynn.mol.sletten@state.mn.us

Fax: (651) 797-1636

Review Process and Timeline

The Office of Higher Education in collaboration with the Department of Labor and Industry will ensure applicants meet all minimum and eligibility requirements. If requirements are not met, the application will not be submitted to the review committee.

The review committee will evaluate all eligible and complete applications received by the deadline.

The Office of Higher Education will review all committee recommendations and is responsible for award decisions. The award decisions of the Office of Higher Education are final and not subject to appeal.

Request for Application posted on the Office of Higher Education web site	March 23, 2020
Application Writing Webinar	April 9, 2020
Applications due no later than 11:59 pm central time	May 8, 2020
Committee begins review of applications	May 25, 2020
Committee recommendations submitted to commissioner for review	June 12, 2020
Selected grantees notified	June 15, 2020
Selected grantees publicly announced	June 17, 2020
Prepare grantee documents	July 1, 2020
Sign grant contracts and begin dual training	July 2020

Conflicts of Interest

The Office of Higher Education takes steps to prevent individual and organizational conflicts of interest, in reference to applicants, reviewers, and administrators per Minnesota Statutes 16B.98 Grants Management Process (<https://www.revisor.mn.gov/statutes/cite/16B.98>) and Conflict of Interest Policy for State Grant-Making (http://www.mn.gov/admin/images/grants_policy_08-01.pdf).

Organizational conflicts of interest occur when:

- Parties are unable or potentially unable to render impartial assistance or advice to the Office of Higher Education due to competing duties or loyalties
- Parties' objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, parties will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data

Per Minnesota Statutes 13.599 Grants (<https://www.revisor.mn.gov/statutes/cite/13.599>),

- Names and addresses of grant applicants will be public data once proposal responses are open.
- All remaining data in proposal responses (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data (<https://www.revisor.mn.gov/statutes/cite/13.37>)) will be public data after the evaluation process is complete (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the Office of Higher Education as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

Grant Provisions

2019 Minnesota Statute 136A.246; 175.45:

<https://www.revisor.mn.gov/statutes/cite/136A.246%20>

Total appropriation for DTG during Fiscal Year 2020 was \$2,000,000. Of the appropriation, up to an allocation of \$100,000 is for agency administrative costs. The total amount remaining for grant awards is \$1,900,000.

This is the ninth release of the request for application. Based upon current grant utilization among grantees and received allocations, up to **\$2,700,000** is available for this grant round. Any future grant rounds will be contingent upon available funds. The intention is to award as many grants as possible within the means of available funds. The maximum individual grant award is \$150,000 per applicant with a \$6,000 per dual trainee maximum.

Frequently Asked Questions

The online Frequently Asked Questions (<http://www.ohe.state.mn.us/sPages/faq.cfm>) provides an overview of some of the requirements, terms, and conditions of this funding opportunity.

Refer to the [Review Process and Timeline](#) section of this document for date and time of Application Writing Workshop hosted via webinar the Office of Higher Education.

Office of Grants Management – Grant Agreement Templates are available for review online at <https://mn.gov/admin/government/grants/policies-statutes-forms/>.

Expenditures

Allowable grant expenditures are limited to related instruction costs directly required by related instruction training providers:

- Tuition
- Fees
- Required books
- Required materials

Unacceptable expenditures include but are not limited to:

- Course “Test-Out” or “Prior Learning Credit” fees
- Exams not associated with courses
- On-the-job training
- Mileage reimbursement
- Lodging
- Meals
- Program infrastructure
- Administrative staff

Orientation

Following award notification, mandatory orientation is held at grantee location for grantee staff administering the DTG and dual trainees participating in dual training through the grant. The purpose of orientation is to prepare grantees and dual trainees for the grant process, encourage strategic planning for the future of dual training, and better understand the daily work of the grantee and dual trainees. Orientation is estimated to be two to three hours in length. Upon availability, staff from the MN Dual-Training Pipeline will attend orientation.

Previous DTG grantees with dual trainee populations who are continuing their dual-training programs may request from the Office of Higher Education to forgo orientation.

Work Plan and Budget

Following award notification and prior to signing a grant contract, all grantees must complete and submit a Work Plan and Budget document in a form provided by the Office of Higher Education. The Work Plan and Budget includes detailed information about dual-trainee

population, related instruction, individualized pathway plan, on-the-job training, and budget. Once the plan is approved, the Office of Higher Education must be consulted prior to a grantee making any changes to the Work Plan and Budget.

Dual Trainee Form

Following award notification and prior to signing a grant contract, all dual trainees must complete and submit a Dual Trainee Form. The Office of Higher Education will provide the form to grantees. The first purpose of the form is for a dual trainee to acknowledge and approve the release of information among the grantee, training provider, and Office of Higher Education. The second purpose of the form is to gather data for evaluation of the program.

The Dual Trainee Form does request Social Security number information. Disclosure of the Social Security number is voluntary; however, failure to submit the Social Security number may prevent further processing of the form. A dual trainee cannot continue with a dual-training program through the DTG without a processed Dual Trainee Form.

Financial Aid Applications

Prior to a grantee receiving reimbursement through the DTG, all dual trainees attending Federal Pell and Minnesota state grants eligible programs must complete the Free Application for Federal Student Aid (FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa>) or Minnesota state financial aid application (<http://www.ohe.state.mn.us/mPg.cfm?pageID=2065>). For the best interest of the dual trainee, financial aid applications should be completed as soon as possible to secure potential funding sources.

If a dual trainee qualifies for grants through financial aid applications, the grantee must still pay the full cost of related instruction within the means of the grant. This may result in the dual trainee receiving a financial aid refund directly from the related instruction training provider. In the circumstance that a dual trainee is receiving financial aid or outside funding that must be applied directly to tuition and fees, please contact the Office of Higher Education to discuss options related to participation through the DTG.

Business with the State

Prior to signing a grant contract, all grantees must be registered vendors of the State of Minnesota's SWIFT System (https://supplier.systems.state.mn.us/psc/fmssupap/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL). The grantee's federal tax identification number is required to complete registration. Contracts and grant reimbursement will be processed through the SWIFT vendor portal. Grantees who are already registered as vendors but do not remember information, should contact Minnesota Management and Budget (MMB) vendor helpline at (651) 201-8106 or efthelpline.mmb@state.mn.us.

Grant Contract

The authorized representative of the grantee and financial services staff of the Office of Higher Education must sign the grant contract through an electronic system as determined by the

Agency. The grant becomes effective upon receipt of all signatures. Grantees can only incur eligible expenditures upon the grant contract effective date. Expenditures incurred prior to the effective date are not eligible for reimbursement through the grant.

Accountability and Reporting

Grant Payments

Per State Policy on Grant Payments (www.mn.gov/admin/images/grants_policy_08-08.pdf), the Office of Higher Education will process payment requests through a method of reimbursement. All grantee requests for reimbursement must correspond to the approved grant budget. The Office of Higher Education will review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant report before approving payment. Grant payments shall not be made on grants with past due reports unless the Office of Higher Education has given the grantee a written extension.

The Office of Higher Education will reimburse grantees only for eligible expenditures of related instruction costs of tuition, fees, required books, and required materials not to exceed the grant award and \$6,000 annual limit per dual trainee. The Office of Higher Education will not reimburse any travel and subsistence expenses actually and necessarily incurred by the applicant as a result of applying for, being awarded a grant, or through the grant period.

Grantees must submit the following items to request reimbursement **no later than 30 days** after the end of a term or set of courses:

- Invoice
 - Dual trainee name
 - Related instruction course names
 - Related instruction total cost
 - If applicable, 25% of related instruction costs covered by grantee
 - Related instruction cost charged to the grant
- Related Instruction Documents
 - Invoice from training provider to grantee
 - Dual trainee course schedule
 - Proof of payment from grantee to training provider

The Office of Higher Education reserves the right to request additional documentation for verification of reimbursement. The Office of Higher Education will promptly issue payment to a grantee within 30 days of receiving ALL required reimbursement documents.

The Office of Higher Education may approve alternative method of payment, if a grantee is unable to pay the related instruction training provider in advance based upon documentation of financial limitation and the related instruction training provider is capable and willing to

invoice the Office of Higher Education. Please contact the Office of Higher Education for further details.

Grant Reporting

All grantees are required to submit one data report to the Office of Higher Education upon completion of the grant contract or one-year period (whichever comes first). The estimated report deadline is **September 2021**. The Office of Higher Education will inform grantees of the report content and format.

IMPORTANT - Grant reimbursement and future DTG application eligibility is contingent upon fulfillment of reporting requirements.

Grant Monitoring

Minnesota Statutes 16B.97 Grants Management

(<https://www.revisor.mn.gov/statutes/cite/16B.97>) and Policy on Grant Monitoring

(https://mn.gov/admin/assets/08%2010%20grants%20policy%20revision%20Dec%202016%20final_tcm36-265657.pdf) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

In circumstances of the Office of Higher Education not being required to monitor a grantee based upon the above scenarios, the Office of Higher Education will consider requests from grantees to conduct monitoring services.

The Office of Higher Education will base monitoring schedules upon the availability of staff and grantee. To the extent possible, monitoring will be conducted at the location of the grantee and will occur within four months of the contract effective date.

IMPORTANT - Grant reimbursement and future DTG application eligibility is contingent upon fulfillment of reporting requirements.

Audits

Per Minnesota Statutes 16B.98 Grants Management Process, Subdivision 8

(<https://www.revisor.mn.gov/statutes/cite/16B.98>), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified (<https://www.revisor.mn.gov/statutes/cite/363A.02>). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500 (<https://www.revisor.mn.gov/rules/5000.3500/>).
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration

The grantee will comply with Minnesota Statutes 201.162 Duties of State Agencies (<https://www.revisor.mn.gov/statutes/cite/201.162>) by providing voter registration services for its employees and for the public served by the grantee.

Contact Information

Jacquelynn Mol Sletten
Financial Aid Administrator
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108

Email: jacquelynn.mol.sletten@state.mn.us

Phone: (651) 355-0609

Fax: (651) 797-1636

Appendices

- [Appendix A](#): Letter of Intent Template
- [Appendix B](#): Related Instruction Training Provider Selection
- [Appendix C](#): Minnesota Dual Training Grant Training Agreement
- [Appendix D](#): Licensing or Registration Exemption Roster
- [Appendix E](#): Licensing or Registration Exemption Request

Appendix A: Letter of Intent Template

[Applicant Letterhead]

[Month, Day, Year]

Dual Training Grant Review Committee
MN Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

[Applicant] write this letter as a reply to the Dual Training Grant Round #9 Request for Application. We are applying for a total of [\$ Grant Amount] toward the following program(s):

- [Industry]: [Occupation]
 - [Degree, Certificate, or Credential]
 - [Degree, Certificate, or Credential]
- [Industry]: [Occupation]
 - [Degree, Certificate, or Credential]
 - [Degree, Certificate, or Credential]

<<Brief summary about applicant. If applicable, highlight progress with dual-training programs funded through prior Dual Training Grants>>

<<Description of MN Dual-Training Pipeline competencies associated with related instruction>>

Review the Competency Model Pyramid for the intended occupation associated with dual-training program. Provide an overview of the competencies in which you expect your current or new employees to become proficient through related instruction. The WHITE and GOLD portions of the pyramid typically list these competencies.

<<Description of MN Dual-Training Pipeline competencies associated with on-the-job training>>

Review the Competency Model Pyramid for the intended occupation associated with dual-training program. Provide an overview of the competencies in which you expect your current or new employees to become proficient through on-the-job training. The BLUE portions of the pyramid typically list these competencies.

<<Illustrate anticipated on-the-job training setup through a table, chart, or graph>>

Reference MN Dual-Training Pipeline Guidance for Effective On-the-Job Training document (<http://www.dli.mn.gov/business/workforce/guidance-effective-job-training>) and consider using the following table format

EXAMPLE

Occupation	Mode	Competencies	Est. Number of Hours
Agriculture Equipment Mechanic	Job Shadowing	1. Maintenance, Installation, Repair 2. Quality Assurance and Continuous Improvement	250 Hours
Agriculture Equipment Mechanic	Assignment-Based Project Evaluation	1. Steering, Brakes and Body Suspension 2. Electrical fuel radiator cooling 3. Hydraulic Lifts and Hoists	100 Hours
Agriculture Equipment Mechanic	Cohort-Based Training	1. Manuals, Blueprints and Schematics	40 Hours

<<Correlation between related instruction and on-the-job training>>

How will dual trainees bring what they learn in the classroom to their work location?

<<In addition to the grant, discuss resources that will minimize direct costs of related instruction (tuition, fees, required books, and required materials) for dual trainees>>

Will the grant cover all costs? Will the employer contribute to costs? Is the program eligible for federal or state financial aid? What is the rationale for dual trainee assuming responsibility for some costs?

<<Explain how the employer will (or plan to) compensate dual trainees for completion of dual-training program>>

Focus on wage but also consider title, position, work shift, and other benefits as means of compensation.

<<Detail employment opportunities that will be available for dual trainees within and outside of current employment upon completion of dual-training program>>

Does the dual trainee now have access to a career pathway? How has this program enhanced the dual trainee’s marketability, portfolio, or resume?

We appreciate your time and review of our Dual Training Grant application.

Sincerely,

<<Signature>>

<<Printed Name>>

<<Title>>

Appendix B: Related Instruction Training Provider Selection

[Applicant Letterhead]

[Month, Day, Year]

Dual Training Grant Review Committee
MN Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

[Applicant] write this letter to detail the related instruction training provider selection process as part of the requirements for the Dual Training Grant Round #9 Request for Application.

<<List or describe criteria for selecting related instruction training provider(s)>>

Applicant determines criteria. Some examples may include location, cost, and program scheduling.

<<List a minimum of **3** verbal quotes for each occupation included in application (or targeted vendors). Include dates and modes of communication>>

<<Indicate the decision-making group (two or more people) who reviewed quotes>>

Include organizational title, if names of individuals are undisclosed.

<<Brief description of how criteria led to final selection of related instruction training provider(s). Include list of final related instruction training provider(s)>>

Sincerely,


<<Signature of Authorized Representative>>


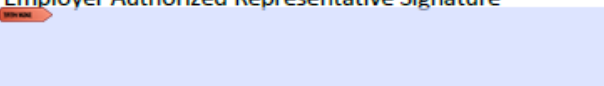
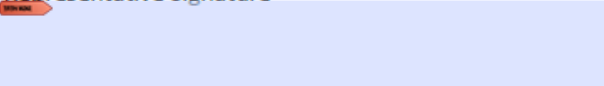
<<Printed Name>>

<<Title>>

Appendix C: Minnesota Dual Training Grant Training Agreement

This appendix contains images of the Minnesota Dual Training Grant Training Agreement 2020. Please be sure to complete the actual PDF version of the form to meet application requirements.

Minnesota Dual Training Grant Training Agreement 2020 (Page 1 of 4) (1 Training Agreement per Related Instruction Training Provider)			
MN Dual Training Pipeline Industry (check all that apply to this Related Instruction Training Provider)			
<input type="checkbox"/> Advanced Manufacturing <input type="checkbox"/> Agriculture <input type="checkbox"/> Health Care Services <input type="checkbox"/> Information Technology			
MN Dual Training Pipeline Occupation(s) (list all that apply to this Related Instruction Training Provider)			
Degrees, Certificates, and/or Credentials (list all to be earned upon completion of the dual-training program)			
Employer (or Organization of Employers) Name			
Employer Address (Street, City, State, Zip)			
Authorized Representative Name			
Title	Telephone Number	Email Address	
Related Instruction Training Provider Name			
Related Instruction Training Provider Address (Street, City, State, Zip)			
Authorized Representative Name			
Title	Telephone Number	Email Address	
Please check the box next to the type of qualified related instruction training provider			
<input type="checkbox"/> Registered by Minnesota Office of Higher Education (http://www.ohe.state.mn.us/sPages/PIRInsts.cfm)			
<input type="checkbox"/> Licensed by Minnesota Office of Higher Education (http://www.ohe.state.mn.us/sPages/141Insts.cfm)			
<input type="checkbox"/> Exempt by Minnesota Office of Higher Education			
<input type="checkbox"/> Valid exemption on file <input type="checkbox"/> Will submit for exemption <input type="checkbox"/> Minnesota public institution			

Minnesota Dual Training Grant Training Agreement 2020 (Page 2 of 4)		
Employer CERTIFICATION: Please check the box next to each statement		
<input type="checkbox"/> I give permission to the Office of Higher Education to enter information from this form onto the web-based form on my behalf.		
<input type="checkbox"/> I have read, understand, and agree to the Training Agreement		
<input type="checkbox"/> I understand and accept the obligation to contact the Office of Higher Education of any changes in information provided on this form		
<input type="checkbox"/> I give permission to the Office of Higher Education and Related Instruction Training Providers (listed on form) to share information and documentation with each other as pertains solely to the Dual Training Grant program.		
<input type="checkbox"/> I certify that the information on this application is true and correct and I promise to provide additional documentation if requested. I understand that this form is available for public review, used to establish eligibility for the Dual Training Grant program, and if I purposely give false or misleading information on this form, I may be subject to a fine, prison sentence or both; and such action may result in the forfeiture of future participation in this program.		
<input type="checkbox"/> I understand that participation in this program is subject to the availability of funds.		
Employer Authorized Representative Signature 	Date (month, day, year)	
Related Instruction Training Provider CERTIFICATION: Please check the box next to each statement		
<input type="checkbox"/> I give permission to the Office of Higher Education to enter information from this form onto the web-based form on my behalf.		
<input type="checkbox"/> I have read, understand, and agree to the Training Agreement		
<input type="checkbox"/> I understand and accept the obligation to contact the Office of Higher Education of any changes in information provided on this form		
<input type="checkbox"/> I give permission to the Office of Higher Education and Employer (listed on form) to share information and documentation with each other as pertains solely to the Dual Training Grant program.		
<input type="checkbox"/> I certify that the information on this application is true and correct and I promise to provide additional documentation if requested. I understand that this form is available for public review, used to establish eligibility for the Dual Training Grant program, and if I purposely give false or misleading information on this form, I may be subject to a fine, prison sentence or both; and such action may result in the forfeiture of future participation in this program.		
<input type="checkbox"/> I understand that participation in this program is subject to the availability of funds.		
Related Instruction Training Provider Authorized Representative Signature 	Date (month, day, year)	

**Minnesota Dual Training Grant
Training Agreement 2020**
(Page 3 of 4)

Training Agreement: Carefully read

The Office of Higher Education does not discriminate on the basis of disability in the admission or access to, or treatment or employment, in its programs or activities. This document can be made available in an alternative format to individuals by calling (651) 355-0609.

The Training Agreement is contingent upon the employer being awarded a Dual Training Grant.

The Employer and Related Instruction Training Provider, listed above, enter into this agreement establishing the Employer and Related Instruction Training Provider's responsibilities to deliver training under the Dual Training Grant program, as authorized by Minn. Stat. § 136A.246. This agreement will become active upon execution of the Employer grant contract with the Minnesota Office of Higher Education and will end at the conclusion of the grant contract. Any amendment to the expiration date of the grant contract will extend the expiration date of this agreement.

The Employer and Related Instruction Training Provider, agree to the below responsibilities and will to the best of their ability mentor and encourage the participating Dual Trainees to successfully complete the training program.

The Employer agrees to the following (contingent upon notification of successful completion of a Dual Trainee Release Form):

- Promptly pay the invoiced amount for cost of training per eligible Dual Trainee to the Related Instruction Training Provider within 30 days of receipt of the invoice, and provide Related Instruction Training Provider with all appropriate supporting documentation.
- Provide a list to the Related Instruction Training Provider of approved Dual Trainees from the Employer's Work Plan & Budget that are approved by the Minnesota Office of Higher Education to participate in the Dual Training Grant program based upon successful completion of an informational release form. Upon request, the Office of Higher Education is also able to provide the list directly to the Related Instruction Training Provider.
- Notify the Related Instruction Training Provider of any Dual Trainee's ineligibility to participate in the Dual Training Grant due to not meeting grant requirements, including but not limited to the following:
 - Dual Trainee ceased employment with the Employer, either voluntarily or involuntarily
 - Work location of the Dual Trainee moved outside the State of MinnesotaIf either of these events occur, any balance due to the Related Instruction Training Provider may be collected from the Dual Trainee or Employer.
- Work with the Related Instruction Training Provider to ensure curriculum aligns with validated MN Dual-Training Pipeline competencies.

Related Instruction Training Provider agrees to the following (contingent upon notification of successful completion of a Dual Trainee Release Form):

- Provide related instruction for the identified industry and occupation(s) under the MN Dual-Training Pipeline.
- Provide training to the Dual Trainees listed in the Employer's Work Plan & Budget. Notify the Employer if a Dual Trainee withdraws from the training program, and send any reimbursable portion of the cost of training previously paid back to the Employer. (Cont. Next Page)

- Provide data to the Employer on the progress of their Dual Trainees. Submit to the Employer at the end of the term (or upon request) all of the following:
 - An academic transcript or comparable documentation of each Dual Trainee enrolled that is receiving training under the Dual Training Grant
 - A copy of each Dual Trainee's account receivable
 - A list of Dual Trainees who satisfactorily completed course work as part of this grant
 - A list of Dual Trainees who did not satisfactorily complete the course work, withdrew from a course, program, or institution
 - A list of Dual Trainees and the type of program in which they are enrolled
 - A list of Dual Trainees indicating the diploma, certificate, credential, degree, or other certification received as a result of the training, if applicable
 - Any other related data on the Dual Trainees that will allow the Employer to complete reports required of the Minnesota Office of Higher Education
- Allow access to the training site by the Employer, representatives from the Minnesota Office of Higher Education, and/or Department of Labor and Industry for possible monitoring visits required of the Employer under the Minnesota Office of Grant's Management's Policy 08-10.
- Shall not use the Dual Training Grant as a primary incentive in advertisement.

Appendix D: Licensing or Registration Exemption Roster

The Licensing or Registration Exemption Roster was updated on January 24, 2020. Please be sure to reference the most current roster online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>.

Exempt Institution	Renew by date	Expiration date	Contact Person	Address	DTG
TrainingByGwen,LLP (formerly: GCT Services)	11/22/2019	2/15/2020	Gwendolyn Townsend	186 21st St NW, Owatonna, MN 55060	
Barber Computer Consultants	11/27/2019	2/27/2020	Margie Barber	119 South Newton, Albert Lea, MN 56007	
Project for Pride in Living	12/26/2019	3/26/2020	May xiong	1035 East Franklin Ave, Mpls, MN 55404	
Cross-Cultural Communications	2/20/2020	5/1/2020	Marjorie Bancroft	10015 Old Columbia Road, Set. B-215, Columbia, MD 21046	
International Institute of Minnesota	2/18/2020	5/18/2020	Kate Raleigh	1694 Como Ave, St Paul, MN 55108	
APICS Twin Cities Chapter	2/25/2020	5/25/2020	Natalie Dietz	15137 Yellow Pine Street NW, Andover, MN 55304	
Horizon Commercial Pool Supply	3/12/2020	6/12/2020	Ms. Jen Vojtech	2125 Energy Park Drive, St. Paul, MN 55108	
Managed Design	4/19/2020	7/19/2020	James Kozlowski	7200 Metro Blvd, Edina, MN 55439	
Alignex Inc	4/19/2020	7/19/2020	Lisa Bianchi-Rossie	7200 Metro Blvd, Edina, MN 55439	
CAD Technology Center, Inc	4/26/2020	7/26/2020	Leanne Grummert	8101 34th Ave Suite 100 Bloomington, MN 55425	
QC Training Services, Inc	5/3/2020	8/3/2020	Eva Andrews	3800 American Blvd. West, Suite 1500 Minneapolis, MN 55431	
CAE	5/26/2020	8/22/2020	Richard Shiarella	4 Apollo Drive, Whippany, NJ 07981	
Lab Team Assistants Training	6/7/2020	9/7/2020	Lisa Wylie	1501 E Burnsville Parkway #316 Burnsville, MN 55337	
RMC Learning Solutions	6/13/2020	9/13/2020	Jan Navratil	10953 Bren Road East Minnetonka, MN 55343	
Berlitz Language, Inc.	7/4/2020	10/4/2020	Carol Vu	7 Roszel Rd. Princeton, NJ 08540	
FilmNorth	7/4/2020	10/4/2020	Andrew Peterson	550 Vandalia Street, Suite 120 Saint Paul, MN 55114	
Beyond Brink	7/5/2020	10/5/2020	Brandy Brink	101 Country Club Drive, Mankato, MN 56001	
Clary Sage College	8/14/2020	11/14/2020	Christina Stueart	4242 S Sheridan Rd, Tulsa, OK 74145	
MN Center for the Alexander Technique	10/10/2020	1/10/2021	Brian McCullough	5301 Logan Ave, Minneapolis, MN 55419	
CRC, Conflict Resolution Center	10/17/2020	1/17/2021	Paula Faraci	2101 Hennepin Ave S. Minneapolis, MN 55405	
Beyond the Data	10/23/2020	1/23/2021	Dave Mathias	5201 Sequoia Dr. Minnetonka, MN 55345	
Prime Time Medical Training LLC	11/13/2020	2/13/2021	LuVessie Jones	6240 Hwy 65, Fridley, MN 55432	
New Brookwood Labor College	12/6/2020	3/6/2021	Dave Kamper	10015 Hampshire Terrace N Brooklyn Park, MN 55445	
Center for Coaching	1/4/2021	4/5/2021	Cathy Liska	1677 Deverly Dr Lakeland, FL 33801	
ONLC Training Center	1/9/2021	4/9/2021	Drea Procak	505 Carr Rd, Suite 100 Wilmington, DE 19809	
Mediation Center	2/13/2021	5/13/2021	Sunday Harholdt	7400 Lyndale Ave S, Suite 180 Richfield, MN 55423	
Hexagon Metrology, Inc	2/15/2021	5/15/2021	Philip Grant	250 N Circuit Drive North Kingstown, RI 02852	X
Flexo Tech	2/16/2021	5/16/2021	Shawn Oetjen	600 Hoover St. NE Suite 500 Minneapolis, MN 55413	X
Paulson Training Programs, Inc.	2/16/2021	5/16/2021	Ted Chrzanowski	3 Inspiration Lane Chester, CT 06412	
PTM Incumbent Training Program	2/17/2021	5/17/2021	Tim Walker	3457 Veteran St, PO Box 850 Pequot Lakes, MN 56472	X
Sedation Consult, LLC	2/20/2021	5/20/2021	Allan Schwartz, DDS	6202 Signature Ridge, Columbia, MO 65201	X
Global Knowledge Training LLC	2/29/2021	5/29/2021	Brian Holland	9000 Regency Parkway, Suite 400 Cary, NC 27518	X
Mechanical Systems	2/29/2021	5/29/2021	Aaron Perronne	800 Weaver Lane Suite A Dundas, MN 55019	X
Dale Carnegie Training	3/7/2021	6/7/2021	Holly Connolly	4938 Lincoln Drive, Edina, MN 55436	
Elasticsearch	3/20/2021	6/20/2021	Ryan Anson	800 W. El Camino Real, Ste 350, Mountain View, CA 94040	X
MN Life College	4/17/2021	7/17/2021	Ms. Amy Gudmestad	7501 Logan Ave S., Suite 2A, Richfield, MN 55423	
Structural Building Component Assoc (SBCA)	4/23/2021	7/23/2021	Trish Kutz	6300 Enterprise Lane Madison, WI 53719	
School of Voiceover	4/23/2021	7/23/2021	Sarah Jones-Larson	5821 Cedar Lake Road South, Suite 101, St. Louis Park, MN 55416	
Collaborative Leadership Team	4/30/2021	7/30/2021	Angela Johnson	1600 Uitica Ave S., Suite 100, St. Louis Park, MN 55416	
Pryor Learning Solutions, Inc.	5/5/2021	8/5/2021	Sheryl McAtee	5700 Broadmoor Street, Suite 300, Mission, KS 66202	
Minnesota CLE	5/16/2021	8/16/2021	Lise Wall	2550 University Ave W, Suite 160-S, St Paul, MN 55114	
Daire Success Coaching	5/16/2021	8/16/2021	Mary Lundblad	635 Grove Ave, Shoreview, MN 55126	
Midway Vo-Tech	6/4/2021	9/4/2021	Sabrina Kirby	1101 Snelling Ave N #200, St. Paul, MN 55108	
General Assembly	6/23/2021	9/23/2021	Brigitta Vieyra	902 Broadway, 4th Floor, New York, NY 10010	
Prototek Engineering	6/23/2021	9/23/2021	Dave Meyer	5465 Caramel Lane, Carver, MN 55315	
Becker Professional Education	6/23/2021	9/23/2021	David Nichols	3005 Highland Parkway, Downers Grove, IL 60515	
The Idea Circle	8/25/2021	11/25/2021	Mary Eaton	4111 Technology Drive NW, Suite 290, Bemidji, MN 56601	X
The International Dermal Institute	8/26/2021	11/26/2021	Gabriela Gaspar	1535 Beachy Place, Carson, CA 90746	
York Solutions	9/3/2021	12/3/2021	Silvia Hinton	7100 Northland Circle N, Suite 202, Brooklyn Park, MN 55428	
Vision One	9/3/2021	12/3/2021	Josh Kluger	3800 American Blvd. West, Suite 1500 Minneapolis, MN 55431	
Appetite for Change	9/4/2021	12/4/2021	Amy Shanafelt	1200 W. Broadway Ave Ste 250 Minneapolis, MN 55411	
Confederation of Somali Community	9/5/2021	12/5/2021	Robin Wetzel	1507 S 6th St Minneapolis, MN 55454	
Global Language Institute	10/14/2021	1/14/2022	Dr. Sheila Hoffman-Hick	340 Cedar St #25 St Paul, MN 55101	
Mid-Minnesota EMS Education, Inc.	10/24/2021	1/24/2022	Wayne Stephens	P.O. Box 122 Brandon, MN 56315	

Current as of 1/24/2020

*DTG column indicates whether the Exempt Institution has or does provide related instruction for a grantee of the Dual Training Grant.

RED Highlight: Exemption certificate expires prior to Dual Training Grant award notifications and must apply for renewal prior to June 15th, 2020.

ORANGE Highlight: Exemption certificate expires shortly after Dual Training Grant award notification and must take timely action to renew certification.

YELLOW Highlight: Exemption certificate expires during Dual Training Grant contract period and must take timely action to renew certification.


Renewal of exemption certificate must begin 90 days prior to expiration date.

Please contact Kate McCartan, Institutional Monitoring Specialist, at kate.mccartan@state.mn.us

Minnesota public institutions including University of Minnesota and Minnesota State Colleges and Universities are exempt but are not included on an exemption list. For a list and information about Minnesota State Colleges and Universities, please visit <https://www.minnstate.edu/guide/index.html>

Appendix E: Licensing or Registration Exemption Request

This appendix contains images of the Licensing or Registration Exemption Request 2020. Please be sure to complete the actual PDF version of the form to meet application requirements.

Minnesota Dual Training Grant Licensing or Registration Exemption Request 2020 (Page 1 of 5)			
All training providers must be registered, licensed, or have a valid exemption with the Minnesota Office of Higher Education. This is a State statute governed through administrative rules in an effort to ensure consumer protection for those individuals participating in training and safeguard funding provided by the State. More information to determine status are available online at: http://www.ohe.state.mn.us/mPg.cfm?pageID=197 .			
Related Instruction Training Provider Name			
Related Instruction Training Provider Address (Street, City, State, Zip)			
Related Instruction Training Provider Website			
Authorized Representative Name			
Title	Telephone Number	Email Address	
Description of training courses (encouraged to include website address information)			
(Cont. Next Page)			

Begin at Question 1, clearly check boxes next to all applicable exemptions, and attach supporting documentation

1. Are all of your educational programs 16 or fewer hours?
 - a. If yes, sub question: Does your institution's name include the word "academy", "institute", "college", or university?
 - i. Yes, go on to the next question
 - ii. If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(14). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If No, go on to next question.
2. Are all of your educational programs designed to teach avocational, recreational, or remedial subjects? Remedial subjects are literacy or basic math skills.
 - a. If yes, sub question: Does your institution's name include the word "academy", "institute", "college", or university?
 - i. If yes, go on to the next question
 - ii. If no, sub question: Does your institution advertise, market, or list on your website that a benefit of your programs is related to employment or employability?
 1. If yes, go on to the next question
 2. If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(9) In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question
3. Are all of your educational programs taught by or required by a trade union in a valid apprenticeship program?
 - a. Yes: "Your institution is exempt from licensure under Minn. Stat. 136A.833(5). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question
4. Are your educational programs sponsored by a nonprofit trade, labor, business, professional, or fraternal organization and those programs are conducted solely for that organization's membership or members of that particular industry?
 - a. If yes: "Your institution is exempt from licensure under Minn. Stat. 136A.833(10). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question

(Cont. Next Page)

5. Are all of your programs offered exclusively to train individuals with a physical or mental disability for the State of Minnesota?
 - a. If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(6). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question
6. Are all of your programs approved by a Minnesota Board authorized to issue licenses to private career schools?
 - a. If yes: sub question: Does your institution's name include the word "academy", "institute", "college", or university?
 - i. If yes, go on to the next question
 - ii. If no: "Your institution is exempt from licensure under Minn. Stat. 136A.833(7). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question
7. Are your educational programs sponsored by a business for the training of its employees or employees of other businesses and the training is at no cost to the employee?
 - a. If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(8). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question
8. Does your institution charge more than \$100 in tuition and fees for any program or course?
 - a. If yes, go on to the next question
 - b. If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(18). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
9. Are all of your programs approved by the Minnesota Board of Nursing or equivalent nursing board in another state or foreign country?
 - a. If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(3). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question
10. Are all of your programs intended to prepare students to sit for an undergraduate, graduate, postgraduate, or occupational licensing or occupational entrance examination?
 - a. If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(13). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - b. If no, go on to the next question

(Cont. Next Page)

11. Are all of your programs providing instruction in personal development, modeling, or acting?
- If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(15). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
12. Are all of your programs provided to one student at a time?
- If yes, sub question: Can the training program be used in an occupation or intended to prepare a person for entry level employment?
 - If yes, go on to the next question
 - If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(16). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
13. Are all of your institution's programs in the fine arts that are intended for creative expression and not commercial sale or employment?
- If yes, sub question: Is your institution tax-exempt under Minn. Stat. 290.05?
 - If yes, sub question: Are you registered with the Minnesota Attorney General under Chapter 309?
 - If yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(11). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question
 - If no, go on to the next question
 - If no, go on to the next question
14. Are your educational programs intended to fulfill continuing education requirements for a license or certification?
- If yes, sub question: is the license or certification established by a legislative or judicial board or agency?
 - If no, go on to the next question
 - If yes, sub question: Are your educational programs offered exclusively to an individual practicing the profession?
 - If no, go on to the next question
 - If Yes, "Your institution is exempt from licensure under Minn. Stat. 136A.833(12). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
 - If no, go on to the next question

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15. Is your institution a K-12 institution, private or public, that is offering a vocational program to your students?

- a. Yes: “Your institution is exempt from licensure under Minn. Stat. 136A.833(4). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status.”
- b. If no, go on to the next question

16. Is your institution substantially owned, operated, or supported by a church or religious organization?

- a. If yes, sub question: Are your programs primarily designed for, aimed at, or attended by persons who sincerely hold or seek to learn the religious faith or beliefs of that church or religious organization?
 - i. If yes, sub question: Are the programs are intended to prepare students to enter into becoming a minister (or equivalent vocation) or conduct their lives in consonance with a particular faith.
 - 1. If yes, sub question: Does the degree conferred includes descriptive language to make the religious nature of the award clear?
 - a. If yes, sub question: Are any of your institution’s programs being offered to Minnesota residents substantially equivalent to general educational programs offered by other institutions registered under Minn. Stat. 136A.61 to 136A.71 or licensed under Minn. Stat. 136A.82 to 136A.834?
 - i. If yes, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834.”
 - ii. If no, “Your institution does not need to receive licensure and qualifies for an exemption letter under Minn. Stat. 136A.834. In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status.
 - b. If no, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834”
 - 2. If no, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834”
 - ii. If no, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834”
- b. If no, “Your institution must receive licensure under Minn. Stat. 136A.82 to 136A.834”

If the Minnesota Office of Higher Education determines training meets an exemption, a formal letter that is valid for two years will be issued to the related instruction training provider. If the Minnesota Office of Higher Education determines training does not meet an exemption, the related instruction training provider will be required to be licensed or registered to be a Dual Training Grant qualified related instruction training provider.

This form may be submitted with Dual Training Grant application documents. If you have specific questions about the exemption process, please contact **Kate McCartan, Institutional Monitoring Specialist at (651) 259-3912.**