

# BATC Needs Continuing Education Instructors!

The time is here to schedule our 2010 Builder/Remodeler/Real Estate Continuing Education Series. Below you will find the following items:

- Our timeline – deadlines for required materials
- 2010 Scheduled Dates
- MN Department of Labor and Industry Requirements for Courses and Instructors
- BATC continuing education course submission form
- Instructor Agreement - Attachment

## BATC Timeline/Deadlines

Monday, July 27

Email to all interested instructors

**Thursday, August 13  
for course (BATC**

**Due: Title of course, length of course (in hours), preferred dates**

**form)**

**will make every attempt to schedule you as indicated on the CE**

**Wednesday, September 16  
credit application**

**Due: ALL course materials – ALL are REQUIRED to complete**

**Final Course Title**

**Brief Description (2-3 sentences)**

**\*Complete PowerPoint presentation (electronic or paper)**

**Outline of course broken into 15-minute increments**

**A copy of any handouts for the course**

**Instructor bio/resume (see instructor qualifications below)**

**Signed Instructor agreement**

Monday, September 21

Submit all courses for credit with Dept. of Labor & Industry and Dept. of

Commerce

Wednesday, November 18 Course catalog to printer and placed online

Wednesday, November 25 Course catalog out to all members and licensed contractors

**\* The Department of Labor and Industry and Department of Commerce will not approve a course without this.**

They look at every slide to determine approval, including the length of time of the presentation.

Here are some guidelines for your presentation:

- You may only use your company logo on the first and last slide
- If you have many photographs, please write what you will be talking about in the Notes section
- If your course could be considered for the Energy credit, reference the energy code –  
***This must be 50-minutes of material that reference the energy code.***

**BATC will not distribute the presentation unless authorized by the instructor.**

## 2010 Continuing Education Dates

Wednesday, January 6

Thursday, January 14

Thursday, January 28

Wednesday, February 10

Tuesday, February 23

Thursday, February 25

Wednesday, March 3

Thursday, March 11

Tuesday, March 23 – at the Minneapolis Convention Center – Builders Product & Service Show

Tuesday, March 30

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**MN Department of Labor & Industry and Department of Commerce  
Requirements (posted on their website)**

These are the course and instructor requirements that YOU are responsible for:

1. Attach a copy of the course curriculum (either printed or on disc).
2. Continuing education consists of courses that impart knowledge that is appropriate and related to the residential building contractor industry.
3. **Continuing education credit will NOT be approved for the following:**
  - Courses designed solely to prepare students for a license examination;
  - Courses in mechanical office or business skills including typing, speed reading or other machines or equipment;
  - Courses in sales promotion including meetings held in conjunction with the general business of the licensee;
  - Courses in motivation, salesmanship, psychology, time management, or communication; or
  - Courses that are primarily intended to impart knowledge of specific products of specific companies if the use of the product or products relates to the sales, promotion or marketing of one or more of the products discussed.
4. Pursuant to Minn. Stat. 326.87, Subd. 10, each continuing education course must have qualified instructor(s).

**Instructor qualifications for continuing education are as follows:**

- a four-year degree in any area, plus two years of practical experience in the subject area being taught;
- five years of practical experience in the subject area being taught; or
- a college or graduate degree in the subject area being taught.

11. Approved instructors are responsible for:
  - Compliance with all laws and rules relating to continuing education;
  - Providing students with current and accurate information;
  - Maintaining an atmosphere conducive to learning in the classroom;
  - Verifying attendance of students, and certifying course completion;
  - Providing assistance to students and responding to questions relating to course materials; and
  - Attending the workshops or instructional programs that are required by the commissioner.

**Prohibited practices for coordinators and instructors**

- Recommend or promote the services or practices of a particular business;
- Encourage or recruit individuals to engage the services of, or become associated with, a particular business or entity;
- Use materials, clothing, or other evidences of affiliation with a particular entity;
- Require students to participate in other programs or services offered by the instructor, coordinator, or sponsor;
- Attempt, either directly or indirectly, to discover questions or answers on an examination for a license;
- Disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- Fail to cover, or ensure coverage of, all points, issues and concepts contained in the approved course;
- Coordinators and instructors shall not misrepresent any information submitted to the commissioner.



**Submit to BATC by  
Thursday, August 13**

**2010 Continuing Education Course Application**

Course Title: \_\_\_\_\_

Length of Course (in hours): \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Select your course date preference (1 = 1<sup>st</sup> choice, 2 = 2<sup>nd</sup> choice, etc.)

\_\_\_\_\_ Wednesday, January 6

\_\_\_\_\_ Thursday, January 14

\_\_\_\_\_ Thursday, January 28

\_\_\_\_\_ Wednesday, February 10

\_\_\_\_\_ Tuesday, February 23

\_\_\_\_\_ Thursday, February 25

\_\_\_\_\_ Wednesday, March 3

\_\_\_\_\_ Thursday, March 11

\_\_\_\_\_ *Tuesday, March 23 – at Builders Product & Service Show at Minneapolis Convention Center*

\_\_\_\_\_ Tuesday, March 30

Will this course qualify for the 1 hour of energy education, required for every builder?	
YES	NO
If you feel that your course should be taught more than once, please indicate the number of times you are willing to teach:	

Do you prefer teaching in the morning or afternoon? If so, please indicate:    **AM**            **PM**

Please return to BATC, Attn: Kimberly Lockwood

[kimberly@batc.org](mailto:kimberly@batc.org)

Fax: 651-697-7599

*BATC reserves the right to select/cancel their courses and instructors based on evaluation and/or credit approval.*