

**193E—17.1(543B) Administrative requirements for schools, courses and instructors.** All schools, courses and instructors of prelicense and continuing education must receive advance approval of the commission.

**17.1(1)** Schools, courses and instructors are approved on forms prescribed by the commission for 24-month periods, including the month of approval. Approval must be obtained for each course that an instructor proposes to teach.

**17.1(2)** A course outline and all required forms shall be submitted for approval at least 30 days prior to the first offering of the program, course or activity.

**17.1(3)** Evidence of compliance with or exemption from Iowa Code sections 714.14 to 714.25 must be furnished to the commission.

**17.1(4)** Potential participants of all approved courses shall be clearly informed of the hours to be credited, policies concerning registration, payment of fees, refunds and attendance requirements.

**17.1(5)** School staff and instructors shall allow access to any classes conducted to any member of the commission or its duly appointed representatives.

**17.1(6)** No part of any approved course shall be used to advertise or solicit orally or in writing any product or service.

**17.1(7)** The school must show that procedures are in place to ensure that the student who completes an approved course is the student who enrolled in the course.

**17.1(8)** School staff and instructors shall be available during normal business hours to answer student questions and provide assistance as necessary.

**17.1(9)** The commission may at any time evaluate an approved school or instructor. If the commission finds there is a basis for consideration of revocation of the approval of the school or the instructor, the commission shall give notice by ordinary mail to the coordinator of that school or to the instructor of a hearing on the possible revocation at least 20 days prior to the hearing.

**17.1(10)** The commission may deny or withdraw approval of a program, course, or activity, but the decision to deny or withdraw approval may be appealed within 20 days of the date of mailing the notice of denial or withdrawal.

**17.1(11)** Each application for approval shall designate an individual as coordinator for the school in responsible charge of its operation who shall be the contact with the commission. The coordinator is responsible for complying with the commission's rules relating to schools and for submitting reports and information as may be required by the commission.

**17.1(12)** An approved school shall not apply to itself either as part of its name or in any other manner the designation of "college" or "university" in such a way as to give the impression that it is an educational institution conforming to the standards and qualifications prescribed for colleges and universities unless the school, in fact, meets those standards and qualifications.

**17.1(13)** Advertising and prospectus information. No approved school shall provide any information to the public or to prospective students that is misleading in nature.

**17.1(14)** Maximum hours of instruction. There shall be no more than eight classroom hours in any single day of instruction.

**17.1(15)** Each approved school shall establish and maintain for each individual student a complete, accurate and detailed record of instruction undertaken and satisfactorily completed in the areas of study prescribed by these rules. The records shall be maintained for a period of not less than five years. The commission shall assign a number to each approved school and shall assign a number to each approved program, course or activity. The approved school shall include these reference numbers in correspondence with the commission and must include these numbers on certificates of attendance issued by the approved school.