

**761—635.4(321) Responsibilities of sponsors.****635.4(1)** Sponsors shall:

*a.* Comply with all teaching and instructor provisions of the approved course.

*b.* Use only instructors licensed by the department to teach the approved course. However, an individual who meets the qualifications for a license except for paragraph 635.3(2) “*d*” or whose license is denied under paragraph 635.3(3) “*c*” may teach the approved course as provided in those paragraphs.

*c.* Maintain liability insurance in an amount of not less than \$1 million, combined single limit, with an aggregate limit of not less than \$2 million, and file a certificate of this insurance with the department. The certificate shall verify coverage for scheduled courses of instruction. The certificate shall name the department and its officers, agents, representatives and employees as additional insureds with respect to all work, deliveries or services performed for them by the named insured, and shall specify that the department of transportation, motor vehicle division, shall be given at least 30 days’ prior notice of any material change in or cancellation of the insurance.

A sponsor who is a state agency or public educational institution shall provide written verification of self-insurance to the department.

*d.* Maintain complete instructional accident report files and furnish this information to the department in a manner determined by the department.

*e.* Maintain a record of costs incurred in providing the approved course.

*f.* Allow the department or the department’s designee to audit any class of the approved course, either announced or unannounced.

*g.* Involve a program administrator in an annual department-sponsored, in-service seminar.

*h.* Provide and maintain adequate instructional facilities and equipment to accommodate all components—lecture, audio-visual, and on-cycle—of the approved course.

**635.4(2)** The department shall deny approval to a sponsor applying for initial or annual approval from the department under subrule 635.2(2) if the sponsor fails to comply with all of the provisions of subrule 635.4(1).

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