

PUBLIC HEALTH CODE (EXCERPT)
Act 368 of 1978

333.5467 Accreditation training program; availability and retention of records; notice of change of address.

Sec. 5467.

(1) An accredited training program shall maintain, and make available to the department, upon request, all of the following records:

- (a) Each document that demonstrates the qualifications of a training manager or a principal instructor.
- (b) Current curriculum and course materials and documents reflecting changes made to these materials.
- (c) The course test blueprint.
- (d) Information regarding how the hands-on skills assessment is conducted including, but not limited to, all of the following:

- (i) The person conducting the hands-on skills assessment.
- (ii) The method of grading the hands-on skills.
- (iii) A description of the facilities used.
- (iv) The pass/fail rate.
- (e) The quality control plan.
- (f) The results of the students' hands-on skills assessments and course tests and a record of each student's participation, including name, social security number, and score, within 10 calendar days of the last day of the course taken.

(g) Any other material that was submitted to the department as part of the program's application for accreditation.

(2) A training program shall retain the records described in subsection (1) for at least 3-1/2 years at the address specified on the training program accreditation application.

(3) The training program shall notify the department in writing within 30 days of changing the address specified on its training program accreditation application or transferring the records from that address.

History: Add. 1998, Act 220, Imd. Eff. July 1, 1998 ;-- Am. 2002, Act 644, Imd. Eff. Dec. 23, 2002

Popular Name: Act 368