



STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

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## Minnesota Office of Higher Education

### Vertical Tabs

1. Agency and Contact Information

**1A1. Agency Name:**

Minnesota Office of Higher Education

**1A2. Agency Description - Please review the description below and revise as appropriate (e.g., state executive agency, agency with appointed board, department or division within agency, etc.):**

(Minn. Stat. 136A.61 to 136A.71) Require “Registration” of private and out-of-state public schools that offer degrees to Minnesota residents but do not require the student to leave the state for a majority of the program or course must register with the Minnesota Office of Higher Education.

(Minn. Stat. Chapter 136A.82 to 136A.834) Requires a Private Career School License for non-degree granting schools or training providers operating in Minnesota.

**1A3. Agency Contact - Please review and correct as necessary the contact information below:**

Ms. Betsy Talbot, Manager Institutional Licensure and Registration

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

Saint Paul, MN 55108

[betsy.talbot@state.mn.us](mailto:betsy.talbot@state.mn.us) <sup>[1]</sup>

651-259-3965

**1A4. Who should institutions contact if they have questions about your agency's authority, policies, or application process:**

Ms. Betsy Talbot

Manager Institutional Licensure and Registration

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

Saint Paul, MN 55108

[Betsy.talbot@state.mn.us](mailto:Betsy.talbot@state.mn.us) [2]

651-259-3965

**1B. Links - Please provide web links to your agency home page, the regulations pertaining to authorization, and any other links important for understanding your agency's responsibility for authorization:**

[Link to regulations](#) [3]

**1C1. Other Agencies - According to our records, the following agencies also have responsibility for authorization in the state. Please correct, add to, or clarify this list of authorizing authorities as necessary. These agencies will also be requested to complete this survey:**

None

2. Types of Educational Providers Authorized

**2A1. Institution Types Authorized - Indicate the types of institutions that your agency authorizes. Feel free to provide a short explanation of any ambiguity:**

Public, out-of-state degree granting institutions

Private, in-state, not-for-profit degree granting institutions

Private, out-of-state, not-for-profit degree granting institutions

Private, in-state, for-profit degree granting institutions

Private, out-of-state, for-profit degree granting institutions

Public, out-of-state, non-degree granting institutions

Non-degree, not-for-profit institutions

Non-degree, for-profit institutions

Religious Institutions

**2A2. Clarifying comments:**

There is a religious exemption for some degrees and/or programs.  
Tribally-controlled institutions are not required to Register, but some do voluntarily.

**2B1. Multiple Agencies - Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals):**

Yes

**2B2. If so, please explain:**

Sometimes. If, for example, a Cosmetology School wants to participate in the Minnesota State Grant Program or MN SELF Loan program, they must also be licensed by the Office of Higher Education.

**2C1. Accreditation - Is accreditation required for an institution to be authorized in your state:**

Yes

**2C2. If yes, please explain:**

Yes, accreditation is required for degree-granting institutions.

**2C3. If yes, what type of accreditation is required? Please check all that apply:**

Regional

National

**2C4. Clarifying comments:**

Accreditation must be approved by USDOE for purposes of participation in federal student aid.

**2D1. Does your agency authorize specific academic programs offered by institutions, only institutions themselves, or both:**

Both Institutions and Programs

**2E1a. Education:**

Yes

**2E1b. Name and Contact information, Education:**

(Sometimes if for licensure purposes).

**2E2a. Nursing:**

Yes

**2E2b. Name and Contact Information:**

612-617-2270

**2E4a. Counseling Psychology:**

Yes

**2E4b. Name and Contact Information:**

(Sometimes if for licensure purposes).

**2E6a. Others (please list):**

Yes

**2E6b. Name and Contact Information:**

Cosmetology  
Minnesota Board of Cosmetology

Barbers  
Minnesota Barber Board

Truck Driving  
Minnesota Department of Transportation

### 3. Exemptions

**3A1. General Exemptions - Are certain institutions or programs exempt by law or policy from your state authorization requirements:**

Yes

**3A2. If yes, to which institutions or programs does the exemption apply? How does it work (please describe)? If available, please provide any pertinent web links:**

Purely religious schools with clearly religious degrees and/or programs.  
[www.ohe.state.mn.us](http://www.ohe.state.mn.us) [4] -Minn. Stat. 136A.653

**3A3. If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted, is there an application process, etc.:**

The institution must inquire with our office to receive a letter of exemption.

**3B. Other Requirements - If an institution or program is exempt from state authorization, are there any other state requirements that an institution would need to fulfill in order to operate in your state (e.g., providing contact information, list of programs, etc.):**

No.

**3C1. Religious Institutions - Does your state constitution or do your state laws provide any exemptions for religious institutions:**

Yes

**3C2. If yes, are all religious institutions exempt (please describe):**

No.

**3C3. If yes, are religious institutions that award only religious degrees or certificates exempt (please describe):**

Yes.

**3C4. If yes, are certain religious institutions exempt that meet other criteria (please describe):**

No.

#### 4. Authorization of Distance Education

**4A1. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence:**

Yes

**4A2. Clarifying Comments:**

Yes, if a degree granting institution. No, if it is a non-degree granting institution.

#### 5. Physical Presence Policy – Common “Triggers”

##### INSTRUCTIONAL ACTIVITIES

**5B1a. Hosting short term, face-to-face, seminars or conferences in the state where students meet in person:**

Yes

**5B2a. Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution:**

No

**5B2b. Clarifying Comments:**

For degree-granting institutions, an internship, externship, field experience, or clinical practicum is not physical presence. It is physical presence for non-degree granting institutions.

**5B2c. Does this apply only to distance education students or more generally:**

More Generally

**5B3a. Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently:**

No

**5B3b. Clarifying Comments:**

For degree-granting institutions, an internship, externship, field experience, or clinical practicum is not physical presence. It is physical presence for non-degree granting institutions.

**5B3c. Does this apply only to distance education students or more generally:**

More Generally

##### PROPERTY IN THE STATE

**5B4a. Maintaining a location (physical building) in the state that is used for instructional activity:**

Yes

**5B5a. Maintaining a location (physical building) in the state that is used ONLY for non-instructional activity (administration, recruitment, etc.):**

Yes

**5B6a. Housing ONLY computer servers or other equipment at a physical location in the state:**

No

#### RECRUITING ACTIVITIES

**5B8a. Organized, consistent, on - the - ground recruiting of students in the state by employees or agents of the institution:**

Yes

**5B8c. What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs):**

Yes

**5B8d. Clarifying Comments:**

Yes, except for college fairs at high schools, etc.

#### THIRD PARTY AGREEMENTS/CONTRACTS

**5B9a. Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.):**

Yes

**5B10a. Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution:**

No

**5B11a. Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution:**

No

#### ADVERTISING

**5B12a. Advertising in local media sources that are largely viewed by residents of the state :**

Yes

**5B13a. Advertising in national media sources that can be accessed by residents of the state:**

No

#### EMPLOYMENT IN THE STATE

**5B14a. Employing full-time faculty in the state to provide instruction via distance education programs to students in the state:**

No

**5B14c. What about adjunct faculty:**

No

**5B15a. Employing full-time faculty in the state to provide instruction via distance education programs solely to students outside of the state:**

No

**5B15c. What about adjunct faculty:**

No

**5B16a. Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis:**

Yes

#### OTHER

### 6. Application Process

**6A. Description - Please provide a short description of the application process to obtain**

**state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents:**

Proceed to <http://mn.edvera.com> [5].

The institution must first fill out an initial inquiry and then will be directed to the appropriate application. Approval of each degree level and each program is required. Plans for student records in case of institutional closure are required.

**6B. Processing Time - Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide a typical range if appropriate:**

Usually 4 to 6 months.

**6C. Duration - What is the authorization duration:**

One year.

**6D. Maintenance - What does an institution need to do to maintain authorization:**

Annual renewal.

**6E. Reporting - What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly:**

Records, except for financial data, are public. Annual renewal.

**6F. Loss of Status - Can an institution lose its authorized status? If so, how?:**

Yes, voluntarily or by OHE action.

**6Ga. Multi-Institutional Systems - Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process:**

We have started doing this. The process is the same.

**6Gb. Would multi-institution public systems be treated the same as multi-location for-profit institutions:**

Yes.

**6I1. Amendments - Is your agency currently planning to amend its application process by the end of 2013:**

No

7. Fees Associated with Authorization

**7A. Application Fee - Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available:**

Yes. Degree granting institutions that offer one degree:

Associates - \$2,000  
Bachelors - \$2,500  
Masters - \$3,000  
Doctoral - \$3,500

A new school that will offer more than one degree per level during its first year must pay registration fees in an amount equal to the fee for the first degree at each degree level under paragraph (b), plus fees for each additional non degree program or degree as follows:

Non degree program additional \$250  
Associate degree additional \$250  
Bachelors degree additional \$500  
Doctoral degree additional \$1000  
Annual renewal \$1200

Please see the Minnesota Statute 136A.69 on our web site at [www.ohc.state.mn.us](http://www.ohc.state.mn.us) [4] for the additional information.

**7B. Other Costs - Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.):**

Sometimes.

**7C. Renewal Costs - What are the costs, if any, to renew authorization:**

Annual renewal fee is \$1,200.00

**7D. Exemption Costs - What costs are associated with receiving a waiver or exemption to authorization:**

No fee for exemption.

8. Interstate Reciprocity

**8A. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe:**

Yes, state law allows participation in state authorization reciprocity agreements. Minnesota is a member of NC-SARA.

**8C. Are there any reciprocal agreements currently in place or under consideration? If so, please list those agreements:**

**8D. If interstate reciprocal agreements are not addressed in your regulations, would your agency consider establishing such agreements? Please elaborate:**

9. Consumer Protection and Student Complaints

**9A1. Does your agency have a process for handling complaints about postsecondary institutions or programs?:**

Yes

**9A2. If yes, please describe the process or provide a web link to the material that describes the complaint process:**

<http://www.ohe.state.mn.us/mPg.cfm?pageID=1078> [6]

**9A4. If available, please provide a web link to the complaint form:**

[Complaint Form](#) [6]

**9B. Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available:**

Ms. Betsy Talbot, Manager, Institutional Registration & Licensing  
Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
651-259-3975  
651-642-0675 FAX  
[betsy.talbot@state.mn.us](mailto:betsy.talbot@state.mn.us) [1]

10. Enforcement

**10A. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action:**

Initially a letter with a request that the institution contact the Office and/or submit an application. There is statutory authority for fines of up to \$500.00 per day per violation and/or injunctive relief.

**10B. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies:**

They can contact the Office and can request an administrative hearing.

11. Legislative or Regulatory Changes

**11A1. Amendments - Is your agency or state legislature currently planning to amend its regulations or alter its physical presence policy:**

No

**11B1. Federal Regulations - Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered legally authorized in accordance with the federal institutional eligibility regulations:**

No

**11C1. Other Changes - Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization:**

No

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**Source URL:** [http://sheeo.org/sheeo\\_surveys/user/50](http://sheeo.org/sheeo_surveys/user/50)

**Links**

[1] <mailto:betsy.talbot@state.mn.us>

[2] <mailto:Betsy.talbot@state.mn.us>

[3] <http://www.ohe.state.mn.us/mPg.cfm?pageID=197>

[4] <http://www.ohe.state.mn.us>

[5] <http://mn.edvera.com>

[6] <http://www.ohe.state.mn.us/mPg.cfm?pageID=1078>