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COMMISSIONER

T. J. BERNING  
ASSISTANT COMMISSIONER

*W. M. Schweickhard*

# State of Minnesota

Department of Education

St. Paul (1)

September 3, 1943

Mr. Mike Holm  
Secretary of State  
State Capitol  
St. Paul, Minnesota

Dear Mr. Holm:

In order to confirm with the provisions of the Minnesota Trade School Law, Laws of 1943, Chapter 234, Section 3, I have inclosed a complete file of all rules and regulations prescribed by the State Board for Vocational Education and the State Advisory Committee. These rules and regulations have been established for the purpose of carrying out the intent and purposes of this act.

Very truly yours,

*Dean M. Schweickhard*

Dean M. Schweickhard  
Commissioner of Education

FJL:VAP

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
SEP 8 - 1943

*Mike Holm*  
Secretary of State

9418



Minnesota Trade School Law  
1943  
Law No. 1-Chapter 234

A BILL

FOR AN ACT relating to private trade schools, providing for the licensing and regulation thereof and of solicitors therefor and imposing penalties for violations of this act.

Be it enacted by the Legislature of the State of Minnesota:

Section 1. The following words, terms and phrases when used in this Act shall have the meanings ascribed to them in this section:

(1) "Private trade school" MEANS a school maintained or classes conducted for the purpose of teaching, for profit or for a tuition charge, any trade, technical, mechanical or industrial occupation, but shall not include: private schools engaged exclusively in the teaching of business subjects; schools engaged in teaching medical technology; colleges authorized by the laws of Minnesota to grant degrees; schools of nursing; public schools; private trade schools which are exempt from taxation under Mason's Minnesota Supplement 1940, Section 2394-5(H) of the Minnesota State Income Tax Laws; private schools which are exempt from taxation under Section 1, Article IX, of the Constitution of Minnesota; schools exclusively engaged in training physically handicapped persons for the State of Minnesota; schools engaged in giving instruction by correspondence; schools already or hereafter licensed by duly constituted boards under provisions of Minnesota laws; or schools and educational programs conducted by firms, corporations or persons for the training of their own employees, for which no fee is charged.

(2) "Solicitor" means a person who solicits business for a private trade school, or who offers to sell or sells any instruction or course of instruction by a private trade school. Private trade school as used in this paragraph includes those located within and without the State of Minnesota.

(3) "Person" means any individual, association, partnership, or corporation, and includes any receiver, referee, trustee, executor, or administrator.

(4) "Commissioner" means commissioner of education.

(5) "Board" means state board for vocational education.

Section 2. The following minimum standards for private trade schools are hereby established, and no license shall be granted hereunder unless the board shall determine--

(a) That the school applying for a license has a sound financial structure with sufficient resources for its proper use and support.

(b) That the school has satisfactory training facilities with sufficient tools and equipment and the necessary number of work stations to adequately train the number of students proposed to be enrolled.

(c) That there are a sufficient number of qualified instructors sufficiently trained by experience and education to give the training contemplated.

(d) That the advertising and representations made on behalf of the school to prospective students shall be truthful and free from misrepresentation and fraud.

(e) That the charge made for instruction shall be reasonable based upon the service rendered.

(f) That the premises and conditions under which the students work or study shall be sanitary and healthful and safe, according to modern standards.

Section 3. The board shall, with the advice of the commissioner and of the State Advisory Committee of such board as prescribed in the state vocational plan for trade and industrial education, make rules and regulations to carry out the intent and purposes of this Act. Such rules and regulations shall be effective when filed in the office of the Secretary of State and amendments thereof shall be effective twenty days after being so filed.

Section 4. No private trade school shall be operated by any person, or persons, firm, corporation, or by any private organization unless a license is first secured from the commissioner, who is empowered to issue it upon compliance with the terms and provisions of this Act. Application shall be made to the commissioner upon a form prescribed and furnished by him and shall be accompanied by an application fee of \$25.00. A license shall not be issued to any school until the commissioner has approved it as meeting the minimum standards and requirements as provided herein.

Section 5. If the license is granted, it shall be issued upon the payment of an additional fee of \$25.00 and the filing with the commissioner of a surety bond to the State of Minnesota in the sum of \$1,000.00. Said bond shall be conditioned for the faithful performance of all agreements and contracts with students, as disclosed by the application for license, and the compliance with this Act. Every license shall expire on the 31st day of December following the date of issuance.

Section 6. Subdivision 1. Every solicitor, before engaging in such business, shall first procure a permit from the commissioner.

Subdivision 2. A permit shall only be issued upon written application to the commissioner. The application shall be upon a form prescribed and furnished by the commissioner and shall be accompanied by \$10.00, the fee for such permit. If the application is granted, the permit shall not be issued until the applicant has filed with the commissioner a continuous surety bond to the state of Minnesota in the penal sum of \$1,000.00, conditioned for the faithful performance of all contracts and agreements with students by the solicitor and the employing private trade school, as disclosed by the application for the permit, and for the compliance by the solicitor with this Act and all rules and regulations prescribed hereunder. Every permit shall expire on the 31st day of December following the date of issuance.

Section 7. Subdivision 1. A license or permit issued hereunder may be revoked by the board for cause upon notice and hearing.

Subdivision 2. Upon the filing with the board of charges against the holder of a license or permit issued hereunder, the commissioner may suspend such license or permit pending determination thereof.

Section 8. It is unlawful for any private trade school operating with the State of Minnesota to apply to itself, either as a part of its name or in any other manner, the designation of "college" or "university", unless certificated by the commissioner that the school meets appropriate standards and is entitled to such designation.

Section 9. Any person who violates any provision of this Act shall be guilty of a misdemeanor.

Section 10. All of the fees collected under the provisions of this Act shall be payable to the general revenue fund of the State of Minnesota.

Section 11. This Act shall be effective July 1, 1943, except that applications for a license or permit hereunder may be made at any time prior thereto.

Approved March 30, 1943

State of Minnesota  
Department of Education

Code XXX - B - 1

REGULATIONS GOVERNING LICENSING OF  
PRIVATE TRADE SCHOOLS AND THEIR SOLICITORS

UNDER PROVISIONS OF

MINNESOTA TRADE SCHOOL LAWS

CHAPTERS 234 and 542 - LAWS OF 1943

ADOPTED BY

THE MINNESOTA STATE BOARD FOR VOCATIONAL EDUCATION

AUGUST 1943

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(FOREWORD).

This pamphlet is published to provide officials of private trade schools operated for profit, as well as all other interested citizens, with helpful information concerning the legislation regarding such schools adopted by the Minnesota State Legislature of 1943 and approved by Governor Harold E. Stassen.

Two Acts were adopted: The first Act approved March 30, 1943, provided for the licensing and regulation of private trade schools resident in Minnesota and operated for profit and of solicitors therefor; the second Act approved April 20, 1943 provided for the licensing of the solicitors of such private correspondence trade schools as are operated for profit; are resident in other States or in Minnesota; and are doing business in Minnesota. Copies of both these Acts will be found in the Appendices at the close of this pamphlet - the first Act in Appendix A and the second Act in Appendix B.

Each of these laws charges the State Board for Vocational Education with the duty and responsibility of its administration. As these private trade schools are vitally concerned with these laws and with the policies, standards and procedures of the Board in administering them, and as the policy of the Board will be to cooperate helpfully with the efforts of such schools to comply with the provisions of the law and the requirements of the Board, - this pamphlet is addressed primarily to such schools. At the same time, it gives all interested citizens and prospective applicants for training by such a school or schools the facts they need.

In separate sections following, are regulations governing private trade schools and their solicitors.

PROVISIONS OF THE ACTS REGULATING PRIVATE TRADE SCHOOLS

Minnesota Trade School Law 1943 - Law No. 1, Chapter 234

1. What schools must secure a license?    Ans.: All those which have these characteristics: They are located in Minnesota. They do business in Minnesota. They maintain a school or class conducted for the purpose of teaching for profit or for a tuition charge any trade, technical, mechanical or industrial occupation. They have not been exempted from the Act as set forth in the provisions of Section 2 hereof. See Section 1, paragraph 1 of the Act in the Appendix marked A.
  
2. What schools are specifically exempted from the provisions of the Act?  
Ans.: Private schools engaged exclusively in the teaching of business subjects; schools engaged in teaching medical technology; colleges authorized by the laws of Minnesota to grant degrees; schools of nursing; public schools; private trade schools which are exempt from taxation under Minnesota State Income Tax Laws; private schools which are exempt from taxation under Section 1, Article IX of the Constitution of Minnesota; schools exclusively engaged in training physically handicapped persons for the State of Minnesota; schools engaged in giving instruction by correspondence; schools already or hereafter licensed by duly constituted boards under provisions of Minnesota laws; or schools and educational programs conducted by firms, corporations or persons for the training of their own employees, for which no fee is charged. See Section 1, paragraph 1 of the Act in Appendix A.
  
3. In order to secure approval for a license, what steps must be taken by every private trade school subject to the Act?    Ans.: Make application to the State Commissioner of Education for a license. Use a form prescribed

PROVISIONS OF THE ACTS REGULATING PRIVATE TRADE SCHOOLS -- #2

and furnished by him. Accompany the application with an application fee of \$25.00. No license shall be issued to any school until the Commissioner has approved the school as meeting the minimum standards and requirements as provided in the Act. The applicant may be any person, persons, firm, corporation or any private organization.

4. After the application has been approved, what else must the applicant do

before a license is issued?     Ans.: Make a second payment of \$25.00 (total \$50.00) and file with the Commissioner a surety bond to the State of Minnesota in the sum of \$1,000.00. Every license will expire on the 31st day of December and must be renewed at once for the ensuing year.

5. For what purpose is the bond required from the applicant?     Ans.: The bond shall be conditioned for compliance with the Act, and for the faithful performance of all agreements and contracts with students as described by the application for license.

6. Regarding what matters is an applicant to be checked before approval?

Ans.: The law requires that the following six standards be used in passing upon a school applying for a license:

- a. Must have a sound financial structure with sufficient resources for its proper use and support.
- b. Must have satisfactory training facilities with sufficient tools and equipment and the necessary number of work stations adequately to train the number of students proposed to be enrolled.
- c. Must have a sufficient number of qualified instructors sufficiently trained by experience and education to give the training.
- d. The advertising and representation made on behalf of the school to prospective students must be truthful and free from misrepresentation and fraud.



PROVISIONS OF THE ACTS REGULATING PRIVATE TRADE SCHOOLS -- #3

- e. The charge made for instruction must be reasonably based on the services rendered.
  - f. The premises and conditions under which the student works or studies must be sanitary and healthful and safe according to modern standards.
7. How will these standards be used in checking schools? Ans.: Every private trade school applying for a license will be checked on the basis of criteria established by the State Board for Vocational Education to determine whether the school meets the minimum standard for each of the six items in paragraph 6 above as set forth in Section 2 of the Act "relating to private trade schools, providing for the licensing and regulation thereof and of solicitors therefor and imposing penalties for violations of this Act."
8. How are rules and regulations for the interpretation and administration of the Act determined? Ans.: The Board, shall with the advice of the Commissioner and of the State Advisory Committee of such Board - as prescribed in the State Vocational Plan for Trade and Industrial Education - make rules and regulations to carry out the intent and purposes of this Act. These rules and regulations include the minimum "standards" prescribed for schools in Section 2 of the Act, as well as other precedures and precautions adopted by the Board.
9. Through what channel will this Act be administered under the State Board for Vocational Education and the Commissioner of Education? Ans.: The State Commissioner of Education, with the approval of the State Board for Vocational Education, will designate such agents or representatives as they find administratively expedient to carry out the provisions of this Act.
10. What are the penalties for violating the Act? Ans.:
- a. Any person who violates any provision of this Act shall be guilty of a misdemeanor.
  - b. The Commissioner may suspend the license of any private trade school pending the determination of charges filed by or through him, with the State

PROVISIONS OF THE ACTS REGULATING PRIVATE TRADE SCHOOLS -- #4

Board for Vocational Education against the holder of such license. Any complaint against a private trade school must be in writing and make specific charges.

- c. The State Board for Vocational Education may revoke the license of a private trade school upon notice and hearing.
- d. Unless approved by the Commissioner to do so, a trade school may not use the designation of "college" or "university". Otherwise such use constitutes a misdemeanor.

11. Who is a solicitor of a private trade school under the Minnesota Private Trade School Act - approved March 30, 1943? Ans.: He is anyone who

solicits business as an agent or representative of any private trade school subject to the provisions of the Act or who offers to sell or sells any instruction or course of instruction published and distributed by such a private trade school.

12. What private trade schools must meet the requirement that their solicitors shall secure a permit? Ans.: All those not specifically exempted from the Act by Section 2 of the Act. See Minnesota Trade School Law 1943, Law No. 1, Chapter 234 (Appendix A). The solicitors of all such schools are included whether these are located within or without the State of Minnesota.

13. What procedures must the solicitor follow to secure a permit? Ans.:

Make application to the Commissioner of Education accompanied by a \$10.00 fee using a standard form furnished by the Commissioner. If the application is granted, the permit shall not be issued until the applicant has filed with the Commissioner a continuous surety bond to the State of Minnesota in the sum of \$1,000 conditioned for the faithful performance of all contracts and agreements with students by the solicitor for the school and the employing private trade school as disclosed by the application for the permit, and for

PROVISIONS OF THE ACTS REGULATING PRIVATE TRADE SCHOOLS -- #5

the compliance by the solicitor with the Act and all rules and regulations thereunder.

14. Are solicitors of private trade schools engaged in teaching by correspondence also required to secure a permit? Ans.: Although such schools are not required to secure a license, their solicitors must secure the same permit as solicitors of the private trade schools located in Minnesota that are required to secure a license as described in paragraphs 9 to 11 above. This would also apply to the solicitor of any private trade school located in Minnesota and giving instruction by mail in Minnesota. See Minnesota Trade School Law 1943, Law No. 2, Chapter 542.
15. When does any regulation adopted by the Board become effective? Ans.: Any regulation becomes effective as soon as filed in the office of the Secretary of State and any amendment of a regulation, 20 days after being so filed.
16. What becomes of the fees collected under the provisions of the Act? Ans.: They are payable to the general revenue funds of the State of Minnesota.
17. Where can applicants obtain application blanks, bond forms, and information regarding the Acts regulating private trade schools? Ans.: By writing to the State Commissioner of Education, State Office Building, St. Paul, Minnesota.

PROVISIONS OF THE ACTS REGULATING PRIVATE TRADE SCHOOLS -- #6

The following forms will be furnished by the State Board for Vocational Education through the State Commissioner of Education:

- (a) Application for license
- (b) Teachers qualifying blank
- (c) Form for surety bond
- (d) Physical requirements
- (e) Criteria for checking schools for effective instruction
- (f) Certificate for license upon approval of school

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
SEP 8 - 1943  
*W. A. Johnson*  
Secretary of State

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STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
SEP 8 - 1943  
*W. H. H. H.*  
Secretary of State

State of Minnesota  
Department of Education

Minnesota Trade School Law

Code XXX - B - 2  
Appendix B

1943

Law No. 2-Chapter 542

A BILL

FOR AN ACT relating to private trade schools, as defined by Laws 1943, Chapter 234, teaching by correspondence, providing for the licensing of solicitors therefor and imposing penalties for violations of this act.

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Every solicitor, agent or representative who solicits business for a private trade school as defined by Laws 1943, Chapter 234, engaged in teaching by correspondence any trade, technical, mechanical, or industrial occupation, or who offers to sell or sells any instruction or course of instruction by such a school shall be subject to the provisions for the licensing and regulation of solicitors employed by private trade schools prescribed in Laws 1943, Chapter 234, relating to private trade schools, providing for the licensing and regulation thereof and of solicitors therefor and imposing penalties for violations of that act.

Approved April 20, 1943.

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
SEP 8 - 1943

*Mike Holm*  
Governor of State

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STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
SEP 8 - 1943  
*Wickert*  
Secretary of State

APPLICATION FOR LICENSE TO CONDUCT A PRIVATE TRADE SCHOOL  
MINNESOTA

Application is hereby made to the Commissioner of Education of the State of Minnesota for a license to conduct a private trade school under the provisions of Chapter 234 of the Laws of 1943.

\_\_\_\_\_  
(Date)

1. Name of School \_\_\_\_\_
2. Location of School \_\_\_\_\_  
(Street Address) (City)
3. Owner of School (Name) \_\_\_\_\_

Home address \_\_\_\_\_

(If more than one person is the owner, list the names of those having controlling interests with their respective home addresses and references. If the owner is a corporation, list the name of its president and his home address and references.)

Name \_\_\_\_\_

Home address \_\_\_\_\_

Name \_\_\_\_\_

Home address \_\_\_\_\_

Name \_\_\_\_\_

Home address \_\_\_\_\_

References:

(Give two references with addresses as to integrity of each person so listed and two references as to financial responsibility of each person so listed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



4. Director or Manager of School

Name \_\_\_\_\_

Home address \_\_\_\_\_

Experience (such as management of school, industrial experience or teaching experience. Give years of service for each)

References (Give three with addresses)

5. Depositary of school

(Name)

(Address)

6. Present enrollment of school \_\_\_\_\_

7. Attach balance sheet for the fiscal year immediately preceding. Mark this "Schedule A"

8. Attach profit and loss statement for the fiscal year immediately preceding. Mark this "Schedule B"

9. Are agents employed for soliciting students? \_\_\_\_\_

a. If so, how many agents are so employed at the present time \_\_\_\_\_

b. Names and addresses of solicitors (must be 21 years of age) \_\_\_\_\_

Name

Age

Address

Name

Age

Address

10. Attach a copy of the contract between your school and trainee. Mark this "Schedule C"

11. Size of Classrooms, Shops, Laboratories, etc.

a. Number of classrooms \_\_\_\_\_

Floor area of each ( ) ( ) ( ) ( )  
sq. ft.

b. Number of shops \_\_\_\_\_

Floor area of each ( ) ( ) ( ) ( )

c. Number of laboratories \_\_\_\_\_

sq. ft.

Floor area of each ( ) ( ) ( ) ( )

d. Floor area for office space,  
Storage, etc. (Specify)

sq. ft.

e. Total square footage of premises \_\_\_\_\_

f. Total cubic footage of premises \_\_\_\_\_

12. Approximate ratio of square feet of window space to floor space in

a. Classrooms \_\_\_\_\_

b. Shops or laboratories \_\_\_\_\_

13. Type of lighting \_\_\_\_\_

14. Adequacy of lighting \_\_\_\_\_

15. Has the school separate toilets for male and female students? \_\_\_\_\_

M : F

a. Number of toilet seats \_\_\_\_\_

M : F

b. Number of wash bowls \_\_\_\_\_

16. Has the school a rest room for female students? \_\_\_\_\_  
If so, give approximate dimensions and list of furnishings \_\_\_\_\_
- 
17. Have the school quarters been approved by governmental authorities having jurisdiction as safe and sanitary for school purposes? \_\_\_\_\_
18. Attach floor plan giving layout of the quarters used for classrooms, shops or laboratories. Mark this "Schedule D"
19. Organization and courses of study  
Attach a brief statement (mark this "Schedule E") of:
- a. The organization including the number and list of trades taught.
  - b. Tuition charges including entire amount of tuition charge payable in advance or if partial payments, terms of such payments.
  - c. Amount charged for books, supplies, etc. for entire course.
  - d. For each trade or course of instruction give the main divisions:
    - 1. Outline of Course Content
    - 2. Approximate time spent in each division of course
    - 3. Approximate percentage of time devoted per course, per pupil, to
      - a. Class work
      - b. Shop work
      - c. Laboratory work
  - e. Time Schedule
    - 1. Day School
      - a. Hours of instruction per day
      - b. Hours of instruction per pupil
      - c. Number of days of instruction per week
      - d. Number of days of instruction per pupil
      - e. Total number of weeks of instruction, per pupil
    - 2. Evening School
      - a. Hours of instruction per day
      - b. Hours of instruction per pupil
      - c. Number of days of instruction per week
      - d. Number of days of instruction per pupil
      - e. Total number of weeks of instruction per pupil
20. Training facilities  
Give data on separate sheet (mark this "Schedule F") concerning training facilities for each trade.
- a. Name of trade
  - b. Present fair value of tools and equipment
  - c. State of maintenance of tools and equipment
  - d. Number of work stations
21. Instructors  
Attach qualifications of all instructors on form to be supplied by the State Department of Education.

A F F I D A V I T

(If the applicant school is owned by an individual, this affidavit is to be made by him or by the director or manager of the school; if owned by a partnership or association, by one of the partners or associates or by the director or manager; if owned by a corporation, by one of its officers or by the director or manager of the school.)

STATE OF MINNESOTA )  
COUNTY OF \_\_\_\_\_ ) ss

\_\_\_\_\_, being duly sworn  
deposes and says that he is the \_\_\_\_\_ of \_\_\_\_\_

respecting which the foregoing application for a license is made; that he has read the foregoing application; and that the statements therein made are true to the best of his knowledge, information and belief.

Subscribed and sworn to before me this \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 194 \_\_\_\_\_

(Return this application to the Commissioner of Education, State Department of Education, State Office Building, St. Paul, Minnesota, with enclosure of certified check for \$25.00 as application fee.)

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STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
SEP 8 - 1943

*Wickert*  
Secretary of State

PRIVATE TRADE SCHOOL BOND

KNOW ALL MEN BY THESE PRESENTS, That \_\_\_\_\_

\_\_\_\_\_  
(State whether corporation, partnership or individual doing business under a trade name) \_\_\_\_\_

(State place of residence or place of business) as principal and \_\_\_\_\_

of \_\_\_\_\_, as surety, are held and firmly bound unto the State of Minnesota in the penal sum of One Thousand Dollars lawful money of the United States, for which payment well and truly to be made, we jointly and severally bind ourselves, and each of our heirs, executors, administrators and successors, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such, that whereas, the principal above named has applied for a license to conduct a private trade school under the terms of Laws 1943, Chapter 234, which application is now pending,

NOW THEREFORE, if the said license shall be granted by the commissioner of education of the State of Minnesota, and if the said principal shall faithfully perform all of the agreements and contracts to be made with students in said school or class, as disclosed by the application for license and if principal shall comply with said act of the legislature during the period of time for which said license is issued, which shall expire on the 31st day of December hereafter, then this obligation shall be void, otherwise remain in full force and effect.

Dated \_\_\_\_\_

Executed in the presence of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACKNOWLEDGMENT BY PRINCIPAL

STATE OF MINNESOTA)  
COUNTY OF \_\_\_\_\_} ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_, before me, a notary public within and for said county, personally appeared \_\_\_\_\_

\_\_\_\_\_ to me known to be the person described in the foregoing instrument as principal, and acknowledged that he executed the same as his free act and deed.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County,  
Minnesota

My Commission expires \_\_\_\_\_

(If the principal is a corporation, attach corporation form of acknowledgment)

STATE OF MINNESOTA)  
COUNTY OF \_\_\_\_\_} ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_, before me, a notary public within and for said county, personally appeared \_\_\_\_\_

\_\_\_\_\_ who being first duly sworn, did say that he is the attorney in fact for

\_\_\_\_\_ the above named surety; that he executed the foregoing instrument in behalf of said surety as his free act and deed.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Minnesota

My Commission expires \_\_\_\_\_

(Attach evidence that the surety is qualified to do business in Minnesota.  
This may be by certificate of the commissioner of insurance)

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STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
SEP 8 - 1943

*Wickham*  
Secretary of State

Department of Education  
State of Minnesota

Code XXX-C-3

Check Sheet on the Physical Conditions of the Private Trade and Industrial School.

Name of School \_\_\_\_\_ Date \_\_\_\_\_

Located at \_\_\_\_\_ City \_\_\_\_\_

Items Checked	Satisfactory	Unsatisfactory	Reason
---------------	--------------	----------------	--------

1. Fire Hazards

2. Safety Conditions

3. Lighting

4. Ventilation

5. Sanitation

6. The toilet facilities for males are \_\_\_\_\_ (Number of persons)

Females are \_\_\_\_\_ (Number of persons)

7. The washing facilities for males are \_\_\_\_\_ (Number of persons)

Females are \_\_\_\_\_ (Number of persons)

8. Comments

Signed \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_



3. Checking as to Physical Conditions. What we want to know:

- A. Are Federal regulations complied with?
- B. Are State regulations complied with?
- C. Are local regulations complied with?

1. As to fire hazards.

- a. Fire escapes (There must be two for second floor use)
- b. Fire extinguishers
- c. Open doorways
- d. Construction of booths, partitions, floors, etc.
- e. Inflammable materials being used.
- f. Debris

2. As to safety conditions

- a. Protection from belts and gears. (Should be guarded six feet up from the floor or working platform)
- b. Point of control. (Point of control must be within the reach of operator)
- c. Grinding wheel guards and goggles.
- d. Open stairway.
- e. Electrical units.
- f. Objects lying on the floor or protruding.
- g. Strength of building. (Overloading with machinery)

3. As to lighting conditions.

- a. Artificial light
- b. Sunlight

4. As to ventilation.

- a. Air space per worker.
- b. Exhaust fans to ventilate the welding booths.
- c. Sufficient window space to control warmth and humidity.
- d. Basement shops.

5. As to sanitation

- a. Toilets for both sex (Above five people)
- b. Toilet capacity per enrollment.
- c. Cleanliness of toilets.
- d. Washing facilities. (Hot and cold running water with facilities for 1/3 the crew at one time)
  - a. Towels
  - b. Wash bowls
- e. Drinking fountains.
- f. Locker space and facilities for changing clothes.
- g. Disinfecting goggles and helmets.

6. Other health and safety safeguards.

STATE OF MINNESOTA  
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SEP 8 - 1943

*Mike Holm*  
Secretary of State

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SEP 8 - 1943

*W. H. H. H.*  
State

State of Minnesota  
Department of Education

Code XXX-C-4

DATE \_\_\_\_\_

PRIVATE COMMERCIAL TRADE SCHOOL COMMITTEE

Time \_\_\_\_\_

INSPECTION REPORT

School \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ Course \_\_\_\_\_

GENERAL POINTS		COMMENTS
Organization of Shop Instruction	Job list	
	Progress record card	
	Blue Prints for each job	
	Instruction Sheets for each job	
Organization of Related Instruction	Group, individual or unorganized S.K. instruction	
	List S.K. items	
	Lesson plan for each S.K. item (Group)	
	Assignment Sheets (Individual)	
Training  Facilities	No. of stations in use	
	Ration of enrollment to stations	
	Condition of equipment	
	Supplies	
	Accessory equipment	
	Safety conditions	
	Physical conditions	

STUDENT ACTIVITY		COMMENTS
Course Instruction	Job List being followed (Check 3 students)	
Activity	Students actively engaged in doing their tasks	
Performance	Form practices, and procedure	
Accuracy	Tolerances and recognition of same	
Type of Jobs	Interesting: relevant to objective	
Quality Trainee	Sex, appearance and trainability	

INSTRUCTOR ACTIVITY		COMMENTS
Qualified	Checked as to experience and performance	
Control	Starting, ending recess according to schedule; conduct	
Activity	Instructor actively engaged in instructing	
Checking Work of Students	Incorrect performance of students	
Observation of Trainees	Extent to which he supervises habits of trainees	
Method of Getting to Each Trainee	Equal attention to each except more for slow learners	
Evidence of Knowing Objective	Trainer and Trainee knowing objective as shown by practice	
Interest in Student	Attitude of instructor toward progress of each trainee	
Use of Teaching Devices	Evidence of good methods, models and aids	
Time spent for Unessentials	Records keeping, talking, etc.	

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STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
SEP 8 - 1943

*Wickert*  
Secretary of State

APPLICATION FOR SOLICITOR'S PERMIT

Any person seeking a permit to solicit students who are residents of Minnesota for enrollment in private trade schools or for correspondence courses pursuant to Laws of 1943, Chapters 234 and 542, is to fill out this application. This application, together with copies of contracts for instruction, is to be filed with the commissioner of education of the State of Minnesota who will determine whether a permit will be granted.

1. Name of solicitor \_\_\_\_\_
2. Home address of solicitor \_\_\_\_\_
3. Minnesota address of solicitor \_\_\_\_\_
4. Length of time employed by the school to date \_\_\_\_\_
5. Name of school represented \_\_\_\_\_
6. Address of this school \_\_\_\_\_
7. Capital and resources \_\_\_\_\_
8. Type of organization \_\_\_\_\_
9. Courses offered \_\_\_\_\_  
\_\_\_\_\_
10. Tuition rates or entire cost of courses you sell \_\_\_\_\_  
\_\_\_\_\_
11. What down-payment do you require of students who sign up for courses? \_\_\_\_\_
12. By whom is this school accredited? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. What advertising literature do you give to students? (Attach copies of all catalogs, student contracts, and literature to this application.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Is it your job only to solicit students, or do you have other duties? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Have you completed courses with the school you represent? \_\_\_\_\_

16. What does the school you represent do about placement and follow up?

17. On what basis are you employed? (Regular salary; or commission; or salary and commission)

18. Give the names, addresses, and occupations of three people as your own references:

<u>Names</u>	<u>Addresses</u>	<u>Occupations</u>

AFFIDAVIT

STATE OF MINNESOTA      )  
                                  ) ss  
COUNTY OF \_\_\_\_\_)

\_\_\_\_\_ being duly sworn  
deposes and says that he is the \_\_\_\_\_ of \_\_\_\_\_

respecting which the foregoing application for a solicitor's permit is made; that he has read the foregoing application; and that the statements therein made are true to the best of his knowledge, information and belief.

\_\_\_\_\_  
Signature of solicitor or other duly  
authorized agent or representative of  
the school or corporation.

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 194\_\_\_\_  
\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Minnesota  
My Commission expires \_\_\_\_\_

(Return this application to the Commissioner of Education, State Department of Education, State Office Building, St. Paul, Minnesota, with enclosure of certified check for \$10.00 as application fee.)

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
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SEP 8 - 1943  
*W. H. H. H.*  
State

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SEP 8 - 1943

*Michaelson*  
State



PRIVATE TRADE SCHOOL SOLICITOR'S BOND

KNOW ALL MEN BY THESE PRESENTS, That \_\_\_\_\_

\_\_\_\_\_  
(State whether corporation, partnership or individual doing business under a  
trade name) \_\_\_\_\_

(State place of residence or place of business) as principal and  
\_\_\_\_\_

of \_\_\_\_\_, as surety, are held and firmly bound  
unto the State of Minnesota in the penal sum of One Thousand Dollars lawful  
money of the United States, for which payment well and truly to be made, we  
jointly and severally bind ourselves, and each of our heirs, executors,  
administrators and successors, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such, that whereas, the principal  
above named has applied for a license to solicit for a private trade school or  
correspondence school under the terms of Laws 1943, Chapters 234 and 542, which  
application is now pending,

NOW THEREFORE, if the said permit shall be granted by the commissioner  
of education of the State of Minnesota, and if the said solicitor shall faith-  
fully perform all of the agreements and contracts to be made with students  
solicited for enrollment in said school or course, as disclosed by the application  
for permit and if principal shall comply with said act of the legislature during  
the period of time for which said permit is issued, which shall expire on the  
31st day of December hereafter, then this obligation shall be void, otherwise  
remain in full force and effect.

Dated \_\_\_\_\_

Executed in the presence of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACKNOWLEDGMENT BY PRINCIPAL

STATE OF MINNESOTA )  
COUNTY OF \_\_\_\_\_ ) ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_, before me, a notary  
public within and for said county, personally appeared \_\_\_\_\_  
\_\_\_\_\_  
to me known to the person described in the foregoing instrument as  
principal, and acknowledged that he executed the same as his free act and deed.

Notary Public \_\_\_\_\_ County  
Minnesota

My Commission expires \_\_\_\_\_

(If the principal is a corporation, attach corporation form of acknowledgment)

STATE OF MINNESOTA )  
COUNTY OF \_\_\_\_\_ ) ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_, before me, a notary public  
within and for said county, personally appeared \_\_\_\_\_  
\_\_\_\_\_

who being first duly sworn, did say that he is the attorney in fact for

\_\_\_\_\_ the above named surety; that he executed the foregoing instrument in behalf  
of said surety as his free act and deed.

\_\_\_\_\_ County, Minnesota

My Commission expires \_\_\_\_\_

(Attach evidence that the surety is qualified to do business in Minnesota.  
This may be by certificate of the commissioner of insurance)

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SEP 8 - 1943  
*Wm. H. [Signature]*  
State

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SEP 8 - 1943

*Wickert*  
State

AMENDMENTS TO THE REGULATIONS GOVERNING LICENSING  
OF PRIVATE TRADE SCHOOLS AND THEIR SOLICITORS

Under Provisions of Minnesota Trade School Laws  
Chapter 234 and 542 - Laws of 1943.

1. All instructors must meet the following requirements:
  - a. Three years of experience in the trade or speciality in which they are to teach.
  - b. Natural ability to impart knowledge and skill.
  - c. Recognized individually as tradesman or specialist.
  - d. General education shall be such that it insures success in the type of work demanded in each case.
2. In order to carry out the provisions of the Minnesota Trade School Law, Chapter 234, Laws of 1943, each private trade school licensed under this Act may be inspected as often as necessary by an agent or representative of the State Board for Vocational Education for the purpose of determining whether the school continues to meet the minimum standard for each of the six items set forth in Section 2 of the Act.
3. The school shall not solicit students in the "Help Wanted" or other employment columns in newspapers or other publications. Neither shall the school solicit students through blind advertisements.
4. No school may advertise that it is endorsed by manufacturers, business establishments, organizations or individuals engaged in the line of work for which it gives training until written evidence of this fact is presented by the school and accepted by the Commissioner of Education.
5. No school shall understate the length of time required to train students. The length of the course shall be outlined in the school catalogue. No school shall, in its advertising or through its representatives, guarantee or imply the guarantee of employment.
6. All catalogues, folders, circulars, student receipt blanks, enrollment or application blanks, letterheads, form letters or other advertising, including newspaper advertising, now or hereafter used shall be filed with the Commissioner of Education previous to distribution of same.
7. The standard tuition rate shall be published in the school literature. No deviation in the rate shall be made other than cash payment in advance. Such discount should be clearly indicated in all school literature. Notice of any change in a published tuition rate shall be given to the Department of Education fifteen days in advance of such change.

8. No school shall guarantee or imply the guarantee of any certain wage.
9. All private trade school literature, letterheads and advertising, including advertising by radio, shall not mention that the school is licensed by the State Department of Education except by use of the following: Minnesota License Number \_\_\_\_\_.
10. Public liability and workmen's compensation insurance must be carried by a school applying for approval, and such insurance must be continued during the entire period of approval.
11. All contracts with students or prospective students must contain a liquidating clause patterned on the following:

If the student fails to complete the course of training, all money paid hereunder shall be forfeited as liquidated damages and no refunds shall be made other than specified herein. If the student is unable to complete the course for reasons satisfactory to the Commissioner of Education, the school will refund the unused portion of the tuition, which in no case shall be more than the unused balance of the tuition paid. The school is to be reimbursed for any reasonable expenses connected with the securing of the enrollment and the training given to the date of cancellation.
12. Individuals having grievances involving violation of the Minnesota Trade School Law shall have the right to report them in writing to the Commissioner of Education.
13. If diplomas or certificates of accomplishment are granted, adequate records of the student's experience and scholarship shall be kept by the school and be open to the inspection of the Commissioner of Education.
14. In case a teacher is changed or a new teacher employed, the school shall give the Commissioner of Education notice of that fact and obtain his approval in advance.
15. Each school shall file with the Commissioner of Education a description of all equipment available for instruction in each course offered.
16. No change in name of the licensee is to be made until notice of the change is given to the Commissioner of Education and approval of such change has been secured.
17. Application for renewal of license must be made annually not later than December 15 of the preceeding year.

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*Miner*  
Secretary of State