

**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