

**Sec. 38a-782a-4. Sponsor responsibilities**

(a) Each sponsor of a continuing education course shall submit an application to the department or its designee on a form prescribed by the commissioner, including the name and address of the applicant; an application for one or more courses; and any other information requested by the commissioner.

(b) Each sponsor is responsible for obtaining approval for its continuing education courses; verifying the qualifications of instructors; providing course schedules; monitoring classroom attendance; supervising and evaluating courses and instructors; investigating complaints regarding courses and instructors; administering examinations where applicable; and submitting, within fifteen (15) calendar days of the completion of a course, course attendance and completion rosters and other information required by the department.

(c) Sponsors shall retain course attendance and completion records for four years.

(d) Sponsors shall comply with the Americans With Disabilities Act and all applicable state and federal equal employment opportunity and safety requirements.

(e) Each sponsor shall publish and abide by a refund policy which is subject to approval by the department.

(f) Each sponsor shall provide to each student upon completion of a course a certificate showing (1) the date on which the course was completed; (2) the attendance percentage of the course achieved by the student; and, (3) the course name and number, and the sponsor's name and number.

(Adopted effective February 1, 1998; Amended February 1, 2000; Amended September 17, 2002)