

**CHAPTER 38-08-04**  
**SPONSORING AGENCY COURSE ADMINISTRATION**

Section

38-08-04-01      Sponsoring Agency Requirements

**38-08-04-01. Sponsoring agency requirements.**

An approved sponsoring agency shall:

1. Make application to the department for approval if there are any proposed additions or deletions to an approved course.
2. Perform all administrative functions in connection with the course.
3. Upon satisfactory completion of the course, provide each participant with a certificate of course completion approved by the superintendent. Completion records must be maintained for a period of three years from the course completion date.
4. Provide approved instructors to provide presentations for classroom courses.
5. Provide the same course of instruction that is submitted to the superintendent at the time of application for course approval.
6. Provide each participant at the time of enrollment an approved statement, either printed or in electronic format, that indicates an insurer may provide a reduction in premium charges for motor vehicle personal injury and property damage to an insured for at least a two-year period following the participant's successful completion of a motor vehicle crash prevention course. A driver fifty-five years of age or older who successfully completes an approved motor vehicle crash prevention course is entitled to a three-year insurance premium reduction.
7. Provide the superintendent, upon request, a schedule of classroom courses, to include the dates, times, and locations of classroom courses.
8. Authorize the superintendent to audit the records of the approved course and to monitor and evaluate any and all portions of the course, including the classroom facility, self-study materials, and online materials presented via internet-based courses. An internet course provider will provide the superintendent a course access password at no charge, upon request.
9. Upon renewal of an approved course, the course must be updated to accommodate any amendments that have been made to this article within the period of the current course approval.

**History:** Effective December 1, 1988; amended effective February 1, 1999; April 1, 2008.

**General Authority:** NDCC 26.1-25-04.1

**Law Implemented:** NDCC 26.1-25-04.1