

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

MINNESOTA STATE REGULATIONS

Notice of filing by the Commissioner of Administration

We have received on this date, stamped and filed 2 copies of Rules and Regulations pertaining to the Department of Education
(Agency or Board)

Regulation No. EDU 520 thru 548 (amended)

Subject: Certification - Issuance + Renewal of Continuing Certificates

Department of Administration
Publication, Central Services Division
Documents Section
140 Centennial Office Building
St. Paul, Minnesota 55155
Telephone: (612) 296-2874

FILED
RICHARD L. BRUBACHER
Commissioner of Administration

AUG 20 1974 1:35 pm

BY Eda Staudenmaier
AUTH. SIGNATURE

Stamped and filed with the Secretary of State 8-20-74

Rev. 9-72

ADMIN 1000

STATE OF [redacted]NNESOTA

DEPARTMENT [redacted] Attorney General

Office Memorandum

TO : Michael Miller
Special Assistant
Attorney General

DATE: August 1, 1974

FROM : Donald J. Mueting
Special Assistant
Attorney General

Donald J. Mueting

SUBJECT: Rules and Regulations, Minnesota State Teachers Standards and Certification Commission as approved by the Minnesota State Board of Education.

I am forwarding the documents necessary for your review and approval of recently adopted rules and regulations of the Commission. If you have any questions, please contact me. I trust that you will return some of these sets of documents as this is the original and only copies in existence.

Note: Changes or additions indicated by underlining; deletions by ~~strikeouts~~.

CHAPTER 27: EDU 520-539

COMPONENTS TO BE INCLUDED IN ALL PROGRAMS LEADING TO CERTIFICATION ~~IN EDUCATION~~

Edu 520 Scope of Chapter; Definition. The provisions of this chapter apply to all persons whose initial certification was contingent upon the possession of a baccalaureate or higher degree ~~in education~~. As used in this chapter, the term "certificated person" or "certificated personnel" means person or persons holding a certificate, the obtaining of which was contingent upon the possession of a baccalaureate or higher degree ~~in education~~.

Edu 521 Human Relations Components in All Programs Leading to Certification ~~in Education~~.

(a) All applicants for certificates ~~in education~~ to be issued or renewed either on or after July 1, 1973 shall have completed a training program containing human relations components. Such components shall have been approved by the state board of education. The State Department of Education shall be authorized to grant a one year extension to an inservice teacher in order to complete the requirements of this chapter upon submission of written evidence that the individual has enrolled or will agree to enroll in an appropriate human relations program. The expiration date for all such extensions shall be June 30, 1975.

(b) Human relations components of programs which lead to certification ~~in education~~ will be approved upon submission of evidence:

(1) No change.

(2) No change.

(aa) No change.

(bb) No change.

(cc) No change.

(dd) No change.

(3) No change.

(4) No change.

Note: Changes or additions indicated by underlining; deletions by ~~strikeouts~~.

TEACHER CERTIFICATION SECTION
STATE OF MINNESOTA
DEPARTMENT OF EDUCATION
550 CEDAR STREET
ST. PAUL, MINNESOTA 55101

CHAPTER TWENTY-EIGHT: EDU 540-559

ISSUANCE AND RENEWAL OF CONTINUING CERTIFICATES

Edu 540 Scope of Chapter; Definition

(a) The provisions of this Chapter apply only to persons whose initial certification was contingent upon the possession of a baccalaureate or higher degree ~~in education~~.

(b) As used in this Chapter, the term "certificated person" or "certificated personnel" means person or persons holding a certificate, the obtaining of which was contingent upon the possession of a baccalaureate or higher degree ~~in education~~.

(c) The provisions of this Chapter shall not be interpreted to be in conflict with Minnesota Statutes or provisions in the Minnesota State Plan for Vocational-Technical Education relating to the certification of teachers.

Edu 541 Initial Issuance of a Continuing Certificate

(a) A Continuing Certificate, valid for five years, may be issued to an applicant who holds a valid entrance certificate and who has met the requirements for the issuance of the Continuing Certificate as set forth in appropriate regulations of the state board of education.

(b) Continuing certification must be maintained for each education area which requires certification (e.g., elementary teacher, elementary principal, secondary counselor, and superintendent).

(c) A Continuing Certificate is not required for any person holding a life certificate issued prior to July 1, 1969.

Edu 542 Standards for Renewal of Continuing Certificate. Pursuant to the procedures specified in this Chapter, a valid Continuing Certificate may be renewed for a subsequent period of five years when the applicant has met the following requirement:

(a) The applicant shall present evidence of having been granted one hundred twenty renewal units (except as provided in Edu 544 (h) during the five-year period immediately preceding the date on which the requested renewal is to be made effective.

Edu 543 Applicants who do not qualify for a Continuing Certificate.

(a) An applicant who does not qualify for issuance of a Continuing Certificate may be issued an Entrance Certificate if current requirements for the appropriate Entrance Certificate are met.

(1) An experienced applicant who transfers from another state and who does not hold a valid Minnesota certificate must obtain an Entrance Certificate.

(2) An experienced applicant who has not been active in education so that certification has lapsed must obtain an Entrance Certificate.

(3) An applicant certificated for one education area who wishes to engage in another education area for which he is not presently certificated must obtain an Entrance Certificate for the additional area or areas.

(b) An applicant who does not receive an endorsement from a Local Committee or a recommendation for an extension (not to exceed two years) shall not receive an Entrance or Continuing Certificate in any area until an appeal has been satisfactorily resolved. Such cases may be appealed to the State Committee in accordance with Edu 548.

Edu 544 Renewal Units

(a) Examples of experiences for which renewal units may be granted are listed below. It is recommended that prior approval of the experiences be obtained from the Local Committee, although evidence must subsequently by submitted to the committee showing that experiences for which prior approval has been granted have been satisfactorily completed. Renewal units must be earned in two or more of the following areas:

(1) College courses and related work

(2) Supervision of clinical experiences

(3) Attendance at professional meetings

(4) Attendance at lectures by persons with expertise in the areas for which certification is requested

(5) Systematic, purposeful observation during visits to schools

(6) Volunteer work in professional organizations or situations related to the areas for which certification is requested

(7) Development of demonstrations or curriculum innovations for use with student teachers or in inservice programs

(8) Creative endeavor (art, music, writing) related to the individual's certification

(9) Publication of professional articles in a professional journal in an appropriate field

(10) Travel related to the professional certification areas. Prior approval of this experience shall be obtained

(11) Maintenance and evaluation of an annotated log or record of activities with a class or group

(12) Exchange situations to gain experience with students at another age, ability, socio-economic level or in another subject for which the teacher is qualified

(13) Attendance at and participation in inservice meetings with opportunity for staff members in various roles (college faculty, community persons) to work together

(14) Participation in inservice meetings to include active staff planning and involvement (demonstrations with student exhibits, explanation of special or new techniques)

(15) Direct involvement, individually or within a group, to research, plan and implement innovative educational practices

(16) Planning and production of television or other special programs for use in the schools

(17) Additional kinds of experiences may be approved. Among these may be experiences especially appropriate for a particular school district or a particular education area.

(b) The Local Committee may grant renewal units and allow accumulation of renewal units for the experiences listed in (a) above, in such numbers as it deems appropriate, provided that the following examples of equivalencies be used as a basis for allocating renewal units.

(1) One quarter credit (appropriate to the field) equals ten renewal units.

(2) Supervision of the clinical experiences of a college student for one quarter or one semester equals ten renewal units, provided that no more than thirty such renewal units may be granted in any five-year period.

(3) One week of approved travel equals ten renewal units, provided that no more than thirty such renewal units may be granted in any five-year period.

(4) A one-day workshop equals two renewal units.

(c) Renewal unit credit may be granted for experiences which are related to the fields for which professional certification is being requested.

(d) Experiences must be deemed to be such that they would be likely to aid the applicant in maintaining and improving his professional capabilities.

(e) All renewal units must be earned during the five-year period immediately preceding the date on which the requested renewal is to be made effective. Units earned during the period which are in excess of those needed for renewal may not be applied to the subsequent renewal period.

(f) In cases where local board of education policies require further education on a periodic basis, such education shall be evaluated in the same manner as other experiences and may apply as renewal units.

(g) An applicant who seeks renewal of a continuing certificate for two or more areas should allocate at least 30 renewal units to each of the certification areas for a total of no fewer than 120 units with priority given to work in areas where the candidate is employed during the certification period.

(h) In the first five years following the effective date of this chapter, renewal units shall be required as follows:

(1) Twenty units for renewal of certificates expiring July 1, 1974.

(2) Forty units for renewal of certificates expiring July 1, 1975.

(3) Sixty units for renewal of certificates expiring July 1, 1976.

(4) Ninety units for renewal of certificates expiring July 1, 1977.

(5) One hundred twenty units for renewal of certificates expiring July 1, 1978.

(i) In 1972, after Local Committees are elected, renewal units may be earned from that day forward. However, travel and other renewal units earned in the summer of 1972 may be approved by the Local Committee in the fall of 1972.

Edu 545 The State Committee for Programs Leading to Renewal of Continuing Certificates ~~in Education~~ (State Committee)

(a) The State Committee shall be constituted as follows:

(1) Two full-time classroom teachers selected by the Minnesota Education Association.

(2) Two full-time classroom teachers selected by the Minnesota Federation of Teachers

(3) One person selected by the Minnesota School Boards Association.

(4) One School administrator selected by the School Administrators Association.

(5) One teacher educator selected by the Minnesota Teacher Education Council.

(6) One member of the State Department of Education, Professions Development Section, selected by the Director thereof, shall be ex-officio, non-voting member to provide liaison; additional members of the State Department of Education may serve in a non-voting capacity as requested by the State Committee.

In the event that any of the above organizations fails to select a representative, the Commissioner of Education shall make the appointment to the State Committee at his discretion from among the persons active in the appropriate class of school professionals.

(b) The terms of office of voting members of the State Committee shall be three years, with terms staggered so that there will be two or three new voting members each year. The terms of the first members shall, therefore, be as follows:

3 Years:	2 Teachers (1 MEA and 1 MFT)	1 School Administrator (SAM)
2 Years:	1 Teacher (MFT)	1 Teacher (MEA)
1 Year:	1 School Board Representative (MSBA)	1 Teacher Educator (MTEC)

(c) The State Department of Education shall provide clerical and staff assistance for the State Committee. Expenses incurred by the State Committee shall be paid by the State Department of Education, and the State Department shall reimburse Committee members for expenses actually and necessarily incurred in the performance of their duties.

(d) At its first meeting, the date to be set by the State Department of Education, Professions Development Section, the State Committee shall elect a chairman and secretary whose duties will be those usual for the respective offices.

(e) Meetings may be called by the chairman of the Committee or by the State Department of Education, Professions Development Section. Written notice of each meeting shall be sent to each member of the Committee and shall be mailed at least five days prior to the date of the meeting.

(f) A quorum shall be more than fifty percent of the total voting membership of the Committee. A majority vote of those voting members present shall be sufficient to take action.

(g) The duties of the State Committee are as follows:

(1) Set rules for its own operation in accordance with law.

(2) Annually review procedures and criteria for granting renewal units with the purpose of updating and improvement.

(3) Consider and decide appeals from decisions of local committees.

(4) Provide all pertinent information to the State Board of Education in cases of appeal to that Board.

Edu 546 Local Committees for the Approval of Programs to Qualify for the Renewal of Continuing Certificates ~~in Education~~ (Local Committees)

(a) A Local Committee shall be established in each Minnesota public school district with membership as follows:

(1) Four fully-certificated persons who hold at least a baccalaureate degree, to be elected by the certificated teaching faculty and certificated non-administrative service personnel employed by the district.

(2) Two fully-certificated persons who hold a masters degree or the equivalent, representing the elementary and secondary administration to be elected by the certificated administrators employed by the district.

(3) One resident of the district who is not an employee of the district, to be designated by the local board of education. Board of education members are not considered to be employees of the district.

(b) All members of an appropriate voting group shall be notified of the meeting at which the elections are to be held at least five days prior to the meeting. The meeting shall be held at a convenient time and place and elections shall be by secret ballot.

(c) The superintendent of the district shall initiate the necessary proceedings for the establishment of the first Local Committee under this regulation, and thereafter the chairman of the Local Committee shall submit to the State Department of Education, Director of Certification, verification of the membership of the duly established Local Committee.

(d) Members of the Local Committee shall be elected in May of each year for terms to begin the following September 1. The term of office of members of the Local Committee shall be two years, with terms staggered so that there will be three or four new members each year. The terms of the first members shall therefore be as follows:

2 Years: 2 Classroom Teachers, 1 Administrator, 1 Resident

1 Year: 2 Classroom Teachers, 1 Administrator

(e) The Local Committee shall hold its organizational meeting during September of each year. At the organizational meeting the Local Committee shall elect a chairman and secretary whose duties shall be those usual to the respective offices.

(1) Up to three days per month may be provided by the local school district to each local committee member to attend Local Committee meetings. In any event, time provided by the district should not exceed a reasonable estimate of the time required for Local Committee duties in that district.

(2) Clerical assistance may be provided by the local school district in sufficient amount to enable the Local Committee to comply with the record keeping and reporting required by the regulation.

(f) A quorum shall be more than fifty percent of the total membership of the Committee. A majority vote of those members present shall be sufficient to take action. Meetings may be called by the chairman of the Committee. Written notice of each meeting shall be sent to each member of the Committee and shall be mailed at least five days prior to the date of the meeting:

(1) Set rules for its own operation in accordance with law.

(2) Determine the number of renewal units to be granted for experiences, and the accumulation of units to be allowed, in accordance with Edu 544.

(3) Within a reasonable time, act upon requests for recommendation for renewal of the Continuing Certificate, by determining whether the applicant has met the requirements of Edu 542(b).

(4) Endorse the application for renewal of the Continuing Certificate of each qualified applicant and return the endorsed application to the applicant, who will submit it to the State Department of Education, Director of Certification, in accordance with rules and policies of the Certification Section.

(5) Report all actions taken on applications for renewal of certificates to the State Department of Education, Director of Certification, and to the superintendent of the local school district.

(6) Provide supporting evidence to the State Committee when an appeal is taken from a decision of the local committee.

(7) Provide information to appropriate personnel concerning the inservice needs of the district.

(8) Evaluate procedures and criteria for granting renewal units and make recommendations for modifications to the Director, Professions Development Section, State Department of Education, during February of each year. Recommendations will be referred to the State Committee.

(h) It is the responsibility of the person who is seeking the renewal of a certificate to submit the application and supporting materials to the Local Committee of the school district in which he is employed, in accordance with procedures and due dates established by that Committee. To facilitate decisions regarding the granting of renewal units, each certificated person should submit requests for granting renewal units during each year of his certification period as experiences are completed.

(i) If a certificated person employed by one school district becomes employed by a different district during a renewal period, units already earned and granted during that renewal period shall forthwith be transferred to the Local Committee for the new district and accepted by that Committee.

(j) Renewal units will be granted by the committee of the district where the applicant was employed at the time that the experience was completed. In the case of a person who has not been employed by a school district for a period of time, renewal units will be granted by the committee of the district where the applicant was once employed; or where he currently resides if accepted by the local committee.

(k) Each Local Committee shall be provided with current information regarding changes in State Board of Education regulations which pertain to certification in education. The Certification Section and the Professions Development Section of the State Department of Education shall provide for the dissemination of the necessary information.

(l) Option for Subdivision of Local Committee.

(1) The Local Committee shall have the option of establishing subcommittees empowered to review requests for renewal units. Subcommittees may be established according to subject field, grade level, geographic location of school buildings, or other appropriate categories.

(2) Each subcommittee will make recommendations for granting renewal units to the local committee. It shall be the responsibility of the local committee to recommend renewal of certificates.

(3) The chairman of the Local Committee shall report to the State Department of Education, Director of Certification, the membership of subcommittees and the categories according to which they are established.

(m) Option for Formation of Joint Local Committees.

(1) Two or more districts situated in close proximity to each other shall have the option of joining together to establish a Joint Local Committee.

(2) A plan for two or more districts to formulate a Joint Local Committee shall be drawn up by a committee consisting of two teachers, one administrator, and one school board member or his designee, from each participating district, and be ratified by at least seventy percent of the certificated personnel employed by each participating district. The plan shall provide for fair representation of all certificated personnel and insofar as possible, shall be consistent with Edu 6(a) and other provisions of this Chapter.

(3) The ratified plan shall be submitted by the superintendent of the district employing the largest number of certificated personnel to the Director of Certification, State Department of Education.

(4) The Joint Local Committee shall be treated as any Local Committee and shall comply with all provisions of this Chapter.

(n) Non-public Schools.

(1) Certificated personnel in a non-public school may establish a Local Committee for the same purpose as Local Committees established by public school districts. Certificated personnel in two or more non-public schools may combine to form a Local Committee, upon the agreement of seventy percent of the certificated personnel in each school. The chairman of the Committee shall submit to the State Department of Education, Director of Certification, verification of the membership of the Committee and verification of the school or schools whose personnel have established the Committee.

(2) Certificated personnel in one or more non-public schools may join with an appropriate public school district in the establishment of a Local Committee, provided that seventy percent of the certificated personnel from each non-public school and seventy percent of the certificated personnel employed by the school district agrees to such a Committee. The superintendent of the district shall submit to the State Department of Education, Director of Certification, verification of the membership of the Committee and verification of the non-public schools whose personnel have joined in the establishment of the Committee.

(3) Insofar as possible, the Committees authorized in (1) and (2) shall be established and shall function in the same manner as provided in this Chapter for Committees of public school districts, and in such way as to provide fair representation for all certified personnel and objective evaluation of requests for renewal of certificates.

(o) Local school districts shall be responsible for the safekeeping of all records pertaining to the work of the Local Committee and such records shall be accessible to the Local Committee.

Edu 547 Endorsement by Superintendent.

Repealed. Reserved for future use.

Edu 548 Right of Appeal

(a) In cases where the applicants have not been granted the required number of renewal units, the Local Committee shall not endorse the application for renewal of the continuing certificate, nor shall any other certificate be issued until such cases have been appealed to the State Committee. In such cases, the applicant may appeal to the State Committee within twenty days after the notification of the decision in question of the Local Committee to withhold endorsement for renewal.

(b) The applicant making the appeal may submit written evidence in support of his appeal and he may appear before the State Committee. The Local Committee shall present written evidence supporting its decision. The Local Committee may send a representative to appear before the State Committee. When an appeal is made by an administrator, the regular State Committee shall have four administrators added to its membership appointed by School Administrators of Minnesota, an organization for all Minnesota administrators in education.

(c) If the decision of the Local Committee is upheld by the State Committee, the applicant may appeal to the State Board of Education within twenty days of the decision of the State Committee.

Edu 549 Issuance of Renewal of Continuing Certificates

(a) A renewal of a Continuing Certificate may be issued by the State Department of Education, Certification Section, upon receipt from the applicant of an application which has been favorably endorsed by the appropriate Local Committee.

(b) If an appeal is taken pursuant to Edu 548, and the certificate of the person making the appeal is due to expire during the pendency of the appeal, the person making the appeal shall be issued a provisional certificate, which shall be effective until such time as the appeal is finally resolved.

Edu 550 Evaluation. The functions of the State Committee and the Local Committees shall be evaluated by a task force during each calendar year which is divisible by five.

Edu 551 Effective date: July 1, 1973.

Adopted by the Minnesota State Board of Education on February 16, 1971.

Amended May 14, 1973.

Amended July 8, 1974.

APPROVED AS TO FORM AND LEGALITY
August 20 1974
WARREN SPANNAUS, ATTORNEY GENERAL
BY Michael B. Miller
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
AUG 20 1974 1:36 pm
Arlen I. Erdahl
Secretary of State

FILED
RICHARD L. BRUBACHER
Commissioner of Administration
AUG 20 1974 1:35 pm
BY Eda Staudenmaier
AUTH. SIGNATURE

Minnesota Administrative Rules and Regulations

Rules and Regulations of

THE STATE BOARD OF EDUCATION

PROPOSED AMENDMENTS TO:
REGULATIONS OF THE BOARD OF EDUCATION
OF THE STATE OF MINNESOTA
BY THE TEACHER STANDARDS AND
CERTIFICATION COMMISSION

To Be Submitted At A

PUBLIC HEARING

June 1, 1974

A Public Hearing on Amended Regulations will be held on Saturday, June 1, 1974, beginning at 9:00 a.m., in the 1st Floor Conference Room, Capitol Square Building, 550 Cedar, St. Paul, Minnesota 55101.

* * * * * * * * *

The official rules and regulations of the State Board of Education are contained in the 1973 Edition: "Minnesota Administrative Rules and Regulations", one copy of which has been sent to school heads of districts maintaining graded elementary and secondary schools and additional copies made available for purchase by the Documents Section, Department of Administration, 140 Centennial Building, St. Paul, Minnesota 55155.

Proposed amendments, "Minnesota Administrative Rules and Regulations" (EDUCATION) are contained herein.

STATE OF MINNESOTA -- TEACHER STANDARDS AND CERTIFICATION COMMISSION
657 Capitol Square Building
550 Cedar
St. Paul, Minnesota 55101

MINNESOTA REGULATIONS EDU

Proposed Amendments and New Regulations for Public Hearing, June 1, 1974

Note: Changes or additions indicated by underlining; deletions by ~~strikeouts~~.

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(b) Human relations components of programs which lead to certification ~~in education~~ will be approved upon submission of evidence:

(1) No change.

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TEACHER CERTIFICATION SECTION
STATE OF MINNESOTA
DEPARTMENT OF EDUCATION
550 CEDAR STREET
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ISSUANCE AND RENEWAL OF CONTINUING CERTIFICATES

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(2) Two full-time classroom teachers selected by the Minnesota Federation of Teachers

(3) One person selected by the Minnesota School Boards Association.

(4) One School administrator selected by the School Administrators Association.

(5) One teacher educator selected by the Minnesota Teacher Education Council.

(6) One member of the State Department of Education, Professions Development Section, selected by the Director thereof, shall be ex-officio, non-voting member to provide liaison; additional members of the State Department of Education may serve in a non-voting capacity as requested by the State Committee.

In the event that any of the above organizations fails to select a representative, the Commissioner of Education shall make the appointment to the State Committee at his discretion from among the persons active in the appropriate class of school professionals.

(b) The terms of office of voting members of the State Committee shall be three years, with terms staggered so that there will be two or three new voting members each year. The terms of the first members shall, therefore, be as follows:

3 Years:	2 Teachers (1 MEA and 1 MFT)	1 School Administrator (SAM)
2 Years:	1 Teacher (MFT)	1 Teacher (MEA)
1 Year:	1 School Board Representative (MSBA)	1 Teacher Educator (MTEC)

(c) The State Department of Education shall provide clerical and staff assistance for the State Committee. Expenses incurred by the State Committee shall be paid by the State Department of Education, and the State Department shall reimburse Committee members for expenses actually and necessarily incurred in the performance of their duties.

(d) At its first meeting, the date to be set by the State Department of Education, Professions Development Section, the State Committee shall elect a chairman and secretary whose duties will be those usual for the respective offices.

(e) Meetings may be called by the chairman of the Committee or by the State Department of Education, Professions Development Section. Written notice of each meeting shall be sent to each member of the Committee and shall be mailed at least five days prior to the date of the meeting.

(f) A quorum shall be more than fifty percent of the total voting membership of the Committee. A majority vote of those voting members present shall be sufficient to take action.

(g) The duties of the State Committee are as follows:

(1) Set rules for its own operation in accordance with law.

(2) Annually review procedures and criteria for granting renewal units with the purpose of updating and improvement.

(3) Consider and decide appeals from decisions of local committees.

(4) Provide all pertinent information to the State Board of Education in cases of appeal to that Board.

Edu 546 Local Committees for the Approval of Programs to Qualify for the Renewal of Continuing Certificates ~~in Education~~ (Local Committees)

(a) A Local Committee shall be established in each Minnesota public school district with membership as follows:

(1) Four fully-certificated persons who hold at least a baccalaureate degree, to be elected by the certificated teaching faculty and certificated non-administrative service personnel employed by the district.

(2) Two fully-certificated persons who hold a masters degree or the equivalent, representing the elementary and secondary administration to be elected by the certificated administrators employed by the district.

(3) One resident of the district who is not an employee of the district, to be designated by the local board of education. Board of education members are not considered to be employees of the district.

(b) All members of an appropriate voting group shall be notified of the meeting at which the elections are to be held at least five days prior to the meeting. The meeting shall be held at a convenient time and place and elections shall be by secret ballot.

(c) The superintendent of the district shall initiate the necessary proceedings for the establishment of the first Local Committee under this regulation, and thereafter the chairman of the Local Committee shall submit to the State Department of Education, Director of Certification, verification of the membership of the duly established Local Committee.

(d) Members of the Local Committee shall be elected in May of each year for terms to begin the following September 1. The term of office of members of the Local Committee shall be two years, with terms staggered so that there will be three or four new members each year. The terms of the first members shall therefore be as follows:

2 Years: 2 Classroom Teachers, 1 Administrator, 1 Resident

1 Year: 2 Classroom Teachers, 1 Administrator

(e) The Local Committee shall hold its organizational meeting during September of each year. At the organizational meeting the Local Committee shall elect a chairman and secretary whose duties shall be those usual to the respective offices.

(1) Up to three days per month may be provided by the local school district to each local committee member to attend Local Committee meetings. In any event, time provided by the district should not exceed a reasonable estimate of the time required for Local Committee duties in that district.

(2) Clerical assistance may be provided by the local school district in sufficient amount to enable the Local Committee to comply with the record keeping and reporting required by the regulation.

(f) A quorum shall be more than fifty percent of the total membership of the Committee. A majority vote of those members present shall be sufficient to take action. Meetings may be called by the chairman of the Committee. Written notice of each meeting shall be sent to each member of the Committee and shall be mailed at least five days prior to the date of the meeting:

(1) Set rules for its own operation in accordance with law.

(2) Determine the number of renewal units to be granted for experiences, and the accumulation of units to be allowed, in accordance with Edu 544.

(3) Within a reasonable time, act upon requests for recommendation for renewal of the Continuing Certificate, by determining whether the applicant has met the requirements of Edu 542(b).

(4) Endorse the application for renewal of the Continuing Certificate of each qualified applicant and return the endorsed application to the applicant, who will submit it to the State Department of Education, Director of Certification, in accordance with rules and policies of the Certification Section.

(5) Report all actions taken on applications for renewal of certificates to the State Department of Education, Director of Certification, and to the superintendent of the local school district.

(6) Provide supporting evidence to the State Committee when an appeal is taken from a decision of the local committee.

(7) Provide information to appropriate personnel concerning the inservice needs of the district.

(8) Evaluate procedures and criteria for granting renewal units and make recommendations for modifications to the Director, Professions Development Section, State Department of Education, during February of each year. Recommendations will be referred to the State Committee.

(h) It is the responsibility of the person who is seeking the renewal of a certificate to submit the application and supporting materials to the Local Committee of the school district in which he is employed, in accordance with procedures and due dates established by that Committee. To facilitate decisions regarding the granting of renewal units, each certificated person should submit requests for granting renewal units during each year of his certification period as experiences are completed.

(i) If a certificated person employed by one school district becomes employed by a different district during a renewal period, units already earned and granted during that renewal period shall forthwith be transferred to the Local Committee for the new district and accepted by that Committee.

(j) Renewal units will be granted by the committee of the district where the applicant was employed at the time that the experience was completed. In the case of a person who has not been employed by a school district for a period of time, renewal units will be granted by the committee of the district where the applicant was once employed; or where he currently resides if accepted by the local committee.

(k) Each Local Committee shall be provided with current information regarding changes in State Board of Education regulations which pertain to certification in education. The Certification Section and the Professions Development Section of the State Department of Education shall provide for the dissemination of the necessary information.

(l) Option for Subdivision of Local Committee.

(1) The Local Committee shall have the option of establishing subcommittees empowered to review requests for renewal units. Subcommittees may be established according to subject field, grade level, geographic location of school buildings, or other appropriate categories.

(2) Each subcommittee will make recommendations for granting renewal units to the local committee. It shall be the responsibility of the local committee to recommend renewal of certificates.

(3) The chairman of the Local Committee shall report to the State Department of Education, Director of Certification, the membership of subcommittees and the categories according to which they are established.

(m) Option for Formation of Joint Local Committees.

(1) Two or more districts situated in close proximity to each other shall have the option of joining together to establish a Joint Local Committee.

(2) A plan for two or more districts to formulate a Joint Local Committee shall be drawn up by a committee consisting of two teachers, one administrator, and one school board member or his designee, from each participating district, and be ratified by at least seventy percent of the certificated personnel employed by each participating district. The plan shall provide for fair representation of all certificated personnel and insofar as possible, shall be consistent with Edu 6(a) and other provisions of this Chapter.

(3) The ratified plan shall be submitted by the superintendent of the district employing the largest number of certificated personnel to the Director of Certification, State Department of Education.

(4) The Joint Local Committee shall be treated as any Local Committee and shall comply with all provisions of this Chapter.

(n) Non-public Schools.

(1) Certificated personnel in a non-public school may establish a Local Committee for the same purpose as Local Committees established by public school districts. Certificated personnel in two or more non-public schools may combine to form a Local Committee, upon the agreement of seventy percent of the certificated personnel in each school. The chairman of the Committee shall submit to the State Department of Education, Director of Certification, verification of the membership of the Committee and verification of the school or schools whose personnel have established the Committee.

(2) Certificated personnel in one or more non-public schools may join with an appropriate public school district in the establishment of a Local Committee, provided that seventy percent of the certificated personnel from each non-public school and seventy percent of the certificated personnel employed by the school district agrees to such a Committee. The superintendent of the district shall submit to the State Department of Education, Director of Certification, verification of the membership of the Committee and verification of the non-public schools whose personnel have joined in the establishment of the Committee.

(3) Insofar as possible, the Committees authorized in (1) and (2) shall be established and shall function in the same manner as provided in this Chapter for Committees of public school districts, and in such way as to provide fair representation for all certified personnel and objective evaluation of requests for renewal of certificates.

(o) Local school districts shall be responsible for the safekeeping of all records pertaining to the work of the Local Committee and such records shall be accessible to the Local Committee.

Edu 547 Endorsement by Superintendent.

Repealed. Reserved for future use.

Edu 548 Right of Appeal

(a) In cases where the applicants have not been granted the required number of renewal units, the Local Committee shall not endorse the application for renewal of the continuing certificate, nor shall any other certificate be issued until such cases have been appealed to the State Committee. In such cases, the applicant may appeal to the State Committee within twenty days after the notification of the decision in question of the Local Committee to withhold endorsement for renewal.

(b) The applicant making the appeal may submit written evidence in support of his appeal and he may appear before the State Committee. The Local Committee shall present written evidence supporting its decision. The Local Committee may send a representative to appear before the State Committee. When an appeal is made by an administrator, the regular State Committee shall have four administrators added to its membership appointed by School Administrators of Minnesota, an organization for all Minnesota administrators in education.

(c) If the decision of the Local Committee is upheld by the State Committee, the applicant may appeal to the State Board of Education within twenty days of the decision of the State Committee.

Edu 549 Issuance of Renewal of Continuing Certificates

(a) A renewal of a Continuing Certificate may be issued by the State Department of Education, Certification Section, upon receipt from the applicant of an application which has been favorably endorsed by the appropriate Local Committee.

(b) If an appeal is taken pursuant to Edu 548, and the certificate of the person making the appeal is due to expire during the pendency of the appeal, the person making the appeal shall be issued a provisional certificate, which shall be effective until such time as the appeal is finally resolved.

Edu 550 Evaluation. The functions of the State Committee and the Local Committees shall be evaluated by a task force during each calendar year which is divisible by five.

Edu 551 Effective date: July 1, 1973.

Adopted by the Minnesota State Board of Education on February 16, 1971.

Amended May 14, 1973.

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Minnesota State Board of Education

In the matter of the Proposed Rules of the Minnesota Teacher Standards and Certification Commission Governing Adoption of Edu 520; Edu 521; Edu 521 (a), (b).

ORDER APPROVING RULES

The above entitled matter after having been presented at a Public Hearing and adopted by the Minnesota Teacher Standards and Certification Commission was presented to the Minnesota State Board of Education at its meeting in Duluth, Minnesota on July 8, 1974 with a recommendation that the Board approve the proposal as it was adopted by the Minnesota Teacher Standards and Certification Commission. After affording Board members an opportunity to present statements, questions, and arguments, having reviewed all of the testimony, having considered all of the evidence adduced and upon the records and files and proceedings herein, and applicable statutory standards or criteria, and having been advised of the need for the above captioned rules.

NOW, THEREFORE, IT IS ORDERED that these rules identified as Edu 520; Edu 521; Edu 521 (a), (b) are approved this 8th day of July, 1974 pursuant to authority vested in me by the State Board of Education.

Richard A. Boyce

Acting President, Minnesota State Board of Education

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Minnesota State Board of Education

In the matter of the Proposed Rules of the Minnesota Teacher Standards and Certification Commission Governing Adoption of Edu 540 (a), (b); Edu 545; Edu 546.

ORDER APPROVING RULES

The above entitled matter after having been presented at a Public Hearing and adopted by the Minnesota Teacher Standards and Certification Commission was presented to the Minnesota State Board of Education at its meeting in Duluth, Minnesota on July 8, 1974 with a recommendation that the Board approve the proposal as it was adopted by the Minnesota Teacher Standards and Certification Commission. After affording Board members an opportunity to present statements, questions, and arguments, having reviewed all of the testimony, having considered all of the evidence adduced and upon the records and files and proceedings herein, and applicable statutory standards or criteria, and having been advised of the need for the above captioned rules.

NOW, THEREFORE, IT IS ORDERED that these rules identified as Edu 540 (a),(b); Edu 545; Edu 546 are approved this 8th day of July, 1974 pursuant to authority vested in me by the State Board of Education.

Richard Bye

Acting President, Minnesota State Board of Education

CERTIFICATE OF COMMISSION'S AUTHORIZING RESOLUTION

I, Kathryn Rayburn, do hereby certify that I am chairperson of the Teacher Standards and Certification Commission, a commission duly authorized under the laws of the State of Minnesota, and that the following is true, complete, and correct copy of a resolution adopted at a meeting of the Teacher Standards and Certification Commission duly and properly called and held on the 19 day of April, 1974; that a quorum was present at said meeting; and that a majority of those present voted for the resolution; that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

RESOLVED, that the Teacher Standards and Certification Commission shall call a hearing for the purpose of informing the public concerning proposed rules of the commission amending Rules and Regulations of THE STATE BOARD OF EDUCATION, 1973 Edition; and that the chairperson of the commission is authorized to sign an order and notice of such hearing to be conducted. IT IS FURTHER RESOLVED that the hearing on these proposed rules shall be held on Saturday, June 1, 1974, at 9:00 a.m., in the 1st Floor Conference Room, Capitol Square Building, 550 Cedar, St. Paul, Minnesota 55101.

IN WITNESS WHEREOF, I, have hereunto subscribed my name this 25th day of April, 1974.

Kathryn Rayburn
Chairperson, Teacher Standards and Certification Commission

(Acting) Lucille S. Kaine
Vice-Chairperson, Teacher Standards and Certification Commission

State of Minnesota

Department of Education
Capitol Square, 550 Cedar Street
St. Paul, Minnesota 55101

STATE OF MINNESOTA
County of Ramsey

IN THE MATTER OF: The proposed amendment of rules of the state board of education amending "Minnesota Administrative Rules and Regulations--Rules and Regulations of the State Board of Education," 1973 Edition.

ORDER FOR HEARING

To effectively implement the rules and regulations of the Minnesota State Board of Education, the Commission deems it necessary to consider adoption of the proposed rules captioned above pursuant to the authority vested in it by M.S. 1973.

NOW, THEREFORE, IT IS ORDERED this 25th day of April, 1974, that a public hearing on the proposed rules captioned above be held in the 1st Floor Conference Room, Capitol Square Building, 550 Cedar, St. Paul, Minnesota 55101, on June 1, 1974, commencing at 9:00 a.m. and continuing until all representatives of school districts, associations, or other interested persons have had an opportunity to be heard.

IT IS FURTHER ORDERED, that notice of said hearing be given to all representatives of associations or other interested groups of persons who have registered their names with the Secretary of State for that purpose and all persons who are presently members of the Minnesota Legislature.

STATE TEACHER STANDARDS
AND CERTIFICATION COMMISSION

Kathryn Rayburn

STATE TEACHER STANDARDS AND
CERTIFICATION COMMISSION, CHAIRPERSON

State of Minnesota

Department of Education
Capitol Square, 550 Cedar Street
St. Paul, Minnesota 55101

STATE OF MINNESOTA
County of Ramsey

IN THE MATTER OF: The proposed adoption of rules of the state board of education amending "Minnesota Administrative Rules and Regulations--Rules and Regulations of the State Board of Education," 1973 Edition.

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held pursuant to M.S. 1971, Section 15.0412, Subdivision 4, on the above entitled matter in the 1st Floor Conference Room, Capitol Square Building, 550 Cedar, St. Paul, Minnesota 55101, on Saturday, June 1, 1974, commencing at 9:00 a.m., and continuing until all representatives of school districts, associations or other interested persons have had an opportunity to be heard concerning adoption of the proposed rules captioned above by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

Copies of proposed rules are available to interested persons at the State Department of Education, 657 Capitol Square Building, 550 Cedar, St. Paul, Minnesota 55101. (Telephone: (612) 296-2414).

NOTE: Copies of proposed amendments, in accordance with state board of education policy, are sent to superintendents or heads of school districts.

STATE TEACHER STANDARDS AND
CERTIFICATION COMMISSION

Kathryn Rayburn

STATE TEACHER STANDARDS AND
CERTIFICATION COMMISSION, CHAIRPERSON

AFFIDAVIT OF MAILING

In the matter of the proposed adoption of rules of the Teacher Standard and Certification Commission amending and supplementing MINNESOTA ADMINISTRATIVE RULES AND REGULATIONS -- Rules and Regulations of the State Board of Education, 1973 Edition:

Linda Lohla, being first duly sworn, deposes and says:

That on the 30th day of April, 1974, at the City of St. Paul, County of Ramsey, State of Minnesota, he served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State as well as to all persons listed on the attached sheet as presently being members of the Minnesota Legislature.

Linda Lohla

Myrtle A. Benson

MYRTLE A. BENSON
Notary Public, Ramsey County, Minnesota
My Commission Expires June 14, 1977.

AFFIDAVIT

Donald J. Mueting, being duly sworn on oath deposes and says:

1) That he is an employee of the Attorney General's Division of the State of Minnesota.

2) That on the 19th day of April, 1974, he called the Secretary of State's office for the State of Minnesota and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to M.S. 15.0412.

3) That on the 24th day of April, 1974, in response to the above request, the Secretary of State provided him with such a list, a copy of which is attached hereto and incorporated by reference.

Further affiant sayeth not.

Donald J. Mueting

Subscribed and sworn to before me this 31 day of May, 1974.

Myrtle A. Benson

Notary Public,
_____ County, Minnesota
My Commission expires _____.

MYRTLE A. BENSON
Notary Public, Ramsey County, Minneso'a
My Commission Expires June 14, 1977.

STATE OF MINNESOTA
County of Ramsey

CERTIFICATE

In the matter of the proposed amendment of rules of the state board of education amending and supplementing MINNESOTA ADMINISTRATIVE RULES AND REGULATIONS -- Rules and Regulations of the State Board of Education, 1973 Edition:

I hereby certify that the attached 2½ sheets, and 345 labels constitute the complete list of persons, associations, and other interested groups who as of 12:30 o'clock p.m. this 24th day of April, 1974, have requested pursuant to M.S. 1971 Section 15.0412 Subd. 4, that their names be placed on file with the Secretary of State for the purpose of receiving notice of public hearing on proposed rules on the subject captioned above.

Arlen I. Erdahl
Secretary of State

By Virginia Daniels

EDUCATION

731-21st Ave. S.

Agre, Dr. Courtland L., Augsburg College, Minneapolis 4

Anderson, Agnes M., Marshall, Minnesota 56258

Anderson, Mrs. Donald B., 3030 Scott Ave. N., Minneapolis 55422

Antolak, Thomas J., 234 Kennard St., St. Paul 55106

Beckman, Vernon E., Dept.Speech & Theatre Arts, Mankato State College, Mankato 56001

Bemidji State College, Placement Bureau Office., Bemidju 56601

Berg, Catherine, 1340 Brainerd Ave., Duluth

Borgen, N. John, Southcentral Minn.Uniserv Cluster, 423 3rd Ave SE, Rochester 55901

Block, Robert, Ind.Sch.Dist.#318 Grand Rapids, Minnesota 55744

~~Bloomington Pub. Schs, Vernon Humbert, 10025 Penn Ave S., Bloomington 55431~~ (Duplicate)

Catholic Ed. Center - Supt. & Coord., 251 Summit Ave., St Paul 55102

Card, Glenn H., Stowe Jr. High School, Duluth 55802

Christensen, Dr. Donald Ind. Sch. Dist.#196, Rosemount 55068

Cofell, William L., St. John's University, Collegeville, Minnesota 56321

Curtis, Dr. E. Louise, Prof. Ed., U of M, Morris 56267

Davoli, Raymond M., St.Paul Tech.Voc.Inst., 235 Marshall Ave., St Paul 55102

Day, Paul M., Senior High School, Fairbault 55021

Diocese of St. Paul, 244 Dayton Ave., St. Paul 55102

Doty, Dr. Ralph R., Dept. Ed., College of St. Scholastica, Duluth 55811

Erwin, Ray, Box 365, R 4, Stillwater 55082

Farnand, Lee et al, 410 Roanoke Building, Minneapolis 2

Frank, Dr. Otto, Dean Sch.Education, Winona State College, Winona 55987

Faust, C. E., Mankato State College, Mankato 56001

Gavin, Dr. Gordon, Mankato State College, Mankato 56001

Gettinger, D. E., Stillwater Senior High, 523 W. Marsh St., Stillwater 55082

Gilbert, Rev., John R., 251 Summit Avenue, St. Paul 55102

Gillett, Dean, Graduate School, St. Cloud State College, St. Cloud 56301

Goldberg, Paula, 5315 James Ave S., Mpls. 55419

Graham, Kenneth L., U of M, College of Liberal Arts, Dept. Speech, Mpls., 55455

Grant, Claribel, 2017 S. E. Second Ave., Austin 55912

Habiger, Rt. Rev., Msgr. James D., 275 Harriet Street, Winona 55987

Hale, Rodney, Ind.Sch.Dist. #833, 8040 80th St. S. Cottage Grove 55016

Hansen, Mrs. Joyce, John Clark Elementary School, Rockville 56369

Hanson, Jeannie, UWW, 331 Nolte Center, Minneapolis 55455

Hoge, Zorada K., 1642 York Ave., St. Paul 55106

Hoglund United Sales, Inc., So. Hwy. 25, Monticello, Minnesota 55362

Hoover, Mrs. Nancy, 2432 Sheridan Ave. S., Minneapolis 55405

Humbert, Vernon, Ind. School Dist. #271, 10025 Penn Ave. So., Bloomington 55431

Jones, James A., Macalester College, Biology, St. Paul 55105

Karsten, H. C. Mn. El. School Prin. Assn. 55 Sherburne, St. Paul, Minn. 55103

Kayser, Richard M., 360 Colborne St., St. Paul 55102

Kelly, Mrs. Marian L., Librarian, Voc. High School, Minneapolis 1101 - 3rd Ave. S. 55404

Kinstler, Mrs. Ann, 555 Cedar St., St. Paul 55101

Kockelman, Ron P., Alexandria Pub. Schls., Box 237 Alexandria 56308

Kurtz, Mrs. Kirsten, Minn. Nurses Assn., 1821 Univ. Ave., St. Paul 55104

Lachelt, Ruthe, Ind. Sch. Dist. #738, Holdingford 56340

Larson, Principal Harold, Excelsior High School, Excelsior 55331

Library School, U Of M, 3 Walter Library, Minneapolis 55455

Maag, Raymond E., 122 W. Franklin, Room 525, Minneapolis 55404

Miller, Dr. Joseph W., Box 144, Moorhead State College, Moorhead 56560

Minneapolis Gas Company, 739 Marquette Ave., Minneapolis 2

Minneapolis & Hennepin County Mental Health Clinic, 619 S. 5th St., Mpls. 15

Minn. Assn. of Sch. Personnel Administrators, Attn: James W. Andress, 4148 Winnetka Ave. N. Mpls. 55427

Minnesota Education Ass'n. 41 Sherburne Ave., St. Paul 3

Minn. Elementary Principal's Assn' (Dr. Aftreth) 915 Dartmouth S.E., Mpls. 14

Minnesota School Bus Operators Ass'n. Fairbault, Minnesota 55021

Minn. State Advisory Council for Voc. Ed., 555 Wabasha, Suite 201, St. Paul 55102

Minn. State Federation of Teachers, 2147 Univ. Ave., St. Paul 14

Mueller, Van D. 218 Health Serv. Bldg., St. Paul Campus UM, St. Paul, Minn. 55101

Nordrum, Lee M., Audiovisual Center, Moorhead State College, Moorhead 56560

Norsted, LeRoy V., Independent School Dist. No. 279, Osseo 55369

Nydahl, Dr. Theodore L., Dean, Sch. of Arts & Science, Mankato State College, Mankato 56001

Peterson, Mrs. Gladys Holt, 330 E. Minnehaha Pkwy., Minneapolis 19

Rasmussen School of Business, Attn. W.C. Nemitz, 160 W. 9th St., St. Paul 55102

Richfield Pub. Schools, J. B. Michel, 70th & Harriet Ave., Richfield 55423

Rieder, Rev., David, 810 St., Germaine Street, St. Cloud, Minnesota 56301

Rivers, Geo. T., 2513 Orchard Lane, White Bear Lake, Minnesota 55110

Robbins, Dr. Glaydon D., Moorhead State College, Moorhead 56560

~~Roberts, Charles E., 5513 Morgan Ave. S., Minneapolis 55419~~

Rosenmeier & Simonett, 72 Broadway, Little Falls 56345

Runbeck, Dr. Junet E., Bethel College, 3900 Bethel Drive, St. Paul 55112

Sause, Mrs. Carolyn A., 4223 Heathcote Rd., Wayzata 55391

Scarborough, Bill U of M, Div. Ed., Morris 56267

Schimitz, Richard A., Ind. Sch. Dist. #425, Silver Lake 55381

Smith, Robert L., 812 Osceola Ave., St. Paul 55105

Sister Marilyn Micke, Education Center, 2410 Morris Thomas Rd, Duluth 55811

3/

Southwest Minnesota State College, Attn: K.L.Peatross, Marshall, Minn. 56258

Stalder, Mrs. Eliz., St. Paul Pub. Schls., 360 Colborne St., St. Paul 55102

St. Paul Federation of Teachers, Attn: J.D.Robinson, 555 Wabasha, Rm.212, St.Paul 02

Stuart, Roy O., Art Instruction Schools, 500 S. 4th St., Minneapolis 55415

Turner, Mrs. Marian, 303 3rd St., Chatfield 55923

Tyler, Mrs. Helen C., Mpls. Public Schools, 807 NE Bdwy, Minneapolis 55413

Verrill, John E. Prof., Dept. Secondary Education, U of M. Duluth 55812

Ward, Rt. Rev. Msgr. John, 526 N. Highland Ave., New Ulm 56073

White, Kenneth E., Dept. Education, Hamline Univ., St. Paul 55101

Whitten, Anne M., 1299 Grand Ave., Apt. 305, St. Paul 55105

Wicks, Larry E., Rochester Education Assn., Rochester 55901

Wilkens, Kenneth G., Dept. Comm. & Theatre Arts, St. Olaf College, Northfield 55057

Wollin, Dr. Richard, Southwest Minn. State College, Marshall 56258

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STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Teacher Standards and Certification Commission

In the matter of Proposed Rules Relating to Edu 521-539 Chapter Twenty-seven.

STATEMENT OF NEED

The above captioned rules are amendments to existing rules of the State Board of Education. The last time the above captioned rules were amended was Februray, 1971.

The need to adopt these rules arises because some teachers in this state who must apply for recertification July 1, 1974, have not been able to satisfy the human relations requirement. The time extension for compliance is proposed because:

(1) Not all teachers were aware of the regulation in time to take an approved program;

(2) It has been a physical impossibility for some to comply with the regulation on the relatively short notice provided (e.g. residence in another country for the past one to two years, ill health, no time available at times when courses have been offered);

(3) Some teachers prefer to take district human relations programs rather than institutional or private ones but have been unable to do so to date because of the large numbers of persons enrolling in such programs;

(4) There is no provision for latitude or flexibility in Human Relations Regulation as there is in the Continuing Education Regulation -- no provision for a recommendation for extension, but rather an inflexible deadline date. It would not seem reasonable to base loss of certification on such a technicality.

Kathryn Kaufmann

Chairman, Teacher Standards and Certification Commission

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Teacher Standards
and Certification Commission

In the matter of Proposed Rules
Relating to Edu 521-539 and
Edu 540-559.

STATEMENT OF NEED

The above captioned rules are amendments to existing rules of the State Board of Education. The last time the above captioned rules were amended was February, 1971.

The need to adopt these rules arises because when the above regulations were adopted by the State Board of Education in 1971 it was intended that they apply to all professional staff seeking an entrance certificate or being issued a renewal certificate on or after July 1, 1973.

Some professional staff may not have degrees in education but may be required to hold certification. Examples are: school nurses, nursery school teachers, school business officers, school social workers, school psychologists, and recreational personnel.

The changes are proposed in order that the Continuing Education Regulation and the Human Relations Regulation apply equally to all those receiving a certificate to serve in the public schools of Minnesota.

Kathryn Rayburn

Chairman, Teacher Standards
and Certification Commission

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Teacher Standards
and Certification Commission

In the matter of the Proposed Adoption
of Rules of the State of Minnesota
Teacher Standards and Certification Commission
Governing Adoption of Edu 520; Edu 521;
Edu 521(a), (b).

FINDINGS OF FACT

The above-entitled matter came on for hearing before the Teacher Standards and Certification Commission of the State of Minnesota on the 1st day of June, 1974, at 9:00 a.m. in the 1st Floor Conference Room, Capitol Square Building, 550 Cedar, St. Paul, Minnesota, after proper notice required by M.S. 1973, Section 15.0412 was served upon all persons, associations, and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files, and proceedings herein, I find the following:

There appears to be a need for the State Department of Education to be authorized to grant a one year extension to an inservice teacher in order to complete the requirements of this chapter upon submission of written evidence that the individual has enrolled or will agree to enroll in an appropriate human relations program. The expiration date for all such extensions shall be June 30, 1975. And that Human Relations components be required of all programs leading to certification.

The recommended change in the rules should be adopted since there was no evidence of opposition either in written or oral testimony.

STATE OF MINNESOTA
TEACHER STANDARDS AND
CERTIFICATION COMMISSION

Kathryn Rayburn

STATE TEACHER STANDARDS AND
CERTIFICATION COMMISSION, CHAIRPERSON

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Teacher Standards
and Certification Commission

In the matter of the Proposed Adoption
of Rules of the State of Minnesota
Teacher Standards and Certification Commission
Governing Adoption of Edu 540 (a), (b); Edu 545;
Edu 546.

FINDINGS OF FACT

The above-entitled matter came on for hearing before the Teacher Standards and Certification Commission of the State of Minnesota on the 1st day of June, 1974, at 9:00 a.m. in the 1st Floor Conference Room, Capitol Square Building, 550 Cedar, St. Paul, Minnesota, after proper notice required by M.S. 1973, Section 15.0412 was served upon all persons, associations, and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files, and proceedings herein, I find the following:

There appears to be a need for the State Department of Education to be authorized to require all persons requesting renewal of their teaching certificates to meet the Human Relations requirement and not just those receiving or holding a degree in Education. It appears that the intent of the existing regulations is to require all who hold a teaching certificate to meet the Human Relations component.

The recommended change in the rules should be adopted since there was no evidence of opposition either in written or oral testimony.

STATE OF MINNESOTA
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Kathryn Rayburn

STATE TEACHER STANDARDS AND
CERTIFICATION COMMISSION, CHAIRPERSON

CERTIFICATE OF COMMISSION'S

ADOPTION OF RULES RESOLUTION

I, Kathryn C. Rayburn, do hereby certify that I am chairperson of the Teacher Standards and Certification Commission, a commission duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the Teacher Standards and Certification Commission duly and properly called and held on the 21st day of June, 1974; that a quorum was present at said meeting; (that a majority of those present voted for the resolution); that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

"RESOLVED, that the rules relating to Edu 520; Edu 521; Edu 521 (a), (b), be and they hereby are approved and adopted, pursuant to authority vested in us by M.S. 1973 and that Kathryn C. Rayburn, one of the members of the Teacher Standards and Certification Commission, be and hereby is authorized to sign an order adopting those rules."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 22nd day of June, 1974.

Kathryn Rayburn
Chairperson

Joseph J. Moren
Attest by one other Officer.

CERTIFICATE OF COMMISSION'S

ADOPTION OF RULES RESOLUTION

I, Kathryn C. Rayburn, do hereby certify that I am chairperson of the Teacher Standards and Certification Commission, a commission duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the Teacher Standards and Certification Commission duly and properly called and held on the 21st day of June, 1974; that a quorum was present at said meeting; (that a majority of those present voted for the resolution); that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

"RESOLVED, that the rules relating to Edu 540 (a), (b); Edu 545; Edu 546, be and they hereby are approved and adopted, pursuant to authority vested in us by M.S. 1973 and that Kathryn C. Rayburn, one of the members of the Teacher Standards and Certification Commission, be and hereby is authorized to sign an order adopting those rules."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 22nd day of June, 1974.

Kathryn Rayburn
Chairperson

Joseph J. Moren
Attest by one other Officer.

STATEMENT OF COMPLIANCE WITH
MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General Donald J. Mueting do hereby declare that I have examined the proposed rules and all related documents and that, based on them and my personal familiarity with the applicable procedures, the Manual of Rule Making Procedures has been followed. Any exceptions are noted below.

Donald J. Mueting
Special Assistant Attorney General

Dated: 7/31/74