

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

SF-00006-03

STATE OF MINNESOTA

DEPARTMENT

Office Memorandum

ATTORNEY GENERAL

TO: LAURA E. MATTSON
Special Assistant
Attorney General

DATE: 3/05/87

FROM: MARTHA CASSERLY
Special Assistant
Attorney General

PHONE: 6-4692

SUBJECT: In the Matter of the Adopted Rules Relating to Teaching Licenses; Continuing Education and Miscellaneous Others.

The above-referenced rule has been approved as to its legality by the Attorney General on March 9, 1987.

Enclosed is the agency's copy of the approved rule. This office has already filed two copies with the Secretary of State, who will forward one copy to the Revisor of Statutes. The fourth is being retained by this division of the Attorney General's Office for its records.

Also enclosed are any petitions, requests, submission or comments received by the agency and any extra copies of documents which the agency submitted to the Attorney General.

In order for a permanent rule without a hearing to become effective, your agency must publish a notice of adoption in the State Register in accordance with Minn. Stat. § 14.27. An emergency rule becomes effective five working days after approval by the Attorney General; however, the agency must publish a notice in the State Register in accordance with Minn. Stat. § 14.34.

If you have any questions in this regard, please contact me.

MJC:nah

Enclosures

cc: Maryanne Hruby
Executive Director
Legislative Commission to Review
Adminsitrative Rules

Duane Harves
Chief Administrative Law Judge
Office of Administrative Hearings

RULE REVIEW CHECKLIST

File No. 1351

Docket No. 05.0009.0771

DATE RECEIVED 2/23/87
REVIEW DATE 3/4/87
DUE DATE 3/9/87

APPROVED March 9, 1987 mjs
DISAPPROVED
WITHDRAWN

ADOPTED W/O HEARING
EMERGENCY RULE

REVISOR APPROVED
REVISOR DISAPPROVED
FILED W/SEC. STATE
RETURNED TO AGENCY

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion
9/1/86 Date published in State Register
Comments

~~Petition for Adoption of a Rule~~

✓ Board's Authorizing Resolution

✓ Proposed rule
YES Revisor's Certificate

✓ Notice of Intent to Adopt Rule
125.05 (1+6) 125.185 (4) Statutory Authority
None Small business statement
None Expenditure of public money statement
Yes Signature

✓ Statement of Need and Reasonableness

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
12/8/86 Date 30/25 days before adoption

✓ Publication in State Register
12/8/86 Date 30/25 days before adoption

✓ Resolution Adopting

✓ Findings of Fact, Conclusions & Order Adopting
2/20/87 Date

✓ Written requests, submissions or comments

✓ Declaration of attorney
2/20/87 Name of SAAG representing agency

? Notice of Submission to Attorney General

? Affidavit of Mailing Notice to Attorney General

Minnesota Board of Teaching

Adopted Permanent Rules Relating to Teaching Licenses; Continuing Education and Miscellaneous Others

Rules as Adopted

8700.0210 EXAMINATIONS FOR TEACHER LICENSES.

Subpart 1. **Examination requirement.** Effective April 4, 1988, an applicant described in Minnesota Statutes, section 125.03, subdivision 5 for an initial license, shall provide official evidence of having successfully completed examinations of skills in reading, writing, and mathematics before being issued an initial Minnesota teaching license. The examinations must have been adopted by the Board of Teaching.

Subp. 2. **Selection and adoption.** The Board of Teaching shall solicit proposals for the development, validation, and implementation of a statewide examination system. The Board of Teaching shall select the proposal of a party whose understanding of the project, statement of work to be performed, management plan, staffing, and related experience demonstrate the ability to develop, validate, and implement a statewide examination system and to conduct subsequent administrations of the adopted examinations. The Board of Teaching shall adopt examinations that have been validated by another state or reputable national testing organization and field tested in Minnesota.

Subp. 3. **Requirement.** To meet the requirement of subpart 1, an applicant shall achieve a minimum passing score on each of the examinations adopted by the Board of Teaching. The Board of Teaching shall determine minimum passing scores based on validation for use in Minnesota of the examinations adopted by the board.

Subp. 4. **Notification.** Minimum passing scores applicants must achieve on the examinations and the identification of the examinations adopted shall be published in the State Register

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within 60 days of adoption by the Board of Teaching. Before July 2 of each calendar year, the Board of Teaching shall notify the colleges and universities approved by the board to prepare persons for teacher licensure of the minimum passing score applicants must achieve on the examinations and which examinations are adopted under subpart 2.

Subp. 5. **Licensure recommendation.** In recommending candidates for licensure, Minnesota colleges and universities shall attest that license requirements have been met, including successful completion of the requirement in subpart 3.

Subp. 6. **Administration, scoring, and reporting.** Administration, scoring, and reporting of examinations shall be conducted by the party whose examinations have been adopted by the Board of Teaching. Applicants may take the examinations on any of the dates that are established by the party for national administration or on dates established by the Board of Teaching for special administration. Examinations shall be administered at least four times a year in Minnesota. It is the responsibility of the applicant to be informed about the dates and locations of the examinations and to apply for the appropriate examinations. Registration procedures are governed by the party whose examinations have been adopted. Examinees must authorize the forwarding of their scores to the institutions they attend and to the Board of Teaching. The scores as forwarded are the official evidence required in this part.

Subp. 7. **Fees.** Candidates for licenses shall pay the examination fee approved by the Board of Teaching for the examinations they take. The fee may not exceed $50.

Subp. 8. **Admission to upper division or graduate coursework.** Candidates for an initial license shall provide ~~**provisional**~~ official evidence to the institutions they attend of having taken the examinations adopted in subpart 2 before enrolling in upper division coursework in the professional education sequence. Candidates for an initial license who have a baccalaureate degree shall provide official evidence to the

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institutions they attend of having taken the examinations adopted in subpart 2 before enrolling in coursework in the professional education sequence. Candidates who fail to achieve the minimum passing score on one or more of the examinations may enroll in upper division or graduate coursework in the professional education sequence; however, candidates must achieve the passing scores established in subpart 3 before recommendation for an initial teaching license. Colleges and universities must provide candidates who fail the examinations access to opportunities to enhance their skills.

Subp. 9. **Candidates already enrolled in education sequences.** Candidates who have been enrolled in upper division or graduate coursework before April 4, 1988, shall provide official evidence of successful completion of the examinations adopted in subpart 2 before licensure recommendation.

Subp. 10. **Retesting procedures.** Examinees who fail to achieve at least the minimum score on one or more of the examinations are permitted to retake the examination or examinations for which the minimum score was not achieved under this part. No minimum waiting time is required.

Subp. 11. **Applicants prepared in other states.** Applicants for Minnesota licensure who are prepared in other states who otherwise meet the applicable statutes and rules shall be granted a one-year nonrenewable provisional license, during which time the applicant must provide official evidence of successful completion of the requirements of this part. Applicants prepared in other states who provide evidence of meeting requirements for initial Minnesota licensure shall be granted an entrance license.

Subp. 12. **Review and modification.** The Board of Teaching shall periodically review the examination system to determine whether the system meets the requirements of this part. Modifications by the Board of Teaching in the adoption of examinations or the minimum passing scores shall be published in the State Register. The modifications are effective for administration of the examinations 30 days after publication.

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8700.0502 PROVISIONAL LICENSES; TEACHING IN UNLICENSED SUBJECTS OR FIELDS. [Withdrawn at 11 S.R. ____.]

8700.0900 CONTINUING LICENSE. [Withdrawn at 11 S.R. ____.]

8700.1000 CLOCK HOURS. [Withdrawn at 11 S.R. ____.]

8700.1100 LOCAL COMMITTEES FOR CONTINUING EDUCATION AND RELICENSURE. [Withdrawn at 11 S.R. ____.]

8700.1300 TRANSFER OF CLOCK HOURS. [Withdrawn at 11 S.R. ____.]

8700.1400 GRANTOR OF CLOCK HOURS. [Withdrawn at 11 S.R. ____.]

8700.2200 RIGHT OF APPEAL. [Withdrawn at 11 S.R. ____.]

8700.4710 TEACHERS OF BUSINESS.

Subpart 1. **License requirements.** A candidate recommended for a license to teach business in secondary schools shall:

A. hold a baccalaureate degree;

B. satisfactorily complete requirements for secondary school teachers enumerated in part 8700.3510; and

C. satisfactorily complete a preparation program leading to a license for teachers of business approved by the Board of Teaching, consisting of a minimum of 75 quarter hours or the equivalent.

Subp. 2. **Program requirements.** A program leading to the licensure of teachers of business shall provide candidates recommended for licensure with the knowledge, skills, and understandings listed in this subpart:

A. accounting principles including financial statement analysis and computerized applications;

B. economic principles including consumer and personal economics principles;

C. management principles and applications;

D. sales and marketing principles;

E. business law concepts;

F. business structure and function;

G. international business;

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H. advanced business ownership principles including business finance, risk taking, and enterpreneurship;

I. information systems and analysis;

J. current business technology;

K. computerized business applications;

L. origination and presentation of oral and written business communications;

M. advanced keyboarding and typewriting;

N. text editing and word processing production from various input media;

O. recording data using written notes or electronic media and transcribing the data; and

P. business behavior including interpersonal relations, leadership, work attitudes, job seeking skills, and business decision making.

Subp. 3. **Program approval for institutions.** An institution applying to the Board of Teaching for approval of its preparation program for teachers of business shall comply with part 8700.7700.

Subp. 4. **Continuing licenses.** A continuing license shall be issued and renewed according to rules of the Board of Teaching governing continuing education and relicensure.

Subp. 5. **Effective date.** This part is effective July 1, 1990, for applicants for entrance licensure as teachers of business.

8700.5900 SCHOOL LIBRARIANS.

Teachers who are assigned duties as school librarians shall hold licensure as an elementary or secondary classroom teacher and shall have completed an approved college minor in library science.

authority? Librarians are excluded under subd 5 existing

8700.7800 TEACHERS PREPARED IN STATES OTHER THAN MINNESOTA.

Subpart 1. to 3. [Unchanged.]

Subp. 4. **Provisional licenses.** Notwithstanding the rule governing human relations, persons who have been prepared as teachers in states other than Minnesota shall be granted a

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Minnesota one-year nonrenewable provisional license based upon the provisions of this part. Upon meeting the provisions of this part, an entrance license shall be granted.

REPEALER. Minnesota Rules, parts 8700.2600 and 8700.5000 are repealed.

Minnesota Rules, part 8700.4700 is repealed effective July 1, 1990.

Approved
by Revisor _____

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
MAR 13 1987
Joan Anderson Growe
Secretary of State
9:15 AM

APPROVED AS TO FORM AND LEGALITY
March 9 1987
HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY MJ Cassedy
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA

STATE REGISTER

DEPARTMENT OF ADMINISTRATION—DOCUMENTS DIVISION



Monday 1 September 1986

VOLUME 11, NUMBER 9

Pages 369-416

Bimonthly meetings alternate between St. Paul and various community college campuses. For specific information contact the Board for Community Colleges, 203 Capitol Square Bldg., St. Paul 55101; (612)296-3356.

MEDICAL SERVICES REVIEW BOARD has 1 vacancy open for an alternate member for a specialty neurologist-physician. The board advises the department on medical matters relating to workers compensation and hears appeals on decisions of the department. Members are appointed by the Commissioner of Labor and Industry. Members receive $35 per diem plus expenses. Members must file with the Ethical Practices Board. For specific information contact the Medical Services Review Board, Dept. of Labor and Industry, Office of Public Affairs, 444 Lafayette Rd., St. Paul 55101; (612)297-4373.

Board of Teaching

Notice of Intent to Solicit Outside Opinion Concerning Proposed Rules Relating to the Licensure of School Librarians, Teachers of Business Education, Teachers of Computer Science, and Teachers of Early Childhood/Family Education; Continuing Education; Provisional Licensure; and Teacher Examinations

Notice is hereby given that the Board of Teaching is seeking information or opinions from sources outside the Board in preparing to propose the adoption and/or amendment of rules governing the licensure of School Librarians, Teachers of Business Education, Teachers of Computer Science, and Teachers of Early Childhood/Family Education; Continuing Education; Provisional Licensure; and Teacher Examinations. Any interested persons may submit data or views on these subjects in writing or orally to:

Kenneth L. Peatross
Minnesota Board of Teaching
608 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2415

Any written material received by the Board shall become part of the hearing record in the event that the rules governing these subjects are promulgated.

Dated: 22 August 1986

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

Department of Transportation Program Management Division

Notice of Intent to Solicit Outside Opinion Regarding Rules and the Definitions of "Significant Centers of Population and Commerce" and "Temporary Emergency Service"

NOTICE IS HEREBY GIVEN THAT that State Department of Transportation (Mn/DOT) is seeking information and opinions from sources outside the agency in preparing proposed rules to define "significant centers of population and commerce" and "temporary emergency service". The adoption of rules is authorized by Minnesota Statutes, section 169.832, subdivision 13 (c) (Laws 1986, Chapter 398, Article 13, Section 10) which requires the Commissioner to adopt rules which define "significant centers of population and commerce" and "temporary emergency service" to assist in determining which state trunk highways will serve as market artery routes.

Minnesota Statutes, section 169.832, subdivision 13 identifies a market artery as "a trunk highway or segment thereof that:

(i) connects significant centers of population or commerce;

(ii) connects highways described in clause (i);

(iii) provides access to a transportation terminal; or

(iv) provides temporary emergency service to a particular shipping or receiving point on a market artery."

State trunk highways which are determined to be market artery routes are intended to be unrestricted for maximum allowable vehicle weights. Minnesota Statutes, section 169.832, subdivision 13 specifies that the Commissioner may impose seasonal load

Minnesota Board of Teaching

Proposed Permanent Rules Relating to Teaching Licenses; Continuing Education and Miscellaneous Others

Rules as Proposed

8700.0210 EXAMINATIONS FOR TEACHER LICENSES.

Subpart 1. **Examination requirement.** Effective April 4, 1988, an applicant described in Minnesota Statutes, section 125.03, subdivision 5 for an initial license, shall provide evidence of having successfully completed examinations of skills in reading, writing, and mathematics before being issued an initial Minnesota teaching license. The examinations must have been adopted by the Board of Teaching.

Subp. 2. **Selection and adoption.** The Board of Teaching shall solicit proposals for the development, validation, and implementation of a statewide examination system. The Board of Teaching shall select the proposal of a party whose understanding of the project, statement of work to be performed, management plan, staffing, and related experience demonstrate the ability to develop, validate, and implement a statewide examination system and to conduct subsequent administrations of the adopted examinations. The Board of Teaching shall adopt examinations that have been validated by another state or reputable national testing organization and field tested in Minnesota.

Subp. 3. **Requirement.** To meet the requirement of subpart 1, an applicant shall achieve a minimum passing score on each of the examinations adopted by the Board of Teaching. The Board of Teaching shall determine minimum passing scores based on validation for use in Minnesota of the examinations adopted by the board.

Subp. 4. **Notification.** Minimum passing scores applicants must achieve on the examinations and the identification of the examinations adopted shall be published in the State Register

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within 60 days of adoption by the Board of Teaching. Before July 2 of each calendar year, the Board of Teaching shall notify the colleges and universities approved by the board to prepare persons for teacher licensure of the minimum passing score applicants must achieve on the examinations and which examinations are adopted under subpart 2.

Subp. 5. **Licensure recommendation.** In recommending candidates for licensure, Minnesota colleges and universities shall attest that license requirements have been met, including successful completion of the requirement in subpart 3.

Subp. 6. **Administration, scoring, and reporting.** Administration, scoring, and reporting of examinations shall be conducted by the party whose examinations have been adopted by the Board of Teaching. Applicants may take the examinations on any of the dates that are established by the party for national administration or on dates established by the Board of Teaching for special administration. Examinations shall be administered at least four times a year in Minnesota. It is the responsibility of the applicant to be informed about the dates and locations of the examinations and to apply for the appropriate examinations. Registration procedures are governed by the party whose examinations have been adopted. Examinees must authorize the forwarding of their scores to the institutions they attend and to the Board of Teaching.

Subp. 7. **Fees.** Candidates for licenses shall pay the examination fee approved by the Board of Teaching for the examinations they take. The fee may not exceed $50.

Subp. 8. **Admission to upper division or graduate coursework.** Candidates for an initial license shall provide provisional evidence to the institutions they attend of having taken the examinations adopted in subpart 2 before enrolling in upper division coursework in the professional education sequence. Candidates for an initial license who have a baccalaureate degree shall provide evidence to the institutions they attend of having taken the examinations adopted in subpart 2 before enrolling in coursework in the professional education sequence.

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Candidates who fail to achieve the minimum passing score on one or more of the examinations may enroll in upper division or graduate coursework in the professional education sequence; however, candidates must achieve the passing scores established in subpart 3 before recommendation for an initial teaching license. Colleges and universities must provide candidates who fail the examinations access to opportunities to enhance their skills.

Subp. 9. **Candidates already enrolled in education sequences.** Candidates who have been enrolled in upper division or graduate coursework before April 4, 1988, shall provide evidence of successful completion of the examinations adopted in subpart 2 before licensure recommendation.

Subp. 10. **Retesting procedures.** Examinees who fail to achieve at least the minimum score on one or more of the examinations are permitted to retake the examination or examinations for which the minimum score was not achieved under this part. No minimum waiting time is required.

Subp. 11. **Applicants prepared in other states.** Applicants for Minnesota licensure who are prepared in other states who otherwise meet the applicable statutes and rules shall be granted a one-year nonrenewable provisional license, during which time the applicant must provide evidence of successful completion of the requirements of this part. Applicants prepared in other states who provide evidence of meeting requirements for initial Minnesota licensure shall be granted an entrance license.

Subp. 12. **Review and modification.** The Board of Teaching shall periodically review the examination system to determine whether the system meets the requirements of this part. Modifications by the Board of Teaching in the adoption of examinations or the minimum passing scores shall be published in the State Register. The modifications are effective for administration of the examinations 30 days after publication.

8700.0502 PROVISIONAL LICENSES; TEACHING IN UNLICENSED SUBJECTS

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OR FIELDS.

Subpart 1. **Authority to issue provisional licenses; scope of rule.** The Board of Teaching may issue provisional licenses that permit a teacher to teach in related subjects or fields for which the teacher is not currently licensed. This part applies only to those subjects or fields for which provisional licensure is not specifically authorized by license rules.

Subp. 2. **Criteria for issuance.** The Board of Teaching shall issue provisional licenses authorized by subpart 1 if it finds that the following conditions are met:

A. the superintendent of schools of the employing school district requests a provisional license under this part and Minnesota Statutes, section 125.05, subdivision 6;

B. the superintendent of schools of the employing school district verifies that:

(1) no teacher holding a teaching license in a subject or field for which a provisional license is requested is available for the position; and

(2) no teacher holding a teaching license in the subject or field for which a provisional license is requested has been placed on unrequested leave by the school district and wishes to resume teaching in that subject or field; and

C. the teacher for whom the request is made holds a current Minnesota license granted by the Board of Teaching valid for teaching in another subject or field; and

D. the teacher for whom the provisional license is requested has completed a minimum of 15 quarter credits of the approved licensure program in the subject or field for which a provisional license is requested and has been recommended for provisional licensure by the college or university maintaining the approved program.

Subp. 3. **Application procedure.** The applicant must submit a completed endorsement application containing the verification required in subpart 2, official transcripts, and the required processing fee.

Subp. 4. **Duration of provisional license.** A provisional

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license issued under this part is valid for no more than two school years and is nonrenewable.

8700.0900 CONTINUING LICENSE.

Subpart 1. to 3. [Unchanged.]

Subp. 4. **Renewal of continuing license.** A license renewal period begins on July 1 of the year of expiration. Applications for renewal are accepted for processing by the department of education after January 1 of the year of expiration. Pursuant to procedures specified in parts 8700.0900 to 8700.2300, a valid continuing license shall be renewed for a subsequent period of five years when an applicant presents evidence of having been granted ~~120 renewal units~~ 125 clock hours by the local continuing education/relicensure committee during the five-year period immediately preceding the date on which the required renewal is to be made effective.

Subp. 5. **Transition from renewal units to clock hours.** Renewal units that have been granted by local continuing education/relicensure committees shall be allocated toward clock hours for renewal. For every one renewal unit granted by the local continuing/relicensure committee for experiences completed before June 30, 1987, one clock hour of continuing education shall be granted. Persons who have been granted 120 renewal units by a local continuing education/relicensure committee before June 30, 1987, shall be permitted to renew their license for one five-year period based on completion of the renewal unit requirement.

8700.1000 ~~RENEWAL UNITS~~ CLOCK HOURS.

Subpart 1. **Definition.** ~~The renewal unit is based on the college credit. Ten hours of classroom instruction are equivalent to one quarter hour of college credit and ten renewal units. Therefore, one renewal unit is equal to one hour of college classroom instruction and the work and expectations associated with the classroom. One hour of college instruction usually carries with it two additional hours of related work. The allocation of one renewal unit per college credit hour is~~

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~~based, then, on the assumption of this investment of three hours of actual time~~ "Clock hour" means an hour of actual instruction, supervised group activities, or planned individual professional development.

Subp. 2. **Allocation of ~~renewal units~~ clock hours.** ~~This equation of three hours of actual time for one renewal unit may be used by the local committee for determination of the allocation of renewal units in all categories. Except as provided in subpart 4 the local committee may make exceptions to this ratio. The local committee, in making such exceptions, shall consider such criteria as the quality of the professional growth experiences and the relationship of such experiences to maintaining and improving general, academic, or professional qualifications. Decisions shall not be based solely on the number of hours involved~~ In each five-year relicensure period, a minimum of 90 clock hours of the required 125 clock hours of continuing education must be earned from among the categories in subpart 3, items A to D. At least 45 of the 90 clock hours must be earned in programs that are consistent with local continuing education goals if the programs are locally available. A maximum of 35 clock hours may be earned from among the categories in subpart 3, items E to G.

Subp. 3. **Categories for allocation.** Categories for which ~~renewal units~~ clock hours shall be ~~allocated~~ granted by the local committee, and for which ~~renewal units~~ clock hours may be granted to applicants, are listed ~~below~~ in items A to G. Verification of completion of experiences must be submitted by the applicant to the local committee. ~~Renewal units~~ Clock hours must be earned in two or more of the ~~following~~ categories listed in items A to G:

A. ~~college courses and related work~~ relevant course work completed at accredited colleges and universities;

B. ~~supervision of clinical experiences~~ educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;

C. ~~attendance at professional meetings, workshops,~~

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~~conferences,-and-seminars~~ staff development activities, inservice meetings, and inservice courses;

D. ~~attendance-at-lectures-by-persons-with-expertise in-the-areas-for-which-licensure-is-requested~~ building, district, regional, state, national, or international curriculum development;

E. ~~systematic,-purposeful-observation-during-visits to-schools-and-to-related-business-and-industry~~ professional service in the following areas:

(1) supervision of clinical experiences of persons enrolled in teacher licensure programs;

(2) membership on national, state, and local committees involved with licensure, teacher education, or professional standards;

(3) participation in national, regional, or state accreditation;

F. ~~volunteer-work-in-professional-organizations-or situations-related-to-the-areas-for-which-licensure-is-requested~~ leadership experiences in the following areas:

(1) development of new or broader skills and sensitivities to the school, community, or profession;

(2) publication of professional articles in a professional journal in an appropriate field;

(3) volunteer work in professional organizations related to the areas of licensure held; and

G. ~~development-of-demonstrations-or-curriculum innovations-for-use-with-student-teachers-or-in-service programs;~~ opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:

(1) experiences with students of another age, ability, culture, or socio-economic level;

(2) systematic, purposeful observation during visits to schools and to related business and industry;

(3) travel for purposes of improving instructional capabilities related to the field of licensure;

(4) work experience in business or industry

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appropriate to the field of licensure.

~~H.--creative-endeavor-(art,-music,-or-writing)-related to-the-individual's-licensure;~~

~~I.--publication-of-professional-articles-in-a professional-journal-in-an-appropriate-field;~~

~~J.--travel-related-to-the-professional-licensure-areas (prior-approval-of-this-experience-shall-be-obtained);~~

~~K.--maintenance-and-evaluation-of-an-annotated-log-or record-of-activities-with-a-class-or-group;~~

~~L.--exchange-situations-to-gain-experience-with students-at-another-age,-ability,-culture,-socioeconomic-level, or-in-another-subject-for-which-the-teacher-is-qualified;~~

~~M.--attendance-at-and-participation-in-in-service meetings-with-opportunity-for-staff-members-in-various-roles (college-faculty,-community-persons)-to-work-together;~~

~~N.--participation-in-in-service-meetings-to-include active-staff-planning-and-involvement-(demonstrations-with student-exhibits,-explanation-of-special-or-new-techniques);~~

~~O.--direct-involvement,-individually-or-within-a group,-to-research,-plan,-and-implement-innovative-educational practices;~~

~~P.--planning-and-production-of-television-or-other special-programs-for-use-in-the-schools;~~

~~Q.--leadership-experiences,-which-involve-the-exercise and/or-development-of-new-or-broader-skills-and-sensitivities-to the-school,-community,-and-profession;~~

~~R.--membership-on-national,-state,-and-local committees-involved-with-licensure,-teacher-education,-or professional-standards,-and-participation-in-national,-regional, or-state-accreditation;-or~~

~~S.--additional-kinds-of-experiences-may-be-approved. These-experiences-shall-be-experiences-especially-appropriate for-a-particular-school-district-or-a-particular-education-area.~~

Subp. 4. **Maximum allocation.** The local committee shall grant ~~renewal-units~~ clock hours and allow accumulation of ~~renewal-units-according-to-the-provisions-of~~ clock hours under

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parts 8700.0900 to 8700.2300. Maximum ~~renewal unit~~ clock hour allocations ~~for specific experiences identified below are to be used as a guide for allocating renewal units for other experiences~~ shall be made under items A to C:

A. ~~One quarter credit (when related to professional growth) equals ten renewal units~~ Relevant course work shall be rated at 15 clock hours for each quarter credit earned, and 20 clock hours for each semester credit earned.

B. ~~One semester credit (when related to professional growth) equals 15 renewal units~~ Subpart 3, items B to D, shall be rated up to one clock hour for each hour of participation by the local continuing education/relicensure committee, in accordance with the local guidelines established under part 8700.1100.

C. ~~Supervision of the clinical experiences of a college student for one quarter or one semester equals ten renewal units, provided that no more than 30 such renewal units may be granted in any five year period~~ Subpart 3, items E to G, shall be rated at one clock hour for every three hours of participation by the local continuing education/relicensure committee in accordance with the local guidelines established under part 8700.1100.

(1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter or one semester equals ten clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for supervision.

(2) One week of travel for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for travel.

~~D. One week of approved travel equals ten renewal units, provided that no more than 30 such renewal units may be granted in any five year period.~~

~~E. A one day workshop, seminar, or conference equals up to five renewal units based on type of experience,~~

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~~involvement, and outcome product.~~

Subp. 5. **Experience for ~~renewal unit~~ clock hour credit.** Experiences for ~~renewal unit~~ clock hour credit must aid the applicant in maintaining and improving general, academic, or professional qualifications. Except for subpart 3, item ~~b~~ G, subitem (1), teaching experiences for which licensure is required shall not qualify for ~~renewal unit~~ clock hour credit.

Subp. 6. **Period for earning ~~renewal units~~ clock hours.** An applicant requesting renewal of a license to teach must earn a minimum of ~~120 renewal units~~ 125 clock hours during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration. An applicant may not bank ~~renewal units~~ clock hours for purposes of relicensure.

Subp. 7. **Evaluation of further education.** In cases where local school board 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~~ clock hours.

Subp. 8. **Renewal of license for two or more areas.** An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 ~~renewal units~~ clock hours to each of the licensure areas for a total of no fewer than ~~120 units~~ 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. Those candidates possessing administrative licensure may allocate ~~units~~ clock hours for the renewal of teaching licensure in this same manner.

8700.1100 LOCAL COMMITTEES FOR CONTINUING EDUCATION AND RELICENSURE.

Subpart 1. to 6. [Unchanged.]

Subp. 7. **Duties.** The duties of the local committee are as follows:

A. Set procedures for its own operation:

(1) Establish written guidelines which set time, place, and procedures for local committee meetings; set

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

procedures for local committee operations, including a procedure for emergency approval during periods when the committee is not regularly meeting; and determine ~~renewal units~~ clock hours to be allocated for each category enumerated in part 8700.1000, subpart 3 in accordance with the maximum ~~renewal unit~~ clock hour allocations stipulated in part 8700.1100, subpart 4;

(2) Make the guidelines available to persons interested in or affected by decisions of the local committee, together with a list of the current local committee membership; and

(3) Hold a hearing annually to allow the teachers in the district to review proposed or revised guidelines established by the local committee. It is recommended that this hearing be held in the fall.

A working draft of local guidelines and proposed revisions shall be made available prior to the local hearing.

The local committee shall schedule the hearing at a time and place which is convenient for those interested in or affected by the guidelines to be able to attend.

Adequate and proper notice shall be given to all such persons within the district.

All local committee members should be present at the hearing.

The hearing shall continue until all persons who wish to speak have had an opportunity to do so.

Although input received at the hearing is not binding, the local committee is encouraged to modify its guidelines, insofar as modifications are consistent with parts 8700.0900 to 8700.2300, if the information received during the hearing indicates that changes are necessary or desirable.

B. [Unchanged.]

C. Forward to the Board of Teaching the following information in accordance with due dates set forth in this rule:

(1) Prior to November 1 of each year, verification of the current membership of the local committee.

(2) Prior to November 1, 1980, and every five

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

years thereafter, a copy of the published local committee guidelines. At such time that substantial changes are made in local guidelines, a revised copy of these guidelines shall be forwarded to the Board of Teaching.

(3) During February of each year, any recommendations for modifications in parts 8700.0900 to 8700.2300, based upon an evaluation of procedures and criteria for granting ~~renewal units~~ clock hours.

D. to E. [Unchanged.]

8700.1300 TRANSFER OF ~~RENEWAL UNITS~~ CLOCK HOURS.

If a licensed person employed by one school district becomes employed by a different district during a renewal period, ~~units~~ clock hours already earned and granted during that renewal period shall forthwith be transferred to the local committee for the new district. Such ~~units~~ clock hours shall be accepted by that committee.

8700.1400 GRANTOR OF ~~RENEWAL UNITS~~ CLOCK HOURS.

~~Renewal units~~ Clock hours shall be granted by the committee of the district where the applicant was employed at the time that the experience was completed.

Persons who have not been employed by a school district for a period of time will be granted ~~renewal units~~ clock hours in either of the following ways: by the local committee of the district where the applicant was last employed, or by the local committee of the district where the applicant currently resides, if accepted by the local committee.

8700.2200 RIGHT OF APPEAL.

Subpart 1. **Appeal to local committee.** When an applicant has not been granted the requested number of ~~renewal units~~ clock hours by a local continuing education/relicensure committee, an appeal may be made to the local committee. An applicant must appeal to the local committee within 20 working days after notification of the decision of the local committee. Failure to file a written request with the local committee for an appeal

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within 20 working days constitutes a waiver of the individual's right to appeal.

Subp. 2. [Unchanged.]

Subp. 3. **Nonendorsement of application by local committee.** In cases where the applicant has not been granted the required number of ~~renewal units~~ clock hours for relicensure, local committees shall not endorse the application for renewal of the continuing license.

Subp. 4. **Appellant's duty to inform manager of licensing loss.** In the event that the ~~renewal units~~ clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the manager of licensing of such loss of licensure. The manager of licensing shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

8700.4710 TEACHERS OF BUSINESS.

Subpart 1. **License requirements.** A candidate recommended for a license to teach business in secondary schools shall:

A. hold a baccalaureate degree;

B. satisfactorily complete requirements for secondary school teachers enumerated in part 8700.3510; and

C. satisfactorily complete a preparation program leading to a license for teachers of business approved by the Board of Teaching, consisting of a minimum of 75 quarter hours or the equivalent.

Subp. 2. **Program requirements.** A program leading to the licensure of teachers of business shall provide candidates recommended for licensure with the knowledge, skills, and understandings listed in this subpart:

A. accounting principles including financial statement analysis and computerized applications;

B. economic principles including consumer and personal economics principles;

C. management principles and applications;

D. sales and marketing principles;

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E. business law concepts;

F. business structure and function;

G. international business;

H. advanced business ownership principles including business finance, risk taking, and enterpreneurship;

I. information systems and analysis;

J. current business technology;

K. computerized business applications;

L. origination and presentation of oral and written business communications;

M. advanced keyboarding and typewriting;

N. text editing and word processing production from various input media;

O. recording data using written notes or electronic media and transcribing the data; and

P. business behavior including interpersonal relations, leadership, work attitudes, job seeking skills, and business decision making.

Subp. 3. **Program approval for institutions.** An institution applying to the Board of Teaching for approval of its preparation program for teachers of business shall comply with part 8700.7700.

Subp. 4. **Continuing licenses.** A continuing license shall be issued and renewed according to rules of the Board of Teaching governing continuing education and relicensure.

Subp. 5. **Effective date.** This part is effective July 1, 1990, for applicants for entrance licensure as teachers of business.

8700.5900 SCHOOL LIBRARIANS.

Teachers who are assigned duties as school librarians shall hold licensure as an elementary or secondary classroom teacher and shall have ~~at least~~ completed an approved college minor in library science.

8700.7800 TEACHERS PREPARED IN STATES OTHER THAN MINNESOTA.

Subpart 1 to 3. Unchanged.

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

Subp. 4. **Entrance** Provisional licenses. Notwithstanding the rule governing human relations, persons who have been prepared as teachers in states other than Minnesota shall be granted a Minnesota **entrance** one-year nonrenewable provisional license based upon the provisions of this part. Upon meeting the provisions of this part, an entrance license shall be granted.

REPEALER. Minnesota Rules, parts 8700.2600 and 8700.5000 are repealed.

Minnesota Rules, part 8700.4700 is repealed effective July 1, 1990.

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Teaching Licenses; Continuing Education and Miscellaneous Others

AGENCY: Board of Teaching

MINNESOTA RULES: Chapter 8700

The attached rules are approved for publication in the State Register

Lorna M. Breiter

Lorna M. Breiter
Assistant Deputy Revisor

CERTIFICATE OF THE

MINNESOTA BOARD OF TEACHING

AUTHORIZING RESOLUTION

I, Dale R. Rapp, do hereby certify that I am a member and the Chairman of the Minnesota Board of Teaching, a board 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 Minnesota Board of Teaching duly and properly called and held on the 21st day of November, 1986, that a quorum was present, and that a majority of those present voted for the resolution which has not been rescinded or modified.

> "RESOLVED, that Kenneth L. Peatross, Executive Secretary of the Minnesota Board of Teaching, is hereby granted the authority and directed to sign and to give the Notice of the Board's Intent to Adopt rules without a public hearing governing teaching licenses, continuing education, and miscellaneous others to all persons who have registered their names with the Board for that purpose and publish the Notice and rules in the State Register, and to perform any and all acts incidental thereto."

IN WITNESS WHEREOF, I have hereunto subcribed my name this 21st day of November, 1986.

Dale R. Rapp

Chairman, Minnesota Board of Teaching

Truman C. Olson

Attest by one other Board member

Minnesota Board of Teaching

In the Matter of the Proposed
Adoption of the Rules of
the State Board of Teaching
Governing Teaching Licenses; Continuing
Education; and Miscellaneous Others

NOTICE OF INTENT TO
ADOPT RULES WITHOUT
A PUBLIC HEARING

Notice is hereby given that the State Board of Teaching intends to adopt the above-entitled rules without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in Minnesota Statutes, section 14.22 to 14.28. The statutory authority to adopt the rules is Minnesota Statutes, section 125.05, subd. 1, and subd. 6, and 125.185, subd. 4.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Comment is encouraged. Each comment should identify the portion of the proposd rules addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rules within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, section 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, Minnesota 55101
612/296-2415

The proposed rules may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rules as noticed.

A copy of the proposed rules is attached to this notice.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from Kenneth L. Peatross, Executive Secretary, Minnesota Board of Teaching, 608 Capitol Square, 550 Cedar Street, St. Paul, MN 55101, upon request.

If no hearing is required, upon adoption of the rules, the rules and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rules, must submit the written request to Kenneth L. Peatross, Executive Secretary, Minnesota Board of Teaching, 608 Capitol Square, 550 Cedar Street, St. Paul, MN 55101.

11-24-86

Date

Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

Minnesota Board of Teaching

Proposed Permanent Rules Relating to Teaching Licenses; Continuing Education and Miscellaneous Others

Rules as Proposed

8700.0210 EXAMINATIONS FOR TEACHER LICENSES.

Subpart 1. **Examination requirement.** Effective April 4, 1988, an applicant described in Minnesota Statutes, section 125.03, subdivision 5 for an initial license, shall provide evidence of having successfully completed examinations of skills in reading, writing, and mathematics before being issued an initial Minnesota teaching license. The examinations must have been adopted by the Board of Teaching.

Subp. 2. **Selection and adoption.** The Board of Teaching shall solicit proposals for the development, validation, and implementation of a statewide examination system. The Board of Teaching shall select the proposal of a party whose understanding of the project, statement of work to be performed, management plan, staffing, and related experience demonstrate the ability to develop, validate, and implement a statewide examination system and to conduct subsequent administrations of the adopted examinations. The Board of Teaching shall adopt examinations that have been validated by another state or reputable national testing organization and field tested in Minnesota.

Subp. 3. **Requirement.** To meet the requirement of subpart 1, an applicant shall achieve a minimum passing score on each of the examinations adopted by the Board of Teaching. The Board of Teaching shall determine minimum passing scores based on validation for use in Minnesota of the examinations adopted by the board.

Subp. 4. **Notification.** Minimum passing scores applicants must achieve on the examinations and the identification of the examinations adopted shall be published in the State Register

within 60 days of adoption by the Board of Teaching. Before July 2 of each calendar year, the Board of Teaching shall notify the colleges and universities approved by the board to prepare persons for teacher licensure of the minimum passing score applicants must achieve on the examinations and which examinations are adopted under subpart 2.

Subp. 5. **Licensure recommendation.** In recommending candidates for licensure, Minnesota colleges and universities shall attest that license requirements have been met, including successful completion of the requirement in subpart 3.

Subp. 6. **Administration, scoring, and reporting.** Administration, scoring, and reporting of examinations shall be conducted by the party whose examinations have been adopted by the Board of Teaching. Applicants may take the examinations on any of the dates that are established by the party for national administration or on dates established by the Board of Teaching for special administration. Examinations shall be administered at least four times a year in Minnesota. It is the responsibility of the applicant to be informed about the dates and locations of the examinations and to apply for the appropriate examinations. Registration procedures are governed by the party whose examinations have been adopted. Examinees must authorize the forwarding of their scores to the institutions they attend and to the Board of Teaching.

Subp. 7. **Fees.** Candidates for licenses shall pay the examination fee approved by the Board of Teaching for the examinations they take. The fee may not exceed $50.

Subp. 8. **Admission to upper division or graduate coursework.** Candidates for an initial license shall provide provisional evidence to the institutions they attend of having taken the examinations adopted in subpart 2 before enrolling in upper division coursework in the professional education sequence. Candidates for an initial license who have a baccalaureate degree shall provide evidence to the institutions they attend of having taken the examinations adopted in subpart 2 before enrolling in coursework in the professional education sequence.

Candidates who fail to achieve the minimum passing score on one or more of the examinations may enroll in upper division or graduate coursework in the professional education sequence; however, candidates must achieve the passing scores established in subpart 3 before recommendation for an initial teaching license. Colleges and universities must provide candidates who fail the examinations access to opportunities to enhance their skills.

Subp. 9. **Candidates already enrolled in education sequences.** Candidates who have been enrolled in upper division or graduate coursework before April 4, 1988, shall provide evidence of successful completion of the examinations adopted in subpart 2 before licensure recommendation.

Subp. 10. **Retesting procedures.** Examinees who fail to achieve at least the minimum score on one or more of the examinations are permitted to retake the examination or examinations for which the minimum score was not achieved under this part. No minimum waiting time is required.

Subp. 11. **Applicants prepared in other states.** Applicants for Minnesota licensure who are prepared in other states who otherwise meet the applicable statutes and rules shall be granted a one-year nonrenewable provisional license, during which time the applicant must provide evidence of successful completion of the requirements of this part. Applicants prepared in other states who provide evidence of meeting requirements for initial Minnesota licensure shall be granted an entrance license.

Subp. 12. **Review and modification.** The Board of Teaching shall periodically review the examination system to determine whether the system meets the requirements of this part. Modifications by the Board of Teaching in the adoption of examinations or the minimum passing scores shall be published in the State Register. The modifications are effective for administration of the examinations 30 days after publication.

8700.0502 PROVISIONAL LICENSES; TEACHING IN UNLICENSED SUBJECTS

OR FIELDS.

Subpart 1. **Authority to issue provisional licenses; scope of rule.** The Board of Teaching may issue provisional licenses that permit a teacher to teach in related subjects or fields for which the teacher is not currently licensed. This part applies only to those subjects or fields for which provisional licensure is not specifically authorized by license rules.

Subp. 2. **Criteria for issuance.** The Board of Teaching shall issue provisional licenses authorized by subpart 1 if it finds that the following conditions are met:

A. the superintendent of schools of the employing school district requests a provisional license under this part and Minnesota Statutes, section 125.05, subdivision 6;

B. the superintendent of schools of the employing school district verifies that:

(1) no teacher holding a teaching license in a subject or field for which a provisional license is requested is available for the position; and

(2) no teacher holding a teaching license in the subject or field for which a provisional license is requested has been placed on unrequested leave by the school district and wishes to resume teaching in that subject or field; and

C. the teacher for whom the request is made holds a current Minnesota license granted by the Board of Teaching valid for teaching in another subject or field; and

D. the teacher for whom the provisional license is requested has completed a minimum of 15 quarter credits of the approved licensure program in the subject or field for which a provisional license is requested and has been recommended for provisional licensure by the college or university maintaining the approved program.

Subp. 3. **Application procedure.** The applicant must submit a completed endorsement application containing the verification required in subpart 2, official transcripts, and the required processing fee.

Subp. 4. **Duration of provisional license.** A provisional

license issued under this part is valid for no more than two school years and is nonrenewable.

8700.0900 CONTINUING LICENSE.

Subpart 1. to 3. [Unchanged.]

Subp. 4. **Renewal of continuing license.** A license renewal period begins on July 1 of the year of expiration. Applications for renewal are accepted for processing by the department of education after January 1 of the year of expiration. Pursuant to procedures specified in parts 8700.0900 to 8700.2300, a valid continuing license shall be renewed for a subsequent period of five years when an applicant presents evidence of having been granted ~~120 renewal units~~ 125 clock hours by the local continuing education/relicensure committee during the five-year period immediately preceding the date on which the required renewal is to be made effective.

Subp. 5. **Transition from renewal units to clock hours.** Renewal units that have been granted by local continuing education/relicensure committees shall be allocated toward clock hours for renewal. For every one renewal unit granted by the local continuing/relicensure committee for experiences completed before June 30, 1987, one clock hour of continuing education shall be granted. Persons who have been granted 120 renewal units by a local continuing education/relicensure committee before June 30, 1987, shall be permitted to renew their license for one five-year period based on completion of the renewal unit requirement.

8700.1000 ~~RENEWAL UNITS~~ CLOCK HOURS.

Subpart 1. **Definition.** ~~The renewal unit is based on the college credit. Ten hours of classroom instruction are equivalent to one quarter hour of college credit and ten renewal units. Therefore, one renewal unit is equal to one hour of college classroom instruction and the work and expectations associated with the classroom. One hour of college instruction usually carries with it two additional hours of related work. The allocation of one renewal unit per college credit hour is~~

based,-then,-on-the-assumption-of-this-investment-of-three-hours of-actual-time "Clock hour" means an hour of actual instruction, supervised group activities, or planned individual professional development.

Subp. 2. Allocation of renewal-units clock hours. This equation-of-three-hours-of-actual-time-for-one-renewal-unit-may be-used-by-the-local-committee-for-determination-of-the allocation-of-renewal-units-in-all-categories.--Except-as provided-in-subpart-4-the-local-committee-may-make-exceptions-to this-ratio.--The-local-committee,-in-making-such-exceptions, shall-consider-such-criteria-as-the-quality-of-the-professional growth-experiences-and-the-relationship-of-such-experiences-to maintaining-and-improving-general,-academic,-or-professional qualifications.--Decisions-shall-not-be-based-solely-on-the number-of-hours-involved In each five-year relicensure period, a minimum of 90 clock hours of the required 125 clock hours of continuing education must be earned from among the categories in subpart 3, items A to D. At least 45 of the 90 clock hours must be earned in programs that are consistent with local continuing education goals if the programs are locally available. A maximum of 35 clock hours may be earned from among the categories in subpart 3, items E to G.

Subp. 3. Categories for allocation. Categories for which renewal-units clock hours shall be allocated granted by the local committee, and for which renewal-units clock hours may be granted to applicants, are listed below in items A to G. Verification of completion of experiences must be submitted by the applicant to the local committee. Renewal-units Clock hours must be earned in two or more of the following categories listed in items A to G:

A. college-courses-and-related-work relevant course work completed at accredited colleges and universities;

B. supervision-of-clinical-experiences educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;

C. attendance-at-professional-meetings,-workshops,

~~conferences,-and-seminars~~ staff development activities, inservice meetings, and inservice courses;

D. ~~attendance-at-lectures-by-persons-with-expertise in-the-areas-for-which-licensure-is-requested~~ building, district, regional, state, national, or international curriculum development;

E. ~~systematic,-purposeful-observation-during-visits to-schools-and-to-related-business-and-industry~~ professional service in the following areas:

(1) supervision of clinical experiences of persons enrolled in teacher licensure programs;

(2) membership on national, state, and local committees involved with licensure, teacher education, or professional standards;

(3) participation in national, regional, or state accreditation;

F. ~~volunteer-work-in-professional-organizations-or situations-related-to-the-areas-for-which-licensure-is-requested~~ leadership experiences in the following areas:

(1) development of new or broader skills and sensitivities to the school, community, or profession;

(2) publication of professional articles in a professional journal in an appropriate field;

(3) volunteer work in professional organizations related to the areas of licensure held; and

G. ~~development-of-demonstrations-or-curriculum innovations-for-use-with-student-teachers-or-in-service programs;~~ opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:

(1) experiences with students of another age, ability, culture, or socio-economic level;

(2) systematic, purposeful observation during visits to schools and to related business and industry;

(3) travel for purposes of improving instructional capabilities related to the field of licensure;

(4) work experience in business or industry

appropriate to the field of licensure.

~~H.--creative-endeavor-(art,-music,-or-writing)-related to-the-individual's-licensure;~~

~~I.--publication-of-professional-articles-in-a professional-journal-in-an-appropriate-field;~~

~~J.--travel-related-to-the-professional-licensure-areas (prior-approval-of-this-experience-shall-be-obtained);~~

~~K.--maintenance-and-evaluation-of-an-annotated-log-or record-of-activities-with-a-class-or-group;~~

~~L.--exchange-situations-to-gain-experience-with students-at-another-age,-ability,-culture,-socioeconomic-level, or-in-another-subject-for-which-the-teacher-is-qualified;~~

~~M.--attendance-at-and-participation-in-in-service meetings-with-opportunity-for-staff-members-in-various-roles (college-faculty,-community-persons)-to-work-together;~~

~~N.--participation-in-in-service-meetings-to-include active-staff-planning-and-involvement-(demonstrations-with student-exhibits,-explanation-of-special-or-new-techniques);~~

~~O.--direct-involvement,-individually-or-within-a group,-to-research,-plan,-and-implement-innovative-educational practices;~~

~~P.--planning-and-production-of-television-or-other special-programs-for-use-in-the-schools;~~

~~Q.--leadership-experiences,-which-involve-the-exercise and/or-development-of-new-or-broader-skills-and-sensitivities-to the-school,-community,-and-profession;~~

~~R.--membership-on-national,-state,-and-local committees-involved-with-licensure,-teacher-education,-or professional-standards,-and-participation-in-national,-regional, or-state-accreditation;-or~~

~~S.--additional-kinds-of-experiences-may-be-approved. These-experiences-shall-be-experiences-especially-appropriate for-a-particular-school-district-or-a-particular-education-area.~~

Subp. 4. **Maximum allocation.** The local committee shall grant ~~renewal-units~~ clock hours and allow accumulation of ~~renewal-units-according-to-the-provisions-of~~ clock hours under

parts 8700.0900 to 8700.2300. Maximum ~~renewal unit~~ clock hour allocations ~~for specific experiences identified below are to be used as a guide for allocating renewal units for other experiences~~ shall be made under items A to C:

A. ~~One quarter credit (when related to professional growth) equals ten renewal units~~ Relevant course work shall be rated at 15 clock hours for each quarter credit earned, and 20 clock hours for each semester credit earned.

B. ~~One semester credit (when related to professional growth) equals 15 renewal units~~ Subpart 3, items B to D, shall be rated up to one clock hour for each hour of participation by the local continuing education/relicensure committee, in accordance with the local guidelines established under part 8700.1100.

C. ~~Supervision of the clinical experiences of a college student for one quarter or one semester equals ten renewal units, provided that no more than 30 such renewal units may be granted in any five year period~~ Subpart 3, items E to G, shall be rated at one clock hour for every three hours of participation by the local continuing education/relicensure committee in accordance with the local guidelines established under part 8700.1100.

(1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter or one semester equals ten clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for supervision.

(2) One week of travel for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for travel.

~~D. One week of approved travel equals ten renewal units, provided that no more than 30 such renewal units may be granted in any five year period.~~

~~E. A one day workshop, seminar, or conference equals up to five renewal units based on type of experience,~~

~~involvement, and outcome product.~~

Subp. 5. **Experience for ~~renewal unit~~ clock hour credit.** Experiences for ~~renewal unit~~ clock hour credit must aid the applicant in maintaining and improving general, academic, or professional qualifications. Except for subpart 3, item ~~B~~ G, subitem (1), teaching experiences for which licensure is required shall not qualify for ~~renewal unit~~ clock hour credit.

Subp. 6. **Period for earning ~~renewal units~~ clock hours.** An applicant requesting renewal of a license to teach must earn a minimum of ~~120 renewal units~~ 125 clock hours during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration. An applicant may not bank ~~renewal units~~ clock hours for purposes of relicensure.

Subp. 7. **Evaluation of further education.** In cases where local school board 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~~ clock hours.

Subp. 8. **Renewal of license for two or more areas.** An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 ~~renewal units~~ clock hours to each of the licensure areas for a total of no fewer than ~~120 units~~ 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. Those candidates possessing administrative licensure may allocate ~~units~~ clock hours for the renewal of teaching licensure in this same manner.

8700.1100 LOCAL COMMITTEES FOR CONTINUING EDUCATION AND RELICENSURE.

Subpart 1. to 6. [Unchanged.]

Subp. 7. **Duties.** The duties of the local committee are as follows:

A. Set procedures for its own operation:

(1) Establish written guidelines which set time, place, and procedures for local committee meetings; set

procedures for local committee operations, including a procedure for emergency approval during periods when the committee is not regularly meeting; and determine ~~renewal units~~ clock hours to be allocated for each category enumerated in part 8700.1000, subpart 3 in accordance with the maximum ~~renewal unit~~ clock hour allocations stipulated in part 8700.1100, subpart 4;

(2) Make the guidelines available to persons interested in or affected by decisions of the local committee, together with a list of the current local committee membership; and

(3) Hold a hearing annually to allow the teachers in the district to review proposed or revised guidelines established by the local committee. It is recommended that this hearing be held in the fall.

A working draft of local guidelines and proposed revisions shall be made available prior to the local hearing.

The local committee shall schedule the hearing at a time and place which is convenient for those interested in or affected by the guidelines to be able to attend.

Adequate and proper notice shall be given to all such persons within the district.

All local committee members should be present at the hearing.

The hearing shall continue until all persons who wish to speak have had an opportunity to do so.

Although input received at the hearing is not binding, the local committee is encouraged to modify its guidelines, insofar as modifications are consistent with parts 8700.0900 to 8700.2300, if the information received during the hearing indicates that changes are necessary or desirable.

B. [Unchanged.]

C. Forward to the Board of Teaching the following information in accordance with due dates set forth in this rule:

(1) Prior to November 1 of each year, verification of the current membership of the local committee.

(2) Prior to November 1, 1980, and every five

years thereafter, a copy of the published local committee guidelines. At such time that substantial changes are made in local guidelines, a revised copy of these guidelines shall be forwarded to the Board of Teaching.

(3) During February of each year, any recommendations for modifications in parts 8700.0900 to 8700.2300, based upon an evaluation of procedures and criteria for granting ~~renewal units~~ clock hours.

D. to E. [Unchanged.]

8700.1300 TRANSFER OF ~~RENEWAL UNITS~~ CLOCK HOURS.

If a licensed person employed by one school district becomes employed by a different district during a renewal period, ~~units~~ clock hours already earned and granted during that renewal period shall forthwith be transferred to the local committee for the new district. Such ~~units~~ clock hours shall be accepted by that committee.

8700.1400 GRANTOR OF ~~RENEWAL UNITS~~ CLOCK HOURS.

~~Renewal units~~ Clock hours shall be granted by the committee of the district where the applicant was employed at the time that the experience was completed.

Persons who have not been employed by a school district for a period of time will be granted ~~renewal units~~ clock hours in either of the following ways: by the local committee of the district where the applicant was last employed, or by the local committee of the district where the applicant currently resides, if accepted by the local committee.

8700.2200 RIGHT OF APPEAL.

Subpart 1. **Appeal to local committee.** When an applicant has not been granted the requested number of ~~renewal units~~ clock hours by a local continuing education/relicensure committee, an appeal may be made to the local committee. An applicant must appeal to the local committee within 20 working days after notification of the decision of the local committee. Failure to file a written request with the local committee for an appeal

within 20 working days constitutes a waiver of the individual's right to appeal.

Subp. 2. [Unchanged.]

Subp. 3. **Nonendorsement of application by local committee.** In cases where the applicant has not been granted the required number of ~~renewal units~~ clock hours for relicensure, local committees shall not endorse the application for renewal of the continuing license.

Subp. 4. **Appellant's duty to inform manager of licensing loss.** In the event that the ~~renewal units~~ clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the manager of licensing of such loss of licensure. The manager of licensing shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

8700.4710 TEACHERS OF BUSINESS.

Subpart 1. **License requirements.** A candidate recommended for a license to teach business in secondary schools shall:

A. hold a baccalaureate degree;

B. satisfactorily complete requirements for secondary school teachers enumerated in part 8700.3510; and

C. satisfactorily complete a preparation program leading to a license for teachers of business approved by the Board of Teaching, consisting of a minimum of 75 quarter hours or the equivalent.

Subp. 2. **Program requirements.** A program leading to the licensure of teachers of business shall provide candidates recommended for licensure with the knowledge, skills, and understandings listed in this subpart:

A. accounting principles including financial statement analysis and computerized applications;

B. economic principles including consumer and personal economics principles;

C. management principles and applications;

D. sales and marketing principles;

E. business law concepts;

F. business structure and function;

G. international business;

H. advanced business ownership principles including business finance, risk taking, and enterpreneurship;

I. information systems and analysis;

J. current business technology;

K. computerized business applications;

L. origination and presentation of oral and written business communications;

M. advanced keyboarding and typewriting;

N. text editing and word processing production from various input media;

O. recording data using written notes or electronic media and transcribing the data; and

P. business behavior including interpersonal relations, leadership, work attitudes, job seeking skills, and business decision making.

Subp. 3. **Program approval for institutions.** An institution applying to the Board of Teaching for approval of its preparation program for teachers of business shall comply with part 8700.7700.

Subp. 4. **Continuing licenses.** A continuing license shall be issued and renewed according to rules of the Board of Teaching governing continuing education and relicensure.

Subp. 5. **Effective date.** This part is effective July 1, 1990, for applicants for entrance licensure as teachers of business.

8700.5900 SCHOOL LIBRARIANS.

Teachers who are assigned duties as school librarians shall hold licensure as an elementary or secondary classroom teacher and shall have ~~at least~~ completed an approved college minor in library science.

8700.7800 TEACHERS PREPARED IN STATES OTHER THAN MINNESOTA.

Subpart 1 to 3. Unchanged.

Subp. 4. **Entrance** Provisional **licenses.** Notwithstanding the rule governing human relations, persons who have been prepared as teachers in states other than Minnesota shall be granted a Minnesota **entrance** one-year nonrenewable provisional license based upon the provisions of this part. Upon meeting the provisions of this part, an entrance license shall be granted.

REPEALER. Minnesota Rules, parts 8700.2600 and 8700.5000 are repealed.

Minnesota Rules, part 8700.4700 is repealed effective July 1, 1990.

STATE OF MINNESOTA

BOARD OF TEACHING

STATEMENT OF NEED AND REASONABLENESS

Concerning the Proposed Adoption of Rules Governing Examinations for Teacher Licenses, Minnesota Rules, Part 8700.0210; Provisional Licensure, Minnesota Rules, Part 8700.0502; Teachers of Business, Minnesota Rules, Part 8700.4710; Amending of the Issuance and Renewal of Continuing Licenses, Minnesota Rules, Parts 8700.0900 - 8700.2300; the licensure of Librarians, Minnesota Rules, Part 8700.5900; and Teachers Prepared in States Other Than Minnesota, Minnesota Rules, Part 8700.7800; and Repealing of Minnesota Rules, Parts 8700.2600, 8700.4700, and 8700.5000.

The statutory authority of the Board of Teaching to adopt the proposed rules is set forth in Minnesota Statutes, Sections 125.05, subd. 1 and subd. 6, and 125.185, subd. 4.

RULES AS PROPOSED

Minnesota Rules, Part 8700.0210 Examinations for Teacher Licenses

Minnesota Rules, Part 8700.0210 is needed whereby the Board of Teaching establishes the procedures to implement the requirement of examination of skills in reading, writing, and mathematics for persons applying for initial licenses, as authorized by Minn. Stat. § 125.05, subd. 1 and Minn. Stat. § 125.185, subd. 4.

Subpart 1 sets forth the applicability as set forth in Minn. Laws 1985, Spec. Sess., ch. 12, art. 8, sec. 66 and Minn. Stat. §§ 125.03, subd. 5 and 125.05, subd. 1.

Subpart 2 provides procedures to be utilized by the Board of Teaching in the selection of a party to provide for the development, validation, and implementation of a statewide examination system. As required by Minn. Laws 1985, Spec. Sess., ch. 12, art. 8, sec. 46, proposed examinations must be validated by another state or reputable national testing organization and field tested in Minnesota.

Subpart 3 is necessary to implement Minn. Stat. § 125.05, subd. 1 which requires successful completion of examination of skills in reading, writing, and mathematics. Subpart 3 defines successful completion as determined by a validation process to establish minimum passing scores.

Subpart 4 is necessary to provide reasonable and appropriate notice of the examination(s) adopted by the Board of Teaching and the minimum passing scores to be achieved.

Rules of the Board of Teaching require that colleges and universities verify that applicants have completed all requirements for licensure.

Subpart 5 is necessary to ensure that applicants for licensure have successfully completed examinations of skills in reading, writing, and mathematics as part of the licensure requirements prior to issuance of an initial Minnesota teaching license. It is reasonable to expect that colleges and universities will attest that the examination requirement has been met.

Subpart 6 is necessary to provide a means for administration, scoring, and reporting of the examinations. The means set forth in Subpart 6 are reasonable in that they establish an efficient and cost effective procedure for administration, scoring, and reporting of the examinations. These means provide assurance that examinations will be administered on a timely basis. It is reasonable to expect that applicants will be responsible for seeking information concerning examination administration procedures since, in accordance with subpart 4, identification of the examinations adopted will be published in the State Register and colleges and universities will also be notified. It is also reasonable for the Board of Teaching to expect that examinees' scores will be made available to attending institutions and to the Board of Teaching since successful completion of these examinations is a requirement for initial teaching licensure.

Subpart 7 is necessary to provide for the approval of an examination fee. This fee is reasonable in that it is based upon the actual costs incurred for administration, scoring, and reporting of the examinations taken by each candidate for licensure.

Subpart 8 is necessary to implement Minn. Stat. § 125.185, subpart 4 which provides for the completion of the examination of skills in reading, writing, and mathematics before entering or during a teacher education program. It is reasonable to require that candidates for licensure will take skill area examinations prior to enrolling in upper division or graduate coursework in the professional education sequence so that their skill level may be determined near the beginning of their professional preparation. Candidates who fail to achieve minimum passing scores will then have time and opportunity to enhance their skills prior to completion of professional preparation. It is also reasonable to expect that colleges and universities will provide advisement and assistance to candidates who fail to achieve the minimum passing scores and wish to secure opportunities to increase their skill levels.

Subpart 9 is necessary to accommodate candidates who are currently enrolled in upper division or graduate level coursework in the professional education sequence. It is reasonable to permit candidates who are currently enrolled in such coursework prior to the applicable date of this rule to take the examinations while enrolled in upper division or graduate coursework, since these candidates will not have had the opportunity to take the examinations prior to enrolling in such coursework.

Subpart 10 is necessary to provide opportunities for candidates to retake the examinations. It is reasonable to permit ample opportunities for candidates to demonstrate successful completion of these examinations prior to licensure recommendation.

Subpart 11 is necessary to ensure that applicants for Minnesota licensure who are prepared in other states meet Minnesota examination requirements. It is reasonable to permit such persons a period of time to meet the examination requirements, since they may not have had the opportunity to do so prior to applying for a Minnesota teaching license. One year is a reasonable amount of time for such persons to have the opportunity to meet this requiremment, since

Subpart 6 assures that examinations will be administered at least 4 times per year in Minnesota.

Subpart 12 is needed to assure that the examination system continues to operate in accordance with this part. It is also needed to assure that adequate notice is provided concerning any modifications in the system. It is reasonable to expect that the Board of Teaching will review the system. It is also reasonable and appropriate to provide notice of any modifications. Thirty days between publication of notice of modifications and administration of examinations provides adequate time.

Minnesota Rules, Part 8700.0502 Provisional Licenses; Teaching in Unlicensed Subjects or Fields

Minnesota Rules, Part 8700.0502 is needed to set forth criteria and procedures whereby the Board of Teaching provides for provisional licensure as authorized by Minn. Stat. § 125.05, subd. 6. These criteria establish the procedures to be utilized and the conditions to be met in order for the Board of Teaching to grant provisional licenses. Reasons for granting or denying provisional licenses must be in writing. The Board of Teaching contends that these criteria and procedures for granting provisional licenses are both needed and reasonable in order to provide a means whereby school districts can fill teaching positions in critical areas of licensure when the Board of Teaching has determined that no teacher licensed in that area is available for the position, and to provide consistency in the application of criteria for granting such provisional licenses.

Minnesota Rules, Parts 8700.0900 through 8700.2300. The Issuance and Renewal of Continuing Licenses.

The Board of Teaching convened a continuing education/relicensure review committee on May 15, 1984, with the following charge from the Board of Teaching:

--Examine and study relicensure systems currently implemented by other professional licensing boards and agencies in Minnesota.

--Review past continuing education/relicensure task force recommendations and Board of Teaching continuing education/ relicensure survey results.

--Identify and recommend components among the various relicensure systems governing education personnel in Minnesota which might serve as a basis for articulation among the systems.

--Make recommendations to the Board of Teaching regarding the continuing education/relicensure system for teachers in Minnesota and report such recommendations by September 1, 1985.

The committee met monthly from September, 1984, through August, 1985. In order to fulfill its charge and to determine whether the present continuing education/relicensure system needed major changes or whether the focus should be to redefine and streamline the current categories within the rule, the committee: (1) studied a number of topics and issues, (2) developed and analyzed a survey which assessed teachers' perceptions of the

relicensure system, and (3) determined a set of concepts which would be important to consider in any revision of the continuing education system.

The following topics were studied by the committee:

--the four relicensure systems for education personnel in Minnesota (K-12 teachers, vocational teachers, standard administrators and supervisors, vocational administrators and supervisors)

--three continuing education/relicensure surveys conducted by Dale Rapp for the Board of Teaching

--past continuing education/relicensure task force recommendations

--research on school effectiveness

--continuing education requirements of Minnesota licensing boards

--continuing education requirements of other states

--personal growth/professional growth

--a previous task force statement on professional growth dated 5-14-76

--selected local committee guidelines and the variation in number of units granted

--legislative concerns regarding continuing education

--HECB Report on Teacher Education, Chapter X, Continuing Professional Development and Inservice Education

--Minnesota Business Partnership Report, Governor's Commission on Education for Economic Growth Report

--School Management Task Force, Center for Educational Excellence

--Relicensure for substitute teachers

--Career licenses

The committee also developed a questionnaire to elicit responses regarding the current continuing education systems from licensed, practicing educators who hold continuing licenses. This questionnaire was mailed to a random sample of 1,025 vocational and nonvocational (standard) teachers and administrators. 658 responses were returned and included in the computer analysis of the data. Persons were also asked to respond to six open-ended questions which were subsequently reviewed and summarized by the committee.

Generally, the responses were positive regarding the system and the process; however, half of the respondents also believe that the current relicensure system needs to be improved. Three-fourths of the respondents feel that all educators should have the same unit of measurement (i.e., renewal units or clock hours) for relicensure. Ninety-five percent of the respondents believe that experiences which satisfy individual personal growth should be permitted for relicensure purposes. (47 percent believe

that up to 30% of the total should be permitted, another 28% believe that 11% - 20% should be permitted, and 20% believe that up to 10% should be permitted.) Eighty-one percent believe that the present continuing education/relicensure system has held them professionally accountable, and 78% are generally satisfied with the current relicensure process. Many suggestions for improvement in the system were offered for consideration by the committee.

In addition to studying a number of topics and analyzing the results of the survey, the committee also addressed its view of the future of continuing education/relicensure. Nominal group process was used to generate individual ideas which were then presented to the group, clarified, categorized, and prioritized. From this process, the group determined that the following concepts were important in any revision of the continuing education system:

--Teacher initiated
--Self improvement
--Goals and strategies for reaching goals
--Periodic review of goals
--Five-year cycle
--Fewer categories
--More consistency among relicensure systems
--Professional effectiveness
--Meaningful professional development
--Maintaining local autonomy

As a result of study, survey data, and a look to the future, the committee developed a set of proposed revisions in the current rule. Since all the information available to the committee suggested refinement of the existing system, the committee determined that no major changes in the system were necessary, and that rather, emphasis should be placed on articulation with vocational and administrative relicensure systems and on redefining and streamlining the categories within the current rule.

The proposed revisions consist of the following:

--a change from 120 renewal units to 125 clock hours required for relicensure

--redefining and streamlining the current categories

--requiring that a minimum of 90 clock hours be earned in college courses, workshops or conferences, staff development, inservice, or curriculum development activities. College coursework will be rated at 15 clock hours for each quarter credit earned or 20 clock hours for each semester credit earned; other activities will be rated at one clock hour for each hour of participation.

--permitting a maximum of 35 clock hours to be earned in professional service, leadership experiences, and opportunities which enhance knowledge and understanding of diverse educational settings. In general, every 3 hours of participation will equal one clock hour for these categories.

--minor editorial changes.

In order to make the relicensure systems more compatible, the committee determined that clock hours, rather than renewal units, should be the appropriate unit of measurement. The Board of Teaching is the only licensing board using the renewal unit measure. All other licensing boards in Minnesota, and particularly, the systems for administrative and vocational relicensure use the clock hour as the unit of measurement. Also, to make the continuing education system for teachers more compatible with that of school administrators, the committee determined that the five-year requirement should be 125 clock hours, and that college courses would be rated at 15 clock hours for each quarter credit earned.

The purpose of the continuing education/relicensure system is to encourage professional development. Therefore, the categories in which clock hours may be earned have been redefined to reflect this emphasis and to incorporate changes which focus on a variety of professional development activities. Upon review of studies by the Board of Teaching and the Higher Education Coordinating Board regarding the activities in which teachers currently earn units for renewal, it was found that 75% or more of the activities relate to professional growth. Therefore, the committee determined that it is reasonable to continue this emphasis in the proposed revisions and to make this emphasis more explicit.

The committee also recognized the importance of certain experiences which broaden the insight and effectiveness of teachers which may not be directly related to the teaching area. Teachers have certain community and professional responsibilities which can be considered inherent to their continuing professional growth. These responsibilities and activities are not to be minimized, but neither are they to dominate renewal credits. Therefore, the committee determined a 3:1 ratio for these activities, and a maximum of 35 clock hours, to ensure a valid amount of professional growth activities which are directly related to teaching responsibilities.

The Board of Teaching adopted these revisions which were proposed based upon careful study, analysis, and deliberation by the continuing education/relicensure review committee. The Board of Teaching then disseminated the proposed changes to each local continuing education/ relicensure committee for comment and held a series of regional informational meetings for continuing education/relicensure committees.

The revisions focus more directly on professional growth, while continuing to maintain a system of local decision-making regarding these activities. Current emphasis on the importance of professional development as it relates to staff development activities is also reflected in the revised categories. The change from 120 renewal units to 125 clock hours brings a measure of consistency to the standard teaching and administrative relicensure systems. The Board of Teaching believes that these proposed revisions will enhance the continuing education/relicensure system for teachers. A method for transferring renewal units which have been granted prior to July 1, 1987, to clock hours has been provided which assures an equitable transition for teachers. Further, teachers who have been granted 120 renewal units by their local committee prior to July 1, 1987, will be permitted to renew their licenses for one additional five-year period based upon completion of the 120 renewal unit requirement which was in effect prior to July 1, 1987. This provides a reasonable transition for teachers who have met the renewal unit requirement prior to the change to a clock hour requirement.

Minnesota Rules, Part 8700.4710 Teachers of Business

This rule as proposed replaces the obsolete standards of the existing rule and addresses the need for breadth as well as depth in preparation, includes an appropriate blend of theory and practice, provides clarity of intent, allows for inclusion of evolving technologies, and provides flexibility and latitude for institutions to meet the rule.

The Board of Teaching was assisted by persons representing teachers of secondary school business and college faculty who prepare teachers of business. The existing rule consists of core preparation and several area of specialization. The proposed rule combines all areas in a comprehensive preparation program, which more accurately reflects the business curriculum at the secondary school level.

Subpart 1 sets forth the requirements for the licensure of teachers of business in secondary schools. It is reasonable to expect that teachers of business will complete a professional education component which prepares them to teach in secondary schools and also complete the subject matter component which provides the basis for the content to be taught.

Subpart 2 is needed to specify the essential knowledge, skills, and understandings which are necessary to provide teachers of business in the secondary schools with a specialized body of knowledge which is essential to the development of entry-level expertise.

The major responsibility of teachers of business in the secondary schools is to provide instruction that teaches students about the principles and fundamentals of business. To teach the principles of business, a potential business teacher must be well-grounded in business operations. To accomplish this, a study of business structures and functions including international business and business ownership, and the principles of management, accounting, economics, sales and marketing, and business law applied is necessary.

To teach the fundamentals of business, it is imperative that potential teachers be cognizant not only of business operations, but also how these principles are implemented and the requisite skills, knowledge, and understandings required to implement them in the context of current business practices and procedures. To accomplish this, a study of information systems and analysis; current business technologies; computerized business applications including keyboarding and text editing/word processing procedures; originating and presenting oral/written business communications including recording data using written notes or electronic media and transcribing such data; and business behavior including interpersonal relations, leadership, work attitudes, and job seeking skills is essential.

Subpart 3 is necessary to set forth the procedures which approved Minnesota institutions must follow to obtain approval of preparation programs leading to the licensure of teachers of business.

Subpart 4 provides for renewal of continuing licenses in accordance with current standards and procedures set forth by the Board of Teaching.

Subpart 5 sets an effective date for the rule. The effective date provides sufficient time for teacher preparing institutions to develop and submit licensure programs for approval and for persons to complete such approved licensure programs in accordance with this rule.

Minnesota Rules, Part 8700.5900 School Librarians

The need to amend this rule arises because of the necessity to clarify the standards upon which licensure is granted. Historically, licenses as school librarians have been issued only to persons who are also licensed as classroom teachers. The amendment provides explicit language which ensures that persons recommended for licensure as school librarians also hold licensure as elementary or secondary classroom teachers. Because librarians provide direct instruction to students, it is reasonable to expect that such persons are also prepared as teachers. This preparation assures that the knowledge, skills, and understandings necessary to teach are prerequisite to the preparation of teachers who are assigned duties as school librarians.

Minnesota Rules, Part 8700.7800 Teachers Prepared in States Other Than Minnesota

The need to amend this rule arises because of the necessity to provide consistency with the proposed rule governing examinations for teacher licensure for applicants who are prepared in other states. This amendment provides for the granting of a one-year nonrenewable provisional license, during which time the applicant must complete the human relations requirement. Sufficient human relations programs are available throughout the state which enable persons to complete this requirement during the period of the one-year provisional license. The provisional license requires the meeting of specified criteria prior to the granting of an entrance license. The entrance license signifies that all requirements for licensure have been met.

REPEALERS

It is necessary to repeal Minnesota Rules, Part 8700.2600, since this rule contains obsolete language. This rule is in conflict with Minnesota Rules, part 8700.2700, which requires all applicants for licensure to complete the human relations requirement.

It is necesary to repeal Minnesota Rules, Part 8700.5000, since this rule is obsolete. Area Vocational Technical Institutes are under the jurisdiction of the Board for Vocational Technical Education.

It is necessary to repeal Minnesota Rules, Part 8700.4700 because the Board of Teaching has proposed new standards of licensure in this field.

FISCAL STATEMENTS

The Board of Teaching estimates that the proposed rules will not require an expenditure of public monies by all local bodies of an amount which exceeds $100,000 in either of the two years immediately following adoption of the proposed rules.

SMALL BUSINESS

These proposed rules will not directly affect small business within the meaning of Minn. Stat. 14.115.

MINNESOTA BOARD OF TEACHING

KENNETH L. PEATROSS
EXECUTIVE SECRETARY

608 CAPITOL SQUARE BUILDING
550 CEDAR STREET
ST. PAUL, MINNESOTA 55101
(612) 296-2415

In the Matter of the Proposed Adoption of the Rule of the State Board of Teaching Governing Teaching Licenses; Continuing Education; and Miscellaneous Others

AFFIDAVIT OF THE NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING AND CERTIFICATE OF MAILING LIST

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

Nancy G. Ringold, being sworn says:

I hereby certify that the list of persons and associations who have requested, pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 or 14.30, that their names be placed on the state Board of Teaching rulemaking mailing list is accurate, complete, and current as of this 8th day of December, 1986.

That on the 8th day of December, 1986, at the City of St. Paul, County of Ramsey, I mailed the attached Notice of Intent to Adopt A Rule Without a Public Hearing by depositing in the State of Minnesota Central Mail System for the United States mailing a copy thereof, with postage prepaid, to all persons and associations on the aforementioned mailing list.

Nancy G. Ringold

Administrative Assistant

Subscribed and sworn to before me this 8 day of December, 1986.

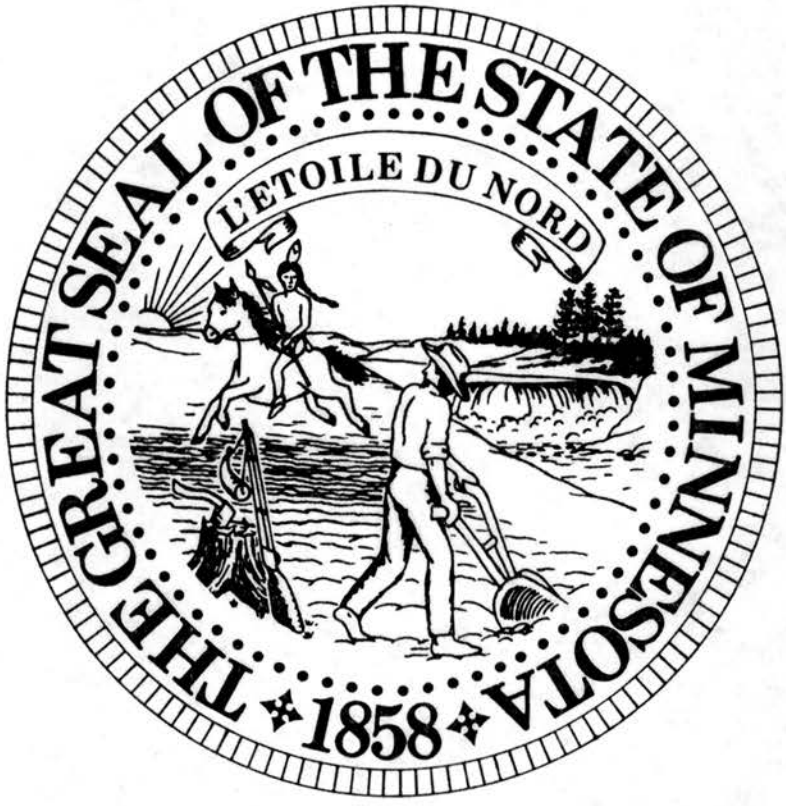
Hollis Dee Britt-Mitchell

HOLLIS DEE BRITT-MITCHELL
NOTARY PUBLIC-MINNESOTA
CHISAGO COUNTY
MY COMMISSION EXPIRES OCTOBER 4, 1990

STATE OF MINNESOTA

STATE REGISTER

DEPARTMENT OF ADMINISTRATION—DOCUMENTS DIVISION



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Subp. 14. **Retroactive admission certification.** If the admitting physician fails to request admission certification by contacting the medical review agent prior to an admission for an inpatient hospital service other than a service under subpart 2, the admitting physician may retroactively request admission certification. The admitting physician shall submit at his or her own expense the recipient's complete medical record to the medical review agent within 30 days of the recipient's discharge. The medical record must contain the information required in subpart 3, items B and C, and any other facts necessary to establish that the recipient's admission was medically necessary. The procedure outlined in subpart 8 shall also be followed in the case of retroactive admission certification. The denial of retroactive admission certification and the withdrawal of retroactive admission certification may be appealed to the medical review agent through the reconsideration process in subpart 9.

9505.0530 ~~ADOPTION OF THE APPROPRIATENESS EVALUATION PROTOCOL~~ INCORPORATION BY REFERENCE OF CRITERIA TO DETERMINE MEDICAL NECESSITY.

The most recent edition of the Appropriateness Evaluation Protocol of the National Institutes of Health is incorporated by reference. The book is available at the Health Data Institute, 7 Wells Avenue, Newton, Massachusetts, 02159, and it is also available through the Minitex interlibrary loan system. The book is subject to change.

The Effective Care '81 Criteria for Residential Chemical Dependency Treatment, 1983 edition, and the Criteria for Inpatient Psychiatric Treatment, 1981 edition, published by Blue Cross and Blue Shield of Minnesota are incorporated by reference. The criteria are available at Blue Cross and Blue Shield of Minnesota, P.O. Box 64560, Saint Paul, Minnesota 55164, and at the state law library, Ford Building, Saint Paul, Minnesota 55155. The criteria are not subject to frequent change.

9505.0540 CRITERIA TO DETERMINE MEDICAL NECESSITY.

The medical review agent shall follow the Appropriateness Evaluation Protocol and Effective Care '81 Criteria for Residential Chemical Dependency Treatment and Criteria for Inpatient Psychiatric Treatment of Blue Cross and Blue Shield of Minnesota in determining whether a recipient's admission is medically necessary, whether the inpatient hospital services provided to the recipient were medically necessary, whether the recipient's continued stay will be medically necessary, and whether all medically necessary inpatient hospital services were provided to the recipient.

Minnesota Board of Teaching

Proposed Permanent Rules Relating to Teaching Licenses; Continuing Education and Miscellaneous Others

Notice of Intent to Adopt Rules without a Public Hearing

Notice is hereby given that the State Board of Teaching intends to adopt the above-entitled rules without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in Minnesota Statutes, section 14.22 to 14.28. The statutory authority to adopt the rules is Minnesota Statutes, section 125.05, subd. 1, and subd. 6, and 125.185, subd. 4.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Comment is encouraged. Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rules within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, section 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, Minnesota 55101
612/296-2415

The proposed rules may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rules as noticed.

A copy of the proposed rules is attached to this notice.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from Kenneth L. Peatross, Executive Secretary, Minnesota Board of Teaching, 608 Capitol Square, 550 Cedar Street, St. Paul, MN 55101, upon request.

If no hearing is required, upon adoption of the rules, the rules and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rules, must submit the written request to Kenneth L. Peatross, Executive Secretary, Minnesota Board of Teaching, 608 Capitol Square, 550 Cedar Street, St. Paul, MN 55101.

Dated: 24 November 1986

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

Rules as Proposed

8700.0210 EXAMINATIONS FOR TEACHER LICENSES.

Subpart 1. **Examination requirement.** Effective April 4, 1988, an applicant described in Minnesota Statutes, section 125.03, subdivision 5 for an initial license, shall provide evidence of having successfully completed examinations of skills in reading, writing, and mathematics before being issued an initial Minnesota teaching license. The examinations must have been adopted by the Board of Teaching.

Subp. 2. **Selection and adoption.** The Board of Teaching shall solicit proposals for the development, validation, and implementation of a statewide examination system. The Board of Teaching shall select the proposal of a party whose understanding of the project, statement of work to be performed, management plan, staffing, and related experience demonstrate the ability to develop, validate, and implement a statewide examination system and to conduct subsequent administrations of the adopted examinations. The Board of Teaching shall adopt examinations that have been validated by another state or reputable national testing organization and field tested in Minnesota.

Subp. 3. **Requirement.** To meet the requirement of subpart 1, an applicant shall achieve a minimum passing score on each of the examinations adopted by the Board of Teaching. The Board of Teaching shall determine minimum passing scores based on validation for use in Minnesota of the examinations adopted by the board.

Subp. 4. **Notification.** Minimum passing scores applicants must achieve on the examinations and the identification of the examinations adopted shall be published in the *State Register* within 60 days of adoption by the Board of Teaching. Before July 2 of each calendar year, the Board of Teaching shall notify the colleges and universities approved by the board to prepare persons for teacher licensure of the minimum passing score applicants must achieve on the examinations and which examinations are adopted under subpart 2.

Subp. 5. **Licensure recommendation.** In recommending candidates for licensure, Minnesota colleges and universities shall attest that license requirements have been met, including successful completion of the requirement in subpart 3.

Subp. 6. **Administration, scoring, and reporting.** Administration, scoring, and reporting of examinations shall be conducted by the party whose examinations have been adopted by the Board of Teaching. Applicants may take the examinations on any of the dates that are established by the party for national administration or on dates established by the Board of Teaching for special administration. Examinations shall be administered at least four times a year in Minnesota. It is the responsibility of the applicant to be informed about the dates and locations of the examinations and to apply for the appropriate examinations. Registration

CERTIFICATE OF THE

MINNESOTA BOARD OF TEACHING

RESOLUTION ADOPTING RULES

I, Dale R. Rapp, do hereby certify that I am a member and the chairman of the Board of Teaching, a board 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 Board, duly and properly called and held on the 20th day of February, 1987, that a quorum was present, and that a majority of those present voted for the resolution which has not been rescinded or modified.

"RESOLVED, that the rules relating to 8700.0210 Examinations for Teacher Licensure; 8700.4710 Teachers of Business; 8700.5900 School Librarians; 8700.7800 Teachers Prepared in States Other Than Minnesota, and Repealers are approved and adopted, pursuant to authority vested in the Board by Minnesota Statutes section 125.05, subd. 1 and 125.185, subd. 4. Kenneth L. Peatross, the executive secretary of the Board, is authorized to sign the findings of fact, conclusions, and order adopting the rules and further is authorized to modify the rules if necessary to obtain the approval of the rules by the attorney general and to perform the necessary acts to provide that the rules shall have the force and effect of law."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 20 day of February, 1987

Dale R. Rapp

Officer of the Board

Truman C. Olson

Attest by one other Board member

STATE OF MINNESOTA

BOARD OF TEACHING

In the Matter of the Proposed Adoption of the Rules of the State Board of Teaching Governing Teaching Licenses; Continuing Education; and Miscellaneous Others	FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULES WITHOUT PUBLIC HEARING

Notice of the Board's intent to adopt the above-entitled rules was published in the State Register on December 8, 1986, and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, section 14.14, subdivision 1a and 14.22 on December 8, 1986.

The statement of need and reasonableness was prepared before the notice of intent to adopt rules without a public hearing was mailed to all persons on the rulemaking mailing list and published in the State Register and was available to the public.

All persons were given the opportunity to submit comment on the rule for 30 days after notice of proposed rulemaking. The agency received the following requests for a public hearing:

15 < 8700.0210 Examinations for Teacher Licenses
18 requests for a public hearing, of which 1 was subsequently withdrawn

w/d 8700.0502 Provisional Licenses; Teaching in Unlicensed Subjects
51 requests for a public hearing

w/d 8700.0900 - 8700.2200 Continuing Education
22 requests for a public hearing

8700.4710 Teachers of Business; 8700.5900 School Librarians; 8700.7800 Teachers Prepared in States Other Than Minnesota; and Repealer
No requests for a public hearing on these specific rules were received by the agency.

In addition, 42 requests for a public hearing on all proposed rules were received, of which 39 were subsequently withdrawn with the exception of those relating to continuing education.

Therefore, a total of 64 requests for a public hearing on continuing education were received, and 54 requests for a public hearing on provisional licenses were received. Minn. Rules, parts 8700.0502 and 8700.0900-8700.2200 are not adopted without public hearing.

The agency did not receive requests for a public hearing from 25 or more persons which were not withdrawn relating to proposed adoption of Minn. Rules, parts 8700.0210, 8700.4710, 8700.5900, 8700.7800 and Repealer.

One request for notice of submission to the attorney general regarding Minn. Rules, part 8700.0502, Provisional Licenses, was received by the agency; however, the rule will not be adopted without public hearing.

Based on the comments and evidence in the record before the agency, the Board of Teaching finds the following:

1. It is necessary to amend 8700.0210 Examinations for Teacher Licenses to clarify the type of evidence required under this part.
2. It is necessary that score reports are forwarded directly from the party who administers, scores, and reports the examinations to ensure the accuracy of the score reports.
3. The amendments provide clarifying language and do not represent a substantial change from the proposed rule as noticed since the amendments do not affect new classes of persons or introduce significant new subject matter.

The above-captioned rules are needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rules identified as 8700.0210 as modified, 8700.4710, 8700.5900, 8700.7800 and repealer, are adopted this 20th day of February, 1987, pursuant to authority vested in the Board by Minnesota Statutes, sections 125.05, subd. 1, and 125.185, subd. 4.

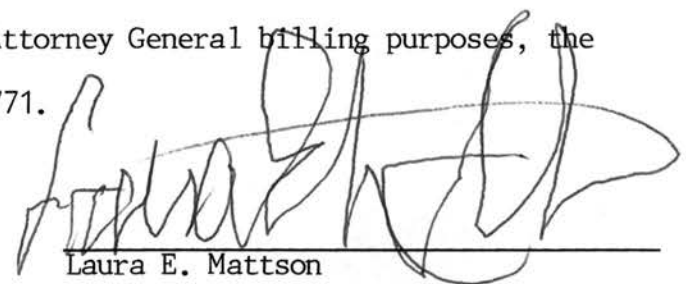
Kenneth L. Peatross

Executive Secretary

In the Matter of the Adoption
of the Rules of the State Board of Teaching
Governing Teaching Licenses; Continuing
Education; and Miscellaneous Others

DECLARATION OF
COUNSEL

I, Laura E. Mattson, Special Assistant Attorney General, do hereby declare that I have examined the above-captioned rule, and the supporting rulemaking record, and that, based on my examination, the Administrative Procedures Act and Minnesota Rules, chapter 2010 have been followed. Any exceptions are listed below. For Attorney General billing purposes, the four-digit docket client code is 0771.



Laura E. Mattson
Special Assistant Attorney General

Date: February 20, 1987

Office of the Revisor of Statutes

Administrative Rules

Lorna M. Breiter
Assistant Deputy Revisor
296-2778

700 State Office Building
435 Park Street
St. Paul, MN 55155-1297

November 24, 1986

Kenneth L. Peatross
Minnesota Board of Teaching
608 Capitol Square Building
550 Cedar Street
Saint Paul, Minnesota 55101

RE: RD1045 Teaching Licenses

Dear Mr. Peatross:

We are enclosing six copies of your rule, approved as to form. Please submit two copies to the State Register.

If you have any questions, do not hesitate to call.

Very truly yours,

Lorna M. Breiter

Lorna M. Breiter

LMB/mp
Enclosure

MINNESOTA BOARD OF TEACHING
KENNETH L. PEATROSS
EXECUTIVE SECRETARY

608 CAPITOL SQUARE BUILDING
550 CEDAR STREET
ST. PAUL, MINNESOTA 55101
(612) 296-2415

TO: J. Michael Miles
Office of the Attorney General

FROM: Kenneth L. Peatross
Executive Secretary
MINNESOTA BOARD OF TEACHING

K Beatross

SUBJECT: Rules of the Board of Teaching Adopted Without a Public Hearing

DATE: February 23, 1987

Enclosed for your review are the documents related to the adoption of rules of the Board of Teaching adopted without a public hearing. The documents enclosed are those required by the Office of the Attorney General for adoption of rules without a public hearing. If I can provide any additional information relative to these rules, please contact me.

KLP:ngr

Attachments

Bd of Teaching Rule

~~(1.)~~ Fees - pg 2, line 29 a) did not comply w/16A.128
b) not specific -

~~(2)~~ Requests for hearing - w/drawns
(2) definite rqts
~~4 - ?~~ mjc - not rqsts 1 want 2 hearing on 502 rules
25?

(3) - Laura - be sure existing language remains

(4) recd one rqst to be notified of AG subm, ag says it is refering only to 0502

~~(5)~~ authority to license librians -
see SNR
See 125.03 subd 5 excluding librar
→ JMM - no problem - these are already teachers

cf w/L. Mattson on 3-10 - Bd is not imposing fee, examination company is, Bd is merely setting parameters
→ JMM - OK - implied authority

What must be done: - ~~rule w/drawn & resubmitted~~
new note - rqster w/drew rqst to be notified ~~mjc~~
~~- Notice of submission to AG~~
~~- affidavit of mailing Notice~~
~~AG must wait 8 days~~

0502-out
0900-2200-out

0210-15-un
4710
5900
7800
gone-6
? 4

good luck

Rule

Changes from proposed to Adopted

I interpreted the request for a hearing regarding "initial testing" as 8700.0210 subp 1.

There are 15 people who requested a hearing on "initial testing" and "clock horns."

The subp re "clock horns" was withdrawn but "initial testing" remains in the rule as adopted (if my interpretation is correct).

Seperate from the "initial testing" comments, there were 12 other comments which we must look at to see if they request a hearing on the whole rule, since 15 + 12 = 27

The 12 are attached.

Notice of Intent

See p 2 line 29

Notice of Submission to A.G. + Affidavit

In "provisional license" file, first letter, Judith Bergauer has requested "to be notified of the date of the submission to the A.G."

now in pile of 12 seperate letters

Authority 125.05 (1+6) 125.185 (4) OK

Date	Origination	Hearing Request	W. Drawn	Problem Area	Remain	W/ Draw
Whole	~~Silver~~					
12/10	Silverlake	X	X	N/A		
12/15	Walnut Grove	X	X	N/A		
1/6	Mellie Sharkey	X	X	Teacher Licenses	X	
Teacher Examination						
12/20	U of M	X		.0210	X	
12/22	#409	X		.0210	X	
1/6	Judy Luhman	X		initial testing	X	
	~~Denise Kethner~~	~~X~~		clock hours		X
1/6	Denise Kethner	X		initial testing	X	
				clock hours		X
1/6	Tom Henderson	X		initial testing	X	
				clock hours		X
1/6	M. Moulden	X	X	initial testing	X	
				clock hours		X
1/6	Jan Rootham	X		initial testing	X	
				clock hours		X
1/6	Mike Sheldon	X	X	initial testing	X	
				clock hours		X
1/6	Jan Kohler	X		initial testing	X	
				clock hours		X
1/6	Richard Luhman	X		initial testing	X	
				clock hours		X
1/5	Joann Strand	X	X	initial testing	X	
				clock hours		X
12/31	Nora Anderson	X	X	initial testing	0	
				clock hours		X

Date	Organization	Hearing Request	Hearing W/Drawn	Problem Area	Remain	W/Draw
12/29	Cathy Moen	XX		initial testing	✓	
				clock hours		✓
12/29	Kathryn Larson	XX		initial testing	✓	
				clock hours		✓
12/29	Edna Mae Pearson	XX		initial testing	✓	
				clock hours		✓
12/29	Bev Bereny	XX		initial testing	✓	
				clock hours		✓
12/29	Pam Cameron	XX		initial testing	✓	
				clock hours		✓
12/17	John Martin	XX	XX			
Provisional License						
√ 12/31	Judith Bergauer	X		0502 (see second paragraph)		X
		XX				
12/19	U of M	X		provisional licensed		X
12/31	Diane Goulett	X		provisional licenses		X
12/30	John Pindgren	X		provisional license		X
12/31	Linda Matter			prov. lic.		X
1/7	Suzanne Weinstein	XX		prov lic		X
1/7	Kim Marking	X		" "		X
1/7	Marcida Hartman			" "		X
1/7	Theresa La Due	X		" "		X
12/29	Lois White	X		" "		✓

Date	Organization	Hearing Request	Hearing W/Drawn	Problem Area	Problem Remain	Problem W/Drawn
1/5	Moorehead	X		Provisional License		X
1/5	D. Seltz	X	X	"	"	X
12/31	Kreb Speech	X		"	"	X
12/31	Susan Jude	X		"	"	X
12/31	Kreb Speech	X		"	"	X
12/31	Lois Nordling	X	X	"	"	X
12/31	Bruce Hanson	X		"	"	X
12/31	Kreb Speech	X		"	"	X
12/31	Wm. Busse	X		"	"	X
12/31	Patrice Pribula	X		"	"	X
12/30	Dorothy Huseby	Y		"	"	X
12/30	Sandra Schippits	X		"	"	X
12/30	Gerald Powers	X		"	"	X
12/30	Joan Jacobson	X		"	"	X
12/20	Melrose Public	X		"	"	X
2/30	Mary Ambroe	X		"	"	X
12/30	St Cloud U.	X		"	"	X
12/30	Sandra Irwin	X		"	"	X
12/29	Father Moss	X	X	"	"	X
12/29	LaRae McGillivray	X		"	"	X
12/29	Patricia Thomas	X		"	"	X
12/29	Cathleen Nelson	X		Provisional License		X
12/29	Susan Gussoma	X		"	"	X
12/29	Dennis Cepinski	X		"	"	X
12/19	Robert Sander	Comments		"	"	
12/19	Special Ed Coop	X		"	"	X
12/20	Shirley Johnson	X		"	"	X
12/21	MaryPat O'Toole	X		"	"	X

Date	Organization	Hearing Request	Hearing Withdrawn	Problem Area	Remain	DO/Draw
12/21	Richfield Public	X		Provisional Licensing		X
12/20	U of M	X		" "		X
12/20	Mankato	X		" "		X
12/20	Mankato	X		" "		X
12/20	"	X		" "		X
12/29	Redlake Falls	X		" "		X
12/29	Jackie Stengaard	X		" "		X
12/29	Moorhead	X		" "		X
12/29	U of M	X		" "		X
12/29	Mary Pray	X		" "		X
12/29	Crow River	X		" "		X
12/29	UMD	XX		" "		X
12/29	Anne Moyano	X		" "		X
12/29	Mankato	X		" "		X
Continuing Education						
1/29	Winona Public Schools	X	X			
12/20	" " "	X	X	Teaching Licenses		
12/20	" " "	X	X	Continuing Ed		
12/20	" " "	X	X	" "		
"	" " "	X	X	" "		
"	" " "	X	X	" "		
"	" " "	X	X	" "		
"	" " "	X	X	" "		
	along w/ 31 others		X			
12/20	Walnut Grove	X		Teaching licenses		
		X		Continuing Ed.		
	↓	XX	X	0210	X	

Date	Organization	Hearing Request	Hearing W/Drawn	Problem Area	Remain	W/Drawn
	Walnut Grove Cont'd	X		.0900		X
	↓	X		.1000		X
		X		.1100		X
1/6	Jackie Stensgaard	X		Renewal Units		X
12/29	Gary Weiskirch	X		.0900 - .2300		X
12/16	Byron Jacobson	X		.0900		X
12/21	Gary Schwartz	X		.0900 - .2300		X
12/21	Ben Phillips	X		" "		X
12/20	Moms High	X		clock hours		X

Office of the Revisor of Statutes
Administrative Rules

Lorna M. Breiter
Assistant Deputy Revisor
296-2778

700 State Office Building
435 Park Street
St. Paul, MN 55155-1297

February 2, 1987

Kenneth L. Peatross, Executive Secretary
Board of Teaching
608 Capitol Square Building
550 Cedar Street
Saint Paul, Minnesota 55101

RE: AR1045 Teaching Licenses; Continuing Education and Miscellaneous Others

Dear Mr. Peatross:

Enclosed are four copies of your rule with the modifications you requested.

Please submit the rules to the Attorney General or the Office of Administrative Hearings, as appropriate.

If you have any questions or need further modifications, please call.

Very truly yours,

Lorna M Breiter

Lorna M. Breiter

LMB/mm
Encl.