

Minnesota Attorney General: Administrative Rules Proceedings

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August 20, 2018

SF-00006-05 (4/86)

DEPARTMENT : ATTORNEY GENERAL

STATE OF MINNESOTA

Office Memorandum

DATE : June 8, 1987

TO : CINDY L. LAVARATO
Special Assistant
Attorney General

FROM : MIKE MILES
Assistant Attorney General

PHONE : 6-6555

SUBJECT : In the Matter of the Adopted Rules Relating to Education; Secondary Vocational Licenses; Comprehensive Changes

The above-referenced rule has been approved as to its legality by the Attorney General on June 2, 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.

JMM:nah

Enclosures

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

Duane Harves
Chief Administrative Law Judge
Office of Administrative Hearings

Minnesota Vocational Association of Special Needs Personnel

PRESIDENT
Ron Dittmer
St. Paul Johnson High School

PAST-PRESIDENT
Lynette Kopperud
Hopkins Schools

PRESIDENT-ELECT
Jerry Lassila
Cloquet High School

SECRETARY
Bill Gulbrandson
Willmar AVTI

TREASURER
Mary Stevens
St. Francis High School

W.E.C.E.P.
Robert Lindbloom
Stillwater High School
Bill McCabe
Apple Valley High School

W.E.D.
John Blin
Mounds View High School
Arlin Melgaard
Bemidji High School

W.E.H.
Jake Vollar
Duluth High School
Jennifer Schneider
Minneapolis Emerson

SUPPORT SERVICE
Terry Talbot
916 AVTI
Stephanie Corby
Hennepin Technical Center

ADMINISTRATIVE AND AFFILIATE
Vern Schultz
St. Paul Schools

VOCATIONAL EVALUATION
Jan Johnson
916 AVTI
Tim Skaaja
North Hennepin

Chairperson
State Board of Education
Capitol Square Bldg.
St. Paul, Mn. 55101

Dear Chairperson,

I am enclosing a letter by Greg Wright from Rochester AVTI. As stated in his letter, "Special Needs is the only area of licensure that is prevented from applying for a licence as Assistant Administrator or Administrator."
The Minnesota Vocational Association of Special Needs Personnel agrees with Mr. Wright's contention that this is a licensure concept that needs to be changed. Thus, the MVASNP executive board, strongly endorses a licensure adjustment that would strike the listing of vocational services in parentheses for 5 MCAR 1.0797 Section D Administrative personnel 1. b. Licensure criteria. An applicant (1) and 2. b. (1). The MVASNP board feels that the language in the present rules/regulations that prohibits individuals from using their experience in Vocational Special Needs to attain Administrative positions is discriminatory and should be eliminated. Special Needs is a vocational service and should be recognized as such.

Sincerely,

Ron J. Dittmer

MVASNP Executive Board
Ron Dittmer, President

Minnesota Vocational Association of Special Needs Personnel
MVASNP

Rochester Area Vocational-Technical Institute

1926 Southeast Second Street • Rochester, Minnesota 55904

Student Personnel Services 507-285-8631

March 23, 1984

MVASNP
Ron Dittmer, President
St. Paul Johnson High School
1349 Arcade
St. Paul, MN 55106

Dear Ron,

Thank you for your letter. I appreciate your help in bringing the licensure problem to the attention of the appropriate committee. When I reviewed my original letter I found some errors. Please accept the following as a correction and pass them on to Dennis Jensen.

Special Needs is the only area of licensure that is prevented from applying for a license as Assistant Administrator or Administrator. Prudent judgement would conclude that this oversight must be corrected. The solution to this omission would be to allow Special Needs Supervisors and Support Service Managers to qualify for these positions.

Furthermore, Support Service Managers and Special Needs Supervisors should be allowed to have their experience be used to qualify for a license as Student Personnel Service Supervisor.

Thank you for your assistance.

Sincerely,

Gregory G. Wright

Minnesota Vocational Association of Special Needs Personnel

PRESIDENT
Ron Dittmer
St. Paul Johnson High School

PAST-PRESIDENT
Lynette Kopperud
Hopkins Schools

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VOCATIONAL EVALUATION
Jan Johnson
916 AVTI
Tim Skaaja
North Hennepin

Nov. 28,1984

Ron Koebnick
Work Experience Handicapped Supervisor
State Department
Capitol Square Bldg.
St. Paul, Mn. 55101

Dear Ron,

Previously the Minnesota Vocational Association of Special Needs Personnel requested a licensure adjustment to end the discrimination against individuals wishing to use their experience in Vocational Special Needs to qualify for licence as an Administrator or an Assistant Administrator. We feel that a second consistant proposal that follows logically would be to allow Support Service Managers and Special Needs Supervisors to use their experience to qualify for a licence as a Student Personnel Services Supervisor.

Many Special Needs programs are administered through a Student Personnel Division person, licenced as a Student Personnel Services Supervisor (SPSS) or its equivalent. Everyone who holds a license in the Student personnel area can be licensed as a SPSS except people in Special Needs. If a Special Needs person is supervised by someone with a SPSS license, then logically a Special Needs person should be able to obtain a SPSS license.

Hopefully the licencing regulations can be adjusted in both of these areas to end the discrimination that now exists.

Sincerely,

Ron Dittmer

MVASNP Executive Board
Ron Dittmer, President

A SECURE FUTURE THROUGH QUALITY EDUCATION

ROCHESTER AVTI
1926 Southeast Second Street
Rochester, MN 55901

Gregory C. Wright
Special Needs
507-281-6040

December 21, 1984

Audrey Grote
Minnesota Department of Education
Capitol Square Room 520
550 Cedar
St. Paul, MN 55101

Ms. Grote,

Thank you for our phone conversation of 12/20/84. Thank you also for accepting this written proposal regarding licensure modifications.

PROPOSAL: Allow Special Need personnel to apply for licenses as Director and Assistant Director.

Special Needs is the only area of licensure that is prevented from applying for a license as Assistant Administrator or Administrator. Prudent judgement would conclude that this oversight must be corrected. It is a discriminatory practice. The solution to this omission would be to allow Special Needs Supervisors and Support Service Managers to qualify for these positions.

PROPOSAL: Allow Special Need personnel to apply for licenses as Student Personnel Service Supervisors.

Many Special Needs programs are administered through a Student Personnel Division person, licensed as a Student Personnel Services Supervisor (SPSS) or its equivalent. Everyone who holds a license in the student personnel area can be licensed as a SPSS except people in Special Needs. If a Special Needs person is supervised by someone with a SPSS license, then logically a Special Needs person should be able to obtain a SPSS license. The current practice is discriminatory. The solution is to allow people licensed as a Special Needs Supervisor or Support Service Manager to apply for a license as a Student Personnel Services Supervisor.

PROPOSAL:If a teacher holds licenses in secondary standard, secondary vocational, post-secondary vocational, or any combination, the teachers must only renew the license that he/she is currently teaching under. All licenses will be renewed when the license the person is currently teaching under is renewed.

Teachers that have multiple licenses are currently required to renew each of them separately. This requires, in many cases, doubling the amount of renewal units to gain relicensure. Furthermore, it penalizes the teacher with double licensing fees. The solution should be to allow a teacher to relicense in the area that he/she is currently teaching in and allow the other areas to automatically be relicensed. If a teacher is teaching in two areas, he/she needs only to satisfy the relicensure of the area of his/her major assignment and the other area will be automatically renewed.

Thank you for considering these proposals.

Sincerely,

Gregory C. Wright

Rochester Area
Vocational-Technical Institute

1926 Southeast Second Street • Rochester, Minnesota 55904

Student Personnel Services 507-285-8631

March 23, 1984

MVASNP
Ron Dittmer, President
St. Paul Johnson High School
1349 Arcade
St. Paul, MN 55106

Dear Ron,

Thank you for your letter. I appreciate your help in bringing the licensure problem to the attention of the appropriate committee. When I reviewed my original letter I found some errors. Please accept the following as a correction and pass them on to Dennis Jensen.

Special Needs is the only area of licensure that is prevented from applying for a license as Assistant Administrator or Administrator. Prudent judgement would conclude that this oversight must be corrected. The solution to this omission would be to allow Special Needs Supervisors and Support Service Managers to qualify for these positions.

Furthermore, Support Service Managers and Special Needs Supervisors should be allowed to have their experience be used to qualify for a license as Student Personnel Service Supervisor.

Thank you for your assistance.

Sincerely,

Gregory G. Wright

HENNEPIN TECHNICAL CENTERS

CAREER ASSESSMENT SERVICE

NORTH CAMPUS
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445
(612) 425-3800

SOUTH CAMPUS
9200 Flying Cloud Drive
Eden Prairie, MN 55344
(612) 944-2222

January 25, 1985

Ms. Audrey Grote
MN Department of Education
520 Capitol Square
550 Cedar Street
St. Paul, MN 55101

Dear Ms. Grote:

This letter is to express a concern over present state licensure requirements for Vocational Evaluation Specialists. I would like to request that this be brought before the task force for their consideration.

At present, the state licensure requirements for a Vocational Evaluation Specialist is a Technical Tutor license. It is evident that the position of Vocational Evaluation Specialist requires qualifications and responsibilities that are incongruent with a Technical Tutor's.

As we discussed, it is my contention that a need exists for the development of an additional category. This category would have a twofold purpose. The first would be to establish requirements that would be in accordance with the background and training of a Vocational Evaluation Specialist. The second purpose would be to consolidate individuals throughout the state that are in positions of this nature for consistency and to also upgrade the profession. The following is an example of the inconsistency that exists between the position's responsibilities and the state's licensing requirements. Vocational Evaluation Specialists are required to possess the qualification that allows certification to be attainable on a national level, while presently the state requires a Technical Tutor license. (see enclosure)

I would like to thank you in advance for your time regarding this issue. If it would be helpful to you, I am willing to meet with you for further discussion and to answer any questions you may have. I may be contacted at the following number: 944-2222, extension 275.

Sincerely,

Kathie J. Lanier

Kathie J. Lanier
Vocational Evaluation Specialist

enclosure
cc: Bob Wrobel
Jerry Murray

MN's Licensing Requirements

SPECIAL NEEDS LICENSURE CHART

		RELEVANT EDUCATION									RECENT RELEVANT OCCUPATIONAL EXP.					SPECIAL COURSES OR REQUIREMENTS							PRIOR TO FIRST RENEWAL			
	OPTIONS	Education Degree	Vocational Education Degree	Special Education Degree	Counseling Degree	Vocational Rehabilitation Degree	ESL-Related Degree (1)	National Registration			½ Yr/1000 Hours ROX	1 Yr/2000 Hours ROX	500-Hour Recency Clause Not Applicable	1000 Hours Teaching English to Students With Limited English Speaking Ability		Philosophy of Vocational Education	Second Language Teaching Methods Course	Recommended by Local Director	National Interpreter Training Consortium or Equivalent				Human Relations**	Philosophy of Vocational Education	6 Clock Hours Special Needs Inservice (2)	
SUPPLEMENTAL SUPPORT STAFF/ TECHNICAL TUTOR																		X					X	X	X	
INTERPRETER FOR THE DEAF	A							X			X		X										X	X	X	
	B										X		X						X				X	X	X	
OCCUPATIONAL ENGLISH AS A SECOND LANGUAGE INSTRUCTOR	A						X				X		X	X									X	X	X	
	B						X				X		X				X						X	X	X	
	C	X									X		X	X									X	X	X	
	D	X									X		X				X						X	X	X	

ROX: Recent, relevant occupational experience. Unless otherwise indicated, ROX means paid experience (outside of education or teaching) and includes at least 500 hours within the prior five years.

Deg: Degree. Unless otherwise indicated, "Degree" means a four-year baccalaureate degree from an accredited college or university.

Education Degree: Baccalaureate or higher degree in a recognized educational field including at least 27 quarter credits in education with 6 quarter credits of student teaching.

** Only one full-time vocational license may be granted without H.R., with completion required prior to any renewal or endorsement.

ELABORATION ON SPECIAL COURSES OR REQUIREMENTS

1. English as a Second Language related degree in Linguistics, Foreign Language, or English.

2. As approved by the local education agency.

Licensing Requirements on a National Level

STANDARDS FOR CERTIFICATION AS A VOCATIONAL EVALUATION SPECIALIST

To be considered eligible for certification during the grandfathering period (July 1, 1982 through December 31, 1984) the applicant must meet all requirements regarding education and employment experience in one of the categories listed below. Educational and employment experience requirements must be fully satisfied at the time the application is submitted.

CATEGORY A

Formal Education: Master's or Doctor's degree specializing in Vocational Evaluation

Granted by: An education program specializing in Vocational Evaluation

Internship: Internship in Vocational Evaluation

CATEGORY B

Formal education: Master's or Doctor's degree in a related human service field, e.g., work adjustment, rehabilitation counseling, counseling and guidance, psychology, social work, education, educational psychology, occupational therapy, nursing, vocational education, special education

Granted by: An education program specializing in one of the related areas

Work experience: One year of paid work experience as a Vocational Evaluation Specialist

CATEGORY C

Formal education: Bachelor's degree specializing in Vocational Evaluation

Granted by: An education program specializing in Vocational Evaluation

Work experience: One year of paid work experience as a Vocational Evaluation Specialist

CATEGORY D

Formal education: Bachelor's degree in related human services field, e.g., rehabilitation, psychology, special education, occupational therapy

Granted by: An education program specializing in one of the related areas

Work experience: Two years of paid work experience as a Vocational Evaluation Specialist

CATEGORY E

Formal education: Associate degree in human services; or Bachelor's or Master's degree in a field unrelated to human services

Work experience: Three years of paid work experience as a Vocational Evaluation Specialist

SPECIAL SCHOOL DISTRICT NO. 1

MINNEAPOLIS PUBLIC SCHOOLS

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

807 NORTHEAST BROADWAY, MINNEAPOLIS, MINNESOTA 55413-2398

OFFICE OF THE DIRECTOR OF
VOCATIONAL/TECHNICAL EDUCATION

Phone 612/627-2230



October 1, 1986

Tom Strom, Manager
Secondary Vocational Programs
Minnesota State Board of Vocational Technical Education
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Tom:

We wish to express our concern over the present requirements and proposed requirements for Local Vocational Program Director's license (LVPD). We propose that the following be added to sub part 2, Item E, following line 17 of the Rules and Regulations for this license.

"An applicant who presently wants a Minnesota Vocational teaching license and has taught in the field of education, but did not hold the Vocational teaching license during the time of that experience, will meet the criteria for Vocational teaching."

The questions for rationale that lead up to this proposed change are as follows:

(1) What competencies above and beyond those learned in regular teaching are gained from teaching in a Vocational Program?"
(2) What is the State Department of Education definition of a "Vocational" Program?
(3) What difference does it make as to the time when a person holds a Vocational certificate so long as the competency exists when a person applies for the LVPD license?
(4) How does holding a Vocational teaching license demonstrate effectiveness as a local Vocational Program Director?
(5) We are also aware that many local and state supervisors are in charge of both reimbursable and nonreimbursable Vocational Programs.

It is our position that the proposed addendum does indeed reflect a level of competencies in the applicant in that it does not challenge the requirement of the applicant having a valid Minnesota Vocational teacher's license as indicated in sub part 2, section D. It does, however, challenge the requirement of the applicant having taught a minimum of two years in a "Vocational Education Program" which is being interpreted by the state licensure committee and the MASVA Board as one which receives categorical aid. Furthermore, it is our feeling that a LVPD's duties and responsibilities reflect more administrative function than a teaching function.

The approval of this addition to the LVPD license regulations does ensure quality and competency in that a minimum of two years teaching experience, as well as the applicant having a valid Minnesota Vocational education teaching license, will be required. We believe this change will only positively effect the desired degree of leadership of Vocational Education in the State of Minnesota.

Yours very truly,

Michael Mattson, Consultant
Industrial Technology Education

Dean Rolfs, Consultant
Business & Cooperative Education

MM/DR:mds

cc: Audrey Grote
Harvey Rucker

MINNEAPOLIS TECHNICAL INSTITUTE • 1415 HENNEPIN AVENUE SOUTH • MINNEAPOLIS, MINNESOTA 55403

February 3, 1987

Ms. Audrey Grote
629 Capital Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

Due to our phone conversation, I am withdrawing my request for a hearing regarding Vocational Licensure.

Sincerely,

Nancy Green

Nancy Green
Instructor, Restaurant Foods
Minneapolis Technical Institute

370-9408

MINNEAPOLIS TECHNICAL INSTITUTE • 1415 HENNEPIN AVENUE SOUTH • MINNEAPOLIS, MINNESOTA 55403

January 15, 1987

Ms. Audrey Grote
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote,

I am writing to express my concern over the proposal to seperate the licensing of vocational teachers into two different agencies. Also, I object to the reduction of licensing catergories. Such a drastic change is sure to cause havoc within the system and result in many teachers being placed in subject areas for which they are unqualified.

I would like to see a hearing scheduled to debate these issues. Please consider bringing this proposal into an open arena.

Sincerely,

Nancy Green

Nancy Green
Instructor, Restaurant Foods

NCG:df

370-9400

dakota county
vocational center
1300 145th st east □ rosemount, MN 55068 □ (612) 423-2281

February 4, 1987

Ms. Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55110

Ms. Grote:

Based on the information presented by the Minnesota Department of Education staff, I am withdrawing my request for a hearing on the proposed vocational teacher licensure rules.

Lori V. Brumbaugh
Name

2400 W. 70½ St.
Home Address
RICHFIELD, MN. 55423

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is in response to the publication of the proposed rules relating to secondary vocational licenses in the State Register of Monday, December 29, 1986, to request a public hearing.

One portion addressed is the elimination of the Committee Review process in obtaining an initial license or adding a category to an existing license. It has been said that this is being done for monetary reasons and that only a small number of licenses being reviewed are actually accepted. If this is the case, do not eliminate the review process but rather raise the fee. Any individual who truly believes that he/she is qualified and could prove it if given the chance to speak should not be denied. This is a career decision. To exclude someone who could be an excellent teacher/supervisor simply because the review process is eliminated would be a waste of talent. Without this process licensing have to follow the letter of the rules.

This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Lori Voit Brumbaugh
Home address: 2400 West 76½ St. Richfield, Mn. 55423
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely, David Hawkinson

Name: DAVID R HAWKINSON

Home address: 2726 HILLVALE TRAIL
OAKDALE, MN. 55119

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely, D Hawkinson

Name: David Hawkinson
Home address: 2726 HILLDALE TRAIL, Oakdale Minn 55119
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
vocational center
1300 145th st east □ rosemount, MN 55068 □ (612) 423-2281

February 4, 1987

Ms. Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55110

Ms. Grote:

Based on the information presented by the Minnesota Department of Education staff, I am withdrawing my request for a hearing on the proposed vocational teacher licensure rules.

Elizabeth Isebrand
Name

4268 No. Nybro Ln.
Home Address
Eagan, Minn. 55123
452-1842

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Elizabeth Isebrand
Home address: 4268 No. Nybro Ln. Eagan 55123
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: [signature]

Home address:
1830 Maple St.
Hastings MN, 55033

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Richard W. Mayer
Home address: 1830 Maple St. Hastings Mn. 55033
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
vocational center
1300 145th st east □ rosemount, MN 55068 □ (612) 423-2281

February 4, 1987

Ms. Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55110

Ms. Grote:

Based on the information presented by the Minnesota Department of Education staff, I am withdrawing my request for a hearing on the proposed vocational teacher licensure rules.

Name

893 Hyperion Lane

Home Address

Apple Valley MN

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Debbie Almquist
Home address: 893 Hyperion Lane, Apple Valley, 55124
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Mary Poad

Home address: 585 N Greenleaf Eagan, MN 55123

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Mary Pollard
Home address: 585 N Cleveland Eagan 55123
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Randy L. Pontiller

Home address: 229 Park St. So. St Paul MN. 55075

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Randy G. Pistulka
Home address: 229 Park ST. So. St. Paul MN. 55075
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Sharon L. Everly

Home address: 22255 Albatross
Farmington, Mn. 55024

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Sharon Everly
Home address: 22255 albatross Lgtn, Mn 55024
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: David Stellington

Home address: 907 Cartland Dr Apple Valley MN 55124

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Dave Heffington
Home address: 907 Cortland Dr Apple Valley, MN 55124
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: James Heino

Home address:
225 W. Hoyt Av.
St. Paul MN 55117

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Jan Heino
Home address: 225 W. Hoyt Av. St. Paul
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Douglas MB Webster

Home address: 701 W. Second
Hastings, MN. 55033

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Daylene Mrs Webster
Home address: 701 W. Second, Hastings, MN 55033
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Jeanne Eglinton

Home address: 5445 Audobon Ave #106
Inver Grove Hts, Mn
55075

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Joanne Eglinton
Home address: 5445 Audobon Ave #106, Inver Grove Hts
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Eugene C Butler

Home address:

3640 70th St. E.

I.G.H., Mn. 55075

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Eugene C Bertin
Home address: 3640 70th St E. I.G.H. Mn. 55075
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Robert C. Helen

Home address: P.O. Box 324
Forest Lake, Mn.

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Robert C. Voelker
Home address: P.O. Box 324, Forest Lake, Mn. 55025
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: William Sigmund

Home address: 2421 Francis ST
So. St. Paul MN 55075

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: William Siguere
Home address: 2429 Francis ST S St Paul MN 55075
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: David Lawsen

Home address: 15291 DRESDEN WAY
APPLE VALLEY, MN. 55124

dakota county
area vocational
technical
institute

January 23, 1987

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Minnesota Department of Education
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: David B. Lawson
Home address: 15291 Dresden Way, Apple Valley, Mn. 55124
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Tom Wood

Home address:
140 Riverwoods Lane
Burnsville MN 55337

dakota county
area vocational
technical
institute

January 23, 1987

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Minnesota Department of Education
629 Capitol Square Building
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Sincerely,

Name: Tom Wood
Home address: 140 Riverwoods Lane Burnsville Mn.
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Diana Grem

Home address: 1009 Sunset Lane
River Falls
Wi. 54022

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Donna Krenz
Home address: 1009 Locust Lane, River Falls, Wis. 54022
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Russell Cutts

Home address: 1009 SUNSET LANE
RIVER FALLS, WI
54022

dakota county
area vocational
technical
institute

January 23, 1987

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Minnesota Department of Education
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: [signature]
Home address: 1009 SUNSET LANE, RIVER FALLS, WI 54022
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

February 5, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is to rescind my previous letter of January 23, 1987, relating to secondary vocational licenses and requesting a public hearing.

Sincerely,

Name: Barbara (Sara) Owen

Home address:
orchard Lake
Lakeville, Mn.

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Barbara J Green
Home address: 12335 W 175th St. Lakeville Mn 55044
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
area vocational
technical
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January 23, 1987

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: S. C. Weiland
Home address: 1636 Clarence St. - St. Paul, MN 55104
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
area vocational
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January 23, 1987

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: E. S. Hopper
Home address: 734 Dakota St. Shakopee, Mn. 55379
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
area vocational
technical
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January 23, 1987

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Gordy Oralan
Home address: 5840 W 131 St. APPLE VALLEY MN 55124
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
area vocational
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January 23, 1987

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Rae Mears Hallfin
Home address: 1395 Roosevelt Road, Hastings MN 55033
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
area vocational
technical
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January 23, 1987

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Elizabeth A. McDonough
Home address: 14760 Cambrian Ave. Rosemount, Mn 55068
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
area vocational
technical
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January 23, 1987

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This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Dianne M. Wood
Home address: 140 River Woods Lane, Burnsville, Mn 55337
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
area vocational
technical
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January 23, 1987

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Dear Ms. Grote:

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One portion addressed is the elimination of the Committee Review process in obtaining an initial license or adding a category to an existing license. It has been said that this is being done for monetary reasons and that only a small number of licenses being reviewed are actually accepted. If this is the case, do not eliminate the review process but rather raise the fee. Any individual who truly believes that he/she is qualified and could prove it if given the chance to speak should not be denied. This is a career decision. To exclude someone who could be an excellent teacher/supervisor simply because the review process is eliminated would be a waste of talent. Without this process licensing have to follow the letter of the rules.

This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Richard Blasjo
Home address: 1135 So. Century Ave, St. Paul 55119
Work address is listed above

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

dakota county
area vocational
technical
institute

January 23, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Grote:

This letter is in response to the publication of the proposed rules relating to secondary vocational licenses in the State Register of Monday, December 29, 1986, to request a public hearing.

One portion addressed is the elimination of the Committee Review process in obtaining an initial license or adding a category to an existing license. It has been said that this is being done for monetary reasons and that only a small number of licenses being reviewed are actually accepted. If this is the case, do not eliminate the review process but rather raise the fee. Any individual who truly believes that he/she is qualified and could prove it if given the chance to speak should not be denied. This is a career decision. To exclude someone who could be an excellent teacher/supervisor simply because the review process is eliminated would be a waste of talent. Without this process licensing have to follow the letter of the rules.

This should meet the requirements as stated in the State Register to request a public hearing.

Sincerely,

Name: Donald E. Koebele
Home address: 316 Edgecumbe Prive Mahtomedi, MN 55115
Work address is listed above PCAVTI - Rosemount MN ~~55068~~

C: Ruth E. Randall, Secretary, State Board of Education
Karen O'Brien, Director, Dakota County Vocational Center

Cave him back about Jan. 15th to see if he still wants a public hearing! hcH

Send N+R + docume

Minnesota Department of Education

Capitol Square 550 Cedar Street Saint Paul, Minnesota 55101 Phone:

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

State Board of Education
Department of Education
Partnership Division

In the Matter of the Proposed Adoption of the Rule of the State Board of Education Relating to Education: Secondary Vocational Licensure, Minnesota Rules, pt. 3517.0010 to 3517.9700

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

Notice is hereby given that the State Board of Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority to adopt the rule is Minn. Stat. §121.11, subd. 12 (1984) and Minn. Stat. §125.185, subd. 4 (1984).

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

Any person may make a written request for a public hearing on the rule 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, sections 14.131 to 14.20.

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

1-5-87

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

612 328 5210

We are requesting a public hearing. If you cannot send along a copy of your changes, you definitely need a hearing.

David R. Klosel Supt.
Brownton Public Schools #42
Brownton, Minnesota 55312

OVER

The proposed rule 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 rule as noticed.

The rule proposed for adoption would make changes in the requirements for licensure of secondary vocational personnel. A majority of those changes pertain to individuals seeking to add licensure in a category of practice, or to individuals seeking initial licensure. A free copy of the rule is available upon request from Audrey Grote.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Audrey Grote upon request.

If no hearing is required, upon adoption of the rule, the rule 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 rule, must submit the written request to Audrey Grote.

State of Minnesota
State Board of Education

Ruth E. Randall

12/9/86
Date

Ruth E. Randall
Secretary, State Board of Education

TO

Ms. Audrey Grote
Minn. Dept. of Educ.
639 Capitol Square Bldg.
550 Cedar St.
St. Paul, Mn. 55101

FROM

FRAZEE-VERGAS PUBLIC SCHOOLS
P. O. Box 186
Frazee, Minnesota 56544
Phone 218-334-2981

SUBJECT:

FOLD HERE

DATE 1/5/86

MESSAGE

This is to inform you of my desire for a public hearing on Mn. Rules 3517.0010 to 3517.9000. Please forward copies of proposal.

SIGNED James Lemont
Supt.

DATE

REPLY

SIGNED

FORM NO. 61003 RAPIDFORMS, INC., BELLMAWR, NJ 08031

LETTER - LIMINATOR

RECIPIENT: RETAIN WHITE COPY, RETURN PINK COPY

Independent School District #409

Post Office Box 659

Phone (507)247-5911 **Tyler, MN 56178**

January 6, 1987

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Dear Ms. Grote:

I would like to request a public hearing on Rules Relating to Secondary Licensure 3517.0010 to 3517.9700.

Thank you.

Sincerely,

Dr. James D. Redfield, Superintendent

P.S. I will look forward to hearing from you.

SPECIAL SCHOOL DISTRICT NO. 1

MINNEAPOLIS PUBLIC SCHOOLS

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

ANWATIN JUNIOR HIGH SCHOOL
256 Upton Ave. So.
Minneapolis, Minnesota 55405-1997

January 26, 1987

Audrey Grote
629 Capital Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Audrey,

I teach in the Minneapolis Public Schools as a secondary home economics teacher. Last Friday I received a letter forwarded to me from our Vocational Relicensure Committee regarding the changing of rules for licensing of a vocational certificate. I am up for renewal of my certificate as of July 1, 1987 and I am strongly opposed to change at this time! I feel I must be better informed on the reasons for changes and the advantages to doing this. I feel people who are in the same position as myself should have six months to a year notice before important changes in their lives have to take place!

Please post-pone the proposal and allow concerned citizens, educators to attend a hearing on this matter!

Sincerely yours,
Mary M. DeVries
631-9116

C+H &
adult Home Ec
revise now
1992

no difference

UNIVERSITY OF MINNESOTA
TWIN CITIES

College of Education

Department of Vocati
Vocational and Techr
1954 Buford Avenue,
St. Paul, Minnesota 5

(612) 624-1221

comments on the rule but not requests for public hearing

January 26, 1987

Audrey Grote
Secondary Vocational
Education
Minnesota Department of
Education
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Dear Audrey:

This letter is in response to the call for comments on the revised licensure rules for secondary vocational education. In general, we feel the proposed revisions are well put together and stated. However, in a joint meeting of the Department's Administrative Committee and a small group of additional faculty, we raised the following concerns and suggested recommendations:

1. It is important that the revised licensure rules explicitly provide for an entry option of a post baccalaureate degree in vocational education. We are currently working on the redesign of our teacher education programs with the intent of developing and testing a program of this kind in the next two years. This is a movement being initiated all through the College of Education at the University of Minnesota in response to several national reports on teacher education which have made the recommendation to move the preparation of teachers to the post baccalaureate level. The College's program in social studies education is already conducting programs of this kind. Our recommendation is that you add the words "or post baccalaureate" to the educational criteria for what is usually described as the first optional way to qualify for a vocational education teaching license. For example, on Page 30, line 10 under the heading Secondary Vocational Agriculture Teacher, the wording would be " (1) a baccalaureate or post baccalaureate teacher licensure degree in agricultural education ..." A similar change could be made in the other licensure categories where appropriate. This wording is already used for

secondary administration and supervisory personnel, see Page 20, line 16.

2. While we are very supportive of vocational teachers having good working knowledge of vocational youth organizations, concern was raised about the specific requirement for a two credit course in the related vocational youth organizations for some teacher licensure categories. Our recommendation is that the requirement be more general in outlining the need for study of vocational youth organization but specifying neither the number of credits nor that it be a separate course. In most cases, we have integrated the study of related youth organizations into other courses in our teacher education programs (in the same way they are to be integrated in actual practice of vocational education).

3. The listing in the licensure rules of the specific objectives for the Teacher Education Sequence does not seem appropriate. These objectives are likely to be changed periodically. They have already changed from the version in the 12/10/86 draft of the revised licensure rules. Our recommendation is that this concern be handled similar to that used for National Ag Occupations Competency Study (p. 5, line 31) and Occupational Outlook Handbook (p. 6, line 15). That is that the rules specify only a set of course titles. The titles would in turn reference a set of specific objectives which are on file in the Department of Education. As the specific objectives are revised, the rules would automatically be updated (as the process used with new editions of the Occupational Outlook Handbook).

4. Several concerns were raised about Section 3517.4200 (Alternative Forms of Occupational Experience) starting on Page 213, line 14. First, relating to Subpart 2, Directed Occupational Experience, the following concerns were raised: (1) the directed occupational experience should be treated as a course in an approved teacher education program and <u>not</u> as a program by itself which must be approved separately as specified in part 3517.9100 as noted in lines 25-26 on Page 213; (2) once vocational teacher educators are authorized by

the Joint Council for Vocational Teacher Education, there should be no further approval necessary. (I think this is what lines 5-8 on Page 214 specify--just want to make sure of our interpretation; criteria for approval should be part of the Joint Council's approval process; if there are questions concerning particular supervisors, they should be raised with the administrator of the approved vocational teacher education program where the supervisor is employed); (3) the work experience should not be limited to paid work. (Other forms of work experience in volunteer or self employment roles can also be appropriate given that they meet the other listed criteria); and (4) in line 34-36 on Page 214 and line 1 on Page 215 it states that a designated supervisor can be identified under appropriate circumstances -- we agree with this exception, but it should not be necessary to communicate with a state program specialist in making these arrangements. (Again, the accountability should be with the Joint Council's approval of a teacher educator; questions about specific supervisors should be directed to the administrator of the approved teacher education program where the supervisor is employed.)

The second area of concern in Section 3514.4200 relates to Subpart 4, Updating Industrial Experience. The specific concerns are as follows: (1) as with the Directed Occupational Experience, the Updating Industrial Experience should be treated as a course in an approved teacher education program and not as a program by itself which must be approved separately as specified in part 3517.9100 as noted in line 30 of page 215 and (2) the basis for the equivalence of 80 occupational experience hours for 1 quarter credit is not known nor rationalized.

If you have questions about the concerns we have raised, please give me a call. It would be important that we know how our concerns and recommendations are finally addressed. We do not feel that a public hearing process is necessary based on only the concerns we have raised.

Audrey, I have some appreciation of the huge amount of time and effort that you and your colleagues in the Secondary Vocational Education Section have put into developing the revised licensure process. The work and attention shows in the results. We appreciate the opportunity we had for input, particularly earlier in the process which is now some two years ago. We trust the licensure rules will insure a very qualified pool of vocational educators from which schools can make their selection and appropriate updating of vocational education once hired.

Sincerely,

George

George H. Copa
Professor & Chairperson

GHC:ks

Oak Land Vocational Center

SERVING YOUTH FROM
CAMBRIDGE, PRINCETON AND ST. FRANCIS

LYNN B. SALISBURY, DIRECTOR

430 N. W. 8TH AVENUE
CAMBRIDGE, MN. 55008
612-689-2020

January 27, 1987

Ms. Audrey Grote, Specialist
Secondary Vocational Programs
Consumer Homemaking Services Occupations
550 Cedar St. Capitol Square Bldg.
St. Paul, MN 55101

Dear Audrey:

Great job! I can tell that you and the other specialists in your staff have put a lot of time and effort into this project. It is the clearest explanation of necessary requirements that I have seen. I think I'm actually beginning to understand what it all means.

I do have a couple of suggestions, however, for editing purposes. I mentioned them to you last week during our telephone conversation so I thought I would follow up with a letter.

I found some wording in sections under limitations and hardship that were rather confusing. The words "must not delay" I think are misleading. In most cases the words "must have," "must have obtained," "must have completed," would be much more descriptive of what is intended in the description. Examples of this wording are found on page 73 line 6, page 134 line 22, page 138 line 14, and page 140 line 23. There are other locations besides these that are mentioned. Sometimes the wording "must not delay" leads one to think they are not required immediately but should be taken care of as soon as possible. In talking to Colleen, however, that's not the interpretation. I think a simple word change here would correct this without too much difficulty.

I also have a concern with some of the wording in the T and I section. I have talked to Ron about this but still feel that a clarification is in order. Under subpart 2, replacing narrower licenses, item A, it states that an applicant must possess the educational qualifications stated in the chosen subpart. I interpret the applicant to be anyone applying for the broader license. When you get to subpart 3, 4 and 5 describing the different options it simply says the applicant must meet the following requirements. It does not say for an entrance license. It says applicant. This leads me to believe that all applicants regardless of any previous licensure must meet all of the educational requirements. I do not think that this was the intent of the rule change, however, I do believe that is what it is saying.

My concern is with the added two credit course in integrating vocational student organizations into the curriculum. I support that concept for the entrance license but no provision is being made for existing licenses. I do not feel that it is reasonable to expect someone with an ongoing program who has an active youth organization to be required to take additional course work to maintain a license that he/she has already had. I strongly feel that the wording in this section needs to be clarified in order to prevent any future misunderstandings of the rule. If, for example, under the different options it stated an applicant for a new license must meet the following requirements, it would help clarify the meaning and intent of the rule. Examples of this are found throughout the T and I section mainly because of the conversion going on from the narrower to the broader license. Examples are found on page 155 lines 13 and 14, page 159 lines 9, 10 and 11, page 181 lines 1 and 2, page 190 lines 32 and 33.

Another item that I found somewhat confusing is that the licensure is requiring a two credit course, meaning a single course worth two credits. Attached you will notice a course being presented by the University of Minnesota by Karen Henderson, Executive Director of VICA, for a <u>one</u> credit course dealing with student organizations. I'm not sure what went wrong but I think every effort needs to be made to coordinate the efforts between the state department and the teacher education institution when providing vocational staff with the necessary requirements to meet the licensure change. I would agree that a one credit course would probably be sufficient in this case. My preference would be to change the two credit requirement to one credit. If that is not possible the wording "A two credit course" should be changed to "two credits in". Again, I feel that this is an edit type of change that does not really change the intent of the rule but will help to clarify it.

Another item dealing with T and I is in meeting the occupational experience hours. Under subpart 2 of the conversion process under item B it allows for the substituting of required occupational experience. It states that specific technical education in the emphasis area can be used to meet that requirement. However, under the options subparts, Item C occupation experience, it states that of the 3000 hours required 1000 may be accrued from college credits and technical workshops. Which of the two statements is the most limiting? Does Item B under subsection 2 have juristiction over Item C2 in the option subparts. I find this a little confusing. If a person can substitute occupational experience through technical education then why is there a limit of 1000 hours under the option subparts. I think this is an item which can be cleared up through an explanation but I find it confusing.

Another item related to this section on subpart 2b on obtaining occupational experience through technical education is that under the option subpart C, occupational experience, it states that

experiences described in part 3517.4200, subparts 3-7 must not be used. Within section .4200 subpart 4 deals with updating industrial experiences. I do not understand why this is being disallowed as a way of verifying compentencies in the emphasis areas. I think there are some good company training programs and workshops that teachers have attended which have resulted in a greater knowledge of technical changes taking place in their program areas. I would like to know why they are being disallowed in this section.

Of greater concern to me is in the area of Support Service Facilitator. Under the educational criteria it is restricted only to those with a special education license. I feel that this is too narrow of a classification. I think someone with a broad counseling background could also serve well in this capacity. Also under the technical course work description nothing is said about background or courses in career guidance or job seeking skills. I find that in many cases people with a strictly special ed background have a more limited view of vocational opportunities and could use the additional instruction. I also feel that a counselor could be used by requiring technical course work in gaining a greater understanding of special needs students. This would give us greater flexibility in trying to fill this type of a position.

Under secondary supplemental support/technical tutor I would prefer to see an in-service workshop conducted by the home school as an alternative to the philosophy course and human relations course. I think the workshop could receive approval from the state department for each school or a uniform workshop could be developed that could be presented by the local directors. I just don't feel that a tech tutor requires all this classwork. Many of the applications for the tech tutor would be on a short term basis requiring a few hours a week and then only for a few weeks. It is questionable that a license would be needed or required at all under the circumstances.

Audrey, I'm not sure that these concerns merit a call for a public hearing however they are a concern to me. I hope these comments will be received as constructive and supportive of your efforts. I will be very interested in seeing what can be done about these changes. Thank you for your time and all your effort in doing such a good job. Please let me know if there is anything I can do to help clarify my position.

Sincerely yours,

Lynn Salisbury

Lynn Salisbury

SF-00009-01

STATE OF MINNESOTA

DEPARTMENT ATTORNEY GENERAL - Bremer

Office Memorandum

TO : MARTHA CASSERLY

DATE: May 19, 1987

FROM : CINDY L. LAVORATO

PHONE: 297-3864

SUBJECT: RULE REVIEW

Enclsoed are documents pertaining to passage of a vocational licensure rule. I think everything is in order. The client would like to publish this in the State Register no later than mid-June. If you can review it by then, it would be much appreciated.

Thanks!

CLL/smo

U to AMG
from hCH
date 3-16-87
subject: What we need to send to Cindy L. after the Board meeting on Tues. April 14th.
We need items #1-14
Cindy will provide #12-14.

ADOPTED RULES

The adoption of a rule becomes effective after the requirements of Minn. Stat. § 14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. § 14.33 and upon the approval of the Revisor of Statutes as specified in § 14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under § 14.18.

Office of the Attorney General

Adopted Rules Relating to Rule Reviews

The rule proposed and published at *State Register*, Volume 10, Number 27, pages 1457-1473, December 30, 1985 (10 S.R. 1457) and Volume 10, Number 29, pages 1547, January 13, 1986 (10 S.R. 1547) is adopted with modifications. The entire rule, with the modifications, is as follows:

Rules as Adopted

2010.0200 AUTHORITY.

Parts 2010.0200 to 2010.1400 govern the submittal to and review by the attorney general of rules adopted without a public hearing pursuant to Minnesota Statutes, sections 14.22 to 14.28 and emergency rules adopted pursuant to Minnesota Statutes, sections 14.29 to 14.36 by agencies pursuant to the Administrative Procedure Act, Minnesota Statutes, chapter 14.

2010.0300 DOCUMENTS NECESSARY FOR REVIEW OF A RULE ADOPTED WITHOUT A PUBLIC HEARING.

To submit a rule adopted without a public hearing to the attorney general for review and approval pursuant to Minnesota Statutes, section 14.26, the agency must submit to the attorney general the following documents:

A. A copy or photocopy of the notice of solicitation of outside information or opinions as published in the *State Register* if the agency sought to obtain information or opinions in preparing to propose a rule from sources outside the agency as provided by Minnesota Statutes, section 14.10. For the recommended format of the notice, see part 2010.9900.

B. A copy of the petition for adoption, suspension, amendment, or repeal of a rule if the agency has adopted the rule in response to a petition filed pursuant to Minnesota Statutes, section 14.09 and part 2010.0600. For the prescribed format of the petition, see part 2010.9905.

C. If the agency is a multi-member agency as provided in Minnesota Statutes, section 15.0597, subdivision 1a, the certificate of the multi-member agency's authorizing resolution or a copy of a delegation of authority. The resolution must direct and

delegate to an individual the authority to sign and to give the notice of the agency's ~~proposed~~ ~~adoption~~ ~~of~~ intent to adopt the rule without a public hearing. The delegation of authority must expressly authorize an individual to sign and to give the notice of the agency's ~~proposed~~ ~~adoption~~ ~~of~~ intent to adopt a rule without a public hearing. The resolution or delegation of authority must be adopted at a meeting duly called and attended by a quorum. For the recommended format of the resolution, see part 2010.9910.

D. A copy of the proposed rule with a certificate of approval as to form by the revisor of statutes attached.

E. The notice of ~~proposed~~ ~~adoption~~ ~~of~~ intent to adopt a rule without a public hearing ~~which~~ as mailed. The notice must be signed by a person authorized to adopt the rule or authorized to sign and give notice of the intent to adopt the rule without a public hearing and must contain the following:

(1) A statement that the agency ~~proposes~~ intends to adopt a rule without a public hearing pursuant to the authority of [citation to the specific statutory authority for the proposed rule] and is following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in Minnesota Statutes, sections 14.22 to 14.28.

(2) A statement that the public has 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the proposed rule and that comment is encouraged.

(3) A statement that each comment should identify the portion of the proposed rule addressed, the reason for the comment and any change proposed.

(4) A statement that 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. If the agency is fixing fees by rulemaking pursuant to Minnesota Statutes, section 16A.128, subdivision 2a, on or before July 1, 1987, subitem (15) is applicable.

(5) A statement of the manner in which persons may submit comments or requests for a public hearing.

(6) A statement that 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.

(7) A statement that if a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20.

(8) A statement that the proposed rule 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 rule as noticed.

(9) A statement that if no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the attorney general for review as to legality and form to the extent form relates to legality; a statement that any person may request notification of the date of submission to the attorney general; and a statement of the manner in which the request must be made.

(10) If an entire rule is proposed to be repealed, a statement stating that fact and citing the rule to be repealed.

(11) A statement that the proposed rule is attached to the notice; or if the proposed rule is not attached to the notice sent to persons on the agency rulemaking mailing list, a statement ~~summarizing~~ describing the nature and effect of the proposed rule and the manner in which a free copy may be requested.

(12) A statement that the statement of need and reasonableness is available to the public and the manner in which that document may be requested.

(13) If required by Minnesota Statutes, section 14.11, subdivision 1, a statement relating to the expenditure of public money by local public bodies.

(14) If the agency elects to comply with Minnesota Statutes, section 14.115, subdivision 4, by following paragraph (a) of the statute, a statement that the proposed rule will have an impact on small businesses and a description of the probable quantitative and qualitative impact of the proposed rule, economic or otherwise, upon affected classes of persons as provided by Minnesota Statutes, section 14.115, subdivision 4, paragraph (a).

(15) If the agency is fixing fees by rulemaking without a public hearing pursuant to Minnesota Statutes, section 16A.128, subdivision 2a, on or before July 1, 1987, subitem (4) of this subpart is inapplicable and is substituted with a statement that no public hearing need be held unless 20 percent of the persons who will be required to pay the fee submit to the agency during the 30-day

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.

period allowed for comment a written request for a public hearing on the proposed rule. For fees established or adjusted after July 1, 1987, subitem (4) is applicable.

(16) Any other notices required by law or rule to be included in the notice of ~~proposed adoption of~~ intent to adopt a rule without a public hearing.

~~(17) The notice of proposed adoption of a rule without a public hearing must be signed by a person authorized to adopt the rule or authorized to sign and to give notice of proposed adoption of a rule without a public hearing.~~

For the recommended format of the notice, see part 2010.9915.

K. The statement of need and reasonableness in support of the proposed rule complying with part 2010.0700

L. The affidavit of mailing the notice of ~~proposed adoption of~~ intent to adopt a rule without a public hearing. The affidavits must state that the mailing list maintained by the agency pursuant to Minnesota Statutes, sections 14.22 and 14.14, subdivision 1a is accurate, complete, and current and that the notice of ~~proposed adoption of~~ intent to adopt the rule without a public hearing was mailed to all persons and groups whose names appear on the list. If the person who mailed the notice is not the same person who can attest to the accuracy of the mailing list, separate affidavits signed by the appropriate person must be submitted. For the recommended format of the affidavit, see part 2010.9920.

M. A copy or photocopy of the notice of ~~proposed adoption of~~ intent to adopt the rule without a public hearing as published in the *State Register*. The notice as published must contain the statements required by part 2010.0300, item E.

N. Four copies of the rule as adopted. Any modification made to the proposed rule must be reflected on the rule as adopted and be approved as to form by the revisor of statutes.

O. If the agency is a multi-member agency as provided in Minnesota Statutes, section 15.0597, subdivision 1a, the certificate of the multi-member agency's resolution adopting the rule. The resolution must be adopted at a meeting duly called and attended by a quorum.

The resolution must approve and adopt the rule and authorize a named individual to:

~~(1)~~ sign findings of fact, conclusions, and order adopting the rule;

~~(2) modify the rule if necessary to obtain approval of the rule by the attorney general and such modification does not raise significant new legal issues;~~ and

~~(3)~~ perform the necessary acts to provide that the rule has the force and effect of law. ~~The resolution must be adopted at a meeting duly called and attended by a quorum~~ If the multi-member agency is so empowered, the resolution may also authorize the named person to modify the rule under stated circumstances or as necessary to obtain the approval of the rule by the attorney general. For the recommended format of the resolution, see part 2010.9925.

K. The findings of fact, conclusions, and order adopting the ~~emergency~~ rule which must contain the following:

(1) a statement that proper notice of ~~proposed rulemaking~~ intent to adopt a rule without a public hearing was given;

(2) a statement that the statement of need and reasonableness was prepared before ~~the date of~~ the notice of ~~proposed adoption of~~ intent to adopt a rule 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;

(3) for rules that establish or adjust fees after July 1, 1987, a statement that before the notice of intent to adopt rules was submitted to the *State Register*, a copy of the notice and the proposed rule was sent to the chairs of the house appropriations committee and senate finance committee;

(4) a statement that all persons were given the opportunity to submit comment on the proposed rule for 30 days after the notice of ~~proposed rulemaking~~ intent to adopt a rule without a public hearing;

~~(4)~~ (5) a statement of the number of persons that requested a public hearing and the number of persons that requested a public hearing and withdrew their request;

~~(5)~~ (6) if any changes were made between the rule as proposed and the rule as adopted, findings of fact and conclusions supporting the reasons for the changes and explaining why the changes do not constitute substantial changes as provided in the attorney general rules, part 2010.1000, item D;

~~(6)~~ (7) if the agency received no requests for a hearing, or received no submissions or comments on the rule required to be submitted to the attorney general by item L, or received no requests for notice of submission of the adopted rule to the attorney general, an applicable statement to that effect; and

~~(7)~~ (8) a statement that the rule as adopted is needed and reasonable and that the rule is hereby ordered to be adopted, and the date on which the order is signed.

The findings of fact, conclusions, and order adopting the rule must be signed by a person authorized to adopt the rule or authorized to sign the findings of fact, conclusions, and order adopting the rule. For the recommended format of the findings of fact, conclusions, and order, see part 2010.9930.

L. All written requests, submissions, or comments on the rule received by the agency except requests solely for copies of the rule or of the statement of need and reasonableness.

M. The declaration of the attorney in the attorney general's office who represents the agency. The declaration must state:

(1) that the attorney has examined the rule and the rulemaking record;

(2) that the Administrative Procedure Act and chapter 2010 have been followed with a listing of any exceptions; and

(3) for attorney general billing purposes, the four-digit docket client code is ..... For the recommended format, see part 2010.9935.

N. ~~The notice~~ of submission of the rule to the attorney general, if applicable. If any persons requested notification of the date of submission of the rule to the attorney general, the notice must be given on the same day the rule is submitted to the attorney general. The notice must contain the following:

(1) the date of submission of the rule to the attorney general;

(2) if the proposed rule has been modified, the notice must state that fact and must state that a free copy of the rule as modified is available upon request from the agency or that a copy of the rule as modified is enclosed with this notice;

(3) the attorney general rule review time period ~~and comment deadline~~;

(4) a statement that comments may be submitted to the attorney general and that any comments submitted ~~to the attorney general~~ must address only the issue of legality of the rule or the legality of the specific parts or subparts of the rule and make a reference to the attorney general standards of review as set forth in part 2010.1000;

(5) the length of the comment period;

(6) a statement that upon written request to the attorney general a copy of the attorney general decision will be provided;

(7) the address of the attorney general division where comments and requests must be submitted; and

~~(6)~~ (8) a statement that any written comments to the attorney general must also be submitted simultaneously to a named person for the agency and the address of that person.

For the recommended format of the statement, see part 2010.9940.

O. The affidavit of mailing notice of submission of the rule to the attorney general, if applicable. The affidavit must state that a copy of the notice of submission of the rule to the attorney general was mailed to all persons and associations who requested the notification. For the recommended format of the affidavit, see part 2010.9945.

2010.0400 DOCUMENTS NECESSARY FOR REVIEW OF EMERGENCY RULE.

To submit an emergency rule to the attorney general for review and approval pursuant to Minnesota Statutes, section 14.32, the agency must submit to the attorney general the following documents:

A. A copy or photocopy of the notice of solicitation of outside information or opinions, as published in the State Register, if the agency sought to obtain information or opinions in preparing to propose a rule from sources outside the agency as provided by Minnesota Statutes, section 14.10. For the recommended format of the notice, see part 2010.9900.

B. A copy of the petition for adoption, suspension, amendment, or repeal of a rule if the agency has adopted the rule in response to a petition filed pursuant to Minnesota Statutes, section 14.09 and part 2010.0600. For the prescribed format of the petition, see part 2010.9905.

C. If the agency is a multi-member agency as provided in Minnesota Statutes, section 15.0597, subdivision 1a, the certificate of the multi-member agency's authorizing resolution or a copy of a delegation of authority. The resolution must direct and delegate to an individual the authority to sign and to give the notice of the multi-member agency's ~~proposed adoption of~~ intent to adopt the emergency rule. The delegation of authority must expressly authorize an individual to sign and to give the notice of the agency's ~~proposed adoption of~~ intent to adopt the emergency rule. The resolution or delegation of authority must be adopted at a meeting duly called and attended by a quorum. For the recommended format of the resolution, see part 2010.9910.

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.

Office of the Revisor of Statutes
Administrative Rules

Richard J. Sands
Senior Assistant Revisor
296-2798



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

February 13, 1987

Lois Hagel
State Board of Education
623 Capitol Square Building

RE: AR0701 Education; Secondary Vocational Licenses; Comprehensive Changes

Dear Ms. Hagel:

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,

Richard J. Sands

RJS/mm
Encl.

RULE REVIEW CHECKLIST

File No. 1370 Docket No. 05.0009.0026

DATE RECEIVED 5/19
REVIEW DATE 5/28
DUE DATE 6/2

ADOPTED W/O HEARING X
EMERGENCY RULE

APPROVED
DISAPPROVED
WITHDRAWN

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

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion
11/24/84 Date published in State Register
yes Comments

~~Petition for Adoption of a Rule~~

✓ Board's Authorizing Resolution

✓ Proposed rule
yes Revisor's Certificate

✓ Notice of Intent to Adopt Rule
121.11 subd 12, 125.185 subd 5 Statutory Authority
no Small business statement
no Expenditure of public money statement
yes Signature

✓ Statement of Need and Reasonableness

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
12/29/86 Date 30/25 days before adoption

✓ Publication in State Register
12/29/86 Date 30/25 days before adoption

✓ Resolution Adopting

✓ Findings of Fact, Conclusions & Order Adopting
4/14/87 Date

/ Written requests, submissions or comments

✓ Declaration of attorney
Cindy Loworato Name of SAAG representing agency

~~Notice of Submission to Attorney General~~

~~Affidavit of Mailing Notice to Attorney General~~

Comments

Request Hearing

~~HH HH~~ ||

(12)

No request for Hearing

||

Request v Recind Hearing

~~HH HH HH~~

~~HH~~ |

Notice of Intent OK

Authority 121.11 subd 12 OK

125.185 subd 4 OK.

Rule

State Board of Education
Department of Education
Management Effectiveness Division

Outside Opinion Sought Regarding Proposed Rules Relating to Grants for Public Library Construction and Remodeling

Notice is hereby given that the Department of Education is seeking information or opinions from persons outside the agency in preparing to promulgate new rules governing grants for public library construction and remodeling. Promulgation of these rules is authorized by Minnesota Statutes, section 134.32, subd. 8 and section 121.11, subd. 12.

The Department of Education requests information and comments concerning the subject matter of these rules. Interested or affected persons or groups may submit statements of information or comment orally or in writing to: William G. Asp, Director, Office of Library Development and Services, Department of Education, 440 Capitol Square Bldg., St. Paul, MN 55101, (612) 296-2821.

All statements of information and comment shall be accepted until December 16, 1984. Any written material received by the Department of Education shall become part of the record in the event that rules are promulgated.

Dr. Ruth E. Randall
Commissioner of Education

State Board of Education
Department of Education
Partnerships Division

Outside Opinion Sought Regarding Proposed Rules Governing the Rules for Licensure of Secondary Vocational Education Personnel

Notice is hereby given that the State Board of Education is seeking information or opinions from sources outside the agency in preparing to amend Chapter 3515: Licensure for Personnel in Vocational Schools. The promulgation of these rules is authorized by Minn. Stat. §§ 121.11 subd. 12, 121.21 subd. 6, and 125.185 subd. 4.

The State Board of Education requests information and comments concerning the subject matter of these rules as related to secondary vocational licensure. Interested or affected persons may submit written statements of information or comment orally. Written statements should be addressed to:

Audrey M. Grote
520 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Oral statements will be received during regular business hours over the telephone at (612) 296-3306 and in person at the above address.

All statements of information and comments shall be accepted until December 31, 1984. Any written material received by the State Board of Education shall become part of the record in the event that the rules are amended.

November 26, 1984

Nan Skelton
Assistant Commissioner

STATE BOARD OF EDUCATION

AUTHORIZING RESOLUTION

RESOLVED, that Ruth E. Randall, secretary of the State Board of Education, is hereby granted the authority and directed to sign and to give the Notice of the Board's Intent to Adopt a Rule Without a Public Hearing Relating to Education: Secondary Vocational Licensure to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the State Register, and to perform any and all acts incidental thereto.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th day of December, 1986.

Ruth E. Randall

Ruth E. Randall
Secretary of the Board

CERTIFICATE OF THE STATE BOARD

OF EDUCATION'S AUTHORIZING RESOLUTION

I, Ruth E. Randall, do hereby certify that I am the secretary of the State Board of Education, 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 State Board of Education duly and properly called and held on the 9th day of December, 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 Ruth E. Randall, secretary of the State Board of Education is hereby granted the authority and directed to sign and to give the Notice of the Board's Intent to Adopt A Rule Without a Public Hearing Relating to Education: Secondary Vocational Licensure to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the State Register, and to perform any and all acts incidental thereto.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th day of December, 1986.

Ruth E. Randall

Ruth E. Randall
Secretary, State Board of Education

Marjorie L. Johnson

Attest by one Board member

Minnesota Department of Education

Capitol Square 550 Cedar Street Saint Paul, Minnesota 55101 Phone:

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

State Board of Education
Department of Education
Partnership Division

In the Matter of the Proposed Adoption of the Rule of the State Board of Education Relating to Education: Secondary Vocational Licensure, Minnesota Rules, pt. 3517.0010 to 3517.9700

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

Notice is hereby given that the State Board of Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in Minnesota Statutes, sections 14.22 to 14.28. 1 The statutory authority to adopt the rule is Minn. Stat. §121.11, subd. 12 (1984) and Minn. Stat. §125.185, subd. 4 (1984).

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. 2 Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. 3

Any person may make a written request for a public hearing on the rule 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. 4 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. 6 If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. 7

Comments or written requests for a public hearing must be submitted to: 5

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

The proposed rule 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 rule as noticed.

The rule proposed for adoption would make changes in the requirements for licensure of secondary vocational personnel. A majority of those changes pertain to individuals seeking to add licensure in a category of practice, or to individuals seeking initial licensure. A free copy of the rule is available upon request from Audrey Grote.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Audrey Grote upon request.

If no hearing is required, upon adoption of the rule, the rule 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 rule, must submit the written request to Audrey Grote.

State of Minnesota
State Board of Education

Ruth E. Randall

12/9/86
Date

Ruth E. Randall
Secretary, State Board of Education

FISCAL STATEMENT

The State Board of Education estimates that there will be no cost to local school districts in the state in order to implement the proposed rule. Payment of the processing fee to become licensed or to renew a license continues to be the responsibility of the applicant.

Changes in the requirements for present categories of practice apply only to the first time applicant. Where categories of practice have been converted to a new license, a procedure has been identified in the proposed rule allowing the applicant to add the new licensure code at the time of renewal. Therefore, the cost to the applicant will only be the normal processing fee.

Small Business

These proposed rules will not impact small business.

STATE BOARD OF EDUCATION
DEPARTMENT OF EDUCATION
PARTNERSHIP DIVISION

Statement of Need and Reasonableness for the Proposed Rules Governing the Licensure of Secondary Vocational Education Personnel

The statutory authority for the State Board of Education to promulgate these rules is contained in Minnesota Statutes Section 121.11 subd. 12 (1984) and Section 125.185 subd. 4 (1984).

RULES AS PROPOSED

Minnesota Rules 3517.0010 to 3517.9700 Education: Secondary Vocational Licenses.

Authority of the State Board of Education to promulgate these rules is found in Minnesota Statutes Section 121.11 subd. 12 (1984) which states:

> The state board shall adopt and enforce rules, consistent with this code, appropriate for the administration and enforcement thereof. Notwithstanding the provisions of section 14.05, subdivision 4, the state board may grant a variance to its rules upon application by a school district for purposes of implementing experimental programs in learning or school management which attempt to make better use of community resources or available technology.

Authority is also found in Minnesota Statutes Section 125.185 subd. 4 (1984), pertaining to the Board of Teaching. That section states:

> The Board shall develop and create rules for the licensure of public school teachers and interns, and from time to time it shall revise or supplement the rules for licensure of public school teachers subject to the provisions of chapter 14. It shall be the duty of the Board to establish rules for the approval of teacher education programs; provided these rules shall encourage teacher educators to obtain periodic classroom teaching experience. The Board shall also grant licenses to interns and to candidates for original licenses and receive recommendations from local committees as established by the Board for the renewal of teaching licenses, grant life licenses to those who qualify according to requirements established by the Board, and suspend or revoke licenses pursuant to sections 125.09 and 214.10. Notwithstanding any law or rule to the contrary, the Board shall not establish any expiration date for application for life licenses. With regard to vocational education teachers the Board of Teaching shall adopt and maintain as its rules the rules of the State Board of Education and the State Board of Vocational Technical Education.

BACKGROUND INFORMATION

The issue of rule revision was first addressed at a meeting of the State Board for Vocational Technical Education on Thursday, August 19, 1982, in Greenway A at the Hyatt Regency Hotel, 1300 Nicollet Mall, Minneapolis,

Minnesota. One of the agenda items at that meeting was a presentation by Russell Beier, Director of East Grand Forks Area Vocational Technical Institute, and Lyle Rahn, Director of Suburban Hennepin AVTI. Messrs. Rahn and Beier stated that the rules for licensure are extremely complex, reassignments of personnel are difficult if not impossible, and substitute teachers are a problem. They requested that the Division of Vocational-Technical Education be allowed to do a formal review of the rules.

Mr. Lou Smerling, a board member, moved to direct the Division of Vocational-Technical Education to conduct a formal review of existing licensure rules to address but not limited to the following issues:

1. The effects of vocational licensure within the bargaining units in K-14 districts;

2. The minimum qualifications of persons who have administrative responsibility and authority for vocational education decision making within K-14 districts;

3. The growing concern regarding the complexity of administering and monitoring the licensure rules;

4. The comparative relationship of postsecondary licensure in AVTIs with the procedures used by other postsecondary institutions to assure employment of qualified professional staff;

5. The implications of licensure requirements and their relationship to the governance issue; and

6. The ability of local districts to obtain qualified licensed substitutes and replacements.

The motion was seconded and carried unanimously. It was understood that this study would take about a year.

In 1983 with the advent of the formation of a new agency for postsecondary vocational education, it became apparent that the original concerns of the AVTI directors should be addressed by a committee from the new agency and that secondary vocational licensure should be considered by secondary staff. With that in mind, advisory and consulting groups from each program area were formed to review existing licensure rules and make recommendations for changes and additions.

During 1984, postsecondary and adult vocational education were separated from secondary vocational education. A new agency was formed, known as the State Board of Vocational Technical Education (SBVTE). Secondary Vocational Education remained in the Department of Education. Therefore both agencies needed separate rules.

There has not been a major revision of the rules since 1980. In meetings with staff from the Attorney General's and Revisor's offices, it was suggested that the new rules be written in a different format for greater readability. In the process of reorganizing the rule, sections were regrouped, and parts were moved. Most of the parts, although moved, retained their original concepts and were merely rewritten for clarity for the applicant and other

interested parties. All parts and portions of parts that refer to post-secondary and adult licensure have been deleted.

During the six years that this rule has been in effect, a number of problem areas have been identified by the Attorney General's office, applicants, administrators and the Personnel Licensing Section. The majority of the problem areas were related to clarity and interpretation of requirements within the categories of practice. Moving these requirements from charts to narrative and specifying all requirements should minimize these problems.

Not only were the problems related to clarity, but there was a need for more flexibility for current vocational teachers and standard licensed teachers to add a category of practice. A number of additions have been included that provide alternative opportunities for meeting the requirements, while ensuring that the applicant has minimum competencies to teach the program. Parts that provide flexibility are:

3517.3600 Reactivation of Lapsed Regular Vocational License
3517.4200 Alternative Forms of Occupational Experience
- Subpart 2 Directed Work Experience
- Subpart 4 Updating Industrial Experience
- Subpart 5 Community-Based Training
- Subpart 7 Funded Vocational Teaching

3517.6200 Secondary Vocational Limited License
3517.6500 Secondary Vocational Letter of Approval

The most common deficiency that a teacher who is seeking to add a category of practice has is the 500 hours of relevant recent experience. The above provisions allow a variety of alternatives for gaining this experience.

Minn. Rules pt. 3515.4100 (Committee Review) was identified by staff in the Attorney General's office as a section that was difficult to administrate in a fair and reasonable manner. With the above alternatives, the proposed rule has provided many options for teachers to gain the minimum competencies in an organized, fair, and measurable fashion; therefore the committee review option is not included in the proposed rule.

Minn. Rules pt. 3515.6600 (Vocational Program Counselor) has not been moved to the proposed rule in 3517 because although the license has been issued to eligible applicants, there has never been a secondary vocational program that utilized the license. Since no authority exists to issue licenses for nonexistent functions, it is reasonable to drop this category of practice.

In clarifying parts of the rule, some editing of words and titles was done to ensure consistency of practice. For example, in chapter 3515 the commissioner of education is referred to as the contact for various functions of licensure. Since these licensure responsibilities have always been delegated to the personnel licensing section, it is reasonable to identify this section as the contact for licensure functions in order to ensure that interested parties obtain direct information in an efficient manner.

The rule as proposed in parts 3517.0010-3517.0090 includes definitions and information about who must be licensed. Parts 3517.0100-3517.2140 contain the educational, technical and occupational requirements for specific categories of practice. Parts 3517.3000-3517.9700 are general education requirements, different types of licenses, and teacher education program approval.

It was generally felt that clients reading the rule first needed to know who must be licensed and what the process entailed, then specific categories of practice in which they might be licensed, and finally general information on renewals, restricted licenses and what activities are necessary for licensure.

At the present time, postsecondary licensure rules have not been adopted, and thus it was not possible to repeal 3515; therefore, it was necessary to have a new number (3517) to identify this chapter.

The Department of Education, Secondary Vocational Section, subsequently drafted proposed rules to clarify those that were unclear and to incorporate flexibility for teachers to obtain licenses.

A notice of Intent to Solicit Outside Opinion to draft rules appeared in the State Register on November 24, 1984. On December 8, 1986, the State Board of Education granted the authority to promulgate rules relating to Education; Secondary Vocational Licenses.

3517.0010 Definitions

This part was moved from Minn. Rules pt. 3515.0100.

There were 30 definitions listed in chapter 3515 and there are 44 listed in 3517. Most definitions were retained as they were, some had simple word title changes (e.g., "approved teacher educator" to "teacher educator"), and a small number were eliminated. The definitions that are no longer listed were eliminated because they were unnecessary or redundant, applied only to postsecondary, no longer appeared in rule, or were included in the text of the rule.

Fifteen new definitions were added for clarification or expansion of existing rules and for the addition of new rules.

The following are new definitions:

> Board, Category of Practice, Commissioner, Department, Dictionary of Occupational Titles, Directory of the American Association of State Colleges of Agriculture and Renewable Resources, Electromechanical Technology, Emphasis area, Endorsement, Home Economics Program Designee, Lapsed License, National Agriculture Occupations Competency Study, Occupational Outlook Handbook, Personnel Licensing Section, Regular five-year vocational license, Related areas, Teacher educator, Vocational education degree, Vocational program areas.

3517.0020 Scope

This was moved from Minn. Rules pt. 3515.0200.

This part was clarified and expanded to provide a topical summary of the content of the various parts included in this chapter in order to assist the reader in finding the desired information.

3517.0030 Limited Validity

This part is all new material. This part was added to clarify for applicants the validity of licenses in their corresponding category of practice.

3517.0040 Secondary Vocational Teachers

This was moved from Minn. Rules pt. 3515.4600.

3517.0050 Secondary Vocational Teacher-Coordinator

This was moved from Minn. Rules pt. 3515.4600.

3517.0060 Secondary Special Needs Personnel

This was moved from Minn. Rules pt. 3515.5500.

References to postsecondary teachers were deleted.

3517.0070 Secondary Vocational Support Personnel

This was moved from Minn. Rules pt. 3515.5700.

3517.0071 Secondary Consultant

This was moved from Minn. Rules pt. 3515.5900.

References to postsecondary and adult deleted.

3517.0072 Secondary Part-Time Resource Specialist

This was moved from Minn. Rules pt. 3515.5800.

3517.0073 Secondary Employment Placement Specialist

This was moved from Minn. Rules pt. 3515.6800.

3517.0080 Secondary Administrative and Supervisory Personnel

This was moved from Minn. Rules pts. 3515.8400, .8500, .8600, .8900, .9100 and .9200.

Subpart 3.B.

Effective July 1, 1987, the postsecondary vocational directors and assistant postsecondary directors' licensure will be governed by the State Board of Vocational Technical Education; therefore, there is no assurance that future changes relative to postsecondary director licensure will remain consistent with requirements for secondary directors' licensure requirements. Persons holding secondary directors' licenses must remain technically current regarding unique aspects of secondary vocational education including State Board of Education rule, state statute, federal requirements and policies concerning future direction. Therefore, it is reasonable to require that they be licensed as secondary local administrative personnel.

For the period of July 1, 1987, through June 30, 1988, persons holding postsecondary licensure and assigned verified secondary administrative responsibilities will be eligible for secondary vocational director licensure following formal application and payment of the appropriate licensure fee.

3517.0082 Forms, Fees, Evaluation and Validity

This was moved from portions of Minn. Rules pt. 3515.0300.

This part added statements on availability of forms and the process of evaluation, and it clarified fees and corrections on licenses.

3517.0085 Required Signatures

This was moved from portions of Minn. Rules pts. 3515.0500, .0600, .0700, .0800 and .0900.

This part combined portions of other parts on required signatures to clarify existing practices in issuing licenses.

3517.0090 Different Expiration Dates

This part was added to clarify past practices in issuance of licenses.

Secondary Administrative and Supervisory Personnel

3517.0100 and 3517.0120

Overview of Secondary Administrative and Supervisory Personnel Categories of Practice

This section begins the categories of practice with the licensure criteria for the Secondary Local Vocational Program Director and Supervisory Personnel. The concepts that made up the criteria for these two categories have been moved from Minn. Rules pts. 3515.8900, and .9200 to 3517.0100 and 3517.0120. The concepts in the proposed rule have been rewritten and reorganized for ease of interpretation and clarity.

Two new provisions have been made in the proposed rule for secondary local vocational program director. A series of courses will be required for an applicant who does not have a vocational degree so that the applicant gains the required competencies. An applicant may also use experience as a secondary special needs teacher-coordinator to meet the three-year vocational teaching experience requirement.

3517.0100 Secondary Local Vocational Program Director

Subpart 2. Education Criteria

The proposed rule clarifies the acceptable vocational program area degrees, vocational education degrees, and technical area degrees that are appropriate to teach secondary vocational education. It is reasonable to accept both technical degrees and vocational education degrees, as the preparation is closely related to one or more of the specific areas of instruction offered in secondary vocational education programs.

Subpart 3. Education Criteria for Non-Vocational or Non-Education Degrees

It is reasonable to add this option because it provides flexibility in job assignments at the local level. It requires minimum competencies to assure that noneducation degree or nonvocational degree applicants obtain the appropriate competencies to effectively provide administrative leadership in secondary vocational education.

Subpart 4. Technical Coursework or Competency

The requirements for technical coursework or competency were moved from Minn. Rules pt. 3515.8900. The only addition was to allow service as a teacher-coordinator for handicapped and disadvantaged to apply toward the director's license. This is a reasonable addition because work experience vocational programs for handicapped and disadvantaged that require teacher-coordinator licensure are recognized in State Board of Education rules as secondary vocational education programs. Therefore, it is reasonable to assume that the teaching experience from this instructional area is comparable to teaching experience recognized in other approved secondary vocational education programs.

Subpart 5. Occupational Experience Criteria

Relevant work experience for secondary vocational director's license has been expanded to include any occupational experience appropriate to obtain secondary vocational teacher licensure. This breadth is reasonable because the employment experiences reflect the proper understanding of future employment opportunities pursued by students participating in secondary vocational education programs.

Subpart 6. Validity

This section clarifies past practice to more clearly indicate that secondary vocational education directors can serve as secondary vocational program supervisors of all occupational fields. This will eliminate future misunderstandings and facilitate efficient local staffing.

Subpart 7. Renewal

The concepts in this subpart were moved from Minn. Rules pt. 3515.8900. A new provision addresses the problem of an applicant who does not obtain employment as a director until the second year of a two-year license. Since the peer review occurs near the end of the first year of licensed service, it is both necessary and reasonable to allow a one-year extension for the applicant to remedy any deficiencies identified during the peer review. Allowing an additional year to expand competencies is reasonable because it is equitable and consistent with the time frame for applicants who were fortunate in obtaining employment in the first year. This also prevents a situation whereby an applicant who has not yet had the opportunity to develop skills in all the competency areas, because of the shortened time frame, from being denied a renewal license that would allow continued employment.

3517.0120 Secondary Vocational Program or Special Needs Supervisor

This was moved from Minn. Rules pts. 3515.9200 and .9400

This part contains concepts contained in chapter 3515 from both the secondary vocational program supervisor and the special needs supervisor sections. The criteria for the two were made consistent; therefore the two were combined in one part because their supervisory functions were comparable.

Supervisor of technical occupations was eliminated as an area because there are no secondary programs in this category.

The three years of experience as a vocational teacher-coordinator of work experience programs for handicapped and disadvantaged or support service manager or vocational evaluator were added as a provision to make the special needs supervisor consistent with other supervisory areas as they existed in the previous rule. The experience requirement is reasonable because it contains the same competencies required previously through special needs coursework, and it ensures familiarity with the special needs program areas to be supervised.

GENERAL STATEMENT OF NEED AND REASONABLENESS FOR

CATEGORIES OF PRACTICE 3517.0200 to 3517.2140

History of the Development of Categories of Practice.

Minn. Rules pt. 3515.0100 to .9942, known as "State Board of Education Licensure for Personnel in Vocational Schools," is the original rule on vocational licensure criteria. Prior to July 1, 1980, when this rule became effective, vocational licensure criteria were in the Annual State Plan for Vocational-Technical Education. A general task force made up of business, industry, teachers, teacher educators and related professional associations reviewed and approved the State Plan annually before it was submitted and approved by the U.S. Department of Education.

In moving requirements for licensure from the State Plan to a rule, the general requirements for educational and occupational experience were reviewed and validated by program advisory committees. The charts contained in Minn. Rules pt. 3515.9910 to 3515.9942 listed these general requirements by vocational program areas. No attempt was made to list under a program area each license that had been issued. Some charts included examples of licenses for program areas.

After the rule became effective in July, 1980, each program area specialist developed a matrix (Exhibit A) listing all licenses that were being issued for current programs. The matrices, developed between 1980 and 1982, identified all current licensure titles and the programs for which they were valid. This was used as an administrative aid to ensure consistency in implementation. During the same time period, questions were raised by teachers and administrators as to what was meant by relevant occupational and educational experiences. Again, a listing of job titles or duties and baccalaureate degrees and technical courses was developed for each licensure category. These were updated as necessary to meet changing needs of industry. Exhibit C is an example from the Service and Trade and Industrial Occupations categories of practice.

Overview of proposed rule

The proposed rules for the Categories of Practice (3517.0200 to 3517.2140) include requirements that have been moved from the charts contained in Minn. Rules pts. 3515.9910 - 3515.9913 and 3515.9940-3515.9942; information provided on the matrix (Exhibit A); relevant experience charts; and newly developed material.

Exhibit A lists all the titles for licenses that are presently being issued to applicants. All of these licenses relate to one of the vocational program areas on the licensure charts in chapter 3515. They list the general educational and occupational experience requirements from chapter 3515, plus the required occupational experience in specific job categories. The license and requirements that relate to secondary vocational programs on the charts in chapter 3515, the matrix (Exhibit A), and occupational experience descriptions have been updated, validated and organized into the categories of practice (3517.0200 to 3517.2140). All requirements have been written into rule because it is necessary to provide all interested parties with the information and to ensure a fair, consistent implementation.

The licensure titles reflect the programs that are in current operation in school districts and centers. Some programs are broad and the license title includes many components, i.e., health care careers or administrative support occupations as opposed to a narrow license, i.e., nursing assistant or data entry. Most programs that require the narrow license are in the Intermediate Districts where the same program exists at the postsecondary level.

The categories of practice are organized by vocational program areas. Within each program area, there are broad and narrow licensure categories. In general, each of the proposed broad categories of practice provides three different options by which an applicant may meet the requirements for licensure. The narrow categories usually have only one or two options. Exhibit B describes the three basic options.

Each category of practice starts with an introduction that identifies the program for which the license is required and usually states the number of options available for licensure.

A. Educational criteria. When a baccalaureate degree is required, the majors that are necessary to provide the minimum knowledge base are listed. This is necessary and reasonable to provide the information to all interested parties and for consistency in implementation.

   The requirements for an education degree, the secondary vocational teacher education sequence, the human relations requirement and philosophy of vocational education were moved from the charts in chapter 3515.

   The requirement for a two-credit course in integrating the appropriate vocational student organization into the curriculum has been added to most program categories of practice to ensure that the applicant has a minimum knowledge base of leadership activities. This addition is reasonable because it is a required component

in each vocational program area as identified in Minn. Rules pts. 3505.2700 to .4000. Present education courses do not adequately address this component. This additional course has not been added to Agriculture and Marketing because it is an integral part of the degree requirements for that category of practice. It has also not been added to Special Needs because this category is not occupational specific. Special Needs students are involved in the student organization for their selected occupational area.

B. Technical coursework. Coursework is required for a category of practice when it has been determined that competencies not included in the educational criteria are necessary for a minimum knowledge base to teach the vocational program.

C. Occupational experience. The required hours for each category of practice have been moved from the charts in chapter 3515 to this chapter. It is necessary and reasonable to continue to require differing hours of occupational experience to meet the unique require ments for technical knowledge within each of the categories of practice. Job titles or duties for each category of practice are listed in this rule to provide the applicant with the information and for consistency in implementation. The requirement for occupational experience is organized into emphasis and related areas. It is necessary and reasonable to organize the job titles or duties into emphasis areas that are jobs directly related to the occupations for which the students are being trained and into related areas which are jobs that are a minor part or of less significance in the program. Job title and duties for each category of practice have been verified by business and industry for relevance to the vocational program. The requirement for the percentage of hours in the emphasis area varies according to the knowledge base required to teach the program area. The job titles or tasks relate directly to the required components listed for each vocational program area in Chapter 3505. These programs all include explora- tion, entry level skills and preparation for advanced placement in postsecondary; however, the emphasis placed on these three objec- tives varies according to the needs of the occupational area. Therefore, it is necessary and reasonable to vary the percentage requirement for the emphasis area to relate to a specific vocational program area.

Each secondary vocational program area except consumer and homemaking has a teacher-coordinator category of practice. The duties for the teacher-coordinator are listed in 3517.0050. The requirements for teacher-coordinator have been moved from the licensure charts in chapter 3515 for each secondary vocational program area to the appropriate program area in 3517.

The teacher-coordinator in the vocational program area needs an expanded knowledge base and additional technical skills to supervise students in a work setting. Applicants in this category of practice will continue to be required to take coordination techniques. This requirement is moved from the licensure charts in chapter 3515 to the appropriate category of practice in 3517. It is reasonable to delete the additional three credits in cooperative education previously required in chapter 3515 because the essential components necessary for competency are included in coordination techniques.

Agriculture Occupations

3517.0200 to .0260

Overview of Secondary Agriculture Occupations Categories of Practice.

Agriculture Occupations categories of practice identify the licensure requirements for the vocational programs areas of Animal Care, Horticulture or Specialty Crops, Vocational Agriculture, and Teacher-Coordinator of Agriculture Occupations. The requirements were moved from the licensure chart contained in Minn. Rules pt. 3515.9910.

3517.0200 Secondary Animal Care Occupations Teacher

3517.0220 Secondary Horticulture or Specialty Crops Teacher

3517.0240 Secondary Vocational Agriculture Teacher

Option one: All categories of practice include the following:

A. Educational criteria

Moved from licensure chart (Minn. Rules pt. 3515.9910) with a more definitive description of a Land Grant University or an institution including a College of Agriculture on its campus.

B. Technical coursework

Moved from licensure chart (Minn. Rules pt. 3515.9910).

C. Occupational Experience

(1) The work experience was moved from the licensure chart (Minn. Rules pt. 3515.9910).

(2) This proposed rule reduces the percentage of occupational experience in the emphasis areas from 50 percent to 40 percent.

This part is needed to reflect the additional hours of work experience satisfied by the technical and scientific course work required in the baccalaureate degree in Agriculture.

It is reasonable because the technological competencies necessary for these occupations are not readily attainable in the traditional family, self, or paid employment experience in the industry of agriculture.

(3) Emphasis areas

The emphasis areas encompass the minimal basic competencies necessary for the occupation as recommended by representatives of the industry.

(4) The job titles listed as exceptions in the related emphasis area are necessary to provide the applicant information on which related occupations are not acceptable, as well as to provide consistency in implementation. The excepted references do not relate to the components as identified in Vocational Agriculture 3505.2700.

This part is reasonable since the cited reference is a readily available, comprehensive document validated by a national committee of business and industry representatives from agriculture.

(5) This part is neither conceptually nor functionally different from current rule requiring 2,000 hours of work experience plus the baccalaureate degree.

The occupational experience required for this license need not be paid in the traditional wage or salary arrangement.

There is no evidence that being "paid" as opposed to some other forms of renumeration makes the experience any more real or rewarding or contributes any more to learning the fundamentals of agriculture occupations.

This part change is necessary since farms, ranches, and small agricultural businesses are generally considered family enterprises with no clearly defined organizational chart or distinct delineation between labor and management. In these cases, the family benefits as a unit rather than as individuals.

The historical precedence in the agricultural industry is that children born on farms or ranches, or participating in a business, have not been a part of the paid work force. They have been renumerated, "paid," through a well established system of barter. Barter between labor and management may be in exchange for perquisites in the form of college tuition, books, fees, room, board, spending money, capital assets, transporation, or other forms of distribution.

Experiences gained from working with a family business or enterprise are generally more comprehensive and all encompassing than those obtained by hourly or salaried employees.

Justification for the verification process:

This part is necessary because economic conditions and/or individual family characteristics (mores) preclude payment of wages to family members.

This is not to say that the children do not receive payment in kind (perquisites). It is an alternative to a formalized wage/salary arrangement.

This part is reasonable because the value of the perquisites may equal or exceed the amount of wages which could be realistically paid.

(6) Limited License

This part is necessary because proposed changes by the University of Minnesota and other institutions requiring a fifth year of study may preclude prospective applicants from completing the required paid employment experience within the five-year period. The rule is reasonable because the deficiency in the employment experience may be overcome by directed experience as defined in Minn. Rules pt. 3517.4200, subpart 2. The provisional license contained in licensure chart (Minn. Rules pt. 3515.9910) has been deleted. This change is needed because the limited license supersedes the provisional license. The rule change is reasonable because other alternatives are available to the applicant.

Subpart 2 (3517.0200 and .0220) Alternate License

It is necessary and reasonable to continue to accept a vocational agriculture license because this occupation is a component of the total program.

Subpart 2 (3517.0240) Validity

This has been a practice of the Personnel Licensing Section since vocational agriculture was moved to a separate vocational license in 1972. It is reasonable for the license to be valid to teach junior and senior high vocational agriculture because the requirements for the license exceed those for a non-vocational agriculture license. It is also a convenience for the teacher and the school district to have one license valid at both secondary levels.

3517.0260 Secondary Teacher-Coordinator of Agriculture Occupations Cooperative Education Programs (exclusive of Farm Cooperative Education).

A(2). This part was changed by deleting the requirement that non-University of Minnesota graduates must complete in Minnesota a three-credit practicum in agriculture occupations cooperative education and a three-credit course focusing on coordination techniques and supervision of agricultural cooperative education programs.

This part is necessary because compatible courses are now offered at Land Grant Universities and institutions with Colleges of Agriculture in surrounding states.

This part is reasonable because applicants will not be required to enroll in duplicate courses.

For Statement of Need and Reasonableness of parts A (3), (4), (5); B; and C, see 3517.0200 - .0240.

Subpart 2 License Validity

It is reasonable for this license to be valid in these two programs because the program requirements are the same. This proposed subpart has not been in rules, but has been in the Administrative Aid document (Exhibit A) since 1980.

SECONDARY BUSINESS OCCUPATIONS

(3517.0300 to 3517.0460)

Overview of Secondary Business Occupations Categories of Practice.

Business Occupations Categories of Practice identify the licensure requirements for the vocational program areas of accounting, administrative support, banking and finance, data entry, data processing, legal secretary, and medical secretary. The general education, technical coursework and occupational experience hour requirements for these broad categories of practice have been moved from the secondary licensure chart (Minn. Rules pt. 3515.9910).

The narrower categories of practice, business simulation and teacher coordinator, are areas related to the broad program areas which by tradition have been offered in some districts.

3517.0300 Secondary Accounting Teacher

3517.0330 Banking and Finance Teacher

3517.0370 Data Entry Clerk Teacher

3517.0390 Data Processing Occupations Teacher

The need and reasonableness statement for the above categories of practice are the same and will be discussed together. An applicant may choose from five different options to meet the requirements for licensure. The occupational experience varies from 2000 to 6000 hours depending on the educational and technical coursework required within an option.

Option One

A. Educational Criteria

(1) The requirement of a baccalaureate degree is necessary and reasonable because it ensures that the applicant has the minimum knowledge base, that all interested parties have access to the information and that there is consistency in the implementation of the rule.

(2) A typing or keyboarding methods course has been a standard requirement of most business education degree programs. However, in some instances the course is grouped into a general business methods course. The high emphasis on keyboard use by all business personnel makes it necessary and reasonable that all vocational business teachers be specifically qualified to teach this vital aspect of the business program.

(3) Moved from Minn. Rules pt. 3515.9910.

(4) Moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework

(1) Technical coursework is not required in this option.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9910.

(2-4) It is necessary and reasonable to list the job tasks for each category of practice to ensure that the applicant will have had experiences that will provide the technical knowledge necessary for the program, that all interested persons have access to the information and that there is consistency in the implementation of the rule. It is reasonable to require a minimum specified percentage of the occupational experience to be in the emphasis areas in order to ensure familiarity with the occupational environment. This also increases insights into other occupations in the business cluster. Percentages in the occupational experiences vary from 50 percent to 66 2/3 percent due to the number of emphasis area job titles within a given category of practice. On the license chart (Minn. Rules pt. 3515.9910) there is a limitation on the amount of directed occupational experience. This limitation has been eliminated to offer more flexibility for applicants. Also, this provision is now consistent with other program areas.

(5) It is necessary and reasonable to limit the alternate methods of meeting the occupational experience requirement. Since the requirement is already a minimal level to acquire necessary competence, the actual work experience (1,000 in the emphasis area, 3,000 without technical coursework, and 2,000 with technical coursework) is necessary and reasonable to ensure quality instructors for the program. Therefore, substitute alternatives for this actual work experience which further reduce the actual work experience are not reasonable and are not necessary.

D. Limitations

(1) See Statement of Need and Reasonableness for 3517.6200, Limited License.

(2) It is not reasonable to allow a non-business licensed teacher to teach in this program area because it requires special technical skills and methods. Non-business licensed teachers cannot effectively teach the content of the program and will, therefore, adversely affect the overall quality of the program. The influx of computers and the applications used in the programs require special technical competence. Additionally, the licensure qualifications have been broadened to encompass many additional options through which to meet licensure require-

ments, and they are now more broad than those of other areas of practice; therefore, a greater majority of people will qualify for full license or for a limited license.

Option Two

A. Educational Criteria

(1) The requirement is the same as Option One. See A of that Option for Statement of Need and Reasonableness.

B. Technical Coursework

The technical coursework requirement of 13 quarter credits is necessary and reasonable because of the impact that technology has had in this program area. These courses will help ensure that teachers in the program area are competent in the use of computers and are knowledgeable about computer applications for the programs. Also, the occupational experience for this option has been reduced to compensate for this increased technology requirement. Advisory committees of business and current teachers in the categories of practice have validated the proposed requirement to ensure that applicants will have the minimum knowledge base required for each category of practice.

C. Occupational Experience

(1) The work experience requirement for this option was lowered to 2,000 hours from 3,000 hours based on advisory committee recommendation that the technical coursework requirement is a reasonable, and for some teachers, a better and more appropriate option for acquiring the necessary technical skills and knowledge required for these categories of practice.

(2-5) The requirements are the same as Option 1. See C.2-5 for Statement of Need and Reasonableness.

D. Limitations

(1-2) See Option 1, D.(1-2) for Statement of Need and Reasonableness.

Option Three

A. Educational Criteria

(1) See Option 1, A.(1) for Statement of Need and Reasonableness.

(2) Moved from Minn. Rules pt. 3515.9910.

(3) Moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework.

See Option 2, B. for Statement of Need and Reasonableness.

C. Occupational Experience

(1) See Option 2, C.(1) for Statement of Need and Reasonableness.

(2) It is necessary and reasonable to require that all 2,000 hours of work experience (one-year) for this option be in the emphasis area. The work requirement is limited, and the degree for this option is more narrow than that required in other options; therefore, this requirement will help to ensure that this noneducation degree applicant will have the technical expertise required for the category of practice.

(3) See Option 1, C.(3) for Statement of Need and Reasonableness.

(4) It is reasonable to require all of the occupational experience for this option to be acquired through actual work experience because of the limited occupational experience requirement (2,000 hours), to assure that the applicant has a sufficient breadth and depth of experience to relate to students.

D. Limitations

(1) It is reasonable to require that all of the occupational experience for this option be completed before initial licensure to assure that the applicant has a strong occupational background in the area of licensure. This degree requires a higher concentration of technical course work, therefore, a lower number of actual work experience hours is required. Also, all the work experience is required to be in the emphasis area. Also, it is reasonable to allow the applicant to delay completion of the technical coursework under 3517.6000, since this entire sequence may not have been accessible to them prior to initial licensure.

(2) See Option 1, D.(2) for Statement of Need and Reasonableness.

Option Four

A. Educational Experience

(1) See Option 1, A.(1) for Statement of Need and Reasonableness.

(2) Moved from Minn. Rules pt. 3515.9910.

(3) Moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework

See Option 1, B.(1) for Statement of Need and Reasonableness.

C. Occupational Experience

(1-4)See Option 3, C.(1-4) for Statement of Need and Reasonableness.

Option Five

A. Educational Criteria.

Moved from Minn. Rules pt. 3515.9910.

B. Technical Coursework

See Option 1, B for Statement of Need and Reasonableness.

C. Occupational Experience.

Moved from Minn. Rules pt. 3515.9910.

D. Limitations.

See Option 1, D.(1-2).

Subpart 7. Replacing a Narrower License (3517.0300, Secondary Accounting Teacher; 3517.0330, Banking and Finance Teacher; and 3517.0390, Data Processing Occupations Teacher)

It is reasonable to issue this more broad-base license to instructors who currently hold more specific licenses in related program areas. Licensure criteria for these categories of practice have been expanded to accept a broader base of work experience, which includes work experience required for the narrower licenses.

3517.0320 Administrative Support Occupations Teacher

Option One

A. Educational Criteria.

(1) See Option 1, A.(1), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(2) See Option 1, A.(2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(3) See Option 1, A.(3), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(4) See Option 1, A.(4), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

B. Technical Coursework is not required in this option.

C. Occupational Experience

(1-5)See Option 1, C.(1-5), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

D. Limitation

(1-2)See Option 1, D.(1-2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

Option Two

A. Educational Criteria

(1-4)See Option 2, A.(1-4), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

B. Technical Coursework. See Option 2, B, accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

C. Occupational Experience

(1-5)See Option 2, C.(1-5), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

D. Limitations

(1-2)See Option 2, D.(1-2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

Option Three

A. Educational Criteria

(1,3-4)See Option 3, A.(1-3), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(2) The accounting and administrative support skills procedures are methods courses which are included in the business education degree program, but not required in the office administration degree program. Requiring these methods courses is reasonable to provide a minimum competency for teaching this program area.

B. Technical Coursework.

See Option 3, B, accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

C. Occupational Experience

(1-4)See Option 3, C.(1-4), accounting teacher 3517.0300, for Statement of Need and Reasonableness.

D. Limitations

(1-2)See Option 1, D.(1-2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

Subpart 5 and 6. Replacing a Narrower License and other persons eligible

It is reasonable to issue this more broad-base license to instructors who currently hold more specific licenses in related program areas. Licensure criteria for this category of practice has been expanded to accept a broader base of work experience and includes work experience required for the narrower licenses.

3517.0410 Legal Secretarial Occupational Teacher

3517.0430 Medical Secretarial Occupational Teacher

The need and reasonableness statement for the above categories of practice are the same and will be discussed together.

Option One

A. Educational Criteria

(1) See Option 1, A.(1), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(2) See Option 1, A.(2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(3) See Option 1, A.(3), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(4) See Option 1, A.(4), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

B. Technical Coursework

See Option 1, B accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

C. Occupational Experience

(1-4) See Option 1, C.(1-4), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

D. Limitations

(1-2) See Option 1, D.(1-2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

Option Two

A. Educational Criteria

(1-4) See Option 2, A.(1-4), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

B. Technical Coursework.

See Option 2, B, accounting teacher, 3517.0300. for Statement of Need and Reasonableness.

C. Occupational Experience

(1-5) See Option 2, C.(1-5), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

D. Limitations

(1-2)See Option 2, D.(1-2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

Option Three

A. Educational Criteria

(1,3-4)See Option 3, A.(1,3-4), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(2) The administrative support skills procedures is a methods course which is included in the business education degree program, but not required in the office administration degree program. Requiring this methods course is reasonable to provide a minimum competency for teaching this program area.

B. Technical Coursework.

See Option 3, B, accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

C. Occupational Experience

(1-4)See Option 3, C.(1-4), accounting teacher 3517.0300, for Statement of Need and Reasonableness.

D. Limitations

(1-2)See Option 1, D.(1-2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

Option Four

A. Educational Criteria

(1,3)See Option 5, A.(1,3), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

(2) See Option 1, A.(2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

B. Technical Coursework.

See Option 5, accounting teacher 3517.0300, for Statement of Need and Reasonableness.

C. Occupational Experience

(1-4)See Option 5, C.(1-4), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

D. Limitations

(1-2)See Option 5, D.(1-2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

Subpart 6. Replacing a Narrower License.

It is reasonable to issue this broad-base license to instructors who currently hold more specific licenses in related program areas. Licensure criteria for this category of practice has been expanded to accept a broader base of work experience and includes work experience required for the narrower licenses.

3517.0350 Business Simulation Occupations Teacher

A. Educational Criteria

(1) It is necessary and reasonable to require this license because the competencies are the basis of the business simulation program.

(2) It is necessary and reasonable to require a special methods and materials of business simulation because of the unique nature and content of the course (an individualized electronic based work-flow). Also, some universities only offer a general methods course which may not specifically address the preparation needs of this license. This is necessary to ensure that the simulation will be relevant to the world of work.

(3) Two credits in student organization methods is a necessary and reasonable requirement because the student organization is an integral part of an instructional program that addresses leadership skills, personal and social skills, citizenship, and motivation.

(4) See 3517.0300, Option 1, A.(2) for Statement of Need and Reasonableness.

(5) Moved from Minn. Rules pt. 3515.9910.

(6) Moved from Minn. Rules pt. 3515.9910.

B. Technical Coursework

See Option 2, B, accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

C. Occupational Experience

(1-3)Same as Option 2, C.(1-3), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

D. Limitations

(1) It is reasonable to require that the applicant have a valid vocational administrative support teacher's license and methods

and materials of business simulation to assure teacher competence in teaching the work-flow and general business support competencies included in this course. It is also reasonable to allow the applicant to delay completion of other requirements to permit time to take technical courses or to acquire additional required work experience as these opportunities may not be readily accessible during the school year.

(2) Same as Option 1, D.(1-2), accounting teacher, 3517.0300, for Statement of Need and Reasonableness.

Subpart 2. Renewing Model Office License

Current model office licenses will be converted to this license until July 1, 1989. Thereafter, this license will replace the older model office licenses, which will no longer be issued. This conversion is reasonable because the program objectives are comparable. The older model office license is being upgraded to include a high intensity of technical course work. Also, the title was upgraded to reflect change that is taking place in the business work place.

3517.0460 Teacher-Coordinator of Business Occupations

Subpart 1. Requirements.

A. Educational Criteria

(1) It is necessary and reasonable to require the administrative support teacher's license because it includes the competencies needed in the business cooperative education program.

(2) See Statement of Need and Reasonableness in general section for teacher-coordinator. (p. 10).

(3) Two credits in student organization methods is a necessary and reasonable requirement because the student organization is an integral part of an instructional program that addresses leadership skills, personal and social skills, citizenship, and motivation.

(4) The two-credit course in related curriculum development and classroom management will help teachers prepare for and become familiar with the cooperative education related class and the individualized instructional needs of the students in the program.

(5) Philosophy of vocational education moved from Minn. Rules pt. 3515.9910.

(6) Human Relations moved from Minn. Rules pt. 3515.9910.

B. Technical Coursework

No additional technical coursework is required for this license.

C. Occupational Experience

(1) (a) and (b) These parts provide two options for obtaining the recent experience, i.e., either actual paid work experience or a college-directed updating experience. This requirement is reasonable because it ensures familiarity with the world of work in which the teacher-coordinator will place students. Allowing an updating seminar to substitute for paid work facilitates redirection of teachers who are currently in the classroom, particularly in nonmetro areas where part-time paid jobs may be difficult to obtain.

(2) This part states the kind of paid work experience that will apply in C.(1) in order to avoid misunderstanding and to ensure consistent implementation of the rule.

(3) This part states which of the alternate kinds of work experience are not considered acceptable to accumulate the required occupational experience in order to avoid misunderstanding and to ensure consistent implementation of the rule.

D. Limitations

(1) The limited license replaces the previous provisional license in Minn. Rules pt. 3515.4700. See Statement of Need and Reasonableness for the Limited License, 3517.6200. It is reasonable to allow the limited license for this category. The limited license will allow an instructor one year in which to meet full licensure requirements. It is reasonable to require an applicant to take coordination techniques before being granted a limited license, because of the differences in teaching methodology for this type of course, compared with teaching in the classroom.

(2) A letter of approval is not included because it is not reasonable to allow a non-business licensed teacher to teach in this program area which requires special technical skills and methods. Non-business licensed teachers cannot effectively teach the content of the program and will, therefore, adversely affect the overall quality of the program. The influx of computers and the applications used in the programs requires special technical competence. Additionally, the licensure qualifications have been broadened to encompass many additional options through which to meet licensure requirements, and are now more broad than those of other areas of practice; therefore, a greater majority of people will qualify for full license or for a limited license.

SECONDARY CONSUMER AND HOMEMAKING EDUCATION OCCUPATIONS

(3517.0500 to 3517.0520)

Overview of Secondary Consumer and Homemaking Categories of Practice

Consumer and homemaking categories of practice prepare individuals for their roles as homemakers, consumers, parents and family members. Only option one from Attachment B is used in this program area because the competencies necessary to teach this program can best be gained through formal coursework. In an area where work is not paid in money and not done under supervision, it is impossible to ensure that a minimum level of competency will be gained without formal technical coursework.

This vocational program area has only two categories of practice, the secondary consumer and homemaking teacher and the secondary consumer and homemaking/family life teacher. The second license builds on the first license and makes it possible for the licensee to teach a broader program. This is a change from 3515.9911, where family life is a separate license. It was necessary to combine family life with consumer and homemaking because there are no teaching jobs for people narrowly licensed to teach only family life. Therefore, it is reasonable to drop the family life and combine the requirement with the consumer and homemaking license, because it provides one license that makes the applicant eligible to teach all components of the vocational homemaking program. All Minnesota Home Economics teacher preparation programs prepare students to meet the licensure requirements for this category of practice. Since 1981 one licensure code has been issued to applicants who meet the consumer and homemaking and family life requirements of Minn. Rules pt. 3515.9911.

The license for nutrition specialist from the licensure chart 3515.9911 has not been transferred to 3517 because there are no programs presently in operation that require this license. It is necessary and reasonable to identify requirements only for licenses that lead to a teaching position.

3517.0500 Secondary Consumer and Homemaking Teacher

A. Education Criteria

All education criteria were moved from the licensure chart (Minn. Rules pt. 3515.9911.)

It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the baccalaureate degree in home economics. See General Statement of Need and Reasonableness for Categories of Practice, Education Criteria (A) for an explanation of the need to have competency in this area.

B. Technical Coursework

The credit hours and required components have been moved from Minn. Rules pt. 3515.9911 subp. 3.A.

C. Occupational Experience

Remains the same as in Minn. Rules pt. 3515.9911.

D. It is reasonable to allow a limited license in hardship cases because it allows isolated communities that do not have a fully licensed teacher to continue the program. There is a surplus

of fully licensed teachers in this category of practice in all but the most isolated areas of the state. This exception will, however, fill a special need for a few districts.

Subpart 2 License Validity

(A) This has been a practice of the Personnel Licensing Section since vocational consumer and homemaking was moved to a separate vocational license in 1972. It is reasonable for the consumer and homemaking license to be valid to teach junior and senior high home economics because the requirements for this license exceed those for a non-vocational home economics license. Thus, this license provides a more highly qualified teacher. It is also a convenience for the teacher and school district to have this one license valid at both secondary levels.

(B) The teaching of family life is a very sensitive area and requires special courses. The requirement for special preparation to teach family life is consistent with the Board of Teaching Rules, Minn. Rules pt. 8700.5100, Teachers of Family Life Education.

3517.0520 Secondary Consumer and Homemaking/Family Life Education Teacher

A. Educational Criteria

(1) It is necessary and reasonable to require this license because the licensee will be eligible to teach the consumer and homemaking program as well as the family life component.

(2) Moved from Minn. Rules pt. 3515.9911, subp. 3.B(5).

(3) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the baccalaureate degree in home economics. See General Statement of Need and Reasonableness for Categories of Practice, Education Criteria (A) for an explanation of the need to have competency in this area. (p. 9).

(4) This requirement was moved from the chart (Minn. Rules pt. 3515.9911.

(5) This requirement was moved from the chart (Minn. Rules pt. 3515.9911.)

(6) Moved from Minn. Rules pt. 3515.9911, subp. 3.E.

B. Technical Coursework

Moved from Minn. Rules pt. 3515.9911, subp. 3.B(1)-(4).

The credit requirement in chapter 3515 was 27 credits. The requirement remains the same because the 3-credit curriculum methods and materials of family life was subtracted from the 27 credits when this component was moved to 3517.0520 subp. 1.A(2). The minimum of three credits remains the same as in chapter 3515,

but it was necessary to add a maximum of nine quarter credits to ensure that applicants have a reasonable distribution of coursework. It was necessary and reasonable to combine two components from Chapter 3515, (family structure and function, and relationships within the family and relationship of the family and its members to society) because these components are generally combined in one or more college courses. Combining the components makes it easier for the applicant and Personnel Licensing Section to document that the requirements are met.

The limited license (formerly provisional) was moved from the chart (Minn. Rules pt. 3515.9911.)

C. Occupational Experience

This requirement is the same as Minn. Rules pt. 3515.9911.

D. It is reasonable to allow a limited license in hardship cases because it allows isolated communities that do not have a fully licensed teacher to continue the program. There is a surplus of fully licensed teachers in this category of practice in all but the most isolated areas of the state. This exception will, however, fill a special need for a few districts.

Subpart 2 License Validity

The requirements for this category of practice are very comprehensive and exceed the requirements for a home economics license and a consumer and homemaking license. Therefore, it is reasonable for this license to be valid in the other program areas.

Secondary Environmental Health Occupations

(3517.0600 - 3517.0620)

Overview of Secondary Environmental Health Occupations Categories of Practice

The Secondary Environmental Health Occupations Category of Practice identifies the licensure requirements for the vocational program area of Environmental Health Occupations. The general education and occupational experience hour requirements for this category of practice were moved from the secondary licensure chart (Minn. Rules pt. 3515.9912) under Health Occupations Education. The educational and occupational experience requirements for this category have been in policy. It is necessary and reasonable to write the policy into rule because the programs have been approved and are operating in districts. The program is listed on the matrix, Exhibit A. It is necessary and reasonable to separate Environmental Health Occupations from the other Health Occupations Education programs because it focuses on air and water plus chemical analysis, which is quite different from the health care programs.

3517.0600 Secondary Environmental Health Occupations Teacher

Option One

A. Educational Criteria

(1) The listed baccalaureate degrees are necessary and reasonable because they ensure that the applicant has the minimum knowledge base, that all interested parties have access to the information, and that there is consistency in the implementation of the rules.

(2) Requirements for the secondary vocational teacher education sequence (3517.3150) were moved from Minn. Rules pt. 3515.1400 where they were part of the Health Occupations Education program.

(3) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the baccalaureate degrees listed in A(1). See General Statement of Need and Reasonableness for Categories of Practice, Education Criteria (A) for an explanation of the need to have competency in this area. (p. 9).

(4) The human relations program requirement was moved from Minn. Rules pt. 3515.2100 where they were part of the Health Occupations program.

B. Technical Coursework

No additional technical coursework has been required in previous rule for Environmental Health Occupations Education.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9912. This area was one of the Health Occupations licenses. This was identified in Exhibit A.

(2-3) It is necessary and reasonable to list the job titles for each category of practice to ensure that the applicant will have had experiences that will provide the technical knowledge of the program, that all interested parties have access to the information, and that there is consistency in the implementation of the rules. The advisory committee for this category of practice validated these titles and duties. One hundred percent of the occupational experience is required in the emphasis area because of the highly technical nature of the experiences in this category of practice.

(4) See Statement of Need and Reasonableness for 3517.6000, Limited License.

Option Two

This option differs from Option 1 in that completion of a technical training program replaces the baccalaureate degree and more hours of occupational experience are required.

A. Educational criteria

(1) It is reasonable to require that applicants successfully complete the technical program that prepared the applicants to be employed in their occupations. The occupations listed have been validated by the advisory committee for the category of practice.

(2-4)See Statement of Need and Reasonableness for Option 1, A (2-4).

B. Technical Coursework

(1) See Statement of Need and Reasonableness for Option 1, B.

C. Occupational Experience

(1) It is necessary and reasonable to require 6000 hours of occupational experience to ensure a minimum knowledge base of the program area when less time is spent in a formal training program than in Option 1.

(2-3)See Statement of Need and Reasonableness for Option 1, C (2-3).

3517.0620 Secondary Teacher-Coordinator of Environmental Health Cooperative Education

A person licensed in this category of practice is qualified to place and supervise students in paid jobs to develop competencies in the Environmental Health program area. The criteria for this category of practice were moved from Minn. Rules pt. 3515.9912. See the General Statement of Need and Reasonableness for Categories of Practice 3517.0200 - 3517.2140 regarding deletion of the second course in cooperative education. (p. 10).

Secondary Health Occupations

(3517.0700 - 3517.0890)

Overview of Secondary Health Occupations Categories of Practice

The Secondary Health Occupations Categories of Practice identify the licensure requirements for the vocational program areas of dental assisting, dental laboratory technician, emergency medical technician, health care career exploration, health unit coordinator (ward clerk), home health aide, medical laboratory technician, nursing assistant, orthotics/prosthetics technician, and pharmacy technician. The general education and occupational experience hour requirements for these categories of practice have been moved from the secondary licensure chart (Minn. Rules pt. 3515.9912) under Health Occupations Education. The requirements for these categories have been in policy. It is necessary and reasonable to write the policies into rule because the programs have been approved and are operating in districts. The programs are listed on the matrix, Exhibit A.

Teacher-Coordinator in Health Occupations (3517.0890) was moved from the licensure chart (Minn. Rules pt. 3515.9912.)

Health care career exploration is a broad program and will be discussed first.

3517.0760 Secondary Health Care Career Exploration Teacher

Option One

A. Education criteria

(1) The listed baccalaureate degrees are necessary and reasonable because they ensure that the applicant has the minimum knowledge base, that all interested parties have access to the information, and that there is consistency in the implementation of the rule.

(2) Requirements for the secondary vocational teacher education sequence (3517.3150) were moved from Minn. Rules pt. 3515.1400.

(3) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the baccalaureate degrees listed in A(1). See General Statement of Need and Reasonableness for Categories of Practice, Education Criteria (A) for an explanation of the need to have competency in this area.

(4) The human relations program requirement was moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework

No additional technical coursework has been required in previous rule for Health Occupations Education.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9912

(2-4) It is necessary and reasonable to list the job title for each category of practice to ensure that the applicant will have had experiences that will provide technical knowledge of the program, that all interested parties have access to the information, and that there is consistency in the implementation of the rule. The advisory committee for the categories of practice validated the job titles and duties and made a determination that the job was in the emphasis or related area. It is reasonable to require a minimum of two-thirds of the occupational experience to be in the emphasis area and to allow up to one-third in the related area because this program is broad-based and explores many occupations within the program cluster.

(5) See Statement of Need and Reasonableness for 3517.6000, Limited License.

Option Two

This option differs from Option 1 in that a two-year technical program replaces the baccalaureate degree and more hours of occupational experience are required.

A. Educational Criteria

(1) It is reasonable to require that the applicant has successfully completed the technical program that prepared the applicant to be employed in his or her occupation. The occupations listed have been validated by the advisory committee for the category of practice.

(2-4)See Statement of Need and Reasonableness for Option 1, A, (2-4).

B. Technical Coursework

(1) See Statement of Need and Reasonableness for Option 1, B.

C. Occupational Experience

(1) It is necessary and reasonable to require 6000 hours of occupational experience to ensure a minimum knowledge base of the program area when less time is spent in a formal training program than in Option 1.

(2-5)See Option 1, C.

Subpart 4 Alternative License

When the requirements are equivalent, it is reasonable to allow that license to be used as an alternative rather than to require the applicant to apply for a new category of practice license.

3517.0700 Secondary Dental Assisting Teacher

3517.0740 Secondary Emergency Medical Technician Teacher

3517.0780 Secondary Health Unit Coordinator (Ward Clerk) Teacher

3517.0820 Secondary Medical Laboratory Technician Teacher

3517.0880 Secondary Pharmacy Technician Teacher

These above listed narrowly focused categories of practice have only one option for licensure, with certification or professional licensure in their occupational area as the basic educational requirement.

A. Educational criteria

(1) It is reasonable to require that the applicant has successfully completed a technical training program that prepared the applicant for the occupation, with the appropriate certification or professional license required to be employed in the occupational area.

(2) Moved from Minn. Rules pt. 3515.1400.

(3) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the technical training program. See General Statement of Need and Reasonableness for Categories of Practice, Education Criteria (A) for an explanation of the need to have competency in this area. (p. 9).

(4) Moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework

No additional technical coursework has been required in previous rule for Health Occupations Education.

C. Occupational Experience

(1-4) It is reasonable to require 6000 hours of occupational experience in the specific area in which they are certified or licensed, because these are very specialized, skilled areas.

(5) See Statement of Need and Reasonableness for 3517.6000, Limited License.

3517.0720 Dental Laboratory Technician

This narrowly focused category of practice has only one option for licensure, with certification and degree in the occupational area as the basic education requirements.

A. Educational criteria

(1-2) See Statement of Need and Reasonableness for 3517.0700, A (1-2).

(3) Moved from Minn. Rules pt. 3515.1400.

(4) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the certification or degree requirements. See General Statement of Need and Reasonableness for Categories of Practice, Education Criteria (A) for an explanation of the need to have competency in this area.

(5) Moved from Minn. Rules pt. 3515.2100.

B. See 3517.0700, B, for Statement of Need and Reasonableness.

C. (1-5) See 3517.0700 for Statement of Need and Reasonableness.

3517.0800 Home Health Aide Teacher

3517.0840 Nursing Assisting Teacher

Subpart 1

These two narrowly focused categories of practice have only one option for licensure, with professional licensure in their occupational area as the basic educational requirement. See Statement of Need and Reasonableness for 3517.0700, A, B, and C.

Subpart 2 Alternative license

See the Statement of Need and Reasonableness for 3517.0760 subp. 4.

3517.0860 Secondary Orthotics/Prosthetics Technician Teacher

This narrowly focused category of practice has only one option for licensure, with certification in their occupational area as the basic educational requirement.

A. Educational criteria

(1-2)See Statement of Need and Reasonableness for 3517.0700, A, (1) & (2).

(3) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the certification education requirement. See General Statement of Need and Reasonableness for Categories of Practice, Education Criteria (A) (p. 9) for an explanation of the need to have competency in this area.

(4) The human relations requirement was moved from Minn. Rules pt. 3515.1400.

(5) It is necessary and reasonable to allow this substitution, as it is consistent with the policies of the American Board of Certification of Orthotics and Prosthetics.

B. See Statement of Need and Reasonableness for 3517.0700.

C. (1) It is necessary and reasonable to require 2000 hours of occupational experience as this ensures a minimum knowledge base of the program area.

(2-5)See Statement of Need and Reasonableness for 3517.0700, C(2-5).

(6) It is necessary and reasonable to allow this substitution of a competency-based occupational exam in lieu of the occupational experience because it is consistent with the policies of the certification board for Orthotics and Prosthetics. This Board considers the formal training program which prepares the trainee to stand for a test as equivalent to two years of occupational experience.

3517.0890 Secondary Teacher-Coordinator of Health Occupations Cooperative Education

A person licensed in this category of practice is qualified to place and supervise students in paid jobs in order to develop competencies in the Health Occupations program areas. Criteria for this category of practice

were moved from Minn. Rules pt. 3515.9912. See the General Statement of Need and Reasonableness for Categories of Practice 3517.0200 - 3517.2140 (p. 10) related to deletion of the second course in cooperative education.

Secondary Marketing Occupations

(3517.0900 - 3517.0920)

Overview of Secondary Marketing Occupations Categories of Practice

Marketing categories of practice identify the licensure requirements for the vocational program area of marketing. The general education, technical coursework and occupational experience hour requirements for this category of practice have been moved from the secondary licensure chart (Minn. Rules pt. 3515.9912). The name of this category of practice has been changed from Distributive Education to Marketing because it is more descriptive and is consistent with the terminology used by the United States Office of Education.

3517.0900 Secondary Marketing Teacher

A. Educational criteria

(1) The listed degrees are necessary and reasonable because each includes technical preparation that ensures that the applicant has the minimum knowledge base. Listing the degrees ensures that all interested parties have access to the information and that there is consistency in the implementation of the rule.

(2) Requirements for the secondary vocational marketing teacher were moved from the secondary licensure chart (Minn. Rules pt. 3515.9912). The course requirements ensure that the applicant has an understanding of the specific vocational area of instruction and is familiar with the philosophy of vocational education. In consultation with an advisory committee of industry, current licensed teachers in the category of practice and teacher educators the following changes were adopted. The requirement for a course in distributive education curriculum has been eliminated to meet the updated trend in the course offering due to the fact that the distributive education curriculum course is now offered within the marketing education (distributive education) methods course. The previous requirement of one course in organization/administration of Vocational Education has been dropped due to the fact that the content of the course is now part of the marketing education (distributive education) methods and philosophy of vocational education. In addition the organization/adminstration of Vocational Education course is altered to prepare the individual pursuing an administrative degree, therefore, no longer meets the specific needs of an instructor in the marketing occupational area. The requirement of distributive education student teaching or one year previous teaching experience is a requirement of the educational degree program in marketing education. The business administration

and marketing degree applicants are required to have the teacher internship which is necessary and reasonable to ensure the applicant receives the proper experience and that there is consistency in the implementation of the rule.

(3) The human relations program requirement was moved from Minn. Rules pt. 3515.9912.

B. Technical coursework

(1) It is reasonable to require that the applicant has successfully completed the listed technical program because it directly relates to the secondary vocational program to be taught. The programs listed have been validated by the advisory committee for the category of practice.

(2) This provision was in prior rule (Minn Rule pt. 3515.9912). It is reasonable to accept excess occupational experience as a substitute for technical coursework because the knowledge obtained through occupational experience is comparable to the skills learned in technical coursework.

(3) See Statement of Need and Reasonableness for Minn. Rules pt. 3517.6200 (Limited License). This change brings marketing consistent with other vocational areas.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9912

(2-4) It is necessary and reasonable to list the job titles for each category of practice to ensure that the applicant will have had experience that provides the technical knowledge of the program, that all interested parties have access to the information and that there is consistency in the implementation of the rule. The advisory committee for the category of practice validated the job titles and duties and made a determination that the job was in the emphasis or related area. It is reasonable to require a minimum of 50 percent of the occupational experience in the emphasis area and to allow up to 50 percent in the related area because this program is broad-based and explores many occupations within the program cluster. The requirement of 4000 hours of occupational experience, which existed in prior rule, is necessary to assure the experience necessary to teach. This figure is consistent with national norms.

(5) See Statement of Need and Reasonableness for 3517.6200, Limited License.

Subpart 2. License Validity

It is reasonable for this license to be valid in the programs listed because the program requirements are the same. This proposed subpart has not been in rule, but has been in the administrative aid document since 1980.

Subpart 3. Converting a Narrower License

This subpart puts into rule the policy under which the holder of a valid secondary vocational program teaching license in the distributive education categories of practice may have the license converted to the broad category of practice now known as marketing. It was necessary and reasonable to make this change because with declining school populations, single-focus marketing occupations programs are not offered by school districts. Districts need the flexibility to have a teacher licensed to teach a broader category of courses.

The model store category of practice has been eliminated because it is now taught as a part of the marketing program and is no longer a separate program in this Category of Practice.

3517.0920 Secondary Teacher Coordinator of Marketing Occupations Cooperative Education

Subpart 1

A. Educational criteria

(1) Moved from Minn. Rules pt. 3515.9912.

(2) Moved from Minn. Rules pt. 3515.9912.

B. Technical Coursework

See Statement of Need and Reasonableness for 3517.0900, B.(1) and (2).

C. Occupational Experience

See Statement of Need and Reasonableness for 3517.0900 C. (1)-(4).

Subpart 2.

See Statement of Need and Reasonableness for 3517.0900, Subpart 2.

Performing Arts Occupations

(3517.1000)

Overview of Secondary Performing Arts Occupations Categories of Practice

Performing Arts Categories of Practice identify the licensure requirements for the vocational program area of Performing Arts. The general education, technical coursework and occupational experience hour requirements for this Category of Practice have been moved from the secondary licensure chart (Minn. Rules pt. 3515.9913) which was listed under "Other Vocational Clusters."

3517.1000 Secondary Performing Arts Occupation Teacher

Option 1

A. Educational criteria

(1) The listed degrees are necessary and reasonable because each ensures that the applicant has the minimum knowledge base. Listing the degrees ensures that all interested parties have access to the information and that there is consistency in the implementation of the rule.

(2) Requirements for the secondary vocational Performing Arts were moved from the secondary licensure chart (Minn. Rules pt. 3515.9913). The course requirements ensure that the applicant has an understanding of the specific vocational area of instruction and is familiar with the philosophy of vocational education. In consultation with an advisory committee of industry, current licensed teachers in the category of practice and teacher educators, the following changes were adopted. Vocational marketing education (distributive education) methods/curriculum course and the philosophy of vocational education were added. These are necessary and reasonable changes to ensure that the applicant receives the proper experience and that there is consistency in implementation of the rule.

(3) The human relations program requirement was moved from Minn. Rules pt. 3515.9912.

B. Technical coursework

It is reasonable to require that the applicant has successfully completed technical coursework because it directly relates to the secondary vocational program to be taught.

C. Occupational experience

(1) Moved from Minn. Rules pt. 3515.9913.

(2-3) It is necessary and reasonable to require Performing Arts experience for this Category of Practice to ensure that the applicant will have had experience that provides the technical knowledge of the program, that all interested parties have access to the information and that there is consistency in the implementation of the rule.

The advisory committee for the Category of Practice validated the duties and made a determination that the job was in the emphasis area. It is reasonable to require 100 percent of the occupational experience in the emphasis area because this program is based specifically on Performing Arts.

(4) See Statement of Need and Reasonableness for 3517.6200 (Limited License).

Option 2

A. Educational Criteria

(1) See Statement of Need and Reasonableness for subpart 2, Option 1, A. (2) and (3).

B. Technical Coursework

No technical coursework is required in this option because the additional hours of occupational experience provide comparable competencies.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9913

(2-3) See Statement of Need and Reasonableness for subpart 2, Option 1, C. (2) and (3).

Secondary Public Affairs/Community Service Occupations

(3517.1100 - 3517.1120)

Overview of Secondary Public Affairs/Community Service Occupations Categories of Practice

The Secondary Public Affairs/Community Service Occupations Category of Practice identifies the licensure requirements for the vocational program of Public Affairs/ Community Service Occupations. The general education and occupational experience hour requirements for this category of practice were moved from the secondary licensure chart (Minn. Rules pt. 3515.9912) under Community Service Occupations Education. The general education and occupational experience requirements for this category have been in policy. It is necessary and reasonable to write the policy into rule because the programs have been approved and are operating in districts. The program is listed on the matrix, Exhibit A.

3517.1100 Secondary Public Affairs/Community Service Occupations Teacher

Option One

A. Educational criteria

(1) The listed baccalaureate degrees are necessary and reasonable because they ensure that the applicant has a minimum knowledge base, that all interested parties have access to the information, and that there is consistency in the implementation of the rules.

(2) Moved from Minn. Rules pt. 3515.1400.

(3) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the baccalaureate degrees listed in A(1). See General

Statement of Need and Reasonableness for Categories of Practice, Educational Criteria, (A) for an explanation of the need to have competency in this area. (p. 9).

(4) Moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework

No additional technical coursework was required in previous rule.

C. Occupational Experience.

(1) Moved from Minn. Rules pt. 3515.9912.

(2-4) The advisory committee for this category of practice validated the job titles and duties listed in part 3. No related occupational areas are included because the emphasis areas are broad enough to give the applicant sufficient occupational opportunities. It is necessary and reasonable to list the job titles for each category of practice to ensure that the applicant will have had experiences that will provide the technical knowledge of the program, that all interested parties have access to this information and that there is consistency in the implementation of the rules.

(5) See Need and Reasonableness Statement for 3517.6000, Limited License.

Option Two

This option differs from Option 1 in that completion of a technical training program replaces the baccalaureate degree and more hours of occupational experience are required.

A. Educational Criteria

(1) It is reasonable to require that the applicant has successfully completed the technical program that is a minimum educational requirement for employment in their occupational area. The occupations listed have been validated by the advisory committee for this category of practice.

(2-4) See Option 1, A (2-4) for Statement of Need and Reasonableness.

B. Technical Coursework

(1) See Option 1, B for Statement of Need and Reasonableness.

C. Occupational Experience

(1) It is necessary and reasonable to require 6000 hours of occupational experience to ensure a minimum knowledge base of the program area when less time is spent in a formal training program than in Option 1.

(2-3)See Statement of Need and Reasonableness for Option 1, C, (2-4).

3517.1120 Secondary Teacher-Coordinator in Public Affairs/Community Service Occupations Cooperative Education

A person licensed in this category of practice is qualified to place and supervise students in paid jobs in order to develop competencies in the Public Affairs/Community Service program area. The criteria for this category of practice were moved from Minn. Rules pt. 3515.9912. See General Statement of Need and Reasonableness for Categories of Practice (3517.0200 - 3517.2140) related to deletion of the second course in cooperative education (p. 10).

SERVICE OCCUPATIONS

(3517.1200 to 3517.1440)

Overview of Secondary Service Occupations Categories of Practice.

The Service Occupations Categories of Practice identify the licensure requirements for the vocational program areas of child care/guidance and education; fashion/apparel/textiles; foods; grooming services; housing; and tourism. The general education, technical coursework and occupational experience hour requirements for these broad categories of practice have been moved from the secondary licensure chart (Minn. Rules pt. 3515.9913.)

The narrower categories of practice (building care/maintenance; cosmetology; dry cleaning; and upholstery) are areas related to the broad program areas which by tradition have been offered in some districts. The requirements for these categories have been in policy. It is necessary and reasonable to write the policies into rule because the programs have been approved and are operating in districts.

Childhood Education Aide, which is a support staff category of practice, was moved from Minn. Rules pt. 3515.6200 to 3517.1240.

Waiter/Waitress is a new category of practice that is a component of the foods occupations program.

Teacher-Coordinator in Service Occupations (Minn. Rules pt. 3517.1440) was moved from the licensure chart (Minn. Rules pt. 3515.9913.)

The broad categories of practice will be discussed first.

3517.1220 Secondary Child Care/Guidance and Education Occupations Teacher

3517.1300 Secondary Fashion/Apparel/Textiles Occupations Teacher

3517.1320 Secondary Foods Occupations Teacher

3517.1340 Secondary Grooming Service Occupations Teacher

3517.1360 Secondary Housing Occupations Teacher

3517.1380 Secondary Tourism Occupations Teacher

The need and reasonableness statements for the above categories of practice are the same and will be discussed together.

Option One

A. Educational criteria

(1) The listed baccalaureate degrees are necessary and reasonable because they ensure that the applicant has a minimum knowledge base.

(2) Requirements for the secondary vocational teacher education sequence (3517.3150) were moved from Minn. Rules pt. 3515.1400. It is reasonable to exempt the applicant from the one course (Introduction to Vocational Teaching) in the teacher education sequence because the methods and materials course for service occupations includes the same objectives plus specific objectives related to service occupations. When the baccalaureate degree is in home economics education, it is necessary and reasonable to exempt the applicant from the teacher education sequence because all objectives of these courses are included in a vocational education major.

(3) The requirement for methods and materials for Service Occupations (qualifying workshop in occupation) was moved from the charts (Minn. Rules pt. 3515.9913.)

(4) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the baccalaureate degree. See General Statement of Need and Reasonableness for Categories of Practice, Educational Criteria (A) for an explanation of the need to have competency in this area.

(5) Moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework (college approved credit component)

(1) The technical coursework requirement was moved from Minn. Rules pt. 3515.9913. The credit and hour requirements have been lowered from 24/288 to 18/228 because this is an adequate amount of time to provide the competencies needed for the program. It is reasonable to have the option to meet the coursework requirement through workshop clock hours because industry-run inservice provides current technical content that is not always available through a university program. The requirement for the minimum of two credits in each area has previously been written in the administrative aid (Exhibit D) and provides minimum competencies in each area. The listing of courses/topics is presently in the administrative aid and have been implemented consistently since 1980. An advisory committee of industry, current licensed teachers in the category of practice, and teacher educators have updated and validated

the proposed requirements to ensure that the applicant will have the minimum knowledge base for the category of practice.

(2) Moved from Minn. Rules pt. 3515.9913.

(3) See Statement of Need and Reasonableness for 3517.6200, Limited License.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9913.

(2-4) It is necessary and reasonable to list the job titles for each category of practice to ensure that the applicant will have had experiences that provide the technical knowledge of the program, that all interested parties have access to the information, and that there is consistency in the implementation of the rule. The advisory committee for the categories of practice validated the job titles and duties and made a determination that the job was in the emphasis or related area. It is reasonable to require a minimum of 50 percent of the occupational experience in the emphasis area and to allow up to 50 percent in the related area because these programs are broad-based and explore many occupations within the program cluster.

(5) (3517.1220 only) This program prepares students to work as support staff in early childhood education programs, therefore, occupational experience in educational settings as identified in subitems (3) and (4) is relevant and necessary as a requirement.

(6) For 3517.1220 only and (5) for .1300 to .1380 see Statement of Need and Reasonableness for 3517.6200, Limited License.

Option Two

This option differs from Option 1 in that a technical program replaces the baccalaureate degree and more hours of occupational experience are required.

A. Educational Criteria

(1) It is reasonable to require that the applicant has successfully completed the technical program that directly relates to the secondary vocational program. The programs listed have been validated by the advisory committee for the category of practice.

(2-4) See Statement of Need and Reasonableness for Option 1, A, (2-4).

(5) See Statement of Need and Reasonableness for Option 1, A, (5).

B. Technical Coursework

(1-3)See Statement of Need and Reasonableness for Option 1, B, (1-3).

C. Occupational Experience

(1) It is necessary and reasonable to require 4000 hours of occupational experience to ensure a minimum knowledge base of the program area when less time is spent in a formal training program than in Option 1.

(2-4)See Option 1, C.(2-4).

(5) (3517.1220 only) This program prepares students to work as support staff in early childhood education programs, therefore occupational experience in educational settings as identified in subitems (3) and (4) is relevant and necessary as a requirement.

Option Three

A. Educational Criteria

(1-2)Moved from Minn. Rules pt. 3515.9913.

(3) It is reasonable to require a two-credit student organization curriculum course as a new requirement because it is not part of the baccalaureate degree. See General Statement of Need and Reasonableness for Categories of Practice, Educational Criteria (A) for an explanation of the need to have competency in this area. (p. 9).

(4) Moved from Minn. Rules pt. 3515.9913.

B. Technical Coursework

Not required because of the extent of the occupational experience. This provision remains the same as in Minn. Rules pt. 3515.9913.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9913.

(2-4)Because the majority of the requirements for this applicant are met with the occupational experience, it is reasonable to require that 100 percent be in the emphasis area.

(5) (3517.1220 only) This program prepares students to work as support staff in early childhood education programs, therefore occupational experience in educational settings as identified in subitems (3) and (4) is relevant and necessary as a requirement.

3517.1200 Secondary Building Care and Maintenance Occupations Teacher

Subpart 1.

This narrowly focused category of practice has only one option for licensure, which is the same as Option 3 in the broad categories of practice. The requirements for this category have been in the administrative aid (Exhibit A and C). It is reasonable to only have Option 3 for this category because there is not a baccalaureate degree or postsecondary program that provides the knowledge base. See the Statement of Need and Reasonableness for 3517.1220, Option 3, A, B and C. (1-4).

Subpart 2. Alternative License.

It is necessary and reasonable to use the broad housing occupations license as an alternative for this category of practice because building care and maintenance is a component of the larger program. The housing license requires technical coursework and occupational experience in this category of practice.

Subpart 3. Converting a narrower license.

The building care and maintenance license and the housekeeping aide license are listed in the matrix (Exhibit A) and have been issued to secondary teachers. The job duties for these two licenses are essentially the same. "Building maintenance" is a more general job description, while the title "housekeeping aide" is used in specific industries. Thus, it is reasonable to convert the housekeeping aide license to the more general license title of "building care and maintenance."

3517.1240 Secondary Childhood Education Aide (Support Staff)

This category of practice has been merged with childhood education instructor to simplify the rule and to eliminate confusion for the applicant. The title "aide" was used because this is a support staff position. The requirements from Minn. Rules pt. 3515.6100 (childhood education instructor) and Minn. Rules pt. 3515.6200 (childhood education aide) have been merged into 3517.1240.

Subpart 1. Requirements

The duties for Chapter 3515.6100 and .6200 were the same and have been moved to this category of practice. Applicants are given two options to meet requirements:

A. Education Requirements

(1-3) Moved from Minn. Rules pt. 3515.6100

or

C. Occupational Experience

(1, 5 & 6) Moved from Minn. Rules pt. 3515.6200.

(2, 3 & 4) Job titles and duties are listed to provide the applicant with the needed information. The job titles are reasonable because they are the same as the program area in which the aide is working.

Subpart 2. Alternative License

It is reasonable to accept the broad child care/guidance and education license (3517.1220) because the requirement for this license includes all criteria in A and C of this category of practice plus technical coursework.

Subpart 3. Converting a merged license

It is necessary and reasonable to convert the childhood education instructor license to this category of practice because the requirements have been added as an alternative option to this license.

3517.1260 Secondary Cosmetology Occupations Teacher

This narrowly focused category of practice has two options to meet licensure requirements. Option 1 is the same as Option 1 in the broad categories of practice (3517.1220 - 3517.1380) and Option 2 is the same as Option 3 of those broad categories.

Option 1 (Subpart 2)

A. Educational Criteria

(1, 3, 4, and 5) The requirements are the same as the broad categories of practice. See Statement of Need and Reasonableness for Option 1 broad categories of practice. (3517.1220, .1300 - .1380).

(2) It is necessary and reasonable to require current Minnesota licensure as a cosmetology teacher because Minn. Rules pt. 2640.7800 require this license in order for the hours a student spends in the program to count toward a cosmetologist license which is issued by the Department of Commerce.

(6) Moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework

It is reasonable not to require technical coursework because the current licensure as a cosmetology teacher ensures that the applicant has the technical competency.

C. Occupational Experience

It is reasonable to require 100 percent of the experience as a cosmetologist because this is a very specialized, skilled area where there are no related areas that would add to the competencies needed for the program.

Option 2

This is essentially the same as Option 3 in the broad categories of practice.

A. Educational Criteria

(1) See 3517.1260 Option 1.A.(2) for Statement of Need and Reasonableness.

(2-5) See Statement of Need and Reasonableness for 3517.1220, Option 3, A, (1-4).

B. Technical Coursework - See Need and Reasonableness Statement for 3517.1260, Option 1, B.

C. Occupational Experience

See Statement of Need and Reasonableness 3517.1260, Option 1, C.

3517.1280 Secondary Dry Cleaning Occupations Teacher

3517.1400 Secondary Upholstery Occupations Teacher

These two narrowly focused categories of practice have only one option for licensure because the knowledge base is aquired in the workplace, not through formal educational training. Therefore, Option 3 from Exhibit B with its emphasis on occupational experience is the only available option for these categories of practice. See Statement of Need and Reasonableness for 3517.1300 - .1380, Option 3, A, B, and C.

3517.1420 Secondary Waiter or Waitress Occupations Teacher

This category of practice is a new licensure area. Waiter or waitress training has been an ongoing component of the foods occupations program, but it is necessary and reasonable to add this as a separate narrowly focused license because of the demand to add a specialized teacher to a full foods occupations program or to accommodate special needs programs. This addition also provides flexibility for districts in assigning staff.

Option 1

A. (Educational Criteria), and B. (Technical Coursework)

This option has identical requirements to Option 1.A and B. of 3517.1320, Foods Occupations Teacher. These requirements are reasonable because this license will be used to teach the waiter/waitress component of the broad food occupations program.

C. Occupational Experience

(1) The hour requirements are the same as all Option 1 requirements in the broad categories of practice. (3517.1320, and .1300 to .1380). See Statement of Need and Reasonableness for those sections.

(2) (3) It is reasonable and necessary to require all the experience to be as a waiter or waitress because this program trains students only for this occupation.

Subpart 4 Alternative License

It is necessary and reasonable to continue to accept a food occupations license because this occupation is a component of the total program.

Option 2

A. (Educational Criteria), and B. (Technical Coursework)

This option is identical to Option 3 in the broad category of practice 3517.1320 Foods Occupations Teacher. These requirements are necessary and reasonable because this license will be used to teach the waiter/ waitress component of the broad program.

C. Occupational Experience

(1) The hour requirements are the same as all Option 3, C, (1) requirements in the broad categories of practice (3517.1320 and .1300-.1380) See Statement of Need and Reasonableness for those sections.

(2) (3) It is reasonable and necessary to require all the experience to be as a waiter or waitress because this program trains students only for this occupation.

3517.1440 Secondary Teacher-Coordinator in Service Occupations Cooperative Education Programs

A person licensed in this category of practice is qualified to place and supervise students in paid jobs to develop competencies in one of the service occupational program areas identified in Minn. Rules pt. 3505.4000. This is a method of instruction that requires a knowledge base and employment competencies from all service occupations categories of practice.

A. Educational Criteria

(1) Moved from Minn. Rules pt. 3515.9913.

(2) Moved from Minn. Rules pt. 3515.9913.

(3) This coursework was required in Minn. Rules pt. 3515.9913 for a teacher-coordinator as part of the requirement to be licensed as a teacher in one of the service program areas.

(4) See Statement of Need and Reasonableness for 3517.1220, and .1300 to .1380, Option 1.A.(4).

(5) Moved from Minn. Rules pt. 3515.9913.

(6) Moved from Minn. Rules pt. 3515.9913. See the General Statement of Need and Reasonableness for the categories of practice (3517.0200 - .1540) (p. 10) related to deletion of the second course in cooperative education.

B. It is reasonable not to require technical coursework in this category

of practice because students receive their technical competencies through actual employment under the supervision of a training sponsor (employer).

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9913.

(2) Minn. Rules pt. 3515.9913 required occupational experience to be in a minimum of two areas. Because licensure was required in a teacher category of practice for service occupations, the applicant automatically had 1500 hours in one area. The proposed rule drops the requirement for licensure in one of the other service occupations categories of practice because this requirement forced the applicant to have a narrow occupational experience background. Since this teacher supervises students in all the service occupations, it is necessary and reasonable to require the applicant to have occupational experience in two or more areas, with a minimum of 500 hours in at least two of the areas to ensure a broad occupational experience background for students in the service occupations cooperative education program.

(3) See Statement of Need and Reasonableness for 3517.6200, Limited License.

Subpart 2. License Validity

It is reasonable for this license to be valid in the three programs because the program requirements are the same. This proposed subpart has not been in rule, but has been in the administrative aid document (Exhibit A) since 1980.

Subpart 3. Converting a narrower license

This conversion codifies a 5-year policy of issuing the service occupations teacher-coordinator license. It was necessary and reasonable to make this change because with declining school populations, single-focus service occupations cooperative programs are not offered by school districts. Districts need the flexibility to have a teacher licensed to place and supervise students in all service occupations areas. Broadening the occupational experience has made it reasonable for the teacher to supervise all service occupational areas.

SPECIAL NEEDS PERSONNEL

(3517.1500-3517.1600)

Overview of Special Needs Categories of Practice

Special Needs Categories of Practice identify the licensure requirements for the secondary vocational program and service providers to special needs students. The special needs licensures are in three categories:

I. Program Providers

A. Teacher-Coordinator of Work Experience for the Disadvantaged
B. Teacher-Coordinator of Work Experience for the Handicapped

II. Support Service Providers

A. Support Service Facilitator
B. Vocational Evaluator
C. Interpreter for the Deaf in a Vocational Program

III. Support Staff Vocational Supplemental Support/Technical Tutor

The general education, technical coursework and occupational experience hour requirements for these categories of practice have been moved from the secondary licensure chart (Minn. Rules pt. 3515.9942).

3517.1500 Teacher-Coordinator of Work Experience Programs for the Disadvantaged

The previous Special Needs Work Experience Teacher-Coordinator license has been divided into Work Experience/Disadvantaged and Work Experience/Handicapped because of the special populations each position serves. This division is necessary and reasonable to ensure that teachers of special populations have appropriate educational and employment experience.

Subpart 1

A. Educational Criteria

(1) A baccalaureate degree is necessary and reasonable because it ensures that the applicant has the minimum knowledge and competence base to provide a quality program to disadvantaged students at the secondary level. It is reasonable to omit the noneducation counseling degree previously provided for in Minn. Rules pt. 3515.9941, subp. 1, because there is a need to ensure competencies in education.

(2-4)Requirements moved from Minn. Rules pt. 3515.9941.

B. Technical Coursework

(1) A directed independent study was added to accommodate persons who are geographically isolated from teacher education institutions and to ensure appropriate, relevant experience that would apply to the day-to-day operation of the work experience program. Since the proposed directed independent study addresses both current employment environments and operation of the special needs work experience programs, it is reasonable for it to replace the recent 500 hours of occupational experience and the 18-hour internship that was previously spent in ongoing special needs work experience programs. Since many of the available courses in coordination techniques are designed for cooperative education programs that do not include special needs students, it is necessary and reasonable to require this directed independent study as a supplement in order

to ensure the inclusion of program techniques specifically developed for special needs students.

The two-year timeline immediately before the license is issued is reasonable to ensure the recency and relevance of the independent study in a changing society.

(2) The previous 18 quarter credits of technical coursework were revised for clarity and to ensure more breadth and diversity in special needs educational experiences. Requiring three credits in exceptional characteristics is reasonable and needed in order to ensure a basic understanding of the nature of the special needs student.

(3) The use of a limited license replaces the special needs provisional license in Minn. Rules pt.3515.5600. This option is now consistent with all other categories of practice. See the Statement of Need and Reasonableness, Limited License (3517.6200).

Delay of the directed independent study is precluded because current knowledge regarding the work environment and operation of work programs for special needs students is necessary to appropriately place students on work sites.

C. Occupational Experience

This section was moved from Minn. Rules pt.3515.9942 and rewritten to assure that teachers of special populations have employment experiences in relevant vocational fields as described in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140.

Because the directed independent study in business or industry is broad-based and because the teacher-coordinator does not teach one specific occupation, it is reasonable to delete the recency stipulation from the occupational experience requirements. Accepting the occupational experience from any of the emphasis or related areas leading to vocational teacher licensure allows a wide variety of backgrounds, yet it ensures that the prospective teacher-coordinator will be familiar with at least one of the occupations included in vocational programs and will have insight into the purpose and mission of vocational education.

Subpart 2

It is reasonable for applicants now holding a valid secondary vocational license as teacher-coordinator of Disadvantaged and Handicapped to be eligible to convert that single license to the two new licenses of Teacher-Coordinator of Work Experience Programs for Disadvantaged and Teacher-Coordinator of Work Experience Programs for Handicapped because they have, through past practice, provided work experience programs to both special needs populations.

3517.1520 Teacher-Coordinator of Work Experience Programs for the Handicapped

Subpart 1

A. Educational Criteria

(1) The listed baccalaureate degree and a valid Minnesota vocational license in any teaching special education field that includes secondary level of students are necessary and reasonable because they ensure that the applicant has the minimum knowledge and competence base to provide a quality program to handicapped. It is reasonable to omit the noneducation counseling degree previously provided for in Minn. Rules pt. 3515.9941, subp. 1, because there is a need to ensure competencies in education.

(2-4) Requirements moved from Minn. Rules pt. 3515.9941.

B. Technical Coursework

(1) Coursework required to obtain special education licensure is reasonable to ensure a knowledge base to serve handicapped students in a vocational environment.

(2) A directed independent study was added to update applicants in current work environments and conditions and to replace the 500 hours of recent occupational experience. This directed independent study will help ensure that teacher-coordinators will be current on work environments and conditions. This replaces the 18-hour internship spent in other work experience programs. The two-year timeline immediately before the license is issued is reasonable to ensure the recency and relevance of the directed independent study in a changing society.

(3) Three credits in Utilization of County, Community and Family Service Resources (working with parents, advisory committees, social service agencies, corrections, etc.) is reasonable to ensure the teacher-coordinator is familiar with other service agencies to ensure that interagency transition activities occur for the handicapped students.

The limited license in 3517.6200 replaces the previous Special Needs provisional license. Delay of the directed independent study is precluded because current knowledge regarding the work environment and the operation of special needs work programs is necessary to appropriately place students on work sites.

C. Occupational Experience

The 2000-hour requirement was moved from the secondary licensure chart (Minn. Rules pt. 3515.9942). Because the directed independent study in business or industry is broad-based and because the teacher-coordinator does not teach one specific occupation, it is reasonable to delete the recency stipulation from the occupational experience requirements. Accepting the occupational experience from any of the emphasis or related areas leading to vocational teacher licensure allows a wide variety of backgrounds, yet it ensures that the prospective teacher-coordinator will be familiar with

at least one of the occupations included in vocational programs and will have insight into the purpose and mission of vocational education.

Subpart 2

It is reasonable for applicants now holding a valid secondary vocational license as Teacher-Coordinator of Disadvantaged and Handicapped to be eligible to convert that single license to the two new licenses of Teacher-Coordinator of Work Experience Programs for Disadvantaged and Teacher-Coordinator of Work Experience Programs for Handicapped because they have, through past practice, provided work experience programs to both special needs populations.

3517.1540 Interpreter for the Deaf in a Vocational Program

A. Educational Criteria

(1) Partial or comprehensive certification as an interpreter with the National Registry of Interpreters for the Deaf is reasonable to ensure standardization of skills to be an effective interpreter.

(2-3)Requirements moved from Minn. Rules pt. 3515.9942.

B. Technical Coursework

The National Interpreter Training Consortium or equivalent has been deleted because such training is no longer available, so it is therefore reasonable not to require it as a licensure criteria.

C. Occupational Experience

It is reasonable to delete the occupational experience requirements because a person holding a license in this category of practice is a support staff person to the vocational instructor. The interpreter merely articulates languages between students and teacher and vice versa.

3517.1560 Support Service Facilitator

The title of "Support Service Facilitator" has been changed from "Support Service Manager" in order to clarify that it is a nonadministrative function. The facilitator title is reasonable as it more clearly describes the function of this licensure.

A. Educational Criteria

Current requirements as specified for an entrance license as a vocational teacher-coordinator for the handicapped is reasonable to ensure a base knowledge of business and industry employment needs and practices. It is reasonable to omit the noneducational counseling degree, psychology degree and vocational rehabilitation degree previously provided for in Minn. Rules pt. 3515.9940, subp. 1, because there is a need to ensure competencies in education.

B. Technical Coursework

(1) Coursework to obtain the special education licensure for teacher-coordinator license is reasonable to ensure a knowledge base to appropriately identify and facilitate support services to handicapped students in vocational education programs.

(2) A directed independent study replaces the usual 500 hours of recent occupational experience. See the Statement of Need and Reasonableness for 3517.1520, subp. 1, B (2).

(3-5) The specialized coursework in these sections has been stated to more clearly identify relevant preparation and yet provide flexibility of choice for prospective licensees. The Support Service Facilitator needs to be able to interpret tests, utilize community resources, and modify equipment because these functions comprise a significant part of the facilitator's day-to-day duties and responsibilities.

(6) The limited license in 3517.6200 replaces the previous special needs provisional license.

C. Occupational Experience

(1) See Statement of Need and Reasonableness for 3517.1500, C.

(2) See Statement of Need and Reasonableness for 3517.6200, (Limited License).

3517.1580 Vocational Supplemental Support Staff/Technical Tutor

Moved from Minn. Rules pt. 3515.9942.

3517.1600 Vocational Evaluator

A. Educational Criteria

(1) The listed degrees are necessary and reasonable because they ensure that the applicant has a minimum knowledge base, that all interested parties have access to the information, and that there is consistency in the implementation of the rule. Eliminating the previous option of a psychology degree as an option is reasonable because that degree program provided no background in either vocational education or rehabilitation. Similarly, elimination of an elementary education degree as an option is reasonable because vocational evaluation occurs at the secondary education level.

(2) The requirement for special education licensure was added to ensure that those applicants with a secondary education degree have a knowledge base of the functional abilities of handicapped students.

(3) The philosophy of vocational education course is stated as a renewal requirement rather than as a prerequisite for the

entrance license because this philosophical base is not absolutely essential for an effective evaluation process. However, it is necessary to ensure that the person in this category of practice has developed a philosophy of vocational education to understand the mission of secondary vocational education. Allowing it to be a renewal requirement enables a local district to provide the needed evaluation service while the applicant completes the course.

B. Technical Coursework

(1) (a-c) These courses are reasonable to ensure evaluators possess the base knowledge to evaluate students in vocational interests, aptitudes, and skills and to appropriately recommend educational programs to meet students' career goals.

(2) (a-c) These courses are needed and reasonable to ensure that evaluators possess a knowledge base of the functionality of special needs students.

(3) A college supervised experience was added and is needed and reasonable to ensure that evaluators possess current and recent experience in the field and to gain state-of-the-art experiences directly related to the provision of vocational evaluation services.

The limited license in 3517.6200 replaces the previous special needs provisional license. Delay of the coursework in exceptional characteristics is precluded because knowledge in this field is critical in providing evaluation services to these clients.

C. Occupational Experience

(1) Accepting the occupational experience from any of the emphasis or related areas leading to vocational teacher licensure allows a wide variety of backgrounds, yet it ensures that the applicant will be familiar with at least one of the occupations included in vocational programs and will have insight into the employment purpose and mission of vocational education. The recent occupational experience requirement is waived because this is not a teaching position and because the supervised internship provides the recency in a supervised setting.

(2) The limited license in 3517.6200 replaces the previous special needs provisional license.

3517.1700 Secondary Employment Placement Specialist

The license title was changed from Secondary Placement Specialist to Secondary Employment Placement Specialist for clarity and to make it more descriptive.

A. Educational Criteria

These criteria were moved from Minn. Rules pt. 3515.6800.

B. Technical Coursework

(1) A directed independent study was added to accommodate persons who are geographically isolated from teacher education institutions and to ensure appropriate, relevant experience that would apply to the day-to-day duties of the employment specialist. The two-year timeline immediately before the license is to be issued is reasonable to ensure the recency and relevancy of the independent study in a changing society.

C. Occupational Experience

(1-4) The 4000-hour requirement was moved from Minn. Rules pt. 3515.6800. To be consistent with other categories of practice, the employment was specified in terms of emphasis and related areas, with the emphasis area being job placement, as was required in 3515.6800. Accepting the related occupational experience from any of the emphasis or related areas leading to vocational teacher licensure allows a wide variety of backgrounds, yet it ensures that the prospective employment placement specialist will be familiar with at least one of the occupations included in vocational programs and will have insight into the purpose and mission of vocational education.

(5) See the Statement of Need and Reasonableness for Limited License (3517.6200).

TRADE AND INDUSTRIAL OCCUPATIONS

(3517.1800 - 3517.2140)

Overview of Secondary Trade and Industrial Occupations Categories of Practice

For the purpose of writing need and reasonableness statements for Trade and Industrial Occupations, these categories of practice have been divided into three groups. Group 1 contains categories of practice that are unchanged. Group 2 represents categories of practice where narrow licensure areas have been consolidated into broader categories of practice. Group 3 represents new categories of practice that have been established in response to technological change and emerging occupations.

Group 1

Categories of Practice in this group identify the licensure requirements for the vocational program areas of auto body repair, auto/truck dismantling, aviation occupations, electronics occupations, jewelry goldsmithing and silversmithing, parts sales and service, truck/bus driving, and teacher-coordinator of trade and industrial occupations. The general education, technical coursework, and occupational experience hour requirements for these categories of practice have been moved from the secondary licensure chart (Minn. Rules pt. 3515.9913). These requirements appear under the title "Industrial Education," which was the term used to describe all courses in the Trade and Industrial Education area at the time this material was written.

Group 2

These categories of practice have historically been offered under narrower titles. The new broad titles and the narrow titles they replace are as follows:

New Titles	Previous Titles
Broadcast/Media	Radio Broadcast/Secondary, Radio and Television Production
Communication/Media	Communication/Media Technician, Graphic Arts, Commercial Art, Commercial Photography
Construction Occupations	Cabinetmaking, Construction Occupations/ Finishing Trades, Construction Occupations General, Construction Occupations/ Masonry Trades, Construction Occupations/ Mechanical Trades, Construction Occupations/ Planning and Management, Energy Occupations, Mobile Home Maintenance
Drafting	Construction Occupations/Planning and Management, Mechanical Drafting
Electromechanical Technology	Automated Packaging Equipment Maintenance, Major Appliance, Office Machine Repair and Servicing, Vending Machine Repair, and Heating/Air Conditioning/Refrigeration
Mechanical Technology	Fluid Power Mechanics, Industrial Equipment Maintenance and Repair, and Quality Control Technician
Metal/Material Processing	Machine Shop, Manufacturing Technology, Metal Repairing/Refinishing/Welding, Metals Fabrication, Sheet Metal Working/ Fabrication, Welding Occupations
Vehicle Services	Auto Mechanics, Recreational Vehicle, Service Station Occupations, Small Engine Repair, Truck/Diesel Mechanics, Forest Products Harvesting Equipment Repair

Group 3

Additional categories of practice of new programs not previously offered as a separate program include control technology, industrial design technology, and principles of technology.

The Group 1 categories of practice will be discussed first.

3517.1800 Secondary Auto Body Repair Occupations Teacher

3517.1820 Secondary Auto/Truck Dismantling Occupations Instructor

3517.1960 Secondary Electronics Occupations Teacher

3517.2000 Secondary Jewelry Goldsmithing and Silversmithing

3517.2060 Secondary Parts Sales and Service Occupations Teacher

3517.2100 Secondary Truck/Bus Driving Occupations Teacher

The need and reasonableness statements for the above categories of practice are similar and will be discussed together.

Option 1

A. Educational Criteria

(1) The listed baccalaureate degrees are necessary and reasonable because they ensure that the applicant has the minimum knowledge base, that all interested parties have access to the information, and that there is consistency in the implementation of the rule.

(2) Requirements for the secondary vocational teacher education sequence (3517.3150) were moved from Minn. Rules pt. 3515.1400.

When the baccalaureate degree is in industrial arts or industrial education, it is reasonable to exempt the applicant from the teacher education sequence because all objectives of these courses are included in the courses taken to earn a degree in industrial arts or industrial education.

(3) Two credits in student organization methods is necessary and reasonable because the student organization is an integral part of an instructional program that addresses leadership skills, personal and social skills, citizenship, and motivation.

(4) The human relations requirement was moved from Minn. Rules pt. 3515.2100.

B. Technical coursework

Moved from Minn. Rules pt. 3515.9911.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9911.

(2-5) It is necessary and reasonable to list the job titles for each category of practice to ensure that the applicant will have had experiences that will provide technical knowledge of the program, that all interested parties will have access to the information, and that there is consistency in the implementation of the rule. The advisory committee for the categories of practice validated the job titles and duties

and made a determination that the job was in the emphasis or related areas. It is reasonable to require a minimum specified percentage of the occupational experience to be in the emphasis areas in order to ensure familiarity with the occupational environment. Percentages in the occupational experiences vary from 50 percent to 66 2/3 percent due to the number of emphasis area elements within a given category of practice. It is reasonable to vary these amounts because some emphasis areas have four component elements and require a minimum of 300 hours in each of the component areas while other categories of practice have only three emphasis area elements and require 50 percent with 400 hours in each of the three component areas. Some categories of practice have a very small number of job titles listed in the emphasis and related areas. This is due to the limited scope of that particular category of practice. Because the programs are exploratory, i.e. they introduce students to a wide variety of experiences within that occupation, it is reasonable to allow a portion of experience to be in related areas. It is reasonable to allow college coursework and technical workshops to replace part of the required work experience because they are often more technologically current than work experience in a setting where technological change has not yet been incorporated into the workplace. For example, machining, automotives, and graphic image generation are emerging so rapidly that it is difficult to obtain an employment experience that is as valid and technically current as necessary for the specialized knowledge that teachers require.

(6) See Statement of Need and Reasonableness for 3517.6200, Limited License.

Option 2

This option differs from option 1 in that a technical program (minimum of 18 months) replaces the baccalaureate degree.

A. Educational Criteria

(1) It is necessary and reasonable to require the secondary vocational teacher education sequence because no coursework or preparation in these areas is included as part of the technical training program.

(2) Two credits in student organization methods is necessary and reasonable because the student organization is an integral part of an instructional program that addresses leadership skills, personal and social skills, citizenship and motivation.

(3) The human relations requirement was moved from Minn. Rules pt. 3515.2100.

B. Technical Coursework

It is reasonable to require that the applicant has successfully completed the listed technical program because it directly relates

to the secondary vocational program to be taught and because it replaces the baccalaureate degree. The programs listed have been validated by the advisory committee for the category of practice as being necessary and appropriate.

C. Occupational Experience

(1) The 3000-hour occupational experience requirement was moved from the secondary licensure chart (Minn. Rules pt. 3515.9913.)

(2-4) It is necessary and reasonable to list the job titles for each category of practice to ensure that the applicant will have had experiences that will provide technical knowledge of the program, that all interested parties will have access to the information, and that there is consistency in the implementation of the rule. The advisory committee for the categories of practice validated the job titles and duties and made a determination that the job was in the emphasis or related areas. It is reasonable to require a minimum specified percentage of the occupational experience to be in the emphasis areas in order to ensure familiarity with the occupational environment. Percentages in the occupational experiences vary from 50 percent to 66 2/3 percent due to the number of emphasis area elements within a given category of practice. It is reasonable to vary these amounts because some emphasis areas have four component elements and require a minimum of 300 hours in each of the component areas while other categories of practice have only three emphasis area elements and require 50 percent with 400 hours in each of the three component areas. Some categories of practice have a very small number of job titles listed in the emphasis and related areas. This is due to the limited scope of that particular category of practice. Because the programs are exploratory, i.e. they introduce students to a wide variety of experiences within that occupation, it is reasonable to allow a portion of experience to be in related areas. It is reasonable to allow college coursework and technical workshops to replace part of the required work experience because they are often more technologically current than work experience in a setting where technological change has not yet been incorporated into the workplace. For example, machining, automotives, and graphic image generation are emerging so rapidly that it is difficult to obtain an employment experience that is as valid and technically current as necessary for the specialized knowledge that teachers require.

Option 3

A. Educational Criteria

(1-3) See Statement of Need and Reasonableness for Option 2, A, (1)-(3).

B. Technical Coursework

This option does not require technical coursework because the

longer occupational experience required provides experiences on the job which compensate for a lack of formal technical training.

C. Occupational Experience

(1) Moved from the secondary licensure chart (Minn. Rules pt. 3515.9913.

(2-4) It is necessary and reasonable to list the job titles for each category of practice to ensure that the applicant will have had experiences that will provide technical knowledge of the program, that all interested parties will have access to the information, and that there is consistency in the implementation of the rule. The advisory committee for the categories of practice validated the job titles and duties and made a determination that the job was in the emphasis or related areas. It is reasonable to require a minimum specified percentage of the occupational experience to be in the emphasis area in order to ensure familiarity with the occupational environment. Percentages in the occupational experience vary from 50 percent to 66 2/3 percent due to the number of emphasis area elements within a given category of practice. It is reasonable to vary these amounts because some emphasis areas have four component elements and require a minimum of 300 hours in each of the component areas while other categories of practice have only three emphasis area elements and require 50 percent with 400 hours in each of the three component areas. Some categories of practice have a very small number of job titles listed in the emphasis and related areas. This is due to the limited scope of that particular category of practice. Because the programs are exploratory, i.e., they introduce students to a wide variety of experiences within that occupation, it is reasonable to allow a portion of experience to be in related areas. It is reasonable to allow college coursework and technical workshops to replace part of the required work experience because they are often more technologically current than work experience in a setting where technological change has not yet been incorporated into the workplace. For example, machining, automotives, and graphic image generation are emerging so rapidly that it is difficult to obtain an employment experience that is as valid and technically current as necessary for the specialized knowledge that teachers require.

3517.1840 Secondary Aviation Occupations Teacher

Option 1

A. Educational Criteria

(1) The listed baccalaureate degrees are necessary and reasonable because they ensure that the applicant has the minimum knowledge base, that all interested parties have access to the information, and that there is consistency in the implementation of the rule.

(2) Requirements for the secondary vocational teacher education

sequence (3517.3150) were moved from Minn. Rules pt. 3515.1400. When the baccalaureate degree is in industrial arts or industrial education, it is reasonable to exempt the applicant from the teacher education sequence because all objectives of these courses are included in the courses taken to earn a degree in industrial arts or industrial education.

(3) Two credits in student organizations methods is necessary and reasonable because the student organization is an integral part of an instructional program that addresses leadership skills, personal and social skills, citizenship and motivation.

(4) The human relations requirement was moved from Minn. Rules pt. 3515.2100.

(5) It is necessary and reasonable to require FAA licensing because it reflects a basic level of knowledge and skill essential for teaching about aviation occupations.

B. Technical Coursework

See 3517.1800, Option 1, B.

C. Occupational Experience

(1) Moved from Minn. Rules pt. 3515.9911.

(2-5) It is necessary and reasonable to list the job titles for each category of practice to ensure that the applicant will have had experiences that will provide technical knowledge of the program, that all interested parties will have access to the information, and that there is consistency in the implementation of the rule. The advisory committee for the categories of practice validated the job titles and duties and made a determin ation that the job was in the emphasis or related areas. It is reasonable to require a minimum specified percentage of the occupational experience to be in the emphasis areas in order to ensure familiarity with the occupational environment. Percentages in the occupational experiences vary from 50 percent to 66 2/3 percent due to the number of emphasis area elements within a given category of practice. It is reasonable to vary these amounts because some emphasis areas have four component elements and require a minimum of 300 hours in each of the component areas while other categories of practice have only three emphasis area elements and require 50 percent with 400 hours in each of the three component areas. Some categories of practice have a very small number of job titles listed in the emphasis and related areas. This is due to the limited scope of that particular category of practice. Because the programs are exploratory, i.e., they introduce students to a wide variety of experiences within that occupation, it is reasonable to allow a portion of experience to be in related areas. It is reasonable to allow college coursework and technical workshops to replace part of the required work experience because they are often more technologically current than work experience

in a setting where technological change has not yet been incorporated into the workplace. For example, machining, automotives, and graphic image generation are emerging so rapidly that it is difficult to obtain an employment experience that is as valid and technically current as necessary for the specialized knowledge that teachers require.

(6) Applicants are allowed to apply instructional experience with students toward their 300 hours in emphasis area elements because ground school and flight instructor are in the emphasis area listing.

(7) See Statement of Need and Reasonableness for 3517.6200, Limited License.

Option 2

A. Educational Criteria

(1-3) See Statement of Need and Reasonableness for 3517.1800, Option 2, A, (1-3).

(4) See Statement of Need and Reasonableness for 3517.1840, Option 1, A, (5).

B. Technical Coursework

See Statement of Need and Reasonableness for 3517.1800, Option 2, B.

C. Occupational Experience

See Statement of Need and Reasonableness for 3517.1800, Option 2, C, (1-4).

(5) See Statement of Need and Reasonableness for 3517.1840, Option 1, C, (6).

Option 3

A. Educational Criteria

(1-3) See Statement of Need and Reasonableness for Option 2, A, (1-3).

(4) See Statement of Need and Reasonableness for 3517.1840, Option 1, A, (5).

B. Technical Coursework

See Statement of Need and Reasonableness for 3517.1800, Option 3, B.

C. Occupational Experience

See Statement of Need and Reasonableness for 3517.1800, Option 3, C, (1-4).

(5) See Statement of Need and Reasonableness for 3517.1840, Option 1, C, (6).

3517.2140 Secondary Teacher-Coordinator of Trade and Industrial Cooperative Education Programs

A. Educational Criteria

(1) Moved from Minn. Rules pt. 3515.9911.

(2) Moved from Minn. Rules pt. 3515.9911.

(3) Moved from Minn. Rules pt. 3515.9911.

(4) See Statement of Need and Reasonableness for 3517.1800, Option 1, A (3).

(5) Moved from Minn. Rules pt. 3515.9911.

(6) Moved from Minn. Rules pt. 3515.9911.

B. Technical Coursework

It is reasonable not to require technical coursework in this Category of Practice because students receive their technical competencies through actual employment under the supervision of a training sponsor (employer).

C. Occupational Experience

See Statement of Need and Reasonableness for 3517.1800, Option 1, C, (1-5).

D. License Validity

It is reasonable for this license to be valid in these two programs because the program requirements are the same. This proposed subpart has not been in rule, but has been in the administrative aid document (Exhibit A) since 1980.

Group 2 Categories of Practice

The following categories of practice represent a consolidation of numerous narrow, specialized categories of practice previously taught as separate programs. The over-specialization inherent in these narrow categories of practice has been deemed inappropriate by the Trade and Industrial licensure advisory committee for the majority of secondary level students because of changing occupational trends. The new categories allow for better student exploration of careers and postsecondary educational options.

Exploring a broad range of occupations allows students to assess personal aptitudes and interests in terms of future careers. A "broad base of technical skills" has been identified by Minnesota industry and various studies as desirable for entry-level employment and retraining during times of change and the emergence of new occupational areas.

3517.1860 Secondary Broadcast/Media Occupations Teacher

This category of practice includes the two former narrow categories of practice of radio broadcasting and secondary radio and television production, previously included in Minn. Rules pt. 3515.9911, Industrial Education Licensure chart. The new title reflects changing technology in this occupational area and was supported by an advisory committee of knowledgeable personnel.

Subpart 1. An advisory committee of knowledgeable personnel recommended that all graphic communication, media production, radio broadcasting, television production programs be divided into two areas: Broadcast/Media, when material is broadcast or disseminated electronically and Communication/Media, when material is disseminated via printed material. The electronic generation of print material, graphics and other material to be disseminated (either electronically or in print) has caused many changes in these occupational areas, and at the secondary level, specialization beyond the two areas broadcast/media and communication/media was not recommended.

Subpart 2. It is reasonable to provide a time period for converting a narrow license to a broader category of practice license. The approximately 5-year time period allowed coincides with the 5-year period for which a license is typically issued. No matter where teachers happen to fall into this renewal cycle, they will have a minimum of five years to meet criteria for converting their license to a broader category of practice. A "core" of competencies has been identified which is common to this occupational area and these competencies are reflected in the emphasis area(s) identified.

A. Depending on the educational qualifications of the applicant, the corresponding occupational experience must be completed, as listed in subpart 3, 4, or 5.

B. It is reasonable to require occupational competence in emphasis areas before license conversion because the emphasis area has been identified as the "core" of that occupation, i.e., the principal responsibilities in that occupation require a knowledge of those components. It is also reasonable to gain competence in prescribed emphasis areas by a combination of occupational experience or technical training because information necessary for satisfactory technical performance can be learned on the job or through formalized training.

Subpart 3 - Option 1

A. Educational Criteria

See 3517.1800, Option 1, A (1-4) for need and reasonableness statement.

B. Technical Coursework

See 3517.1800, Option 1, B for need and reasonableness statement.

C. Occupational Experience

See 3517.1800, Option 1, C, (1-5) for need and reasonableness statement.

(6) See Statement of Need and Reasonableness for 3517.6200, Limited License.

Subpart 4 - Option 2

See 3517.1800, Option 2, A, (1-3) Option 2, b, and Option 2, C, (1-4) for need and reasonableness statement.

Subpart 5 - Option 3

See 3517.1800, Option 3, A (1-3) Option 3, B, and Option 3, C, (1-4) for need and reasonableness statement.

3517.1880 Secondary Communication/Media Occupations Teacher

This category of practice includes the former narrow categories of practice Graphic Arts, Commercial Art, and Commercial Photography. For additional rationale for combining these areas see 3517.1860, Subpart 1.

Subpart 1

See 3517.1860, subpart 1 for need and reasonableness.

Subpart 2

See 3517.1860, subpart 2, for need and reasonableness.

Subpart 3

See 3517.1860, subpart 3, for need and reasonableness.

Subpart 4

See 3517.1860, subpart 4, for need and reasonableness.

Subpart 5

See 3517.1860, subpart 5, for need and reasonableness.

3517.1900 Secondary Construction Occupations Teacher

This new category of practice replaces the former categories of practice Cabinetmaking, Construction Occupations/Finishing Trades, Construction Occupations/General, Construction Occupations/Masonry Trades, Construction Occupations/Mechanical Trades, Construction Occupations/Planning and Management, Energy Occupations, and Mobile Home Maintenance. These program areas are generally referenced in licensure chart (Minn. Rules pt. 3515.9911), which included only examples for the Trade and Industrial program area. Specific program areas were in policy and included in the matrix developed in 1980. The consolidation of these narrow areas allows an instructor to teach about most major phases of the construction industry; however, it also allows the instructor to spend more time on specialized areas as identified as being more important by local advisory committees or localized employment opportunities. Since many of these trades require postsecondary training or participation in an apprenticeship, student exploration of the tasks involved

in a variety of construction trades will contribute to an informed choice of occupation.

Subpart 1

See 3517.1860, subpart 1, for need and reasonableness.

Subpart 2

See 3517.1860, subpart 2, for need and reasonableness.

Subpart 3

See 3517.1860, subpart 3, for need and reasonableness.

Subpart 4

See 3517.1860, subpart 4, for need and reasonableness.

Subpart 5

See 3517.1860, subpart 5, for need and reasonableness.

3517.1930 Secondary Drafting Occupations Teacher

This category includes the former narrow categories of practice Construction Occupations Planning and Management and Mechanical Drafting. These program areas are generally referenced in licensure chart 3515.9911, which included only examples for the Trade and Industrial program area. Specific program areas were in policy and included in a matrix developed in 1980. This change represents an attempt to allow school districts to offer a broader program with existing staff.

Subpart 1

See 3517.1860, subpart 1, for need and reasonableness.

Subpart 2

See 3517.1860, subpart 2, for need and reasonableness.

Subpart 3

See 3517.1860, subpart 3, for need and reasonableness.

Subpart 4

See 3517.1860, subpart 4, for need and reasonableness.

Subpart 5

See 3517.1860, subpart 5, for need and reasonableness.

3517.1940 Secondary Electromechanical Technology Occupations Teacher

This category of practice includes the former narrow categories of practice automated packaging equipment maintenance, major appliance, office machine repair and servicing, vending machine repair, and heating/air conditioning/ refrigeration. These program areas are generally referenced in licensure chart 3515.9911, which included only examples for the Trade and Industrial program area. Specific program areas were in policy and included in the matrix developed in 1980. The new title reflects a core of knowledge which crosses these fields and allows schools to offer a broader program.

Subpart 1

See 3517.1860, subpart 1, for need and reasonableness.

Subpart 2

See 3517.1860, subpart 2, for need and reasonableness.

Subpart 3

The requirements are the same as those in 3517.1860, subpart 3, except for B, which is a necessary and reasonable addition because of changing technology. This field makes extensive use of computer controlled mechanical and fluidic devices, and this minimum amount of formal training is a reasonable requirement to assure competence as an instructor.

Subpart 4

See 3517.1860, subpart 4, for need and reasonableness.

Subpart 5

See 3517.1860, subpart 5, for need and reasonableness.

3517.2020 Secondary Mechanical Technology Occupations Teacher

This category of practice includes the former narrow categories of Fluid Power Mechanics, Industrial Equipment Maintenance and Repair, and Quantity/Quality Control Technician. These program areas are generally referenced in licensure chart (Minn. Rules pt. 3515.9911), which included only examples for the Trade and Industrial program area. Specific program areas were in policy and included in a maxtrix developed in 1980. This new combined license will allow school districts to offer a broader program with existing staff.

Subpart 1

See 3517.1860, subpart 1, for need and reasonableness.

Subpart 2

See 3517.1860, subpart 2, for need and reasonableness.

Subpart 3

See 3517,1860, subpart 3, for need and reasonableness.

Subpart 4

See 3517.1860, subpart 4, for need and reasonableness.

Subpart 5

See 3517.1860, subpart 5, for need and reasonableness.

3517.2040 Secondary Metal/Material Processing

This category of practice includes the former categories of practice Machine Shop, Manufacturing Technology, Metal Repairing/Refinishing/Welding, Metals Fabrication, Sheet Metal Working/Fabrication and Welding Occupations. These program areas are generally referenced in licensure chart (Minn. Rules pt. 3515.9911), which included only examples for the Trade and Industrial program area. Specific program areas were in policy and included in the matrix developed in 1980. This change represents an attempt to allow school districts to offer a broader program with existing staff.

Subpart 1

See 3517.1860, subpart 1, for need and reasonableness.

Subpart 2

See 3517.1860, subpart 2, for need and reasonableness.

Subpart 3

The requirements are the same as for 3517.1860, subpart 3, except for B, technical coursework, which is a reasonable addition because of the changing technology in this field. The computer is being used extensively for machine control and for many other purposes in this category of practice, and this minimum amount of formal training is a reasonable requirement to assure competence as an instructor.

Subpart 4

See 3517.1860, subpart 4, for need and reasonableness.

Subpart 5

See 3517.1860, subpart 5, for need and reasonableness, except for B technical coursework, which is a reasonable addition because of the changing technology.

3517.2120 Secondary Vehicle Services Occupations Instructor

This category of practice includes the former narrow categories of practice

Auto Mechanics, Recreational Vehicle Repair, Service Station Occupations, Small Engine Repair, Truck/Diesel Mechanics, and Forest Products Harvesting Equipment Repair. These program areas are generally referenced in licensure chart 3515.9911, which included only examples for the Trade and Industrial program area. Specific program areas were in policy, and included in a matrix developed in 1980. There is a "core" of knowledge which crosses these fields and which represents a significant part of the secondary school program content. This change also represents an attempt to allow school districts to offer a broader program with existing staff.

Subpart 1

See 3517.1860, subpart 1, for need and reasonableness.

Subpart 2

See 3517.1860, subpart 2, for need and reasonableness.

Subpart 3

The requirements are the same as for 3517.1860, subpart 3, except for B, technical coursework, which is a reasonable addition because of the changing technology.

Subpart 4

See 3517.1860, subpart 4, for need and reasonableness, except for B, technical coursework, which is a reasonable addition because of the changing technology.

Subpart 5

See 3517.1860, subpart 5, for need and reasonableness, except for B, technical coursework, which is a reasonable addition because of the changing technology.

Group 3 Categories of Practice

These categories of practice are new and have been developed to address new and emerging occupations. They make heavy applications of electronics, computerized control, integrated technical systems, and physical science applications.

3517.1920 Secondary Control Technology Occupations Teacher

A. Educational Criteria

(1-2) The listed baccalaureate degrees are necessary and reasonable because they ensure that the applicant has the minimum knowledge base, that all interested parties have access to the information, and that there is consistency in the implementation of the rule. The additional requirement that the applicant hold a current vocational license in a Trade and Industrial category of practice is reasonable because it ensures familiarity with the mission and objectives of Secondary Vocational Trade

& Industrial Education. It additionally ensures the ability to apply these technologies in industrial settings.

(3) See 3517.1800, Option 1, A, (2).

(4) See 3517.1800, Option 1, A, (3).

(5) The additional required three credits in technology are needed to provide information about the technology involved in this new program.

(6) See 3517.1800, Option 1, A, (4).

B. Technical Coursework

Specialized technical coursework is needed and reasonable because of the nature of the content which heavily emphasizes controlling electromechanical systems using micro processors and associated technology.

C. Occupational Experience

The occupational experience required to obtain the initial license provides the knowledge of the work place environment, and the technical coursework in A.(5) and in B provides the specialized skills necessary for this new and emerging category of practice. The occupational experience was not readily accessible in the job market.

3517.1980 Secondary Industrial Design Technology Teacher

A. Educational Criteria

(1-4)See 3517.1920 for statement of need and reasonableness.

(5) The three credits in industrial design technology education relates to industrial design and is needed to provide information involved in this new program.

(6) See 3517.1920.

B. Technical Coursework

Specialized technical courswork is needed and reasonable because of the content, which heavily emphasizes problem solving, technical report writing, the application of computer aided drafting, and electromechanical technology.

C. Occupational Experience

See 3517.1920, C for need and reasonableness.

3517.2080 Secondary Principles of Technology Teachers

A. Educational Criteria

(1-6) See Need and Reasonableness Statement for 3517.1920, A(1-6). The only change is that the required technology course relates to principles of technology.

B. Technical Coursework

No additional technical courswork is required because the critical content for this program is included in the principles of technology course specified in A.

C. Occupational Experience

See Statement of Need and Reasonableness for 3517.1800, C, (1-5).

3517.3000 QUALIFICATIONS FOR LICENSURE

Moved from Minn. Rules pt. 3515.0300 and .0400.

3517.3050 ENTRANCE LICENSES: ALL REQUIREMENTS MET

The concepts in this section were moved from Minn. Rules pts. 3515.0500, .0600, and .0700. In order to clarify the meaning of "relevant upgrading activities" that are required to move from a two-year entrance license to a continuing five-year license, a statement was added to define them as "at least six clock hours of activities that upgrade competencies or develop additional skills in the category of practice." This clarification was necessary to inform newly licensed teachers and to ensure equitable, consistent interpretation of the rule.

Since the individual who is renewing a two-year license was fully qualified to obtain the entrance license two years before, and since the applicant will henceforth fall under the five-year continuing education requirements, the six clock hour requirement is a reasonable minimum to maintain currency in the category of practice.

3517.3100 ENTRANCE LICENSES: TEACHER EDUCATION SEQUENCE

Moved from Minn. Rules pt. 3515.1500.

3517.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS

Moved from Minn. Rules pts. 3515.1400, .1500, .1600, and .1700. In **Subpart 2**, the teaching internship, which was previously in addition to the core because postsecondary licenses did not require it, has now been incorporated into the core as an integral part. Since it is part of the basic preparation for teaching needed by the teacher with a noneducation background, it is reasonable for it to appear as part of the core.

The criteria for determining equivalency to core courses have been stated in order to ensure equitable and consistent determination of essentially equivalent courses. Requiring that a substitution be at least 75 percent equivalent ensures that most of the critical content will be included, yet it allows a degree of flexibility among institutions.

This percentage is reasonable because it is comparable to acceptable variations currently existing in courses of the same title as they are taught at various colleges. It is also reasonable because 75 percent has typically been considered a "passing score" in educational endeavors. Since broad objectives are now stated in rule, it is possible and reasonable to compare content in order to determine the degree of equivalency.

3517.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION CORE.

This new section is included in the rules in order to explain to prospective teachers the required educational preparation, as well as to guide institutions offering the courses. These objectives have been used as guidelines for at least ten years, but they were not previously included in rules. In 1986 the course objectives were reviewed and refined by a committee (See Exhibit E for membership) and now include proposed title changes.

To ensure course identification, both the present and proposed titles have been given. These objectives need to be stated to ensure comparable content among the collegiate offerings and to establish a basis for program approval during the periodic institutional audit.

3517.3200 SUBSTITUTIONS FOR COURSES IN TEACHER EDUCATION CORE

Moved from Minn. Rules pts. 3515.1900 and .2000.

3517.3250 ENTRANCE LICENSES: COURSES IN TEACHER EDUCATION SEQUENCE

Moved from Minn. Rules pts. 3515.1500 and .1600.

3517.3300 RENEWAL LICENSE IN TEACHER EDUCATION SEQUENCE

The "sequence" portion of this section was moved from Minn. Rules pt. 3515.1600. **Subparts 3** and **4** have been added to allow minor variations in the sequence of completing the core, especially for non-metro teachers who have limited access to the core courses and occasionally find it literally impossible to complete a specific course during a particular year. These additions provide for emergencies and hardships, yet they ensure orderly completion of the core within a specified time frame.

3517.3350 FIRST FIVE-YEAR LICENSE IN TEACHER EDUCATION SEQUENCE

Moved from Minn. Rules pt. 3515.1700.

3517.3400 NONVOCATIONAL DEGREE IN EDUCATION

Moved from Minn. Rules pt. 3515.1700.

3517.3420 COURSE EQUIVALENTS

This section is stated as a clarification of past practice that allows out-of-state institutions to seek course equivalencies.

3517.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE

This section clarifies past practice by stating who can determine course equivalencies, and it provides the criteria on which a proposed equivalency is to be judged. Designating the state program specialists, department chairs, and vocational service coordinators as resource people for the licensing section is reasonable because these individuals are knowledgeable professionals who are involved in program evaluation and/or vocational coursework. Stating the procedure and the criteria ensures equitable and consistent evaluation according to a given standard. See also 3517.3150.

3517.3500 HUMAN RELATIONS REQUIREMENT

Moved from Minn. Rules pt. 3515.2100 and reworded for clarity.

3517.3550 RENEWED REGULAR FIVE-YEAR VOCATIONAL CONTINUING LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL

Moved from Minn. Rules pt. 3515.2200.

3517.3600 REACTIVATION OF LAPSED SECONDARY VOCATIONAL LICENSE

Subpart 1 clarifies past practice by indicating in general terms what an applicant must do to reinstate a license that expired at least one fiscal year previously.

Subpart 2 is a new provision that allows reinstatement of a lapsed category of practice for one fiscal year if an applicant has been offered employment contingent on holding the license. One year is a reasonable period of time, since it provides needed staffing for the ensuing school year and allows time for the applicant to obtain the upgrading that is expected of all active vocational staff. It also provides an interim period for the hiring school to make other staffing arrangements, if necessary.

Subpart 3 allows recent teaching experience in a comparable program to substitute for the recent occupational experience required to reactivate a license. This provision is needed to provide a means of reentry for teachers who have been teaching the same content in another state or at a different student level, or who have taught in the category of practice within the past five years before letting the license lapse.

Although the classroom setting is not equivalent to the occupational setting in business or industry, comparable successful teaching does provide knowledge of the program content. Since the applicant must have the required total occupational experience on file, there is assurance that significant contact with the occupational environment has been experienced at some time. Progression into the continuing education cycle will thereafter provide further updating experiences. This section is reasonable because it clearly indicates for potential applicants the hours and conditions involved in this reinstatement option.

Subpart 4 is a new section that clarifies past practice. It allows an obsolete secondary license code to be reinstated without recent occupational experience if a program requiring the license is subsequently established, provided that the teacher has continued to hold the comparable postsecondary license in the interim. Since authority exists to issue licenses for use in current corresponding secondary programs only, it is reasonable to provide a means for reinstatement if conditions change and a program in which the license can be used becomes operational. Continuous possession of the postsecondary license ensures that the teacher has been involved in relevant continuing education to remain up to date in the field being taught. This subpart is needed to inform potential applicants of the added option.

3517.3620 NEW INSTRUCTIONAL POSITIONS

This section was moved from Minn. Rules pt. 3515.1100 and rewritten to clarify conditions relating to its use. The clarification is needed to communicate the process involved and to provide the basis on which interim licensure requirements will be formulated.

It is reasonable to require consultation with representatives in the program field in order to ensure that there is a need for the innovative program and that program content does relate to that need. Issuance of the interim letter of approval facilitates efficient and responsive start up of a new program, while allowing time for the complex public hearing process needed to promulgate a new licensure rule.

The expanded content in this section is needed to establish the one-year time frame for establishment of the corresponding license and to clarify that a person issued such a letter of approval must meet the licensure requirements when they are incorporated into rule.

3517.3650 ENDORSEMENTS

Moved from Minn. Rules pt. 3515.1800.

3517.3800 PROCEDURE FOR VOLUNTARY SURRENDER OF TEACHING LICENSE

This is a new addition to the secondary vocational licensure rule. It is necessary and reasonable to add this procedure to ensure that vocational teachers are provided the same options that are available to teachers licensed under Board of Teaching Rules. This part is the same as Minn. Rules pt. 8700.0501.

3517.4000 OCCUPATIONAL EXPERIENCE

Moved from Minn. Rules pt. 3515.1200 and Minn. Rules pt. 3515.1300.

This section has been rewritten to be consistent with the definition in this chapter and to clearly identify the kinds of experiences that can be used to meet different aspects of the occupational experience requirements. The definition is stated in terms of emphasis and related occupational areas as they are used in the categories of practice.

Subpart 2 clarifies past practice in regard to relevant occupational

experiences for staff not teaching an occupational program. Inclusion of all employment that is permissible for licensure in any of the occupational programs is reasonable because it allows a wide variety of work backgrounds, yet it ensures that these staff members will have had contact with, and insight into, the occupational environment related to vocational programs that will be administered or supported.

Subpart 3 clarifies past practice by explaining how occupational experience is verified under various circumstances. It is necessary and reasonable to specify the procedure and to make reference to statutes related to fraud in order to avoid any misunderstanding and to ensure legitimacy of the experience. It is reasonable to obtain verification from previous employers, since they are the parties most familiar with the type, extent, and productivity of the applicant's past work experience. In order to avoid denying a license to a person who has accumulated adequate appropriate work experience but cannot verify it because the employer is unavailable, it is reasonable to provide an alternate means of validation after reasonable attempts have been made to follow the typical procedure. The person's actual supervisor would be a reasonable substitute for the actual employer inasmuch as (s)he would be aware of the applicant's work history and performance. A co-worker's testimony supplemented by tax or social security records verifying paid employment by the stated employer would be reasonable as a last attempt to verify the experience since the formal nature of the records would add credibility and substantiation to the statement by a peer worker.

Subpart 4 has been moved from Minn. Rules pt. 3515.1300. This section has been expanded to indicate that military experience may be used only for hours in the related areas, since emphasis-area employment must provide exposure to current typical civilian work settings that students will be entering. Because these licensure rules now include a limited license and a letter of approval, the provisional license mentioned in the previous rule need not appear in this section. Documents needed for verification have been more clearly identified, since the DD Form 214 in itself often does not contain the information needed for evaluation of the experience.

3517.4100 SELF-EMPLOYMENT EXPERIENCE

This section was moved from Minn. Rules pt. 3515.1300 and expanded to provide clarity. In order to avoid misunderstanding, it is necessary to more fully explain how to verify the existence of bona fide paid self-employment, as well as to clarify which experience is defined as self-employment. In order to ensure relevancy of the occupational experience to program objectives, it is necessary to obtain verification that work hours accumulated while one was self-employed are comparable to those one would accumulate in the work role the students will enter as employees. Since a self-employed person is self-supervised, the accuracy of the employment description must be documented through business records validating the type and amount of experience. It is necessary that the verification be in a format that provides adequate information to evaluate the experience according to competencies needed to teach the program components. The described process reflects past practice.

3517.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE

This section was moved from Minn. Rules pt. 3515.1300 and expanded to provide clarity.

Subpart 1 indicates who can use the alternate experiences and states that all of the given options apply unless their use is restricted within a specific category of practice or option thereof.

Subpart 2 includes a new provision that allows internships completed through colleges outside of Minnesota to be used toward licensure requirements. Since the programs must meet the same criteria as comparable Minnesota internships, it is reasonable to provide this additional option. Also included for the first time are the criteria for approval of directed occupational experience internships. Stating the criteria ensures consistent interpretation and provides assurance that the internship will provide relevant experiences that support the basic purpose of the work experience requirements. The criteria were recently developed by a committee of professionals currently involved in offering the internships (see Exhibit E for membership). The criteria are reasonable because they ensure that the internship will be structured to meet the student's needs, that the directed employment will meet licensure requirements, that supervision by a qualified teacher educator (including site visitation) will be provided, and that the ratio of hours to credits will meet a minimum standard. The given ratio reflects standards currently used by most institutions offering the internship.

Subpart 3. This section was moved from Minn. Rules pt. 3515.1300, with the addition of the time frame during which the competency based exam will be valid, as well as a definition of "successful completion." The additions were needed to ensure consistent interpretation and implementation of the rule. Using criteria based upon an established standard is a reasonable means of specifying a passing score.

Subpart 4. This section was moved from Minn. Rules pt. 3515.1300, with several additions made in order to enhance opportunity and ensure quality. Acceptable updating sites were expanded to include a formal technical training setting, and criteria for the experience were developed by a committee of involved professionals (see Exhibit E for membership). The criteria include components designed to ensure that the student will receive a relevant, individualized updating experience, that it will be directed by an approved teacher educator, and that such offerings in various colleges will be comparable.

These criteria are needed to ensure that the experience will result in a knowledge base equivalent to that expected from the recent paid work experience for which it substitutes.

The two options are reasonable because they allow a choice between a college offering and an equivalent clock hour experience. Both options clearly state how the experience is preapproved (the credit offering through the regular program approval process and the clock hour experience by program experts). To avoid misunderstanding and ensure consistency, the ratio of credits or clock hours to occupational experience hours is clearly stated.

Subpart 5 provides an additional means of developing an up-to-date perspective on the occupational environment for the program to be taught. This option allows an unpaid "shadowing" experience in the occupational setting to substitute for the usual 500 hours of paid occupational experience within the prior five years. The substitution is reasonable because it includes quality control. It must be individually preplanned and preapproved by program experts and must provide actual contact with the traditional setting for the occupation to be taught. To avoid misunderstanding and provide consistency, the ratio of training to occupational experience hours is clearly stated. Since it is not actual paid work experience and is less structured than the other options, the number of hours required for the substitution is more demanding.

Limiting this substitution to only 500 hours of the total work experience ensures that most of the required work will have been accumulated in the traditional setting and in the typical occupational role that the students are preparing to enter. To ensure consistency and quality, it is reasonable to require preapproval of this experience.

Material in **Subpart 6**, which allows vocational administrative experience to substitute for the recent 500 work hours for administrative or supervisory licenses, exists in current licensure rules (Minn. Rules pt. 3515.1300 subp. 4) with slightly different terminology.

Subpart 7 is a new provision allowing Minnesota AVTI teaching to substitute for the recent 500 hours of paid occupational experience in certain cases. This experience is a reasonable option because of the depth of the content taught at the AVTI, as well as the close affiliation with current business/industrial work settings and allied advisory committees, which ensure contact with up-to-date procedures, equipment, and employment practices. To prevent misunderstanding and to ensure consistency of implementation, the time frame and ratio of teaching hours to recent work hours have been clearly stated. This option is needed to allow postsecondary teachers to add secondary level licensure when part of their assignment is to teach secondary students in the same category of practice. Since AVTI teachers are typically on contract most of the year, they are not free to obtain summer employment to meet a repeated recent work experience requirement to endorse secondary level.

Subpart 8 reflects the current situation in most categories of practice in regard to adding a teacher-coordinator license to a classroom teaching license. The requirements are reasonable since the recent work is waived only if some degree of currency has been maintained through recent teaching experience, and because adequate appropriate total work experience to ensure familiarity with the occupational environment is on file.

3517.6000 SECONDARY PART-TIME RESOURCE SPECIALIST

Moved from Minn. Rules pt. 3515.5800

3517.6100 SECONDARY SHORT-CALL SUBSTITUTE LICENSE

This section was moved from Minn. Rules pt. 3515.0900 and .1000 with only editorial changes. Included is clarification that one-fourth of full time computes out to 270 clock hours as the maximum annual amount a person can teach on a substitute license.

3517.6200 SECONDARY VOCATIONAL LIMITED LICENSE

The provision in this section was moved from Minn. Rules pt. 3515.4700, where it was termed a "provisional license." The content has been expanded to include a definition of "hardship" in order to clearly identify the circumstances under which the limited license may be used. Under the limited license, an individual is allowed to delay a portion of the prerequisites for a specified period of time in cases where a vocational program may be jeopardized because of the absence of a fully licensed teacher.

The stated conditions are reasonable because they require the requesting school to verify that normal recruitment efforts have been made and that no licensed teacher will be replaced by a person with a limited license. Other quality factors include the necessity for a baccalaureate degree and at least two-thirds of the required occupational experience and special coursework. It is reasonable to require that the applicant attain full qualifications within two years in order to avoid long-term operation with an underqualified teacher.

The provisions of the limited license are needed to ensure that a school will not be forced to close a vocational program in a hardship case, which would reduce student access and opportunity. In addition, it allows redirection of existing staff by making it possible for them to be assigned to a vacant vocational position (frequently a part-time assignment) and complete full requirements within the specified time frame.

Issuance of a limited license in the fall, typically before school commences, provides a school year plus a summer to complete one-half of the remaining requirements, as specified in the provisional agreement.

Issuance of a limited license in January or later would provide only five or fewer months plus summer to complete one-half of the remaining requirements. Provision of additional time when a license is issued after January is reasonable in order to avoid a situation in which an emergency limited license might be issued late in the school year and the holder must complete one-half of the remaining requirements in an unreasonably short time.

The provision for two successive licensure periods of approximately one year each is reasonable because it ensures that the teacher is developing additional competencies in a planned, orderly manner in order to reach full qualifications. Review for renewal at the end of the first year also verifies that a hardship situation still exists so that a limited license holder will not replace an available fully licensed teacher.

The limited nature of the license and the requirements for two-thirds prior completion are reasonable because an applicant who lacks more qualifications than can be developed during two successive one-year licensure periods probably does not possess minimum competencies to provide effective vocational education to the students.

3517.6300 REACTIVATION OF A LAPSED LIMITED LICENSE.

This section is needed to inform teachers and administrators what will be required if a limited license is allowed to lapse after the first one-year period. It is reasonable to require current reactivation criteria at the time of renewal, since future licensure rules may have different provisions and/or limitations when vocational programs and program delivery systems have been changed.

3517.6500 LETTER OF APPROVAL

All new material. This section is needed to ensure continuation of a viable vocational program for an interim period in a hardship case when no appropriately licensed teacher is available, and no available teacher is eligible for a limited license under 3517.6200.

Since programatic conditions and availability of teachers may vary in the different service areas, it is reasonable to allow the advisory group of each vocational discipline to decide whether to include or exclude the letter of approval when constructing the licensure options.

The content of this section parallels a similar long-time provision in nonvocational licensure rules, where it has been utilized successfully to alleviate extreme hardship cases.

The given definitions of "hardship" are necessary in order to limit the use of this emergency measure to legitimate distress cases. The procedure for documenting need is reasonable because it requires verification that all other possible solutions have been explored and that no licensed teacher is being replaced by an individual authorized by a letter of approval.

A basic level of educational competency has been assured by requiring that the applicant hold a prior teaching license in a related content area, as determined in consultation with the state vocational specialist. The specialist is an appropriate person to make this evaluation since he or she is the person most familiar with the program and program needs, and who is responsible for the program's success.

Requiring review of the applicant's credentials by the occupational advisory committee as an additional safegaurd is reasonable because that group is most closely involved with the objectives and content of the program. As a representative group, they are knowledgeable about what interim teachers absolutely must know if they are to ensure program continuation on a temporary basis until a qualified teacher can be found.

Limiting the letter of approval to only the school year involved and allowing only one renewal is reasonable in order to avoid misuse of this provision and to ensure that maximum efforts will be made to obtain a qualified teacher who can provide quality instruction consistent with program objectives.

3517.7000 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL

This section was moved from Minn. Rules pt. 3515.2200.

3517.7100 PREAPPROVAL OF ACTIVITIES FOR LICENSE RENEWAL

Moved from Minn. Rules pt. 3515.2800.

3517.7200 TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL

Moved from Minn. Rules pt. 3515.2900 and Minn. Rules pt. 3515.3100.

Subpart 4 lists the types of activities that may be used to meet the 108 clock hour requirement.

4.A. In regard to use of occupational experience for renewal clock hours, this subpart clarifies that occupational experience must be individually preapproved, since the occupational environment must be directly related in order to develop new competencies in the category of practice being renewed. It is reasonable to state that repeated occupational experience is to be viewed in terms of diminishing returns because repetition of any experience, whether occupational or coursework, will typically reinforce what one already knows rather than produce new or updated knowledge reflective of the intent of continuing education.

4.B. No change in credit course allocation.

4.C. Clarifies that AVTI courses are included in this clock hour category.

4.D. No change in educational workshop hourly allocation.

4.E. No change in hourly allocation for leaves.

4.F. Clarifies that regional, statewide, or national curriculum development design activities are to be evaluated according to criteria used for organized technical research in 4.H. This criterion is reasonable because the "learning" aspect of the experience occurs during the research for updated information to include in the curriculum, not during the manual process of articulating past knowledge.

4.G. Clarifies that hours may not be applied from a teacher's own advisory committee, because that committee is a required, integral part of every vocational program, with participation expected as a normal part of the vocational teacher's paid responsibilities.

4.H. Concepts in this section on organized technical research are unchanged from the previous rule. An addition clarifies that the allowable hours are for the accumulation of new knowledge during the research process, rather than being viewed as a "reward" for the effort expended in producing the end result. This stipulation is reasonable because the expressed purpose of vocational continuing education is to increase competencies in the content of the program or in delivery methods. The means of documenting research projects is also stated in order to inform applicants

and local committees and to ensure consistent implementation of the rule.

4.I. Allocation of clock hours for service on a state evaluation team has been adjusted to eliminate the discrepancy between clock hours awarded for service on a North Central Evaluation team and those received for service on a secondary vocational evaluation team. Equitable assigning of clock hours will enhance the selection of evaluators and will provide vocational teachers with 16 clock hours for licensure that can be used in a 5-year period. The allocation of 8 clock hours per day for vocational teachers is consistent with the number of hours generally spent in an on-site evaluation of a vocational program. These activities generally take 10 to 12 hours per day and include a review of instructional materials, class observation, student, teacher and advisory committee interviews, employer contacts and the final written report. Although the evaluators were originally chosen because they already possess expertise in the program area to be evaluated, the additional contacts experienced during the evaluation process nevertheless provide allowable updating from various perspectives.

3517.7300 REEVALUATION PROCEDURE

Moved from Minn. Rules pt. 3515.3000.

3517.8000 FORMATION OF LOCAL VOCATIONAL RELICENSURE COMMITTEE

Moved from Minn. Rules pt. 3515.2300.

3517.8100 STRUCTURE OF LOCAL VOCATIONAL RELICENSURE COMMITTEE

Moved from Minn. Rules pt. 3515.2400.

An amendment to the earlier rule provides for a secondary vocational relicensure committee separate from the AVTI relicensure committee. This change is necessary because postsecondary licensure is under the jurisdiction of a different agency, which will be rewriting the relicensure rules to apply to the AVTI's. Since there is no way to know what the criteria may be for postsecondary relicensure, it is necessary to ensure continuation of the current system for secondary vocational staff.

Another minor amendment allows option A committee membership to include a different administrator and community person from those who are appointed to the nonvocational committee in the district. This change is reasonable because it is sometimes a burden for the administrator and community representative to serve on both the vocational and the nonvocational committees. In this way, the vocational staff can utilize individuals chosen for their expertise in vocational education to complement the teaching members on the committee.

3517.8200 LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION

Moved from Minn. Rules pt. 3515.2500.

3517.8300 AFFILIATION WITH LOCAL VOCATIONAL RELICENSURE COMMITTEE

Moved from Minn. Rules pt. 3515.2600.

3517.8400 DUTIES OF LOCAL VOCATIONAL RELICENSURE COMMITTEE

Moved from Minn. Rules pt. 3515.2700.

3517.8500 RENEWED FIVE-YEAR VOCATIONAL LICENSES FOR ADMINISTRATORS AND SUPERVISORS

Moved from Minn. Rules pt. 3515.7700 and .7800.

3517.8600 CONTINUING EDUCATION FOR DIRECTORS AND SUPERVISORS

Moved from Minn. Rules pts. 3515.7900 - .8300.

3517.9000 WHAT PROGRAMS NEED APPROVAL

Moved from Minn. Rules pt. 3515.3300. This section has been rephrased to reflect past practice and to indicate that the program approval process is to be followed if the initiating institution seeks assurance that its offerings will meet requirements included in licensure rules. This amendment to allow optional bypass of the program approval process is reasonable because many of the licensure requirements in the vocational rule include technical coursework that can be completed from providers other than teacher preparing institutions. Since a strict interpretation of the previous rule would have disallowed any technical coursework taken from community colleges, departments at the universities other than the education department (such as business administration), AVTI's, or private institutions (such as those involved in medical preparation), this amendment is necessary and reasonable.

3517.9100 APPROVAL PROCEDURE

Moved from Minn. Rules pt. 3515.3400.

3517.9200 VARIATIONS IN CURRICULAR DESIGN

Moved from Minn. Rules pt. 3515.3500.

3517.9300 CONDITIONAL APPROVAL

Moved from Minn. Rules pt. 3515.3600.

3517.9400 REVOCATION OR SUSPENSION OF APPROVAL

Moved from Minn. Rules pt. 3515.3700.

3517.9500 DISAPPROVAL

Moved from Minn. Rules pt. 3515.3800.

3517.9600 EVALUATION PROCEDURE AND SUBSEQUENT AUDITS

Moved from Minn. Rules pt. 3515.3900.

3517.9700 REEVALUATION PROCEDURE

Moved from Minn. Rules pt. 3515.4000.

FISCAL STATEMENT

The State Board of Education estimates that there will be no cost to local school districts in the state in order to implement the proposed rule. Payment of the processing fee to become licensed or to renew a license continues to be the responsibility of the applicant.

Changes in the requirements for present categories of practice apply only to the first time applicant. Where categories of practice have been converted to a new license, a procedure has been identified in the proposed rule allowing the applicant to add the new licensure code at the time of renewal. Therefore, the cost to the applicant will only be the normal processing fee.

Small Business

These proposed rules will not impact small business.

State of Minnesota
Department of Education

State Board of Education
Partnerships Division

IN THE MATTER OF: The Proposed Adoption
of the Rule of the State Board of
Education Relating to Education:
Secondary Vocational Licensure,
Minnesota Rules, pt. 3517.0010
to 3517.9700

STATE OF MINNESOTA)
) ss.
County of Ramsey)

AFFIDAVIT OF MAILING

John R Jelinek, being first duly sworn, deposes and says:

That on the 29 day of December, 1986, at the City of St. Paul, county of Ramsey, State of Minnesota, he served the attached Notice of Intent to Adopt a Rule Without a Public Hearing, by depositing in the State of Minnesota Central Mail System for United States mailing at said City of St. Paul, a copy thereof, properly enveloped, with postage prepaid, on all persons and associations named on the certified list (see attached Certificate) who have requested that their names be placed on file with the Minnesota Department of Education for the purpose of receiving notice of the proposed adoption of rules by the State Board of Education.

John R Jelinek

Subscribed and sworn to before me
this 29 day of December, 1986.

Hollis Dee Britz-Mitchell

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

State of Minnesota
Department of Education

State Board of Education
Partnerships Division

IN THE MATTER OF: The Proposed Adoption of the Rule of the State Board of Education Relating to Education: Minnesota Rules, pt. 3517.0010 to 3517.9700 MAILING LIST

AFFIDAVIT OF ADDITIONAL NOTICE OF THE STATE BOARD OF EDUCATION

I hereby certify that in addition to the Notice required for persons on the State Board of Education rulemaking mailing list of persons who have specifically requested notice of rulemaking proceedings, a notice and a copy of the rules as proposed were mailed to school superintendents; directors of: ECSUs, intermediate districts; vocational centers; joint powers districts; and also educational organizations.

STATE BOARD OF EDUCATION

Ruth E. Randall

Ruth E. Randall, Secretary

Subscribed and sworn to before me

this 29 day of December, 1986.

Hollis Dee Britz-Mitchell
Notary Public

Chisago County, Minnesota

My Commission expires Oct. 4, 1990

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

State of Minnesota
Department of Education

State Board of Education
Partnerships Division

STATE OF MINNESOTA

COUNTY OF RAMSEY

IN THE MATTER OF: The Proposed Adoption of the Rule of the State Board of Education Relating to Education: Secondary Vocational Licensure, Minnesota Rules, pt. 3517.0010 to 3517.9700

CERTIFICATE

I hereby certify that the list of persons, associations, and other interested groups who have requested, pursuant ot Minnesota Statute §14.14, subdivision 1a, that their names be placed on file with and maintained by the Minnesota Department of Education for the purpose of receiving notice of the proposed adoption of rules by the State Board of Education is accurate and complete as of 9 o'clock A.M. this 29th day of December, 1986.

STATE DEPARTMENT OF EDUCATION

By Laurie A. Henschell

Subscribed and sworn to before me

this 19 day of May, 1987.

Susan Oesterreich
Notary Public

SUSAN OESTERREICH
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
MY COMMISSION EXPIRES SEPTEMBER 1, 1990

PROPOSED RULES

Pursuant to Minn. Stat. of 1982, §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

State Board of Education

Proposed Rules Relating to Education; Secondary Vocational Licenses; Comprehensive Changes

Notice of Intent to Adopt a Rule without a Public Hearing

Notice is hereby given that the State Board of Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority to adopt the rule is Minn. Stat. § 121.11, subd. 12 (1984) and Minn. Stat. § 125.185, subd. 4 (1984).

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

Any person may make a written request for a public hearing on the rule 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, sections 14.131 to 14.20.

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

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

The proposed rule 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 rule as noticed.

The rule proposed for adoption would make changes in the requirements for licensure of secondary vocational personnel. A majority of those changes pertain to individuals seeking to add licensure in a category of practice, or to individuals seeking initial licensure. A free copy of the rule is available upon request from Audrey Grote.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Audrey Grote upon request.

If no hearing is required, upon adoption of the rule, the rule 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 rule, must submit the written request to Audrey Grote.

Dated: 9 December 1986

Ruth E. Randall
Secretary, State Board of Education

Authorizing Resolution

RESOLVED, that Ruth E. Randall, secretary of the State Board of Education, is hereby granted the authority and directed to sign and to give the Notice of the Board's Intent to Adopt a Rule Without a Public Hearing Relating to Education: Secondary Vocational Licensure to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the *State Register*, and to perform any and all acts incidental thereto.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th day of December, 1986.

Ruth E. Randall
Secretary of the Board

Fiscal Statement

The State Board of Education estimates that there will be no cost to local school districts in the state in order to implement the proposed rule. Payment of the processing fee to become licensed or to renew a license continues to be the responsibility of the applicant.

Changes in the requirements for present categories of practice apply only to the first time applicant. Where categories of practice have been converted to a new license, a procedure has been identified in the proposed rule allowing the applicant to add the new licensure code at the time of renewal. Therefore, the cost to the applicant will only be the normal processing fee.

Small Business: These proposed rules will not impact small business.

Certificate of the State Board of Education's Authorizing Resolution

I, Ruth E. Randall, do hereby certify that I am the secretary of the State Board of Education, 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 State Board of Education duly and properly called and held on the 9th day of December, 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 Ruth E. Randall, secretary of the State Board of Education is hereby granted the authority and directed to sign and to give the Notice of the Board's Intent to Adopt A Rule Without a Public Hearing Relating to Education: Secondary Vocational Licensure to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the *State Register*, and to perform any and all acts incidental thereto.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th day of December, 1986.

Marjorie L. Johnson
Attest by one Board Member

Ruth E. Randall
Secretary, State Board of Education

Rules as Proposed (all new material)

3517.0010 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to this chapter.

Subp. 2. **Accredited out-of-state institution.** "Accredited out-of-state institution" means a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 3. **Approved Minnesota institution.** "Approved Minnesota institution" means a Minnesota institution approved by the Board of Teaching under part 8700.7600 to prepare persons for teacher licensure.

Subp. 4. **AVTI.** "AVTI" means area vocational-technical institute.

Subp. 5. **Board.** "Board" means the State Board of Education, except where a different board is named or in parts 3517.9000 to 3517.9700 where it means the Board of Teaching.

Subp. 6. **Category of practice.** "Category of practice" for secondary vocational licensure means an assignment, program, or a component of a program for which licensure is required by this chapter.

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.

CERTIFICATE OF THE

STATE BOARD OF EDUCATION'S

RESOLUTION ADOPTING THE RULE

I, Ruth Randall, do hereby certify that I am the secretary of the State Board of Education, 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 State Board of Education, duly and properly called and held on the 14th day of April, 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 rule relating to Secondary Vocational Licensure, Minn. Rules pt. 3517.0010 to 3517.9700 is approved and adopted, pursuant to authority vested in the board by Minnesota Statutes §121.11 subd. 12 (1986) and 125.185 subd. 4 (1986). Ruth Randall, the secretary of the board, is authorized to sign the findings of fact, conclusions, and order adopting the rule and further is authorized to modify the rule if necessary to obtain the approval of the rule by the attorney general and to perform the necessary acts to provide that the rule shall have the force and effect of law."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 14 day of April, 1987.

Ruth E. Randall
Secretary of the Board

Marjorie L. Johnson
Attest by Board member

AUTHORIZING RESOLUTION

RESOLVED, that the rule relating to Secondary Vocational Licensure, Minn. Rules pts. 3517.0010 to 3517.9700 is approved and adopted, pursuant to authority vested in the board by Minnesota Statutes §121.11 subd. 12 and 125.18 subd. 4 (1986). Ruth Randall, the secretary of the board, is authorized to sign the findings of fact, conclusions, and order adopting the rule and further is authorized to modify the rule if necessary to obtain the approval of the rule by the attorney general and to perform the necessary acts to provide that the rule shall have the force and effect of law.

STATE OF MINNESOTA
STATE BOARD OF EDUCATION
DEPARTMENT OF EDUCATION
PARTNERSHIP DIVISION

In the Matter of the Proposed Adoption of the Rules of the State Department of Education Governing Teaching Licenses for Secondary Vocational Personnel: Secondary Vocational Licensure, Minnesota Rules pt. 3517.0010 to 3517.9700

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULES WITHOUT PUBLIC HEARING

FINDINGS OF FACT

Procedural Requirements

1. Notice of the Department of Education's intent to adopt the above referenced rule without a public hearing was published in the State Register on December 29, 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 29, 1986.

2. 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.

3. All persons were given the opportunity to submit comment on the rule for 30 days after notice of intent to adopt the rule without a hearing. The agency received a total of 33 requests for a public hearing of which 21 were subsequently withdrawn. Thus the agency did not receive requests for a public hearing from 25 or more persons that were not withdrawn relating to proposed adoption of Minn. Rules, parts 3517.0010 to 3517.9700.

4. No requests for notice of submission of the rules to the attorney general regarding Minn. Rules, part 3517.0010 to 3517.9700 were received by the agency.

Statutory Authority

5. Statutory authority to promulgate the proposed rules is contained in Minn. Stat. §121.11 subd. 12 (1986) and §125.185 subd. 4 (1986).

Modifications Made to the Proposed Rules

6. The Board has modified the proposed rules as set forth below:

3517.0060 subps. 2F and 3F, Secondary Vocational Special Needs Personnel

2.F. providing the department with evidence necessary to ensure that the special needs program complies with relevant state and federal labor ~~law;~~ laws;

3.F. giving the department evidence necessary to ensure that the special needs program operation complies with relevant state and federal labor ~~law;~~ laws;

3517.0900, subp. 3, Secondary Marketing Teacher

add a new subitem to read as follows:

F. Model Store.

3517.6000, subp. 1.A.

A. Educational criteria:

~~(1)~~ Six clock hours of vocational teaching techniques completed before entrance licensure. This training may be provided by the authorized local vocational administrator.

~~(2)--A-course-in-philosophy-of-vocational-education-completed-before renewal-of-the-entrance-license.~~

~~(3)--The-human-relations-program-as-specified-in-part-3517.3500.~~

7. The modifications to 3517.0060 were for grammatical clarity only.

8. The modification to 3517.0900 was to correct an inadvertent omission from the rule as proposed. The effect is to allow conversion for this existing license in secondary marketing. This affects only one person, and therefore the change should not affect classes of persons who could not reasonably have been expected to comment on the original rule.

9. The modification to 3517.6000 was necessary to correct a word processing error; the omitted subitems were not intended to be in the rule as proposed.

CONCLUSIONS OF LAW

1. Proper notice of intent to adopt the proposed rules without a public hearing was given.

2. The Board has fulfilled all the procedural requirements of Minn. Stat. §14.14 and all other procedural requirements of law or rule.

3. The Board has documented its statutory authority to adopt the proposed rules and has fulfilled all substantive requirements of law or rule.

4. The Board has demonstrated the need for and reasonableness of the proposed rules.

5. The modifications to the proposed rules do not result in rules which are substantially different from the proposed rules as published in the State Register within the meaning of Minn. Rules pt. 1400.1100.

NOW, THEREFORE, IT IS ORDERED that the rules identified as 3517.0010 to 3517.9700 are adopted this 14th day of April, 1987, pursuant to authority vested in the Board of Minnesota Statutes, 121.11, subd. 12 (1986) and 125.185, subd. 4 (1986).

4-14-87
Date

Ruth E. Randall
Ruth E. Randall
Secretary, State Board of Education

In the Matter of the Adoption
of the Rule of the State Board
of Education Governing Education:
Secondary Vocational Licensure,
Minn. Rules pt. 3517.0010 to
3517.9700

DECLARATION OF COUNSEL

I, Cindy L. Lavorato, 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 Procedure Act and Minnesota Rules, chapter 2010 have been followed. Any exceptions are listed below. For Attorney General billing purposes, the entire client code is 40.A395.0026.

Dated: May 19, 1987.

Cindy L. Lavorato

CINDY L. LAVORATO
Special Assistant
Attorney General

State Board of Education

Adopted Rules Relating to Education; Secondary Vocational Licenses; Comprehensive Changes

Rules as Adopted

3517.0010 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to this chapter.

Subp. 2. **Accredited out-of-state institution.** "Accredited out-of-state institution" means a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 3. **Approved Minnesota institution.** "Approved Minnesota institution" means a Minnesota institution approved by the Board of Teaching under part 8700.7600 to prepare persons for teacher licensure.

Subp. 4. **AVTI.** "AVTI" means area vocational-technical institute.

Subp. 5. **Board.** "Board" means the State Board of Education, except where a different board is named or in parts 3517.9000 to 3517.9700 where it means the Board of Teaching.

Subp. 6. **Category of practice.** "Category of practice" for secondary vocational licensure means an assignment, program, or a component of a program for which licensure is required by this chapter.

Subp. 7. **Clock hour.** "Clock hour" means 60 minutes of actual instruction or supervised group activities.

Subp. 8. **Clock hours for administrative and supervisory personnel.** For renewal of five-year vocational administrative and supervisory licenses, "clock hours for administrative and supervisory personnel" means clock hours accumulated from

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approved Minnesota programs in administrative or supervisory continuing education. Hours devoted to individual professional development activity for renewal of five-year administrative and supervisory licenses are not counted as clock hours.

Subp. 9. **Commissioner.** "Commissioner" means the commissioner of education.

Subp. 10. **Course.** "Course" means for the purpose of licensing for vocational staff, a planned, separate unit of instruction in a subject area.

Subp. 11. **Credit.** "Credit" means a quarter college credit from an accredited college. Unless otherwise stated in this chapter, one quarter credit equals 12 clock hours.

Subp. 12. **DD Form 214.** "DD Form 214" means the form verifying separation from military service obtained from the separating authority upon release from active service.

Subp. 13. **Degree.** Unless otherwise stated, "degree" means a four-year baccalaureate degree from a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 14. **Department.** "Department" means the State Department of Education.

Supb. 15. **Dictionary of Occupational Titles.** "Dictionary of Occupational Titles" is published by the Employment and Training Administration of the United States Department of Labor. The fourth edition was published in 1977. The fourth edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The book is available in the Minneapolis public library and in local public libraries throughout the state. It is not subject to frequent change.

Subp. 16. **Director.** "Director" means a local vocational administrator and includes assistant directors.

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Subp. 17. **Directory of the American Association of State Colleges of Agriculture and Renewable Resources.** "Directory of the American Association of State Colleges of Agriculture and Renewable Resources" identifies the state colleges of agriculture and renewable resources in the United States which are not a part of the National Association of State Universities and Land Grant Colleges. The directory is incorporated by reference. The directory is available at the State Law Library. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The directory is subject to frequent change.

Subp. 18. **Education degree.** "Education degree" means a baccalaureate or higher degree from an accredited college or university in an educational field with at least 27 quarter credits in professional education courses and including at least six quarter credits of student teaching.

Subp. 19. **Electromechanical technology.** "Electromechanical technology" means design, service, and repair of any equipment that includes both electrical-electronic controls and mechanical, hydraulic, or pneumatic operating systems, such as automated production equipment, robots, and computer peripherals.

Subp. 20. **Emphasis area.** "Emphasis area" means the position titles or duties that are most directly related to the occupation in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 21. **Endorsement.** "Endorsement" means a change in an applicant's existing license that allows the person to function in an additional category of practice or in a different time allotment such as part-time, full-time, or substitute.

Subp. 22. **Equivalent.** "Equivalent," in relation to educational or technical training requirements, means equal in content as verified by a written statement provided to the personnel licensing section by staff:

A. from the department;

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B. from the corresponding department chair from an institution accredited to provide education or training in the area stated as a licensure requirement; or

C. from the vocational service coordinator named by an approved Minnesota institution approved to offer a licensing program for vocational teacher education.

Subp. 23. **Full-time educational service.** "Full-time educational service" means, for the purpose of evaluating educational service, 1,080 hours annually.

Subp. 24. **Full-time occupational service.** "Full-time occupational service" means, for the purpose of evaluating occupational service, 2,000 hours annually (for example, eight hours daily, five days per week, 50 weeks per year).

Subp. 25. **Hardship.** "Hardship" has the meaning given in part 3517.6200, subpart 2.

Subp. 26. **Home economics program designee.** "Home economics program designee" means, for consumer and homemaking and service occupations licensure, the individual from an approved teacher education institution who is designated by the state program specialist to verify that requirements for approved courses or technical credits have been met.

Subp. 27. **Human relations program.** "Human relations program" means a program approved by the Board of Teaching that is designed to meet the human relations requirements under part 3517.3500 for licensure of Minnesota educational personnel.

Subp. 28. **Initiator.** "Initiator" means the individual, agency, or institution that designs and conducts programs for continuing education of vocational administrative and supervisory personnel according to part 3517.8600.

Subp. 29. **Lapsed license.** "Lapsed license" means a Minnesota vocational license expired for at least one fiscal year (July 1 to June 30).

Subp. 30. **Leave.** "Leave" means a preplanned experience relevant to the area of licensure being sought. A leave consists of a structured experience, including a written educational objective, taken in an agency, business, or

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industry, exclusive of the applicant's current educational employment.

Subp. 31. **Licensing program for vocational teacher education.** "Licensing program for vocational teacher education" means a course or courses in vocational education offered at an approved Minnesota institution.

Subp. 32. **Local vocational administrator or administrator.** "Local vocational administrator" or "administrator" means the licensed vocational administrator who has the major responsibility for duties including budget, curriculum, and supervision in vocational education at the secondary level for a district, center, or area vocational-technical institute. The superintendent is the authorized local administrator in the absence of a licensed vocational administrator. For licensure of vocational staff serving in a nonpublic school, the chief executive officer of the nonpublic school or a designee may be authorized by the commissioner to recommend licensure.

For staff serving in Minnesota correctional institutions, an individual authorized by the Department of Corrections may be authorized by the commissioner to recommend licensure.

For staff serving in Minnesota community colleges, the dean of instruction or a designee may be authorized by the commissioner to recommend licensure.

Subp. 33. **Local vocational supervisor.** "Local vocational supervisor" means the vocationally licensed supervisor who has the most responsibility to develop and supervise local vocational programs in a vocational discipline or to supervise the special needs area at the secondary level for a district or center, as assigned by the local vocational administrator.

Subp. 34. **National Ag Occupations Competency Study.** "National Ag Occupations Competency Study" means a publication with the formal title "Identifying and Validating Essential Competencies Needed for Entry and Advancement in Major Agriculture and Agribusiness Occupations." It is incorporated by reference to the extent it is referred to in this chapter.

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The study is by David R. McClay and is dated May 16, 1978. It is published by the United States Department of Health and Human Services, Office of Education, Occupational and Adult Education Branch, and is for sale by the Superintendent of Documents, United States Government Printing Office, Washington, DC 20402. It is available for inspection at the Department of Education, Secondary Vocational Section, 637 Capitol Square Building, 550 Cedar Street, Saint Paul, Minnesota 55101, and at the Government Documents Section, Room 409, Wilson Library, University of Minnesota, 309 19th Avenue South, Minneapolis, Minnesota 55454. It is available at local public libraries through interlibrary loan. It is not subject to frequent change.

Subp. 35. **Occupational experience.** "Occupational experience" has the meaning given in part 3517.4000.

Subp. 36. **Occupational Outlook Handbook.** "Occupational Outlook Handbook" is published by the United States Department of Labor, Bureau of Labor Statistics, Bulletin 2250. The latest edition was published in April 1986. The latest edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The handbook is available in public libraries throughout the state. It is subject to frequent change.

Subp. 37. **Personnel licensing section.** "Personnel licensing section" means the personnel licensing section of the State Department of Education.

Subp. 38. **Regular five-year vocational license.** "Regular five-year vocational license" means a five-year continuing license that is subject to continuing education requirements for renewal, in contrast to five-year vocational licenses that are issued to part-time adult extension staff, which are not subject to continuing education requirements.

Subp. 39. **Related areas.** "Related areas" refers to position titles or duties that are associated with a category of practice, but are indirectly related to occupations in which the secondary students will be employed. This term refers to the

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occupational experience requirement within a category of practice.

Subp. 40. **Secondary vocational staff assignment report.** "Secondary vocational staff assignment report" means form #ED00375 that verifies from local districts that an assigned staff person is eligible for aid.

Subp. 41. **Secondary vocational teacher education core.** "Secondary vocational teacher education core" means the following six courses included in the teacher education sequence and offered through an approved Minnesota institution: introduction to vocational teaching, vocational methods, vocational course construction, vocational tests and measurements, philosophy of vocational education, and the teaching internship.

Subp. 42. **Secondary vocational teacher education sequence.** "Secondary vocational teacher education sequence" means the sequence and time frame for completion of the secondary vocational teacher education core and the human relations requirement given in parts 3517.3250 to 3517.3350.

Subp. 43. **Short-term need for a teacher-substitute.** "Short-term need for a teacher-substitute" means a period in which the maximum substitute assignment does not exceed 30 consecutive working days in one assignment or an annual total of 270 hours which is one-fourth of full-time employment as a substitute.

Subp. 44. **Teacher educator.** "Teacher educator" means a faculty member who teaches professional vocational courses and is certified as a vocational teacher educator according to the requirements of the Joint Council for Vocational Teacher Educators.

Subp. 45. **Vocational education degree.** "Vocational education degree" means a baccalaureate or higher degree with a major in agriculture education, business education, home economics education, marketing education, industrial or industrial arts education, or vocational education. The degree must include the courses in the secondary vocational teacher

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education core and must meet all other requirements in the definition of "education degree" in subpart 18.

Subp. 46. **Vocational or cooperative center.** "Vocational or cooperative center" means a vocational or cooperative center approved by the State Board of Education.

Subp. 47. **Vocational program areas.** "Vocational program areas" means the occupational areas of agriculture, business occupations, health occupations, home economics/service occupations, marketing, and trade and industrial occupations.

WHO MUST BE LICENSED

3517.0020 HOW THIS CHAPTER APPLIES.

This chapter governs the procedure for licensure, as well as the duties, and the educational, technical, and occupational experience requirements for secondary vocational instructional, supportive, and administrative personnel who are required to be licensed by the State Board of Education. When this chapter conflicts with chapter 3515, this chapter governs for secondary vocational personnel.

Parts 3517.0040 to 3517.0080 set out duties that cause a person to need a license issued under this chapter.

Parts 3517.0082 to 3517.0090 set out the process of applying for a license.

Parts 3517.0100 to 3517.2140 set out the educational, technical, and occupational requirements that a person must meet to be licensed in a particular category of practice.

Parts 3517.3000 to 3517.3650 give more information about general education requirements, including the vocational teacher education sequence. Those parts set out the different types and amounts of education requirements for the different entrance licenses and renewals, regular five-year licenses, and reactivations of lapsed licenses.

Parts 3517.4000 to 3517.4200 set out the different ways of satisfying occupational experience requirements.

Parts 3517.6000 to 3517.6500 set out the conditions under which a person may be granted a part-time resource specialist

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license, limited license, substitute license, or letter of approval.

Parts 3517.7000 to 3517.7300 set out the requirements for renewals of nonadministrative, nonsupervisory five-year licenses.

Parts 3517.8000 to 3517.8400 govern the work of local vocational relicensure committees.

Parts 3517.8500 and 3517.8600 set out the requirements for renewals of administrative and supervisory licenses.

Parts 3517.9000 to 3517.9700 govern the approval of programs for teacher education.

3517.0030 LIMITS ON VALIDITY OF LICENSE.

Except where alternative licenses are named in parts 3517.0100 to 3517.2140, licenses issued under this chapter are valid only in the corresponding vocational category of practice.

3517.0040 SECONDARY VOCATIONAL TEACHERS.

A person holding a position as a secondary vocational teacher must be licensed under this chapter. Teachers are responsible for:

A. developing, teaching, and evaluating instruction in areas assigned, including programs involving simulation and laboratory activities;

B. facility and resource management;

C. forming and using a vocational advisory committee;

D. relevant school-community relations;

E. vocational student organizations;

F. student vocational and occupational guidance and evaluation in development of skills meeting vocational objectives in part 3505.2500, items A to C, and required for proficiency in the identified area of employment; and

G. personal professional and technical development.

3517.0050 SECONDARY VOCATIONAL TEACHER-COORDINATOR.

A person holding a position as a secondary vocational teacher-coordinator must be licensed under the part in this chapter governing the appropriate teacher-coordinator.

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Teacher-coordinators are responsible for:

A. identifying and selecting appropriate training stations and placing students in those stations;

B. student training plans, student training agreements, completing all required state and federal labor law forms, and complying with state and federal labor law rules and regulations;

C. supervising students on the job and communicating with the employer about the student's performance and the objectives of the student's training plan; and

D. activities in part 3517.0040, items A to G.

Parts 3517.0260, 3517.0460, 3517.0620, 3517.0890, 3517.0920, 3517.1120, 3517.1440, 3517.1500, 3517.1520, and 3517.2140 govern licensure of teacher-coordinators in the various vocational program areas and in special needs.

3517.0060 SECONDARY VOCATIONAL SPECIAL NEEDS PERSONNEL.

Subpart 1. **Secondary vocational special needs personnel.** A person holding a position in secondary vocational special needs must meet the requirements in parts 3517.1500 to 3517.1600 for special needs licensure and the general provisions and procedure for licensure of secondary instructional and supportive personnel in parts 3517.0082 to 3517.0090 and 3517.3000 to 3517.7300.

Subp. 2. **Teacher-coordinator for work experience program for disadvantaged.** A person holding a position as a teacher-coordinator for work experience programs for the disadvantaged must be licensed under part 3517.1500. The teacher-coordinator is responsible for:

A. conducting employability seminars;

B. arranging for student placement in preselected jobs and coordinating the students through site visits;

C. developing a training agreement and plan with the student and the employer agreed to by the parent or guardian;

D. providing instruction in safety on the job before and while the student is working at a preselected job;

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E. providing a minimum of skill instruction before and while the student is working at a preselected job;

F. providing the department with evidence necessary to ensure that the special needs program complies with relevant state and federal labor ~~law~~ laws;

G. coordinating the special needs student's activities in regular courses in which the student is enrolled and serving as an advocate for the student;

H. providing opportunities for students to participate in student organization activities; and

I. participating on an advisory committee related to the special needs programs instructed or coordinated.

Subp. 3. **Teacher-coordinator for work experience program for handicapped.** A person holding a position as a teacher-coordinator for work experience programs for the handicapped must be licensed under part 3517.1520. The teacher-coordinator is responsible for:

A. conducting employability seminars;

B. arranging for student placement in preselected employment or at a training site and coordinating the students through site visits;

C. developing a training agreement and plan with the student and the employer or trainer agreed to by the parent or guardian;

D. teaching safety on the job before and while the student is working at preselected employment or training;

E. providing a minimum of skill instruction before and while the student is working at preselected employment or training;

F. giving the department evidence necessary to ensure that the special needs program operation complies with relevant state and federal labor ~~law~~ laws;

G. participating in the child study Individual Education Plan (IEP) process;

H. coordinating the special needs student's activities in regular courses in which the student is enrolled

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and serving as an advocate for the student;

I. giving students opportunities to take part in student organization activities; and

J. participating on an advisory committee related to the special needs programs instructed or coordinated.

Subp. 4. **Interpreter for the deaf.** A person holding a position as an interpreter for the deaf must be licensed under part 3517.1540. The interpreter is responsible for:

A. serving as an advocate for the hearing-impaired student enrolled in a vocational training program;

B. interpreting verbal communication to the hearing-impaired student enrolled in a vocational training program;

C. providing reverse interpreter services to the hearing-impaired student; and

D. participating on an advisory committee related to the special needs program in which the person is an interpreter.

Subp. 5. **Support service facilitator.** A person holding a position as a support service facilitator must be licensed under part 3517.1560. The support service facilitator is responsible for:

A. identifying students with special vocational needs;

B. serving as an advocate for the students with special vocational needs by determining the students' vocational special needs, helping students with special vocational needs get into appropriate vocational programs, following the students' progress, and organizing and obtaining the supportive services required by the students;

C. helping the regular vocational teacher in adapting the equipment, curriculum, and employment or training sites to meet the needs of the student with a special vocational need;

D. serving as a link between the student's support personnel and the student's vocational teacher; and

E. participating on the special needs advisory committee.

Subp. 6. **Technical tutor/supplemental support staff.** A

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person holding a position as a technical tutor/supplemental support staff must be licensed under part 3517.1580. The tutor is responsible for the following activities:

A. Providing direct service to the student, under the supervision of a vocationally licensed person, in one or more of the following ways:

(1) providing technical tutoring in a specific vocational skills training program;

(2) providing instruction in related math, reading, or communication skills needed for a specific skills training program; and

(3) administering tests to ascertain the competency level of students. "Administering" does not include test interpretation.

B. Participating on an advisory committee related to the special needs program in which the person is a support staff member or tutor.

Subp. 7. **Vocational evaluator.** A person holding a position as a vocational evaluator must be licensed under part 3517.1600. The evaluator is responsible for:

A. providing prevocational and vocational evaluation to identify each student's vocational training potential and identify vocational training choices or alternatives for the student;

B. identifying the appropriate supportive services that the student may require;

C. assisting the student in understanding the student's educational and employment potential and capabilities;

D. serving as a link between the student and other personnel such as supportive service personnel or teachers;

E. providing follow-up necessary to ensure proper placement; and

F. participating on the special needs advisory committee.

3517.0070 SECONDARY VOCATIONAL SUPPORT PERSONNEL.

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Secondary vocational support personnel must meet the requirements in parts 3517.1700 and 3517.6000 and the general provisions and procedure for licensure of instructional and supportive personnel in parts 3517.3000 to 3517.7300.

3517.0071 SECONDARY CONSULTANTS.

Subpart 1. **Use of consultants.** Unlicensed consultants (specialists, guest speakers, resource personnel) who are recognized authorities in the topics under consideration may be used for special assignments to conduct part of the sessions of a class that is directed by a qualified full-time teacher.

Subp. 2. **Licensure requirement.** A consultant must be licensed as a teacher under this chapter when the consultant provides more than 30 clock hours of service per learning unit, or the consultant will provide services exceeding 60 clock hours per year.

3517.0072 SECONDARY PART-TIME RESOURCE SPECIALISTS.

Subpart 1. **Teaching.** A part-time (less than 270 hours annually) resource specialist may be employed to teach part of a program planned in cooperation with and directed by a qualified full-time teacher.

Subp. 2. **Licensure requirement.** A person holding a position as a part-time resource specialist must be licensed under part 3517.6000 when responsible for performing duties assigned by the qualified full-time teacher in charge of the class.

3517.0073 SECONDARY EMPLOYMENT PLACEMENT SPECIALISTS.

A person holding a position as a secondary employment placement specialist must be licensed under part 3517.1700. The placement specialist is responsible for the following activities in items A to E:

A. Providing job-placement services to a district or a group of districts. Job-placement services:

(1) Include the procedures, practices, and activities that assist identified students in getting a job.

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Emphasis must be on getting a full-time job for the student.

(2) Involve cooperation among the total community, parents, students, and education agencies.

(3) Require consultation and coordination with school pupil personnel services and community services.

B. Providing job development and employer contact.

C. Establishing adequate files on employer, student, and follow-up data.

D. Promoting job openings and maintaining close contact with employers who hire identified students.

E. Providing an organized program of job-seeking skills to the student population.

3517.0080 SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL.

Subpart 1. **Relevant rules.** Secondary administrative and supervisory personnel must meet the educational, technical, and occupational experience requirements in part 3517.0100 or 3517.0120 for each area of licensure sought. They must be licensed under the general provisions for licensure of instructional personnel in this chapter. In case of conflict, however, this part and parts 3517.0100, 3517.0120, 3517.8500, and 3517.8600 govern for secondary administrative and supervisory personnel.

Subp. 2. **Who must be licensed.** A person holding a position as a secondary vocational director or vocational supervisor must be licensed under part 3517.0100 or 3517.0120 if the director or supervisor:

A. devotes more than 50 percent of assigned time to administrative or supervisory duties that require the use of independent judgment;

B. directs other employees or adjusts their grievances on behalf of the employer; and

C. has the authority to recommend the hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees on behalf of the employer.

Subp. 3. **Licenses required.** Secondary local vocational

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program directors must hold Minnesota vocational licenses as secondary local vocational program directors.

Secondary supervisors and nonteaching coordinators or managers must hold Minnesota vocational licenses as secondary supervisors of the program area or special needs area to which assigned or as secondary program directors.

Postsecondary vocational directors or assistant directors assigned responsibility for secondary vocational programs must hold Minnesota vocational licenses as secondary local vocational program directors. For the period of July 1, 1987, to June 30, 1988, persons holding postsecondary vocational director or assistant director licensure and who were assigned verified secondary administrative responsibilities at any time from July 1, 1984, to June 30, 1987, are eligible for an entrance license as a secondary vocational director. To receive the license, they must submit a formal application, verifying their secondary assignment on the Secondary Vocational Staff Assignment Report (ED00375), and pay the processing fee. To renew the entrance license, the person must follow the renewal procedure in part 3517.0100, subpart 7, items A and B, including the peer review.

Subp. 4. **Duties of program director.** A local vocational director may be employed by a school district or a combination of school districts to administer and supervise vocational programs and courses in grades kindergarten to 12 and to perform the following duties:

A. serving in one of the following administrative structures:

(1) an established or developing State Board of Education approved center;

(2) an intermediate district as an administrative coordinator for secondary programs; or

(3) a single school district or a combination of school districts;

B. providing leadership for local planning in vocational education (for example, public and community relations, program planning and development, budgeting,

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procurement, staffing, evaluation, accountability, teacher education, communications, career education, guidance, placement, and follow-up); and

C. managing secondary vocational programs and personnel reimbursed from federal or state vocational funds.

Subp. 5. **Duties of supervisors.** The duties of secondary local vocational supervisors are to:

A. develop, organize, implement, supervise, and promote vocational programs in the assigned vocational discipline or special needs area;

B. evaluate programs and instruction, equipment, facilities, and conditions for effective instruction to all students, including special needs;

C. prepare vocational reports (descriptive and statistical) required by local, state, and federal agencies;

D. recommend the purchase of equipment, supplies, and reference materials to the authorized local vocational administrator;

E. organize and consult with advisory committees in cooperation with vocationally interested individuals, organizations, associations, and companies;

F. provide leadership and encourage the development and improvement of vocational student organizations for all levels of programs assigned;

G. coordinate the assigned vocational programs with other educational programs, including special needs services;

H. provide for preservice and in-service teacher training in cooperation with teacher education institutions, business, and industry;

I. participate in relevant conferences and meetings to maintain currency in the assigned vocational discipline or special needs area;

J. when assigned to do so by the authorized local vocational administrator, direct other employees and adjust grievances on behalf of the employer;

K. when assigned to do so by the authorized local

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vocational administrator, make recommendations to hire, transfer, suspend, promote, discharge, assign, reward, or discipline other employees; and

L. for a special needs supervisor, provide for necessary support services to students with special needs.

FORMS AND APPLICATIONS

3517.0082 FORMS; FEES; EVALUATION; AND VALIDITY.

Subpart 1. **Application forms.** Application forms for secondary vocational licensure are available from local school districts and from the personnel licensing section.

Subp. 2. **Fees.** License fees are set by the Board of Teaching and are nonrefundable except according to the rules of the Board of Teaching, part 8700.0600. For each application for vocational licensure, relicensure, or endorsement, the applicant shall pay the fee set by the Board of Teaching. However, if a vocational renewal and an endorsement are submitted to be reviewed simultaneously, both must be processed on the same fee.

Subp. 3. **Evaluating the credentials.** When an applicant submits credentials for licensure, the personnel licensing section shall evaluate them for compliance with this chapter. The section issues licenses for existing secondary vocational categories of practice.

Subp. 4. **License validity.** A license becomes valid on the date approved by the personnel licensing section. An individual must hold a valid Minnesota license in the corresponding category of practice before receiving payment for services. Requests for corrections of omissions on licenses must be made to the section within a calendar year of the date of issuance. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license to the personnel licensing section immediately for correction. A license must bear the date of issuance. A license expires the specified number of years from the July 1 nearest the date licensure was approved, except as

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provided in part 3517.0090. Renewal applications must be accepted by the personnel licensing section after January 1 of the year of expiration.

3517.0085 REQUIRED SIGNATURES.

Subpart 1. **When signature is not needed.** Except where otherwise stated in subpart 2 and in this chapter, an entrance licensure application accompanied by all required credentials need not be signed by an authorized local vocational administrator to be processed.

Subp. 2. **When signature is required.** Applications for the following licenses must be signed by the authorized local vocational administrator:

A. renewal of a regular entrance license;

B. renewal of a license issued under the vocational teacher education sequence in parts 3517.3000 to 3517.3500;

C. initial or renewed limited license; and

D. initial or renewed substitute or part-time resource specialist license.

A person who applies for renewal of an entrance license or a license issued under the vocational teacher education sequence, and who has not been employed in a Minnesota vocational program during the licensure period, shall contact an approved Minnesota teacher educator in the licensure field or an authorized local vocational administrator for consultation and for signature of the renewal recommendation.

3517.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.

Subpart 1. **Endorsements in areas related to current license.** When an applicant applies for endorsement in an area similar to one in which the applicant is already licensed under this chapter, the section shall give the endorsement the same expiration date as the one on the applicant's existing license, if the applicant has met current licensure requirements to hold full licensure in the endorsed category of practice.

Subp. 2. **Multiple expiration dates.** Under certain conditions, to correlate multiple expiration dates, a licensee

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may apply a year early to renew a category of practice on a five-year vocational continuing license. The licensee may take this step if another similar full-time category on the license is due for renewal, and if the licensee has completed and verified the usual renewal requirements a year early. Except for administrators and supervisors, applicants must have renewal requirements approved and verified by the local vocational relicensure committee.

CATEGORIES OF PRACTICE

SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL

3517.0100 SECONDARY LOCAL VOCATIONAL PROGRAM DIRECTOR.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a secondary local vocational program director must meet the requirements in subparts 2 to 7.

Subp. 2. **Educational criteria.** The applicant must have:

A. a baccalaureate or graduate degree with an education major in one of the vocational program areas or in vocational education, vocational industrial technology education, vocational industrial education, or vocational technical education, or in technical degree areas as specified in the educational criteria for any one of the secondary occupational program areas included in parts 3517.0200 to 3517.1500 or 3517.1800 to 3517.2140;

B. a course in philosophy of vocational education completed before entrance licensure;

C. the human relations program as specified in part 3517.3500; and

D. a valid Minnesota vocational teacher's license to teach at the secondary or postsecondary level in one of the vocational program areas or in secondary vocational work experience programs for the disadvantaged or handicapped.

Subp. 3. **Educational criteria for those with nonvocational or noneducation degrees.** An applicant with a noneducation degree included in subpart 2, item A, or an education degree in a field other than those specified, shall meet the degree

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requirement for licensure as a secondary local vocational program director by verifying that the degree includes or has added to it at least three credits in each of the following courses:

A. vocational methods;

B. vocational course construction;

C. vocational tests and measurements;

D. philosophy of vocational education;

E. coordination techniques for cooperative education;

F. introduction to vocational administration;

G. course dealing with special needs students in vocational education;

H. course in supervision techniques for one of the vocational program areas or supervision in business or industry;

I. use of computers in education; and

J. one additional course in vocational education.

Subp. 4. **Technical coursework or competency.** The applicant must also satisfy the following technical requirements:

A. The applicant must have proficiency in the Minnesota education system, and in three of the following six competency areas, gained before entrance licensure: school finance, public relations, communications, school law, leadership and personnel management, and program planning and development.

B. The applicant must demonstrate proficiency in the Minnesota educational system by submitting verification of three years of experience in vocational education in Minnesota in one or more of the following vocational education capacities: vocational teaching, vocational supervision, or vocational administration. Two of those three years must have been spent in teaching, licensed as a vocational teacher, as a vocationally licensed postsecondary related subjects teacher, or as a vocationally licensed secondary teacher-coordinator of work experience programs for disadvantaged or handicapped.

An applicant whose educational experience is not in a Minnesota educational system must complete in addition a

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workshop or course designed to orient the applicant to the Minnesota educational system prior to entrance licensure.

The content of the required workshop or course must be determined based on the applicant's familiarity with educational administration in Minnesota and the applicant's background relative to previous work experience and training.

The state manager of secondary vocational education shall structure and direct a workshop designed to meet the individual needs of the applicant and address the following areas: vocational funding, secondary education funding, Minnesota school law, cooperative center structure, vocational education in secondary schools, AVTI system, and vocational education state administration at all levels.

C. The applicant must demonstrate proficiency in the chosen competency areas by satisfying one of the following criteria:

(1) successful practical experience in the appropriate competency area within a public or private educational system, as verified by the employer;

(2) successful practical experience in the appropriate competency area within a noneducational setting, as verified by the employer;

(3) successful completion of a workshop in the appropriate competency area, as approved by the secondary vocational education section; or

(4) successful completion of a college course or courses in the appropriate competency area.

Subp. 5. **Occupational experience criteria.** The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200. One hundred percent of the experience must be in emphasis or related areas specified for one or more of the occupational programs in parts 3517.0200 to 3517.1440 or 3517.1800 to 3517.2140.

Subp. 6. **Validity.** A license under this part is valid to permit the licensee to serve as:

A. a secondary local vocational program director; or

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B. a secondary vocational program supervisor or secondary supervisor of special needs services.

Subp. 7. **Renewal for first five-year licensure.** To renew a license under this part, a licensed person must take these steps:

A. An individual holding an entrance license as a director of local secondary vocational programs is eligible to apply for additional two-year entrance licenses when employment has not been obtained as a local vocational director. An application for a repeated two-year entrance license or the first five-year continuing license must be signed by the local program director's authorized local vocational administrator or supervising superintendent.

B. The renewal procedure to gain the first five-year continuing license must include a review by a team of peers at the end of the applicant's first year of licensed service as a director. The peer review must produce a plan for the applicant to complete the competency requirements in subpart 4 during the second year of licensed service as a director. The competency plan must become a part of the applicant's permanent licensure file. If the first year of licensed service as a director does not occur until the second year of the entrance license, the team of peers may recommend a one-year renewal to allow time for the applicant to complete the competency requirements. Renewal for the first five-year continuing license requires demonstration of proficiency in all the competency areas listed in subpart 4.

C. Renewal of later five-year continuing licenses requires completion of administrative or supervisory continuing education as specified in parts 3517.8500 to 3517.8600.

3517.0120 SECONDARY VOCATIONAL PROGRAM OR SPECIAL NEEDS SUPERVISOR.

Subpart 1. **Entrance requirements.** An applicant for an entrance license to serve as a secondary vocational program or special needs supervisor must meet the following requirements:

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A. Educational criteria:

(1) A baccalaureate or graduate degree with a major in the corresponding area set forth below:

(a) Supervisor of agriculture occupations: agriculture education.

(b) Supervisor of business occupations: business education or business administration.

(c) Supervisor of health occupations: occupational health area. The supervisor of health must also hold a valid Minnesota license to practice in that field.

(d) Supervisor of home economics and service occupations: home economics education.

(e) Supervisor of marketing occupations: marketing education or marketing or business administration.

(f) Supervisor of special needs: any of the following:

i. education major in a vocational program area or special education;

ii. secondary education major plus Minnesota licensure in a special education field at the secondary level;

iii. educational guidance and counseling; or

iv. vocational rehabilitation.

(g) Supervisor of trade and industrial occupations: industrial education or industrial arts.

(2) A course in philosophy of vocational education, completed before entrance licensure.

(3) The human relations program as specified in part 3517.3500.

(4) Three years of teaching experience in the past five years as a vocationally licensed instructor in one of the approved vocational programs that will be supervised. For special needs supervisor the three years must be as a secondary vocational teacher-coordinator of work experience programs for the handicapped or disadvantaged or support service manager or

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vocational evaluator.

B. Technical coursework or experience: nine credits or 108 clock hours in supervisory or management techniques.

C. Occupational experience criteria: The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200. One hundred percent of the experience must be in occupations in the program area supervised. For special needs supervisor the experience must be in occupations within one or more of the vocational program areas or in human or social services for the disadvantaged or handicapped.

Subp. 2. **Renewal criteria for the first five-year license.** A two-year entrance license under this part shall be renewed only upon the recommendation of the supervisor's authorized local vocational administrator and verification of at least six additional clock hours of upgrading activities related to the supervisory license held. The clock hours must be verified on the applicant's renewal application form by the authorized local vocational administrator. On meeting these renewal requirements the applicant is eligible for the first five-year continuing license.

Renewal of later five-year continuing licenses requires completion of administrative or supervisory continuing education as specified in parts 3517.8500 to 3517.8600.

SECONDARY AGRICULTURE OCCUPATIONS

3517.0200 SECONDARY ANIMAL CARE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of animal care occupations in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in agriculture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of

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Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework as included in the baccalaureate degree.

C. Occupational experience criteria:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of experience must be in the emphasis areas.

(3) Emphasis areas are the breeding, care, and selection of laboratory, companion, recreational, pleasure, or commercial animals.

(4) Related areas are the agriculture occupations listed in the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains; laborer; mill maintenance worker; citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person, or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park

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aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire suppression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for this license need not be paid, if the unpaid experience is verified by an affidavit signed by both:

(a) the applicant; and

(b) one of the following practitioners, exclusive of the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:

i. an individual currently practicing in a business profession, including certified public accountant, attorney, banker, farm insurance agent, or county agent;

ii. currently practicing proprietor of an animal care business; or

iii. a vocationally licensed agriculture teacher who supervised the applicant in a cooperative animal care occupations educational experience.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in agricultural occupations is an acceptable alternative for a license under this part.

3517.0220 SECONDARY HORTICULTURE OR SPECIALTY CROPS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of horticulture or

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specialty crops in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in horticulture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework as included in the baccalaureate degree.

C. Occupational experience:

(1) An applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of the experience must be in emphasis areas.

(3) The emphasis areas are experiences gained in horticulture enterprises that include the production, care, propagation, processing, or marketing of indoor or outdoor plants, shrubs, trees, turf or soils, or repair and maintenance of power-driven horticulture equipment.

(4) Related areas are the agriculture occupations listed in the current edition of the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains, laborer, or mill maintenance worker; citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail

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fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire suppression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for this license need not be paid, if the unpaid experience is verified by an affidavit signed by both the applicant and one of the following practitioners, other than the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:

(a) an individual currently practicing in a business profession including certified public accountant, attorney, banker, farm insurance agent, or county agent;

(b) currently practicing horticultural business proprietor; or

(c) a vocationally licensed horticulture or agriculture teacher who supervised the applicant in a cooperative horticultural business educational experience.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under

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part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in vocational agriculture is an acceptable alternative for a license under this part.

3517.0240 SECONDARY VOCATIONAL AGRICULTURE TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of agriculture in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in agriculture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verifed by the secondary vocational program specialist;

(2) a course in philosophy of vocational education completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. The technical coursework requirement is met by the baccalaureate degree.

C. Occupational experience:

(1) An applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of the experience must be in the emphasis area.

(3) The emphasis area is experience gained in the operation of farms or ranches that includes the production, management, care, processing, marketing, or propagation of plants or animals.

(4) Related areas are the agriculture occupations listed in the current edition of the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains or laborer; mill maintenance worker;

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citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire supression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for a license under this part need not be paid, if the unpaid experience is verified by an affidavit signed by both the applicant and one of the following practitioners, exclusive of the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:

(a) an individual currently practicing in a business profession including certified public accountant, attorney, banker, farm insurance agent, or county agent;

(b) a currently practicing farm or ranch proprietor; or

(c) a vocationally licensed agriculture teacher who supervised the applicant in an on-farm or cooperative agriculture business educational experience or who worked with the applicant's family farm operation in the

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capacity of adult farm management teacher.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license under this part is valid to:

(1) teach any junior high or senior high program in agriculture;

(2) teach any junior high or senior high program in horticulture or specialty crops;

(3) teach any junior high or senior high program in animal care occupations; and

(4) teach any junior high or senior high program listed in secondary vocational program rules under agriculture occupations.

3517.0260 SECONDARY TEACHER-COORDINATOR OF AGRICULTURE OCCUPATIONS COOPERATIVE EDUCATION PROGRAMS (EXCLUSIVE OF FARM COOPERATIVE EDUCATION).

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of an agriculture occupations cooperative education program, in a secondary school (exclusive of farm cooperative education, which requires only a secondary vocational agriculture teacher's license) must meet the following requirements:

A. Educational criteria:

(1) a valid Minnesota secondary vocational agriculture, secondary vocational horticulture, or secondary animal care occupations teacher's license;

(2) three-credit practicum in agriculture

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education from a land grant university or an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(3) three-credit course focusing on the supervision of agriculture cooperative education programs from a land grant college or an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(4) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(5) the human relations program as specified in part 3517.3500.

B. The technical coursework requirement is met by the baccalaureate degree.

C. Occupational experience: the applicant must have the occupational experience that was required to obtain the teacher's license when issued.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach an agricultural occupations cooperative education program; and

B. teach a diversified occupations or interrelated cooperative education program.

SECONDARY BUSINESS OCCUPATIONS

3517.0300 SECONDARY ACCOUNTING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational accounting program must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A person licensed to teach accounting before the effective date of this chapter may also be eligible for other licenses according to subpart 7.

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Subp. 2. **Accounting teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis areas.

(3) Emphasis areas are employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, accounting for payables, receivables, and payroll, and preparing financial statements.

(4) Related areas are employment in a position where the applicant is responsible for one or more functions involving the computing, classifying, and recording of numerical data to keep financial records and prepare tax reports, including business management experience when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based occupational exam, community-based training, or funded Minnesota AVTI vocational teaching to meet

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occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience according to part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Accounting teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: thirteen quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

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(4) Related areas are employment in a position where the applicant is responsible for one or more functions involving the computing, classifying, and recording of numerical data to keep financial records and prepare tax reports, including business management experience, when the applicant is responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing parts of the technical coursework and the occupational experience under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Accounting teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to

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3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Accounting teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in accounting;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the

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bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach with a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Accounting teacher; option five.** For option five, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license

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under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 7. **Replacing an accounting license.** A person licensed to teach secondary vocational accounting before the effective date of this chapter is eligible for a license under this part. If the teacher holds a baccalaureate degree in business education, the teacher is also eligible for the administrative support occupations license treated in part 3517.0320.

A person licensed to teach secondary vocational accounting/data processing before this chapter takes effect is eligible for an accounting teacher's license under this part and a data processing teacher's license treated in part 3517.0390. If the teacher holds a baccalaureate degree in business education, the teacher is also eligible for an administrative support occupations license.

The personnel licensing section shall issue the new license when the teacher applies for license renewal. A teacher who wants to be licensed in the new category before renewal is required may apply and pay the licensure fee to receive the new license. The personnel licensing section must not issue new licenses in accounting/data processing after this chapter takes effect.

3517.0320 SECONDARY ADMINISTRATIVE SUPPORT OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational administrative support occupations program must meet the requirements in subpart 2, 3, or 4 (option one, two, or three). Teachers in certain other categories of practice must replace their licenses with administrative support occupations licenses according to subparts 5 and 6. Those categories are: general secretarial/clerical occupations with a shorthand component, general secretarial/clerical occupations without a shorthand component, and supervisory management occupations.

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Subp. 2. **Administrative support occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff member responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and procedures using current technology in a business office environment; or employment as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office.

(4) Related areas are employment in a business office environment with responsibility for one function, or

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limited functions, such as an accounts receivable clerk, a data entry operator, or a file clerk; employment in a business office environment with responsibility for helping administrative support staff, but with no direct administrative support staff responsibility, such as a messenger or reprographics operator; employment as a supervisor/manager of operations and personnel; or employment in any position included within the occupational emphasis area for any secondary vocational business education license.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Administrative support occupations teacher; option two.** For option two, the applicant must satisfy the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours

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of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff person responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and office procedures using current technology in a business office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office.

(4) Related areas are employment in a business office environment with responsibility for one function, or limited functions, such as an accounts receivable clerk, a data entry operator, or a file clerk; employment in a business office environment with responsibility for helping administrative support staff, but with no direct administrative support staff responsibility, such as a messenger or reprographics operator; employment as a supervisor/manager of operations and personnel; or employment in any position included within the occupational emphasis area for any secondary vocational business education license.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded

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Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Administrative support occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) credit coursework in specialized methods in each of the following: keyboarding/typewriting, accounting, and administrative support skills procedures;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff person responsible for applying keyboarding, oral/written communications, transcription,

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proofreading, filing/records management, and office procedures, using current technology, in a business or governmental office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office environment.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Replacing a narrower license.** A license in administrative support occupations is required to teach an administrative support occupations program. By July 1, 1992, programs in secretarial/clerical occupations with a shorthand component, secretarial/clerical occupations without a shorthand component, and supervisory management occupations must be converted to administrative support occupations programs. The personnel licensing section must not issue licenses in the narrower categories of practice after this chapter takes effect.

A person licensed to teach secretarial/clerical occupations, with or without shorthand, is eligible for a license under this part. A person licensed to teach supervisory management occupations is eligible for a license under this part if the person has a business education degree and meets the technical coursework requirements in subpart 3, item B.

The personnel licensing section must issue the new license

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when the teacher applies for license renewal. A teacher who wants the new license before renewal is required may apply and pay the licensure fee to receive the new license.

Subp. 6. **Other persons eligible.** Under parts 3517.0300 and 3517.0390, an administrative support occupations license must also be issued to persons licensed to teach accounting who have business education degrees, and to persons licensed to teach accounting/data processing who have business education degrees.

3517.0330 SECONDARY BANKING AND FINANCE TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational program banking and finance must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A license in financial teller occupations must be replaced according to subpart 7.

Subp. 2. **Banking and finance teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis areas.

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(3) Emphasis areas are employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Related areas are employment as a cashier, teller, proofmachine operator, new accounts clerk, or other operations positions within a financial institution.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Banking and finance teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

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(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis areas.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Related areas are employment as a cashier, teller, proofmachine operator, new accounts clerk, or other operations positions within a financial institution.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Banking and finance teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets,

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data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Banking and finance teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in business management, or administration, or accounting, or finance and credit;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be

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in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Banking and finance teacher; option five.** For option five, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

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(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 7. **Replacing a financial teller license.** By July 1, 1992, programs in financial teller occupations must be converted to banking and finance programs. A license under this part is required to teach the banking and finance occupations program. The personnel licensing section must not issue new licenses in financial teller occupations after the effective date of this chapter. A person licensed to teach financial teller occupations is eligible for a license in banking and finance occupations. The section shall issue a banking and finance license when a financial teller occupations teacher applies for renewal. A teacher who wants licensure in the new category before renewal is required may apply and pay the licensure fee to receive the new license.

3517.0350 SECONDARY BUSINESS SIMULATION OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach secondary business simulation must meet the requirements in this subpart. A person licensed to teach the model office program must replace that license according to subpart 2.

A. Educational criteria:

(1) Possession of a valid vocational administrative support teacher's license.

(2) A three-credit course in methods and materials of business simulation.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(5) A course in philosophy of vocational education, completed before renewal of the entrance license.

(6) The human relations program as specified in

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part 3517.3500.

B. Technical coursework: technical preparation of 15 credits or 180 clock hours with a minimum of two credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, relational data bases, and graphics. Technical preparation must be completed within the five-year period just before the date the license is to be issued.

C. Occupational experience: the applicant must have the occupational experience that was required to obtain the vocational administrative support teacher's license when it was issued.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing part of the educational criteria, and technical coursework. In those cases, the person must not delay obtaining a valid vocational administrative support teacher's license or completing the course in methods and materials of business simulation.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 2. **Converting a model office license.** By July 1, 1989, model office programs must be converted to business simulation occupations programs. A license under this part is required to teach business simulation occupations. The personnel licensing section must not issue new model office licenses after the effective date of this chapter. However, a model office license is renewable under this chapter until July 1, 1989, and is valid to teach model office.

3517.0370 SECONDARY DATA ENTRY CLERK TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational program of data entry clerk must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five).

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Subp. 2. **Data entry clerk teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Related areas are employment as a computer programmer, mainframe computer operator, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

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Subp. 3. **Data entry clerk teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Related areas are employment as a computer programmer, mainframe computer operator, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirments.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational

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experience under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Data entry clerk teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Data entry clerk teacher; option four.** For option four, the applicant must meet the following requirements:

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A. Educational criteria:

(1) a baccalaureate degree with a major in computer science or any major granted through a college of business;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experience to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Data entry clerk teacher; option five.** For option five, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

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(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experience to meet occupational requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

3517.0390 SECONDARY DATA PROCESSING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational program of data processing must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A person licensed to teach accounting/data processing who wishes to replace that license must follow the procedures in subpart 7.

Subp. 2. **Data processing occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

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B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Related areas are employment as a mainframe computer operator, data entry clerk, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Data processing occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license; and

(4) The human relations program as specified in

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part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Related areas are employment as a mainframe computer operator, data entry clerk, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Data processing occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

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(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing; accounting; spreadsheets; data base; and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) The emphasis area is employment as a business applications programmer or business software analyst.

(3) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Data processing occupations teacher; option four.** For option four, an applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in computer science or any major with 20 credits in programming;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of

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occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Data processing occupations teacher; option five.** For option five, an applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

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(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 7. **Replacing an accounting/data processing license.** By July 1, 1992, programs in accounting/data processing must be converted to separate programs in accounting and in data processing occupations. A license under this part is required to teach data processing. The personnel licensing section must not issue new licenses in accounting/data processing after the effective date of this chapter. A person licensed in accounting/data processing is eligible for both a data processing license under this part and an accounting license under part 3517.0300. An accounting/data processing teacher with a business education degree is also eligible for an administrative support occupations license. The personnel licensing section shall issue the new licenses when the accounting/data processing teacher applies for license renewal. A teacher who wants licensure in the new category before renewal is required may apply and pay the licensure fee to receive the new license.

3517.0410 SECONDARY LEGAL SECRETARIAL OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational program legal secretarial occupations must meet the requirements in subpart 2, 3, 4, or 5 (option one, two, three, or four).

Subp. 2. **Legal secretarial occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

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(3) A course in philosophy of vocational education, completed before renewal of the entrance license;

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the judicial branch of government, or the office of the attorney general at the national, state, or county level. Experience as a legal assistant, paralegal staff, or clerk of court is applicable if duties were at least 50 percent secretarial.

(4) Related areas are experiences included in the occupational emphasis area leading to the teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Legal secretarial occupations teacher; option two.** For option two, the applicant must meet the following

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requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500, must be in the emphasis area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the judical branch of government, or the office of the attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court is applicable if duties were at least 50 percent secretarial.

(4) Related areas are employment in positions included in the emphasis area leading to the teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational

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experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Legal secretarial occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the occupational area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the

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judicial branch of government, or the office of the attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court applies if duties were at least 50 percent secretarial.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Legal secretarial occupations teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150.

(2) Two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills.

(3) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the emphasis area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the

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judicial branch of government, or the office of the attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court applies if duties were at least 50 percent secretarial.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Replacing a narrower license.** By July 1, 1992, programs in legal secretarial occupations with a shorthand component, and legal secretarial occupations without a shorthand component, must be converted to programs in legal secretarial occupations. The personnel licensing section must not issue licenses in the categories of practice that correspond to the narrower programs after the effective date of this chapter. A person licensed to teach in one of the narrower categories is eligible for a license under this part. The personnel licensing section shall issue the new license when the teacher applies for license renewal. A teacher who wants licensure in the new category before renewal is required may apply and pay the licensure fee to receive the new license.

3517.0430 SECONDARY MEDICAL SECRETARIAL OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational medical secretarial program must meet the requirements in subpart 2, 3, 4, or 5 (option one, two, three, or four).

Subp. 2. **Medical secretarial occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in

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business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment obtained in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Related areas are employment in other secretarial/clerical positions within a medical clinic or hospital. Other appropriate positions include those within the emphasis area leading to a teacher's licensure in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

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Subp. 3. **Medical secretarial occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Related areas are employment in other secretarial/clerical positions within a medical clinic or hospital. Other appropriate positions include those within the occupational emphasis area leading to a teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

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D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Medical secretarial occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative

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experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Medical secretarial occupations teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150.

(2) Two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills.

(3) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 actual hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Notwithstanding part 3517.4200, an applicant under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary

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vocational business education program on a letter of approval.

Subp. 6. **Replacing a narrower license.** By July 1, 1992, programs in medical secretarial occupations with a shorthand component, and medical secretarial occupations without a shorthand component, must be converted to programs in medical secretarial occupations. The personnel licensing section must not issue licenses in the narrower categories after the effective date of this chapter. A person licensed to teach in one of the narrower categories is eligible for a license under this part. The personnel licensing section shall issue the new license when the teacher applies for license renewal. A teacher who wants the new license before renewal is required may apply and pay the licensure fee to receive the new license.

3517.0460 SECONDARY TEACHER-COORDINATOR OF BUSINESS OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to teach business occupations cooperative education must meet the following requirements:

A. Educational criteria:

(1) possession of a valid vocational administrative support teacher's license;

(2) a three-credit course in coordination techniques for cooperative education;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(4) a two-credit course in related curriculum development and classroom management;

(5) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(6) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

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(1) Notwithstanding part 3517.4200, subpart 8, the applicant must have one of the following:

(a) 500 clock hours within the five-year period immediately before the date the teacher-coordinator license is to be issued. The 500 hours must be within the emphasis area leading to administrative support teacher licensure.

(b) An updating industrial experience under part 3517.4200, subpart 4.

(c) Technical preparation of 15 credits or 180 clock hours with a minimum of two credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, relational data bases, and graphics, taken within the five-year period just before the date the license is to be issued.

(d) Completion of 7.5 credits or 90 clock hours in at least three of the six technical coursework areas listed in unit (c) substitutes for 250 of the required recent 500 clock hours. The technical preparation must be completed within the five-year period just before the license is to be issued and must meet the minimum distribution in unit (c).

(2) The emphasis area is employment as an administrative office support staff person responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and office procedures using current technology in a business office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment.

(3) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

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D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement and the educational criteria under part 3517.6200. In those cases, a person must not delay obtaining a valid vocational administrative support teacher's license or completing the course in coordination techniques for cooperative education.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 2. **License validity.** A license under this part is valid to:

(1) teach a secondary vocational business occupations cooperative education program; and

(2) teach a secondary vocational diversified occupations/interrelated cooperative education program.

SECONDARY CONSUMER AND HOMEMAKING EDUCATION OCCUPATIONS

3517.0500 SECONDARY CONSUMER AND HOMEMAKING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of consumer and homemaking education excluding the family life component in a secondary school must complete the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in home economics education;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) a course in philosophy of vocational education, completed before renewal of the entrance license;

(4) the human relations program as specified in part 3517.3500; and

(5) recommendation from an approved home economics program designee verifying that entrance requirements of the degree and technical coursework have been met, including

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activities within the prior five years in the amount and in the categories stated in the continuing education requirement in part 3517.7200.

B. Technical coursework: included in or added to the degree, the applicant must have at least six quarter credits of college courses approved by an approved home economics program designee in each of the six following areas: clothing and textiles (with emphasis on consumer decision making); foods and nutrition (with emphasis on consumer decision making); housing (with emphasis on consumer decision making); family resource management; family relationships; and child development, including a field experience.

C. Occupational experience is not required in this category of practice.

D. In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing parts of the technical coursework under part 3517.6200.

Subp. 2. **Validity.** A license under this part is valid to:

A. teach junior high and senior high home economics; and

B. teach all components of a secondary vocational consumer and homemaking occupations program except family life.

3517.0520 SECONDARY CONSUMER AND HOMEMAKING/FAMILY LIFE EDUCATION TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of consumer and homemaking education including the family life component in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a valid full-time Minnesota secondary vocational license as a teacher of consumer and homemaking education;

(2) three credits in curriculum methods and materials of family life education;

(3) a two-credit course in integrating the

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appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(4) a course in philosophy of vocational education, completed before renewal of the entrance license;

(5) the human relations program as specified in part 3517.3500; and

(6) recommendation from an approved home economics program designee verifying that the education and technical coursework requirements have been met, including activities within the prior five years in the amount and in the categories stated in the continuing education requirement in part 3517.7200.

B. Technical coursework: 24 quarter credits of college family life courses. The 24 credits must include at least three quarter credits each and a maximum of nine quarter credits each, approved by an approved home economics program designee, in parenting and in development of human sexuality. The 24 credits must also include a minimum of six quarter credits and a maximum of 12 credits in relationships within the family, family structures, and relationships of the family and its members to society.

C. Occupational experience is not required in this category of practice.

D. In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework requirement under part 3517.6200.

Subp. 2. **Validity.** A license under this part is valid to:

A. teach junior high and senior high home economics;

B. teach all components of a secondary vocational consumer and homemaking occupations program; and

C. teach all options of secondary vocational consumer and homemaking occupations programs.

SECONDARY ENVIRONMENTAL HEALTH OCCUPATIONS

3517.0600 SECONDARY ENVIRONMENTAL HEALTH OCCUPATIONS TEACHER.

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Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of environmental health in a secondary school must complete the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary environmental health teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in physical science education, biology education, life science education, chemistry education, environmental health education, environmental studies education, physics education, earth science education, public health, chemistry, chemical engineering, industrial hygiene, radiology, environmental engineering, environmental studies, toxicology, epidemiology, biology, or zoology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience, as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are environmental health,

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pollution control, environmental engineering, industrial health, government food and drug analysis, occupational safety, industrial hygiene engineering, chemical engineering, or environmental and occupational analytical services. Experience must be at the technician level or higher.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Secondary environmental health teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) completion of a secondary, postsecondary, or adult technical training program in air-water analysis, environmental technology, environmental studies, sanitary engineering, or radiology/X-ray;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are environmental health, pollution control, environmental engineering, industrial health, government food and drug analysis, occupational safety, industrial hygiene engineering, chemical engineering, or

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environmental and occupational analytical services. Experience must be at the technician level or higher.

3517.0620 SECONDARY TEACHER-COORDINATOR OF ENVIRONMENTAL HEALTH COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of environmental health cooperative education programs in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota vocational licensure as a teacher in secondary environmental health.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.0600, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Three credits in coordination techniques for cooperative education, completed before entrance licensure.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience: The applicant must have the occupational experience that was required to obtain the teacher's license when it was issued.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach a secondary environmental health occupations cooperative education program; and

B. teach a secondary diversified occupations/interrelated cooperative education program.

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SECONDARY HEALTH OCCUPATIONS

3517.0700 SECONDARY DENTAL ASSISTING TEACHER.

An applicant for an entrance license to teach the vocational program of dental assisting in a secondary school must meet the following requirements:

A. Educational criteria:

(1) graduation from a dental assisting program accredited by the American Dental Association Commission on Dental Accreditation and certification as a dental assistant and registration as a dental assistant in Minnesota, or graduation from a dental hygienist program with current dental assisting certification and Minnesota state registration, or a degree in dentistry with the Minnesota Board of Dentistry license;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) Emphasis hours must include at least 4,000 hours in general family dentistry, including 1,500 hours within the prior three years. No more than 2,000 of the 6,000 hours may be in a specialty office. All experience must be performing the duties of a certified dental assistant (CDA) and registered dental assistant (RDA).

(4) In hardship cases as defined in part

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3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0720 SECONDARY DENTAL LABORATORY TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of dental laboratory technician in a secondary school must meet the following requirements:

A. Educational criteria:

(1) an associate or higher degree in dental laboratory technology;

(2) current national certification by the Board of Dental Laboratory Technology as a dental laboratory technician;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150;

(4) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(5) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are dental laboratory technician, or dentist with 25 percent of the work experience in a dental laboratory.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

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3517.0740 SECONDARY EMERGENCY MEDICAL TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of emergency medical technician in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate or advanced degree in health education, biology, public health education, registered nursing, or completion of a secondary, postsecondary, or adult technical training program for physical therapist, athletic trainer, orthopedic physician's assistant, paramedic, registered nurse, or emergency medical technician.

(2) Current Minnesota certification as an emergency medical technician or Minnesota licensure as a registered nurse or Minnesota licensed physician.

(3) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are emergency care as an emergency medical technician; or experience in critical care,

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coronary care, or emergency room as a physician or registered nurse.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0760 SECONDARY HEALTH CARE CAREER EXPLORATION TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of health care career exploration in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary health care career exploration teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate or advanced degree with a major in health education, health/physical education, public health education, nursing, medical technology, pharmacy, respiratory therapy, human services, physical therapy, medicine, audiology, occupational therapy, mortuary science, chiropractic, optometry, dietetics/nutrition, social work, medical records administration, speech pathology, podiatry, osteopathy, sports medicine, clinical psychology, hospital administration, recreational therapy, epidemiology, dentistry, dental hygiene, or corrective therapy.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in

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part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least two-thirds of the experience must be in the emphasis areas.

(3) Emphasis areas are direct health care experience in professional nursing services, rehabilitation services as specified in the Dictionary of Occupational Titles, medical laboratory, dental services, respiratory therapy, optometric services, radiology, mortuary services, pharmacy services, emergency services, medical practice, or health care facility experience in social work or dietetics.

(4) Related areas are direct health care experience in nursing assisting, behavioral science as specified in the Dictionary of Occupational Titles, dental assisting, dental laboratory technician services, optical services, health research laboratory, pharmacy technician services, medical clerical, or health care administration.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Secondary health care career exploration teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) at least a two-year postsecondary program in one of the following occupations: registered nurse (diploma and associate degree), certified occupational therapy assistant, physical therapy assistant, pastoral care practitioner, medical laboratory technician, dental hygienist, dietetic technician, respiratory therapy technician, orthotist/prosthetist, optician,

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x-ray technician/radiological technician;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least two-thirds of the experience must be in the emphasis areas.

(3) Emphasis areas are direct health care experience in professional nursing services, rehabilitation services as specified in the Dictionary of Occupational Titles, medical laboratory, dental services, respiratory therapy, optometric services, radiology, mortuary services, pharmacy services, emergency services, medical practice, or health care facility experience in social work or dietetics.

(4) Related areas are direct health care experience in nursing assisting, behavioral science as specified in the Dictionary of Occupational Titles, dental assisting, dental laboratory technican services, optical services, health research laboratory, pharmacy technican services, medical clerical, or health care administration.

(5) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Alternative license.** A valid Minnesota secondary vocational license as a nursing assistant, medical laboratory technician, or home health aide is an acceptable alternative for

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a license under this part.

3517.0780 SECONDARY HEALTH UNIT COORDINATOR (WARD CLERK) TEACHER.

An applicant for an entrance license to teach the vocational program of health unit coordinator in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a registered nurse for the current year or completion of a secondary, postsecondary, or adult technical training program as a health unit coordinator or ward clerk;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are health unit coordinator/ward clerk or a registered nurse with head nurse/charge nurse/supervisory duties and experience.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0800 SECONDARY HOME HEALTH AIDE TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of home health aide in a

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secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a registered nurse for the current year;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area with 500 hours within the prior five years in long-term home care.

(3) The emphasis area is registered nurse doing public health nursing or medical nursing, or long-term care nursing, or geriatric nursing.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in nursing assisting is an acceptable alternative for this license.

3517.0820 SECONDARY MEDICAL LABORATORY TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of medical laboratory technician in a secondary school must meet the following requirements:

A. Educational criteria:

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(1) a baccalaureate degree in medical technology;

(2) certification by the American Society of Clinical Pathologists or the American Society of Medical Technologists;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150;

(4) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(5) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least two-thirds of the experience must be in the emphasis area.

(3) The emphasis area is medical technologist experience.

(4) The related area is medical laboratory technician experience.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0840 SECONDARY NURSING ASSISTING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of nursing assisting in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a registered nurse for the current year;

(2) the secondary vocational teacher education

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sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is registered nurse in a health care facility doing public health nursing, or medical nursing, or long-term care nursing, or geriatric nursing.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in home health aide is an acceptable alternative for this license.

3517.0860 SECONDARY ORTHOTICS/PROSTHETICS TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of orthotics/prosthetics technician in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Certification as an orthotist-prosthetist or orthotist or prosthetist by the American Board for Certification of Orthotics and Prosthetics.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150.

(3) A two-credit course in integrating the

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appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

(5) Certificate or diploma from an accredited postsecondary vocational institution substituted for ABC certification listed in subitem (1) if the applicant is a graduate of any American Board accredited school as a prosthetics or orthotics technician or prosthetics or orthotics practitioner. The applicant must become certified by the American Board for Certification of Orthotics and Prosthetics before renewal of the two-year entrance license.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is orthotics technology or prosthetics technology.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(5) Notwithstanding part 3517.4200, subpart 3, the applicant may pass a competency-based occupational examination by the American Board for Certification of Orthotics and Prosthetics within the five years just before licensure in lieu of occupational experience.

3517.0880 SECONDARY PHARMACY TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of pharmacy technician in a secondary school must meet the following requirements:

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A. Educational criteria:

(1) licensure by the Minnesota Board of Pharmacy as a registered pharmacist;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is pharmacist, with at least 4,000 hours in hospital pharmacy and 1,000 hours in retail pharmacy, including unit dose system, IV preparation, outpatient prescriptions, computer, and inventory control.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0890 SECONDARY TEACHER-COORDINATOR OF HEALTH OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of health occupations cooperative education programs in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a teacher in one of the secondary health occupations categories of practice.

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(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.0760, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Three credits in coordination techniques for cooperative education, completed before entrance licensure.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have the occupational experience that was required to obtain the teacher's license when it was issued.

(2) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license issued under this part is valid to:

A. teach a secondary vocational health occupations cooperative education program; and

B. teach a secondary vocational diversified occupations/interrelated cooperative education program.

SECONDARY MARKETING OCCUPATIONS

3517.0900 SECONDARY MARKETING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of marketing in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate or associate degree with a major in marketing education, business administration,

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marketing, or a business education degree with marketing coursework as required in a marketing education degree.

(2) A course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license. An applicant with a business administration or marketing degree must have a course in teacher internship as specified in part 3517.3250, subpart 2.

(3) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 24 credits in marketing, management, business administration, computer science, or marketing communication. At least 12 of the 24 credits must be in marketing.

(2) Excess occupational experience may be substituted for technical coursework at the rate of one year of occupational experience for each three credits, provided that the excess occupational experience has been accumulated in the content area for which the substitution is to be made.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is marketing and sales, including any occupations listed in the Dictionary of Occupational Titles or the Occupational Outlook Handbook under the following categories:

(a) sales or sales related occupations;

(b) managerial occupations:

i. purchasing;

ii. sales and distribution;

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iii. advertising;

iv. public relations;

v. wholesale and retail trade; and

vi. finance, insurance, and real estate;

(c) traffic/transportation management, dispatching;

(d) guide/escort services;

(e) travel planning/reservations, vehicle leasing;

(f) hotel/motel management; clerk; bellhop;

(g) recreation facility management, ushering/ticket taking; counter worker;

(h) employment services, recruitment, personnel department management;

(i) food service management, counter worker/waiter/waitress/steward/stewardess/host/hostess/car hop/bartender/cashier services;

(j) terminal operations, mail or station agent services;

(k) customer service/relations;

(l) financial services; and

(m) owner/manager.

(4) Related areas are occupations listed in the publications in subitem (3), but which are not marketing and sales activities.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach a secondary vocational program in marketing;

B. teach a secondary vocational program in merchandising;

C. teach other marketing programs that have been

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converted and retitled merchandising or marketing; and

D. teach business components of vocational marketing programs such as business principles, management, accounting, business law, sales, advertising/promotion, finance, or business ownership.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in any of the following categories of practice may have the license converted to the broad category of practice marketing:

A. general merchandising/retail sales;

B. professional/industrial/wholesale marketing;

C. fashion merchandising;

D. purchasing agent/industrial and institutional; ~~or~~

E. traffic/transportation management; or

F. model store.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified in items A to E, the personnel licensing section must automatically convert the license designation to the broad category of practice marketing.

3517.0920 SECONDARY TEACHER-COORDINATOR OF MARKETING OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license as teacher-coordinator in the vocational program of marketing occupations cooperative education must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a secondary vocational teacher in marketing.

(2) A course in coordination techniques for cooperative education, completed before entrance licensure.

B. The technical coursework that was required to obtain the teacher's license when it was issued.

C. Occupational experience that was required to

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obtain the teacher's license when issued.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach a marketing occupations cooperative education program; and

B. teach a diversified occupations/interrelated cooperative education program.

SECONDARY PERFORMING ARTS OCCUPATIONS

3517.1000 SECONDARY PERFORMING ARTS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of performing arts in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary performing arts occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate or associate degree with a major in theater arts or drama;

(2) a course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license and a course in teacher internship as specified in part 3517.3250, subpart 2; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework as required to obtain the baccalaureate or associate degree.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is experience in

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professional or technical aspects of performing arts.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Secondary performing arts occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) a course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license and a course in teacher internship as specified in part 3517.3250, subpart 2; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is experience in professional or technical aspects of performing arts.

SECONDARY PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS

3517.1100 SECONDARY PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of public affairs/community service occupations in a secondary school must complete the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary public affairs/community service occupations teacher; option one.** For option one, the applicant

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must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in political science education, economics education, social studies education, psychology education, law, criminology/criminal justice, public health/health careers, community services, or community recreation.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are supervisory level experiences in governmental agencies and regulatory services; public safety (such as fire protection and tactical law enforcement); community recreation; management of volunteers; rural, urban, and community development; corrections and judicial services; public transportation; or social services.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

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Subp. 2. **Secondary public affairs/community service occupation teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) completion of a secondary, postsecondary, or adult technical training program in law enforcement, fire protection, public safety, emergency medical technician/paramedic/rescue services, human services, or child development;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) The emphasis areas are supervisory level experiences in governmental agencies and regulatory services; public safety (such as fire protection and tactical law enforcement); community recreation; management of volunteers; rural, urban, and community development; corrections and judicial services; public transportation; or social services.

3517.1120 SECONDARY TEACHER-COORDINATOR IN PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of public affairs/community service occupations cooperative education in a

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secondary school must meet the following requirements:

A. Educational criteria:

(1) Licensure as a teacher in secondary public affairs/community service occupations.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.1100, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) A three-credit course in coordination techniques for cooperative education, completed before entrance licensure.

(5) A course in philosophy of vocational education, completed before renewal of entrance license.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience as completed to obtain the teacher's license when it was issued.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach a secondary public affairs/community service occupations cooperative education program; and

B. teach a secondary diversified occupations/interrelated cooperative education program.

SECONDARY SERVICE OCCUPATIONS

3517.1200 SECONDARY BUILDING CARE AND MAINTENANCE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of building care and maintenance occupations in a secondary school must meet the following requirements:

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A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are custodial maintenance or housekeeping jobs in commercial and industrial buildings, schools, residences, hotels, motels, or health care facilities.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in housing occupations is an acceptable alternative for a license under this part.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in the housekeeping aide category of practice may have the license converted to the broad category of practice, building care and maintenance.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified as housekeeping aide, the license designation must be converted automatically to the broad category of practice, building care

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and maintenance.

3517.1220 SECONDARY CHILD CARE/GUIDANCE AND EDUCATION OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of child care/guidance and education occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Child care and guidance education occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, early childhood education, preschool/elementary education, child development, or child psychology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. A home economics education major is exempt from the secondary vocational teacher education sequence, except for the philosophy of vocational education course, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

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(a) child development;

(b) child psychology/guidance and discipline;

(c) early childhood administration: health and safety, nutrition, food preparation, licensing requirements, leadership skills, recordkeeping, equipping and arranging classrooms, or schedule preparation;

(d) development of learning activities, creative activities, cognitive activities, physical activities, or language activities for early childhood or elementary education; and

(e) exceptional children.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an assistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are experiences as a latch key aide, nanny, community school aide for children through age 12, licensed family day care provider, vocational childhood aide, primary camp counselor, day care aide, primary summer recreational program teacher, or developmental achievement center teacher.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

(6) In hardship cases as defined in part

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3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Child care guidance and education teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in one of the following areas: child development assistant, educational aide, or developmental assistant.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

(a) child development;

(b) child psychology/guidance and discipline;

(c) early childhood administration: health and safety, nutrition, food preparation, licensing requirements, leadership skills, recordkeeping, equipping and arranging classrooms, or schedule preparations;

(d) development of learning activities, creative activities, cognitive activities, physical activities, or language activities for early childhood or elementary education; and

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(e) exceptional children.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an assistant teacher or teacher in a licensed large group home, head start, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are experiences as a latch key aide, nanny, community school aide for children through age 12, licensed family day care provider, vocational childhood aide, primary camp counselor, day care aide, primary summer recreational program teacher, or developmental achievement center teacher.

(5) Nothwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

Subp. 4. **Child care guidance and education teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

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(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an asssistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

3517.1240 SECONDARY CHILDHOOD EDUCATION AIDE (SUPPORT STAFF).

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a childhood education aide who is responsible for assisting a secondary vocational child care and guidance education occupations teacher must meet either the educational criteria in item A or the occupational experience criteria in item C:

A. Educational criteria:

(1) A baccalaureate degree with a major in early childhood education, preschool/elementary education, child development, child psychology, or a minimum of a 280-hour child care and guidance education program.

(2) The human relations program as specified in part 3517.3500.

(3) The philosophy of vocational education

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requirement does not apply in this category of practice.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 1,200 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Occupational experience may be in either the emphasis or related areas.

(3) Emphasis areas are assistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are latch key aide, community school aide for children through age 12, licensed day-care provider, vocational childhood aide, or day-care aide.

(5) Notwithstanding part 3517.4000, the requirement that 500 hours of the occupational experience must be within the last five years does not apply in this category of practice.

(6) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in child care and guidance education occupations is an acceptable alternative for a license under this part.

Subp. 3. **Converting a merged license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in a secondary childhood education component (teacher) category of practice may have the license converted to the merged category of practice, secondary childhood education aide (support staff).

At the next regular renewal of a currently held valid secondary vocational program teaching license identified as a secondary childhood education component (teacher), the license

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designation shall be converted automatically to the merged category of practice, secondary childhood education aide (support staff).

3517.1260 SECONDARY COSMETOLOGY OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of cosmetology in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Cosmetology occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in home economics education;

(2) current Minnesota licensure as a cosmetology instructor;

(3) three credits in methods and materials for service occupations completed before entrance licensure;

(4) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(5) a course in philosophy of vocational education completed before renewal of the entrance license; and

(6) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is licensed cosmetologist or licensed cosmetology manager.

(4) In hardship cases as defined in part

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3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Cosmetology occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) Current Minnesota licensure as a cosmetology instructor.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are licensed cosmetologist and licensed cosmetology manager.

3517.1280 SECONDARY DRY CLEANING OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of dry cleaning in a secondary school must meet the following requirements:

A. Educational criteria:

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(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is operation of more than one type of dry cleaning equipment in a commercial dry cleaning establishment.

3517.1300 SECONDARY FASHION/APPAREL/TEXTILE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of fashion/apparel/textile occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Fashion/apparel/textile teacher; option one.** For option one, an applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, clothing/textiles, or fashion merchandising.

(2) The secondary vocational teacher education

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sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

(a) color and textile analysis;

(b) flat pattern design;

(c) draping design and construction;

(d) history of fashion and design;

(e) apparel industry (production or fashion/fabric merchandising) or production of commercial, institutional, or residential textile products; and

(f) fashion, apparel, textile occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

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(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

(4) Related areas are design of apparel, sales in fabric store, upholstery, sewing for profit in home environment as specified in part 3517.4100 (drapery, alterations of garments, or construction).

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Fashion/apparel/textile teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in one of the following areas: apparel design and production or tailoring.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

(a) color and textile analysis;

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(b) flat pattern design;

(c) draping design and construction;

(d) history of fashion and design;

(e) apparel industry (production or fashion/fabric merchandising) or production of commercial, institutional, or residential textile products; and

(f) fashion, apparel, textile occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

(4) Related areas are design of apparel, sales in fabric store, upholstery, sewing for profit in home environment as specified in part 3517.4100 (drapery, alteration of garments, or construction).

Subp. 4. **Fashion/apparel/textile teacher; option three.**

A. Educational criteria:

(1) Secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations, completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in

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part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

3517.1320 SECONDARY FOODS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of foods occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Foods occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, food and nutrition, dietetics, or food management.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum,

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completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) nutrition;

(b) bacteriology/food sanitation/hygiene;

(c) management of food production and food service systems;

(d) design and layout of food service facilities;

(e) quantity food purchasing/cost control; and

(f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience, as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietician, food service supervisor, and restaurant manager.

(4) Related areas are pantry person, baker, waiter/waitress, dietetic aide, kitchen helper, prep cook, or short order cook in fast foods.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under

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part 3517.6200.

Subp. 3. **Foods occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in one of the following areas: food service and management or food management; dietetic manager training or dietetic technician training; quantity foods; or chef training.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) nutrition;

(b) bacteriology/food sanitation hygiene;

(c) management of food production and food service systems;

(d) design and layout of food service facilities;

(e) quantity food purchasing/cost control; and

(f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

C. Occupational experience:

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(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietician, food service supervisor, restaurant manager.

(4) Related areas are pantry person, baker, waiter/waitress, dietetic aide, kitchen helper, prep cook, or short order cook in fast foods.

Subp. 4. **Foods occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietician, food service supervisor, restaurant manager.

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3517.1340 SECONDARY GROOMING SERVICES OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of grooming services in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Grooming services teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education or general home economics.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours in the folowing areas with at least two credits or 24 clock hours in each of subitems (a) to (d):

(a) introduction to occupational opportunities and activities in one of the following areas:

(i) cosmetology;

(ii) barbering;

(iii) domestic animal grooming;

(iv) grooming in death-related activities; or

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(v) personal appearance/skin and hair care;

(b) principles of small business management;

(c) interpersonal relationships on the job; and

(d) safety and sanitation in the grooming service workplace.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are cosmetology or barbering while licensed as a practitioner.

(4) Related areas are mortuary science, animal grooming, or skin and hair care.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Grooming services teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in cosmetology or barbering.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods/materials for service occupations completed before entrance licensure. This

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course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours in the following areas with at least two credits or 24 clock hours in each of subitems (a) to (d):

(a) introduction to occupational opportunities and activities in one of the following areas:

i. cosmetology;

ii. barbering;

iii. domestic animal grooming;

iv. grooming in death-related activities; or

v. personal appearance/skin and hair care;

(b) principles of small business management;

(c) interpersonal relationships on the job; and

(d) safety and sanitation in the grooming service workplace.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

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(3) Emphasis areas are cosmetology and barbering while licensed as a practitioner.

(4) Related areas are mortuary science, animal grooming, or skin and hair care.

Subp. 4. **Grooming services teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are cosmetology and barbering, while licensed as a practitioner.

3517.1360 SECONDARY HOUSING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of housing occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Housing occupations teacher; option one.** For

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option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, housing, or interior design.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the role of housing in society (social, economic, or cultural aspects of housing);

(b) urban, suburban, or rural planning and zoning; or commercial, institutional, and residential interior design or decorating; or building management and building maintenance;

(c) energy management; and

(d) housing occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay

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completing parts of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design or care and management of single or multiple dwellings or of commercial and industrial buildings.

(4) Related areas are city housing planning, building restoration, sales in home furnishings, floral design, kitchen planning, home computer center planning, or commercial laundry.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Housing occupations teacher; option two.**

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in housing and home furnishings or in interior design.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

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(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the role of housing in society (social, economic, or cultural aspects of housing);

(b) urban, suburban, or rural planning and zoning; or commercial, institutional, and residential interior design or decorating; or building management and building maintenance;

(c) energy management; and

(d) housing occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design, or care and management of single or multiple dwellings or of commercial and industrial buildings.

(4) Related areas are city housing planning, building restoration, sales in home furnishings, floral design, kitchen planning, home computer center planning, or commercial laundry.

Subp. 4. **Housing occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching

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course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design, or care and management of single or multiple dwellings or of commercial or industrial buildings.

3517.1380 SECONDARY TOURISM OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of tourism occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Tourism occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, food and nutrition, hospitality, restaurant or institutional foods, or marketing.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for

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service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the tourism industry; its nature, growth and development; and occupational opportunities;

(b) planning and operating lodging facilities or planning and operating recreational activities and facilities or planning and operating travel services;

(c) principles of small business management;

(d) recordkeeping and accounting for the tourism industry; and

(e) techniques and interpersonal relationships involved in extending hospitality and services.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel

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planner.

(4) Related areas are camp counselor, resort activity planner, or recreational leader.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Tourism occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in one of the following areas: hospitality, marketing, or travel planning.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the tourism industry, its nature, growth, and development and occupational opportunities;

(b) planning and operating lodging facilities or planning and operating recreational activities and facilities or planning and operating travel services;

(c) principles of small business management;

(d) recordkeeping and accounting for the

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tourism industry; and

(e) techniques and interpersonal relationships involved in extending hospitality and services.

(2) Verification by an approved Minnesota home economics program designee.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel planner.

(4) Related areas are camp counselor, resort activity planner, or recreation leader.

Subp. 4. **Tourism occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of

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occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director, or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel planner.

3517.1400 SECONDARY UPHOLSTERY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of upholstery in a secondary school must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations, completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is upholstery of household or commercial furniture.

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3517.1420 SECONDARY WAITER OR WAITRESS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of waiter or waitress in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Waiter or waitress teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics, food and nutrition, dietetics, or food management.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) nutrition;

(b) bacteriology/food sanitation/hygiene;

(c) managing food production and food service systems;

(d) design and layout of food service facilities;

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(e) quantity food purchasing/cost control; and

(f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is waiter or waitress.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Waiter or waitress teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

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C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is waiter or waitress.

Subp. 4. **Alternative license.** A valid Minnesota secondary vocational license in food occupations is an acceptable alternative for a license under this part.

3517.1440 SECONDARY TEACHER-COORDINATOR IN SERVICE OCCUPATIONS COOPERATIVE EDUCATION PROGRAMS.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of service occupations cooperative education programs in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major specified in the criteria for one of the secondary vocational service occupations teacher licenses in parts 3517.1200 to 3517.1420.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, including philosophy of vocational education, which must be completed before entrance licensure. A home economics education major is exempt from the secondary teacher education sequence except for philosophy of vocational education which must be completed before renewal of entrance licensure.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in

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(6) A course in coordination techniques for cooperative education completed before application for entrance licensure.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in two or more of the emphasis areas or related areas as specified in two or more of the service occupations categories of practice. The 2,000 hours must include at least 500 hours in each of two areas and at least 500 hours within the five-year period immediately before the date the license is to be issued.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach any existing single content service occupations cooperative education program;

B. teach a comprehensive service occupations cooperative education program; or

C. teach a diversified occupations/interrelated cooperative education program.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in any of the following categories of practice may have the license converted to the broad category of practice, secondary teacher-coordinator in service occupations cooperative education programs:

A. teacher-coordinator, child care occupations

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cooperative program;

B. teacher-coordinator, clothing occupations cooperative program;

C. teacher-coordinator, foods occupations cooperative program;

D. teacher-coordinator, housing occupations cooperative program; and

E. teacher-coordinator, tourism occupations cooperative program.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified in items A to E, the license designation must be converted automatically to the broad category of practice, teacher-coordinator in service occupations cooperative education programs.

SECONDARY SPECIAL NEEDS PERSONNEL

3517.1500 SECONDARY TEACHER-COORDINATOR OF WORK EXPERIENCE PROGRAMS FOR THE DISADVANTAGED.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of work experience programs for the disadvantaged in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in a secondary education field;

(2) a course in coordination techniques for cooperative education completed before entrance licensure;

(3) a course in philosophy of vocational education completed before entrance licensure; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) A directed independent study through an approved Minnesota college designed to update the applicant in current employment environments and conditions and operation of

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special needs work experience programs. This independent study replaces the usual 500 hours of recent occupational experience. The independent study must be completed within the two years immediately before the date the license is issued.

(2) 18 quarter credits relevant to working with disadvantaged or handicapped students, with at least three credits in each of three of the following four concept areas, including three credits in the area described in unit (a):

(a) Exceptional characteristics (such as learning disabilities, emotional disturbances, chemical dependency, disenchantment with learning, abnormal psychology).

(b) Developing and adapting curriculum (curriculum modification, remediation techniques and issues).

(c) Use of county, community and family service resources (such as working with parents, advisory committees, social service agencies, corrections).

(d) Interpersonal skills (such as techniques of individual or group counseling, personal and working relationships). The required course in human relations does not apply toward this requirement.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200. In those cases, the person must not delay completing the courses in subitem (2), unit (a), or the directed independent study.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within occupational emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B replaces the 500 hours of recent occupational experience.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under

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part 3517.6200.

Subp. 2. **Conversion of licenses.** An applicant holding a valid vocational secondary license as teacher-coordinator of work experience programs for the disadvantaged and handicapped is eligible to convert that single license to the two new licenses of teacher-coordinator of work experience programs for the disadvantaged in part 3517.1500 and teacher-coordinator of work experience programs for the handicapped in part 3517.1520 by following one of these procedures:

A. The applicant shall submit to the personnel licensing section a separate licensure application and processing fee requesting the conversion.

B. At the time of renewal of the single license the applicant shall submit to the section the usual renewal application and processing fee, and the renewed license will automatically be issued as two licensure categories of practice.

3517.1520 SECONDARY TEACHER-COORDINATOR OF WORK EXPERIENCE PROGRAMS FOR THE HANDICAPPED.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of work experience programs for the handicapped in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in a secondary education field plus valid Minnesota licensure in any special education field that includes secondary level students;

(2) a course in coordination techniques for cooperative education completed before entrance licensure;

(3) a course in philosophy of vocational education completed before entrance licensure; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) Coursework that was required to obtain special education licensure when it was issued.

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(2) A directed independent study completed through an approved Minnesota college designed to update the applicant in current work environments and conditions and operation of special needs work experience programs. This independent study replaces the usual 500 hours of recent occupational experience. The independent study must be completed within the two years immediately before the date the license is issued.

(3) Three credits in utilization of county, community, and family service resources (working with parents, advisory committees, social service agencies, corrections).

In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200, but must not delay completing the directed independent study.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B, subitem (2) replaces the 500 hours of recent occupational experience.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Conversion of licenses.** An applicant holding a valid vocational secondary license as teacher-coordinator of work experience programs for the disadvantaged and handicapped is eligible to convert that single license to the two new licenses of teacher-coordinator of work experience programs for the disadvantaged in part 3517.1500 and teacher-coordinator of work experience programs for the handicapped in part 3517.1520 by following one of these procedures:

A. The applicant shall submit to the personnel licensing section a separate licensure application and

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processing fee requesting the conversion.

B. At the time of renewal of the single license the applicant shall submit to the section the usual renewal application and processing fee, and the section shall automatically issue the renewed license as two licensure categories of practice.

3517.1540 SECONDARY INTERPRETER FOR THE DEAF IN A VOCATIONAL PROGRAM.

An applicant for an entrance license to serve as an interpreter for the deaf in a secondary school must meet the following requirements:

A. Educational criteria:

(1) partial certification or comprehensive certification as an interpreter with the National Registry of Interpreters for the Deaf;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this category of practice.

C. Occupational experience is not required for this category of practice.

3517.1560 SECONDARY SUPPORT SERVICE FACILITATOR.

An applicant for an entrance license to serve as support service facilitator in a secondary school must meet the following requirements:

A. Educational criteria: current requirements as specified for an entrance license as a vocational teacher-coordinator for handicapped in part 3517.1520.

B. Technical coursework:

(1) Coursework to obtain the special education licensure required for the teacher-coordinator's license.

(2) A directed independent study through an approved Minnesota college designed to update the applicant in

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current employment environments and conditions and operation of special needs work experience programs. This independent study replaces the usual 500 hours of recent occupational experience. The independent study must be completed within the two years immediately before the date the license is issued.

(3) Three credits in interpretation of test results.

(4) Three credits in use of county, community, and family service resources (working with parents, advisory committees, social service agencies, corrections).

(5) Three credits in modification and adaptation of equipment.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200, but must not delay completing the directed independent study.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B, subitem (2) replaces the recent 500 hours of occupational experience.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.1580 SECONDARY SUPPLEMENTAL SUPPORT/TECHNICAL TUTOR.

An applicant for an entrance license to serve as a supplemental support/technical tutor in a vocational program in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a course in philosophy of vocational education completed before renewal of the entrance license; and

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(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience: recommendation by the authorized local vocational administrator verifying competencies to function as a technical tutor.

3517.1600 SECONDARY VOCATIONAL EVALUATOR.

An applicant for an entrance license to serve as a vocational evaluator in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in a secondary education field or a baccalaureate or graduate degree with a major in vocational rehabilitation, vocational rehabilitation/work evaluation, vocational rehabilitation/rehabilitation counseling or graduate degree in educational counseling;

(2) for applicants with a secondary education major, a Minnesota special education license in one of the following: learning disabled, educable mentally handicapped, trainable mentally handicapped, visually impaired, hearing impaired, physically handicapped, or emotionally disturbed;

(3) a course in philosophy of vocational education completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) Three credits in each of the following three competency areas:

(a) work evaluation tools and applications (work samples, psychometric testing, evaluation planning, and behavioral observation techniques);

(b) occupational information, community resources, job placement knowledge, work sample development,

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work setting modification, and job analysis; and

(c) professional and student communications (counseling techniques, team approach to providing services, student feedback, interdisciplinary staffings, and evaluation report writing).

(2) An additional three credits in each of the following areas:

(a) exceptional characteristics of special needs students (learning disabled, emotionally disturbed, developmentally disabled, visually impaired, hearing impaired, physically handicapped);

(b) interpersonal skills (communications, counseling techniques, working relationships); and

(c) personal and social development of disadvantaged/handicapped.

(3) A college-supervised internship, practicum, or field experience as a vocational evaluator in a supervised, state-approved vocational setting, consisting of at least 300 hours; or one year of paid experience as a vocational evaluator. Either experience must be completed within the two years immediately before the date the license is issued.

In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the technical coursework under part 3517.6200. In these cases, a person must not delay completing the coursework in subitem (2), unit (a), or subitem (3).

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The internship specified in item B, subitem (3) replaces the recent 500 hours of occupational experience.

(2) In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the occupational experience requirements

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under part 3517.6200.

SECONDARY SUPPORT SERVICES

3517.1700 SECONDARY EMPLOYMENT PLACEMENT SPECIALIST.

An applicant for an entrance license to serve as a vocational employment placement specialist in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree;

(2) a course in coordination techniques for cooperative education;

(3) a course in philosophy of vocational education completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework: a directed independent study completed through an approved Minnesota college designed to update the applicant in current employment environments and conditions. The independent study must be completed within the two years immediately before the date the license is issued.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in the emphasis area.

(3) The emphasis area is job placement (including job development, employer contact, and placement) in a government agency, private agency, industry, or educational institution.

(4) Related areas are any emphasis or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140.

(5) In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the occupational experience requirement under

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part 3517.6200.

SECONDARY TRADE AND INDUSTRIAL OCCUPATIONS

3517.1800 SECONDARY AUTO BODY REPAIR OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of auto body repair occupations in a secondary school must meet the following requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Auto body repair teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop

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equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Two-thirds of the occupational experience must be in the emphasis areas with at least 300 hours in each of the four emphasis area elements.

(4) Emphasis area elements are auto body repair experience, including metal straightening by hammering or machine, replacement of body components, refinishing, and welding.

(5) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Auto body repair teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in auto body repair or auto body mechanics.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Two-thirds of the experience must be in the emphasis area with at least 300 hours in each of the four emphasis area elements.

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(3) Emphasis area elements are auto body repair experience, including metal straightening by hammering or machine, replacement of body components, refinishing, and welding.

(4) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

Subp. 4. **Auto body repair teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Two-thirds of the experience must be in the emphasis area with at least 600 hours in each of the four emphasis area elements.

(3) Emphasis area elements are auto body repair experience, including metal straightening by hammering or machine, replacement of body components, refinishing, and welding.

(4) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

3517.1820 SECONDARY AUTO/TRUCK DISMANTLING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of auto/truck dismantling occupations in a secondary school must meet the

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requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Auto/truck dismantling teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 400 in each of the three emphasis area elements.

(4) Emphasis area elements are auto and truck

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dismantling yardwork, parts counter management, and parts inventory and warehousing.

(5) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Auto/truck dismantling teacher; option two.** For option two the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in auto mechanics or auto body repair.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 400 hours in each of the three emphasis area elements.

(3) Emphasis area elements are auto and truck dismantling yardwork, parts counter management, and parts inventory and warehousing.

(4) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

Subp. 4. **Auto/truck dismantling teacher; option three.**

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For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 800 hours in each of the three emphasis area elements.

(3) Emphasis area elements are auto and truck dismantling yardwork, parts counter management, and parts inventory and warehousing.

(4) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

3517.1840 SECONDARY AVIATION OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of aviation occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Aviation occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

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(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

(5) A current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least two of the emphasis area components.

(4) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(5) Related areas are airline reservationist,

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aircraft cabin attendant, and aircraft weight and balance specialist.

(6) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (4).

(7) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Aviation occupations teacher; option two.** For option two, an applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) the human relations program as specified in part 3517.3500; and

(4) a current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in aviation mechanics/air frame and power plants, or aviation administration.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least two of the emphasis area components.

(3) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(4) Related areas are airline reservationist,

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aircraft cabin attendant, and aircraft weight and balance specialist.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

Subp. 4. **Aviation occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) the human relations program as specified in part 3517.3500; and

(4) a current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 600 hours in each of at least two of the emphasis area components.

(3) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(4) Related areas are airline reservationist, aircraft cabin attendant, and aircraft weight and balance specialist.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

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3517.1860 SECONDARY BROADCAST/MEDIA OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of broadcast/media occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in the secondary vocational program rules under broadcast/media occupations and to replace the narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach broadcast/media occupations programs. By July 1, 1992, the single-occupation programs of radio broadcasting and radio/television production must be converted to broadcast/media occupations programs. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid licenses in the programs being converted are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single-occupation programs.

To convert a single-occupation license to a broadcast/media occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

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Subp. 3. **Broadcast/media teacher; option one.** For option one the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are radio or television broadcasting, script and program preparation, and television studio production.

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(5) Related areas are broadcast engineering, television studio directing, television camera operation, lighting/illumination direction, and script editing.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Broadcast/media teacher; option two.** For option two, the applicant must have:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in broadcasting technology, radio and television broadcasting, television production, television and audio visual production, or video production.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are radio or television broadcasting, script and program preparation; and television studio production.

(4) Related areas are broadcast engineering, television studio directing, television camera operation, lighting/illumination direction, and script editing.

Subp. 5. **Broadcast/media teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

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(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. No technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are radio or television broadcasting, script and program preparation, and television studio production.

(4) Related areas are broadcast engineering, television studio directing, television camera operation, lighting/illumination direction, and script editing.

3517.1880 SECONDARY COMMUNICATIONS/MEDIA OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of communication/media occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under communications/media occupations and to replace the narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach communications/media occupations programs. By July 1, 1992, the following single-occupation programs must be converted to communications/media occupations programs: the industrial

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education areas of graphic arts, commercial art, commercial photography, and communication/media technology. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to a communications/media occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Communications/media teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the

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appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least three emphasis area components.

(4) Emphasis area components are layout and design; composition; production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(5) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, and direction of lighting/illumination.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

Subp. 4. **Communications/media teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

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(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in graphic arts or graphic communications.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least three emphasis area components.

(3) Emphasis area components are layout and design; composition; production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(4) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, direction of lighting/illumination.

Subp. 5. **Communications/media teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher educational sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

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C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 600 hours in each of at least three emphasis area components.

(3) Emphasis area components are layout and design; composition; production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(4) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, and direction of lighting/illumination.

3517.1900 SECONDARY CONSTRUCTION OCCUPATIONS TEACHER.

Subpart 1. **Requirements for entrance license.** An applicant for an entrance license to teach the vocational program of construction occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under construction occupations and to replace the narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower license.** A license under this part is required to teach construction occupations programs. By July 1, 1992, the following single-occupation programs must be converted to construction occupations programs: the industrial education areas of cabinetmaking, construction occupations/finishing trades, construction occupations/general, construction occupations/masonry trades, construction occupations/mechanical trades, construction occupations/planning and management, energy occupations, mobile home maintenance, painting and decorating, and plastics/lamination occupations. The personnel licensing section must not issue new licenses in the categories of

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practice that correspond to these programs after this chapter takes effect. However, valid licenses in the programs being converted are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single-occupation programs.

To convert a single-occupation license to a construction occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The related occupational experience hour requirements are met by holding the single-occupation license being converted.

Subp. 3. **Construction occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

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B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis area.

(4) The emphasis area is residential carpentry including framing.

(5) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

Subp. 4. **Construction occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

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(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a postsecondary technical program in carpentry or construction.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is residential carpentry including framing.

(4) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

Subp. 5. **Construction occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

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(3) The emphasis area is residential carpentry including framing.

(4) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

3517.1920 SECONDARY CONTROL TECHNOLOGY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of control technology in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary vocational teacher in a trade and industrial category of practice.

(3) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in control technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least 12 clock hours each of microprocessor control and electromechanical systems, completed before renewal of the entrance license.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

3517.1930 SECONDARY DRAFTING OCCUPATIONS TEACHER.

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Subpart 1. **Requirements for entrance license.** An applicant for an entrance license to teach the vocational program of drafting occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under drafting occupations and to replace narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower license.** A license under this part is required to teach drafting occupations programs. By July 1, 1992, the following single-occupations programs must be converted to drafting occupations programs: the industrial occupation areas of construction occupations/planning and management, and mechanical drafting. The personnel licensing section must not issue new licenses in the categories of practice that correspond to these programs after the effective date of this chapter. However, valid licenses in these categories are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single-occupation programs.

To convert a single-occupation license to a drafting occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The related occupational experience hour requirements are met by holding the single-occupation license being converted.

Subp. 3. **Drafting occupations teacher; option one.** For option one, the applicant must meet the following requirements:

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A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the occupational experience must be in the emphasis area with at least 25 percent in each of the two emphasis areas.

(4) Emphasis areas are architectural drafting and mechanical drafting.

(5) Related areas are electronic or other technical drafting; civil engineering; machine shop set-up or operation; or construction work that has required interpretation

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of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational requirements under part 3517.6200.

Subp. 4. **Drafting occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a postsecondary technical program in architectural drafting or mechanical drafting.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the occupational experience must be in the emphasis area with at least 25 percent in each of the two emphasis areas.

(3) Emphasis areas are architectural drafting and mechanical drafting.

(4) Related areas are electronic or other technical drafting; civil engineering; machine shop set-up or operation; or construction work that has required interpretation of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

Subp. 5. **Drafting occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

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(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with a minimum of 25 percent in each of the two emphasis areas.

(3) Emphasis areas are architectural drafting and mechanical drafting.

(4) Related areas are electronic or other technical drafting; civil engineering; machine shop set-up or operation; or construction work that has required interpretation of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

3517.1940 SECONDARY ELECTROMECHANICAL TECHNOLOGY OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of electromechanical technology in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under electromechanical technology occupations or to replace narrower licenses given subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach electromechanical

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technology occupations programs. By July 1, 1992, the following single-occupation programs must be converted to electromechanical technology occupations programs: the industrial education areas of automated packaging equipment maintenance, major appliances, office machine repair and servicing, vending machines repair, and heating/air conditioning/refrigeration. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after the effective date of this chapter. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to an electromechanical technology occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Electromechanical technology teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in

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industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least 12 clock hours each of microprocessor control and electromechanical systems, completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the occupational experience must be in one or more of the emphasis areas.

(4) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(5) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under

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part 3517.6200.

Subp. 4. **Electromechanical technology teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a postsecondary technical program in electromechanical technology, robotics, or electronics.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(4) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

Subp. 5. **Electromechanical technology teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

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(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(4) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

3517.1960 SECONDARY ELECTRONICS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of electricity/electronics occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Electronics teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum,

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completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, and industrial electronic equipment.

(5) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronics equipment, electrical wiring, or electromechanical technology.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Electronics teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in parts 3517.4000 to 3517.4200.

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(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in electronics technician, or electronics technician/digital.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, or industrial electronics equipment.

(4) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronic equipment, electrical wiring, or electromechanical technology.

Subp. 4. **Electronics teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to

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3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, and industrial electronics equipment.

(4) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronics equipment, electrical wiring, or electromechanical technology.

3517.1980 SECONDARY INDUSTRIAL DESIGN TECHNOLOGY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of industrial design technology in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary vocational teacher in a trade and industrial category of practice.

(3) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in industrial design technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

B. Technical coursework criteria: at least 12 clock

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hours in each of the following areas completed before renewal of entrance license:

(1) problem solving;

(2) technical report writing;

(3) computer-aided drafting; and

(4) electromechanical technology.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

3517.2000 SECONDARY JEWELRY GOLDSMITHING AND SILVERSMITHING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of jewelry goldsmithing and silversmithing in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Jewelry goldsmithing and silversmithing teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of

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occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) One hundred percent of the experience must be in the emphasis area.

(4) The emphasis area is jewelry manufacture or repair.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Jewelry goldsmithing and silversmithing teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) of postsecondary technical education in jewelry goldsmithing and silversmithing.

C. Occupational experience:

(1) The applicant must have 3,000 hours of experience as specified in parts 3517.4000 to 3517.4200.

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(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is jewelry manufacturing and repair.

Subp. 4. **Jewelry goldsmithing and silversmithing teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in parts 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is jewelry manufacturing and repair.

3517.2020 SECONDARY MECHANICAL TECHNOLOGY OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of mechanical technology in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under mechanical technology occupations or to replace narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach mechanical

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technology occupations programs. By July 1, 1992, the following single-occupation programs must be converted to mechanical technology occupations programs: the industrial education areas of fluid power mechanics, industrial equipment maintenance and repair, and quality/quantity control technician. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to a mechanical technology occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Mechanical technology teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. An education major in industrial arts or industrial education is exempt from the secondary teacher education sequence, except for philosophy of

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vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before the renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are fluid power and industrial equipment maintenance and repair.

(5) Related areas are quality and quantity control, millwright, welding, and machine shop.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Mechanical technology teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

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(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a postsecondary technical program in machine shop, welding, or industrial equipment mechanics, or fluid power.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area with at least 500 hours in each of the two emphasis areas.

(3) Emphasis areas are fluid power and industrial equipment maintenance.

(4) Related areas are quality/quantity control, millwright, welding, and machine shop.

Subp. 5. **Mechanical technology teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to

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3517.4200.

(2) Fifty percent of the experience must be in the emphasis area with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are fluid power and industrial equipment maintenance and repair.

(4) Related areas are quality/quantity control, millwright, welding, and machine shop.

3517.2040 SECONDARY METAL/MATERIAL PROCESSING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of metal/material processing in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under metal/material processing occupations or to replace narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach metal/material processing occupations programs. By July 1, 1992, the following single-occupation programs must be converted to metal/material processing occupations programs: the industrial education areas of machine shop; manufacturing technology, metal repairing, finishing and welding; metals fabrication; sheet metal working/ fabrication; and welding occupations. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to a metal/material processing occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given

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in item B:

A. completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Metal/material processing teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in computer integrated manufacturing, completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200,

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subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are machine shop and welding.

(5) Related areas are metals fabrication and sheet metal working.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Metal/material processing teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) at least 18 months (2,160 hours) in a postsecondary technical program in welding or machine shop; and

(2) at least two credits or 24 clock hours in computer-integrated manufacturing completed before renewal of the entrance license.

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C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(3) Emphasis areas are machine shop and welding.

(4) Related areas are metals fabrication and sheet metal working.

Subp. 5. **Metal/material processing teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in computer-integrated manufacturing completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are machine shop and welding.

(4) Related areas are metals fabrication and sheet metal working.

3517.2060 SECONDARY PARTS SALES AND SERVICE OCCUPATIONS TEACHER.

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Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of parts sales and service occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Parts sales and service occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

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(3) Fifty percent of the occupational experience must be in the emphasis area.

(4) The emphasis area is automotive/truck parts sales.

(5) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck dismantling/salvage, appliance parts sales, electronics equipment parts sales, industrial equipment parts sales, and agricultural equipment parts sales.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Parts sales and service occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in parts sales and service.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is automotive/truck parts sales.

(4) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck

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dismantling/salvage, appliance parts sales, electronic equipment parts sales, industrial equipment parts sales, and agricultural equipment parts sales.

Subp. 4. **Parts sales and service occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is automotive/truck parts sales.

(4) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck dismantling/salvage, appliance parts sales, electronic equipment parts sales, industrial equipment parts sales, and agricultural equipment parts sales.

3517.2080 SECONDARY PRINCIPLES OF TECHNOLOGY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of principles of technology in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccaulaureate degree with a major in

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industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary vocational teacher in a trade and industrial category of practice.

(3) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in principles of technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

3517.2100 SECONDARY TRUCK/BUS DRIVING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of truck/bus driving occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Truck/bus driving teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of

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vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations programs as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are bus driving, city delivery truck driving, and over-the-road driving.

(5) Related areas are dispatching, truck loading dock work, and trailer spotter.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

Subp. 3. **Truck/bus driving teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education

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sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) of postsecondary education in truck driving.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are bus driving, city delivery truck driving, and over-the-road driving.

(4) Related areas are dispatching, truck loading dock work, and trailer spotter.

Subp. 4. **Truck/bus driving teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

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(3) Emphasis areas are bus driving, city delivery truck driving, and over-the-road driving.

(4) Related areas are dispatching, truck loading dock work, and trailer spotter.

3517.2120 SECONDARY VEHICLE SERVICES OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of vehicle services occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under vehicle services occupations or to replace narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach vehicle services occupations programs. By July 1, 1992, the following single-occupation programs must be converted to vehicle services occupations programs: the industrial education areas of auto mechanics, recreational vehicle repair, service station occupations, small engine repair, truck/deisel mechanics, and forest products harvesting equipment repair. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to a vehicle services occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen

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subpart.

B. substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Vehicle services teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in automotive computer applications, completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational

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experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(5) Related areas are diesel engine repair, tune-up, front end alignment, transmission repair, automotive parts sales or salvage, vehicle lubrication services, brake service, and farm equipment mechanics.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Vehicle services teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) at least 18 months (2,160 hours) postsecondary education in auto mechanics, small engine repair, recreational vehicle repair, motorcycle repair, marine engine repair, or truck/diesel mechanics; and

(2) at least two credits or 24 clock hours in automotive computer applications completed before renewal of the entrance license.

C. Occupational experience:

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(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis area components.

(3) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(4) Related areas are diesel engine repair, tune-up, front end alignment, transmission repair, automotive parts sales and salvage, vehicle lubrication service, brake service, and farm equipment mechanics.

Subp. 5. **Vehicle services teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in automotive computer applications completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(4) Related areas are diesel engine repair, tune-up, front end alignment, transmission repair, automotive

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parts, vehicle lubrication service, brake service, and farm equipment mechanics.

3517.2140 SECONDARY TEACHER-COORDINATOR OF TRADE AND INDUSTRIAL COOPERATIVE EDUCATION PROGRAMS.

An applicant for an entrance license to serve as a vocational teacher-coordinator of trade and industrial occupations cooperative education programs in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in industrial arts or industrial education;

(2) licensure as a secondary vocational teacher in a trade and industrial area described in parts 3517.1800 to 3517.2120;

(3) three credits in coordination techniques for cooperative education completed before entrance licensure;

(4) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(5) a course in philosophy of vocational education; and

(6) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this category of practice.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

D. A license under this part is valid to:

(1) teach a secondary vocational trade and industrial occupations cooperative education program; and

(2) teach a secondary vocational diversified occupations or interrelated cooperative education program.

GENERAL REQUIREMENTS

3517.3000 QUALIFICATION FOR LICENSURE.

A person required to hold a license shall meet licensure

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requirements in this chapter for each category in which the person practices.

An applicant shall meet the educational, technical, and occupational experience requirements in parts 3517.0100 to 3517.2140 for each licensure category of practice sought.

3517.3050 ENTRANCE LICENSES: ALL REQUIREMENTS MET.

An applicant who meets all the educational, technical, and occupational experience requirements shall be issued an entrance license valid for two years. To renew the license, the applicant must complete at least six clock hours of activities that upgrade competencies or develop additional skills in the category of practice. The activities must be approved and verified on the applicant's renewal application form as shown by the signature of the authorized local vocational administrator.

On completing the renewal requirements, the applicant is eligible for the first five-year continuing license. To renew the first five-year continuing license and later five-year continuing licenses, the applicant must complete continuing education as specified in part 3517.7000 to 3517.7300.

3517.3100 ENTRANCE LICENSES: TEACHER EDUCATION SEQUENCE.

An applicant who qualifies for licensure through the vocational teacher education sequence shall be issued a two-year entrance license by the personnel licensing section according to parts 3517.3150 to 3517.3250. Renewals of the entrance license shall be issued according to part 3517.3300.

3517.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.

Subpart 1. **Who may use the sequence.** An applicant may complete the secondary vocational teacher education sequence in order to satisfy the educational requirements for licensure if the requirements in parts 3517.0100 to 3517.2140 for the applicant's category of practice permit. The applicant must complete at least three quarter credits in each of the core courses at an approved Minnesota institution, or in equivalent courses that meet the broad objectives of the teacher education

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core at an accredited out-of-state institution. The broad objectives of courses in the teacher education core are stated in part 3517.3170.

The applicant must also meet the technical and occupational experience requirements in the part that governs the chosen category of practice.

Subp. 2. **Core courses.** The following courses, consisting of at least three credits each, make up the secondary vocational teacher education core:

A. introduction to vocational teaching;

B. vocational methods;

C. vocational course construction;

D. vocational tests and measurements;

E. philosophy of vocational education; and

F. teaching internship.

Subp. 3. **Nonapproved institutions.** When an applicant's teacher education coursework for core courses has been completed at an institution other than a Minnesota institution approved to offer this vocational coursework and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, the section may refer the applicant's evidence to an appropriate vocational program specialist or to the vocational service coordinator named by a Minnesota institution approved to offer this vocational coursework. The person who receives the evidence shall determine whether the courses are equivalent.

Equivalency must be determined from one or more of the following types of evidence:

A. transcripts of credits from teacher education institutions;

B. documents certifying extent of effort in terms of hours of effort and completion of experience; and

C. course outlines that include course description and course objectives.

Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the

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coursework stated as a licensure requirement.

3517.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION CORE.

Subpart 1. **Introduction to vocational teaching (also called foundations for vocational-technical teaching).** The broad objectives of a course in introduction to vocational teaching are:

A. to identify the mission, goals, structure, and trends of vocational education in Minnesota, and its relationship to other educational systems;

B. to describe the goals of an institution and program in which the teacher is prepared to teach;

C. to identify the learning styles, characteristics, and special needs of the student populations for which instruction will be implemented, including referral resources;

D. to identify the content and the instructional objectives of a vocational program;

E. to develop unit structure and lesson plans specifying the instructional procedure and learning activities consistent with the practices in the institution in which the individual will teach;

F. to choose and design instructional materials to implement vocational learning activities;

G. to demonstrate an ability to deliver instruction through a variety of methods consistent with current trends;

H. to evaluate student learning, using performance- and knowledge-based instruments;

I. to describe the professional role of a vocational teacher within the context of school and community;

J. to identify the role of advisory committees in vocational education;

K. to identify the role and operation of student organizations in vocational programs;

L. to identify classroom laboratory management, safety procedures, and discipline principles and techniques; and

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M. to identify the legal implications of teacher-student relationships.

Subp. 2. **Vocational methods (also called methods of instruction in vocational-technical education).** The broad objectives of a course in vocational methods are:

A. to identify unique characteristics of learners and the processes by which people learn;

B. to determine appropriate individual and group methods of instruction that create an environment to motivate and manage student development;

C. to identify the advantages and disadvantages of alternative methods of instruction for vocational educators;

D. to demonstrate the ability to use various instructional methods to enhance learning in vocational education;

E. to prepare lesson plans that use effective models and audiovisual materials including the latest technology;

F. to apply instructional techniques and resources that are effective with diverse vocational education populations;

G. to analyze personal teaching strengths, weaknesses, and effectiveness through feedback mechanisms;

H. to identify and differentiate methods for teaching, and the evaluation of learning in the affective, cognitive, and psychomotor domains;

I. to develop a plan for utilizing student organizations as a strategy to deliver the content of courses; and

J. to develop a system to collect and catalog resource materials for vocational instruction in the student's area of specialization.

Subp. 3. **Vocational course construction (also called course development in vocational-technical education).** The broad objectives of a course in vocational course construction are:

A. to develop vocational program descriptions, course descriptions, and a listing of expected learner outcomes;

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B. to identify instructional content using appropriate alternative methods such as task, content analysis, or occupational methods;

C. to examine and use alternative sources of existing instructional program content;

D. to prepare general and specific vocational instructional objectives, appropriate to students' needs;

E. to sequence the instructional objectives within the course of study;

F. to identify and be able to use alternative methods of organizing and managing content and learning activities, considering the course objectives and individual needs of students;

G. to develop lesson plans taking into account the unique needs of the students in vocational education;

H. to develop an evaluation plan for a vocational course and course units;

I. to demonstrate a systematic course development process showing continuity from mission of institution to a specific lesson plan; and

J. to demonstrate the need to use vocational advisory committees in developing and delivering the content of the course.

Subp. 4. **Vocational tests and measurements (also called evaluation of student performance in vocational-technical education).** The broad objectives of a course in vocational tests and measurements are:

A. to identify the purposes and functions of vocational education evaluation and assessment;

B. to differentiate between measurement and evaluation;

C. to design a vocational course evaluation plan that specifies the objectives of instruction and how they will be evaluated;

D. to define and contrast characteristics of evaluation such as reliability, validity, and utility;

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E. to interpret standardized test data;

F. to identify the purposes and functions of various evaluation techniques used in vocational education;

G. to prepare lesson plans that include test items that measure student attainment of performance-oriented objectives;

H. to structure a test according to the tenets of good test construction;

I. to develop and demonstrate appropriate techniques for the evaluation of performance tasks;

J. to analyze the effectiveness of vocational education evaluation instruments, such as performance evaluation;

K. to interpret student progress using a variety of approaches such as norm- or criterion-referenced methods;

L. to apply alternative methods of documenting student progress; and

M. to interpret different methods of measuring student performance and giving feedback as diagnostic tools to improve learning.

Subp. 5. **Philosophy of vocational education (also called principles and practices of vocational-technical education).** The broad objectives of a course in the philosophy of vocational education are:

A. to identify the current purposes and goals of vocational education, its relationship to all education and to federal and state legislation;

B. to identify the current purposes and goals, policies, rules, and state plan for vocational education in Minnesota;

C. to describe the process used to develop and modify the Minnesota state plan for vocational-technical education;

D. to describe the socioeconomic settings and conditions that create the need for vocational education, career education, and career development;

E. to explain the relationships of theories of work to the history and development of vocational-technical education;

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F. to identify the relationship between legislation and policy concerning vocational education and federal and state financing and accountability;

G. to identify the recipients of vocational education with respect to age, grade levels, socioeconomic groups, special needs, sex, geographic location, occupational goals, and need for vocational education;

H. to identify and describe the different institutions, public and private, in which vocational programs are offered and the people they serve;

I. to describe the cooperative relationships of vocational educators with labor, industry and business, job services, other agencies for employment, other teachers, and advisory committees;

J. to identify the common and unique characteristics of the different fields of vocational education, including integration of student organizations;

K. to explain the purposes and nature of vocational secondary, postsecondary, and extension programs;

L. to identify the professional organizations to which vocational educators belong and the values of participation in professional activities;

M. to describe the relationship of vocational education with other educational systems, local school boards, local administration, and state administration;

N. to develop an awareness of the implications of external groups such as licensing boards, accreditation agencies, and unions;

O. to explain the purpose and nature of cooperative and supervised community-based programs such as internships and customized training; and

P. to help the student develop a personal philosophy of vocational education.

3517.3200 SUBSTITUTIONS FOR COURSES IN TEACHER EDUCATION CORE.

Subpart 1. **Substitution for introduction to vocational**

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teaching course. An applicant for licensure who has one of the following qualifications may substitute it for the introduction to vocational teaching course:

A. prior completion of the 192 clock hour vocational teacher education sequence as it existed before July 1, 1978;

B. prior completion of at least two of the core courses; or

C. prior completion of at least six quarter credits of professional vocational education.

Subp. 2. **Substitution for introduction to vocational teaching course and the vocational method course.** An applicant for licensure who has all of the following qualifications may substitute them for the introduction to vocational teaching course and the vocational methods course:

A. prior completion of the 192 clock hour vocational teacher education sequence as it existed before July 1, 1978;

B. a current five-year vocational license; and

C. one year of previous paid teaching experience on a vocational license.

3517.3250 ENTRANCE LICENSES: COURSES IN TEACHER EDUCATION SEQUENCE.

Subpart 1. **Issuance.** When an applicant is using the teacher education sequence, a two-year entrance secondary vocational license shall be issued when the applicant completes the three-credit introduction to vocational teaching course and has prearranged the teaching internship specified in subpart 2.

Subp. 2. **Teaching internship.** An applicant under subpart 1 shall also verify prearrangement for a nine-week teaching internship with a Minnesota institution approved to offer the internship. The internship must be completed during the first 18 weeks of employment as a vocational teacher. Previous student teaching in an accredited licensing program for teacher education or 1,080 hours of previous, paid teaching experience in an accredited educational program may be substituted for the teaching internship.

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Subp. 3. **Emergencies.** When there is an immediate need to replace or add a teacher, and the local vocational administrator verifies that no teacher licensed in the needed category of practice is reasonably available, a two-year entrance vocational license shall be issued when an applicant:

A. meets technical and occupational experience requirements in the needed category of practice;

B. submits to the personnel licensing section the application for vocational licensure signed by the hiring local vocational administrator and evidence of prearrangement with an approved Minnesota institution for completion of the introduction to vocational teaching course within the first 24 weeks of teaching; and

C. submits verification of prearrangement of the teaching internship in subpart 2.

3517.3300 RENEWAL LICENSE IN TEACHER EDUCATION SEQUENCE.

Subpart 1. **First one-year renewal.** An applicant is eligible for the first one-year renewal of an entrance vocational license based on the teacher education sequence when the applicant has completed the human relations requirement under part 3517.3500 and an additional three-credit course from the teacher education core.

Subp. 2. **Later one-year renewals.** An applicant is eligible for later one-year renewals of vocational licenses when the applicant has completed at least one additional three-credit course from the vocational teacher education core. An individual may request one-year renewals of an entrance vocational license until requirements for the first regular five-year vocational license have been met.

Subp. 3. **One-time exemption.** While an applicant is completing the teacher education sequence, the personnel licensing section shall allow the applicant a one-time exemption from the requirement to take one additional course to obtain a one-year renewal.

Subp. 4. **Extra coursework.** Each teacher education core

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course taken over the minimum three-credit requirement each year may substitute for the required minimum three credits to obtain a later one-year renewal.

3517.3350 FIRST FIVE-YEAR LICENSE IN TEACHER EDUCATION SEQUENCE.

An applicant is eligible for the first five-year vocational license based on the teacher education sequence when the applicant completes the teaching internship, the human relations requirement, and three credits in each of the five core courses through an approved licensing program in vocational teacher education at an approved Minnesota institution or equivalent courses completed elsewhere.

3517.3400 NONVOCATIONAL DEGREE IN EDUCATION.

Subpart 1. **Entrance licensure.** An applicant for entrance licensure who has a nonvocational degree in education and has met the technical and the occupational experience requirements for the chosen category of practice in parts 3517.0100 to 3517.2140 is eligible for the first two-year entrance vocational license without meeting the core course requirements in part 3517.3150, subparts 1 and 2.

Subp. 2. **Five-year license.** An applicant with a nonvocational degree in education must meet the five-year vocational teacher education sequence requirements by completing the vocational teacher education core in part 3517.3100, subpart 2, excluding the introduction to vocational teaching course and the nine-week teaching internship, under the renewal procedures in part 3517.3300.

3517.3420 COURSE EQUIVALENTS.

Institutions outside Minnesota may make arrangements with the personnel licensing section for a determination of equivalent educational requirements.

3517.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.

When an applicant has completed coursework that is not included in part 3517.3150, subpart 2, to meet a licensure requirement and when the personnel licensing section cannot

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determine course equivalency on the basis of similar course titles or content, in consultation with the appropriate secondary vocational specialist, the following procedure applies:

A. The section may refer the case to a vocational service coordinator designated by a Minnesota institution approved to offer vocational coursework or to a department chair designated by the appropriate secondary vocational specialist in the category of practice for which licensure is sought. The chair must be from an institution accredited to offer coursework that meets licensure requirements.

B. If no department chair is available, the appropriate state secondary vocational program specialist shall name an appropriate teacher educator.

C. The chair or coordinator shall submit a written statement verifying that the proposed coursework substitution is or is not equivalent to coursework stated as a licensure requirement.

D. Equivalency must be determined from one or more of the following types of evidence:

(1) transcripts of credits from accredited institutions;

(2) documents certifying extent of effort in terms of hours of effort and completion of experience; and

(3) course outlines that include course description and course objectives.

E. Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a license requirement.

3517.3500 HUMAN RELATIONS REQUIREMENT.

Subpart 1. **Human relations program.** Vocational personnel as described in this part must meet the human relations requirement by completing a human relations program approved by the Minnesota Board of Teaching. All or part of the human relations requirements may be met by substituting earlier experiences or programs when they are verified as equivalent by

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the administrator of an approved Minnesota human relations program. Requests to substitute and to verify equivalency must be submitted by the applicant to the administrator of an approved human relations program.

Subp. 2. **Who must meet the requirement.** Except where otherwise stated in this chapter, in order to be licensed, renew a license, or reactivate a lapsed license, vocational personnel must complete the human relations requirement if they work at least half time on the vocational license. "Half time" means three hours daily on a 36-week or longer basis, or five hours daily on a 20-week or longer basis.

Subp. 3. **Exemption for less than half time.** Vocational personnel who work less than half time on the vocational license and want an exemption from the human relations requirement must submit verification of eligibility for the exemption from the authorized local vocational administrator.

Subp. 4. **Initial entrance license.** New personnel who are submitting their first applications for full-time vocational licensing and who have completed all applicable requirements except human relations, are eligible for an entrance license to allow time to complete the human relations program. Only one vocational license that entitles the licensee to work full time may be granted to an applicant who has not met the human relations requirement. The human relations requirements must be met before any license renewal or endorsement is made.

3517.3550 RENEWED REGULAR FIVE-YEAR VOCATIONAL CONTINUING LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.

Subpart 1. **Authorizing signature.** Applications for each renewal of a five-year vocational continuing license for nonadministrative, nonsupervisory personnel must be approved through the local vocational relicensure committee established under parts 3517.8000 to 3517.8400, and signed by its chair.

Subp. 2. **Issuance.** A holder of a nonadministrative, nonsupervisory regular five-year vocational continuing license who completes the continuing education requirements for

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relicensure in parts 3517.7000 to 3517.7300 is eligible for a renewed regular five-year vocational continuing license.

3517.3600 REACTIVATION OF LAPSED SECONDARY VOCATIONAL LICENSE.

Subpart 1. **Requirements.** Except as noted in subparts 2 to 4, to reactivate a lapsed license, other than a limited license, the applicant must meet current entrance licensure requirements, and special renewal requirements necessary if the license had been renewed on time, unless superseded by later rules.

Subp. 2. **Exception: offer of position.** On receipt of written verification from a hiring local administrator that an applicant has been offered a position contingent on holding a valid license in the lapsed category of practice, the personnel licensing section shall renew the license once, for the current fiscal year. After that, the applicant shall meet current reactivation licensure requirements.

Subp. 3. **Exception: teaching to replace recent occupational experience.** When an applicant provides written verification from an employing school of having taught with an appropriate vocational license in the lapsed licensure category of practice in a vocationally funded program for at least one school year (1,080 hours) within the past five years in another state or at the postsecondary or secondary levels in Minnesota, that evidence substitutes for the recent occupational experience portion of the current entrance requirements. Notwithstanding this substitution, the total required hours of acceptable occupational experience must be in the licensure file and documented in the form required by this chapter.

Subp. 4. **Exception: new secondary program.** If the secondary level has been dropped from a postsecondary license in the same area because the personnel licensing section has determined that no secondary program exists to use that license, the license may be reactivated on the applicant's request if the applicant submits the appropriate licensure application form and fee when a corresponding secondary program is established. The personnel section shall reactivate the license, without regard

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to how recent the required work experience is, if the applicant has maintained the postsecondary license in that category.

3517.3620 NEW INSTRUCTIONAL POSITIONS.

When emerging occupations or innovative, experimental, or exemplary programs create teaching positions that are not provided for in existing rules, the state board may recommend the formulation of interim licensing requirements. In developing the requirements, the board shall consult with representatives of the industry in the program to be created. A person who meets the requirements shall be issued a letter of approval, good for the current fiscal year. At a minimum, the requirements must state that the applicant must have either:

A. a baccalaureate degree in the program area for which licensure is being developed; or

B. a teaching license in a related category of practice plus 1,000 hours of work experience in a related area.

The licensing requirements for the program must become part of this chapter under Minnesota Statutes, chapter 14, within one year of the date the vocational program becomes operational. The requirements incorporated in this chapter may differ from the interim requirements. A person who receives a letter of approval is not guaranteed licensure under the requirements adopted as rules. A letter of approval issued under this part meets the requirement in Minnesota Statutes, section 125.04 and in program rules that all programs be taught by a licensed teacher.

3517.3650 ENDORSEMENTS.

An applicant adding a licensure category must meet current educational, technical, and occupational experience requirements for an entrance license in the category to be added.

3517.3800 PROCEDURES FOR VOLUNTARY SURRENDER OF TEACHING LICENSES.

Subpart 1. **Materials required to surrender license.** A person holding a vocational teaching license granted by the

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Board of Education may voluntarily surrender the license by submitting to the personnel licensing section the following:

A. a written request to surrender which specifies the teaching license or licenses to be surrendered;

B. the applicant copy of the teaching license;

C. the school district copy of the license, together with a written statement signed by the employing school superintendent verifying that notification has been received that the school district copy of the license has been removed from the school district files; and

D. the processing fee required by part 8700.0600.

Subp. 2. **Surrender date.** When the personnel licensing section receives the materials listed in subpart 1 by January 1, the date of surrender is July 1 of that year. When the materials are received after January 1, the date of surrender is July 1 of the following calendar year.

Subp. 3. **When surrender is prohibited.** A person may not voluntarily surrender a license under any of the following circumstances:

A. the school board has commenced proceedings to terminate the continuing contract, pursuant to Minnesota Statutes, section 125.12, subdivision 6 or 8, or 125.17, subdivision 4;

B. the Board of Teaching has commenced proceedings to suspend or revoke the license pursuant to Minnesota Statutes, sections 125.09 and 214.10 or part 8700.7500; or

C. any educational agency or board has commenced proceedings which could result in alteration of the status of the teaching license due to the person's conduct.

Subp. 4. **Entrance license after surrender.** A person whose Minnesota teaching license has been voluntarily surrendered may apply for entrance licensure in the subject or field for which licensure was previously surrendered. An entrance license must be granted to the applicant if the following criteria are met:

A. a licensure rule exists in the subject or field for which licensure was previously surrendered;

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B. the applicant meets the entrance licensure standards that are in effect in the subject or field at the time of application and meets procedures in Board of Education rules applicable to an entrance license; and

C. the processing fee required by part 8700.0600 accompanies the application for entrance licensure.

Subp. 5. **Disclaimer.** Nothing in subparts 1 to 4 prohibits a person from holding or applying for a license in any subject or field upon surrender of a license in another subject or field.

OCCUPATIONAL EXPERIENCE

3517.4000 OCCUPATIONAL EXPERIENCE.

Subpart 1. **Definition.** Except where otherwise stated in this chapter, "occupational experience" means work experience, paid in money, outside of education or teaching, that demonstrates success in the occupational emphasis areas and related areas specified in the category of practice for which the applicant is seeking licensure. At least 500 hours of work experience must be in one or more emphasis areas within the five-year period immediately before the date the license is to be issued.

Subp. 2. **Secondary vocational nonoccupational staff.** Administrative, supervisory, and special needs staff of a local school district who do not teach in occupational program areas shall accumulate occupational experience, outside education or teaching, in a job or jobs specified in parts 3517.0100, 3517.0120, and 3517.0200 to 3517.2140 within the program emphasis areas or related areas.

Subp. 3. **Verification.** Verification of occupational experience for a salaried employee must be provided on work verification forms by the applicant's employer. It must include place of employment, length and dates of employment, total number of hours employed, job classification, description of job duties, and a specific statement of success. If the employer has died or cannot be located because of a transfer, or if the business has closed, the same information may be verified by:

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A. the applicant's immediate supervisor during the employment period; or

B. a coworker of similar status during the employment period and appropriate tax or social security records of the applicant.

If a supervisor or coworker verifies the experience, the applicant shall document reasonable previous efforts to obtain verification from the actual employer.

Applicants who receive W-2 salary forms as owners or managers of their own privately held corporations must be considered self-employed, and they are governed by part 3517.4100.

Verification of occupational experience is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 4. **Military experience.** The personnel licensing section shall accept occupational experience obtained in the military if it is verified by a DD Form 214 and corresponding military assignment or review records that verify and identify the experience as within the emphasis areas or related areas in parts 3517.0200 to 3517.1440 or 3517.1800 to 3517.2140. Verified military experience shall be accepted for up to two-thirds of the total required occupational hours. The military hours may be applied toward hours in related areas, but not toward the required hours in the emphasis area and they do not meet the recency requirements. The remaining one-third of the required hours must be accumulated in the typical civilian setting for the category of practice sought in order to ensure that the applicant is familiar with the usual job environment for the specific category of practice.

3517.4100 SELF-EMPLOYMENT EXPERIENCE.

Subpart 1. **How to qualify.** Occupational experience obtained through self-employment in emphasis areas or related areas in parts 3517.0100 to 3517.2140 meets the occupational experience requirements if:

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A. self-employment hours are paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records; and

B. self-employment hours have been earned within the corresponding business or industry setting for the specific category of practice sought, as verified by evidence documenting that the self-employed business exists, is licensed if required by law or rule, and complies with laws or rules that regulate the business or industry.

Subp. 2. **Exception for nontraditional experience.** When self-employment hours have been obtained in designated emphasis or related areas, but within a different occupational setting, or as part of a different occupational role, than that commonly associated with the emphasis area for which the license is valid, the self-employment hours do not count:

A. toward the required hours in the emphasis area; and

B. toward more than two-thirds of the total required hours.

To be acceptable in related areas, the nontraditional self-employment hours must constitute paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records verifying the information requested in part 3517.4000, subpart 3.

Subp. 3. **Verification.** Verification based on Department of Revenue tax records named in subpart 1 or 2 must be documented as follows:

A. The Department of Revenue tax reports and appropriate backup records must be reviewed by the applicant's certified public accountant, attorney, tax preparer, banker, or similar professional business representative who is substantially engaged in business practices and business recordkeeping.

B. The reviewing professional shall determine and verify duties and commensurate number of hours of paid

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employment consistent with declared income in the reviewed revenue documents and applicable to requirements of these licensure rules.

C. The reviewing professional must verify results of the review on a standard affidavit form provided by the personnel licensing section.

Subp. 4. **Fraud.** Verification of self-employment is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 5. **Employment on nonsalary status.** When occupational experience hours in emphasis areas and related areas specified in parts 3517.0100 to 3517.2140 have been obtained through any employment that has not resulted in issuing a W-2 statement, the applicant must be considered a self-employed independent contractor, and this part applies.

3517.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.

Subpart 1. **Who may use.** Except where otherwise stated in this part and in parts 3517.0100 to 3517.2140, an applicant may use the following alternative experiences to meet occupational experience requirements. The alternatives may not be used by nonbaccalaureate applicants who have completed less than a two-year program in the category of practice.

Subp. 2. **Directed occupational experience.** For each two hours of the regular occupational experience requirement, an applicant may substitute one hour of preplanned occupational experience directed through a licensing program for vocational teacher education that has been approved as specified in part 3517.9100. The personnel licensing section, in consultation with the appropriate vocational program specialists, may make arrangements with colleges and universities to provide directed work experience supervision. Out-of-state colleges not eligible for the program approval process may get approval by verifying to the section and the appropriate state program specialist a program that meets the criteria, including evaluation, used to evaluate Minnesota programs in directed occupational

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experience. The supervisor directing the out-of-state internship must possess professional qualifications equivalent to those required of a Minnesota internship supervisor who is eligible for authorization under item A.

The directed occupational experience must meet the following criteria for approval:

A. Except for out-of-state colleges, the experience must be directed by an internship supervisor who must be a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators.

B. The training station must be approved by the internship supervisor prior to approval of the training plan and employment.

C. The applicant's training plan and agreement must be developed prior to employment and must be kept on file by the teacher education institution for five years.

D. One copy of the work verification form must be made part of the applicant's permanent record maintained by the teacher education institution.

E. The experience must be paid work.

F. The training plan and agreement must:

(1) contain objectives that are individualized to meet the needs of the applicant;

(2) identify the specific learning outcomes, projects, and project evaluations that the applicant needs;

(3) place the applicant in a position that satisfies occupational experience criteria in the part governing the applicant's chosen category of practice;

(4) place the applicant in a position that satisfies the conditions of employment specified in part 3517.4000, except that self-employment is not permitted;

(5) establish a reporting process for the internship experience;

(6) establish a means of evaluating the internship experience.

G. An applicant must be visited two or more times per

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quarter, once during a summer session. When this is not possible, a designee can be identified by the internship supervisor with communication with the state program specialist.

H. The ratio of clock hours of work to collegiate credits must be at least 40 to 1.

Subp. 3. **Competency-based occupational exam.** An applicant may submit evidence of successful completion of a competency-based occupational exam preapproved by the board. The personnel licensing section shall accept the evidence as proof of occupational competency in place of two-thirds of the total occupational experience requirements, including the most recent 500 hours. The exam must have been completed within five years of the date the license is issued. This alternative form of occupational experience must not be used when the competency-based occupational exam is the same exam taken by the applicant to obtain licensure to practice in the particular occupation. In this subpart, "successful completion" means scoring within one standard deviation below the mean score supplied by the agency providing the competency-based exam.

Subp. 4. **Updating industrial experience.** An updating experience conducted in the appropriate business or industry setting, or within a formal technical training setting in appropriate business, industry, or appropriate postsecondary education, may be substituted for the required 500 hours of occupational experience within the past five years in the emphasis area. The experience must be completed within the five-year period just before the date that the license is to be issued. The experience must consist of one or a combination of the following:

A. Six quarter credits, involving at least 120 clock hours of work by the applicant, preapproved through the program approval process in part 3517.9100. Each quarter credit substitutes for 80 occupational experience hours. This experience must meet the following criteria for approval:

(1) The experience must be directed by a supervisor who is a vocational teacher educator, as authorized

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by the Joint Council for Vocational Teacher Educators. The supervisor must:

(a) assess the applicant's work experience, background, and vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore choices for updating experience;

(c) advise the applicant by developing an updating program plan in cooperation with the business or industry that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to opportunities in employment for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply the technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) A copy of the applicant's updating program must be kept on file by the teacher education institution for five years, with an abstract of the program made a part of the applicant's permanent record.

B. 120 clock hours of technical training in the

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emphasis area preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist, or by a department chair, designated by the secondary vocational program specialist, of an approved Minnesota college. Each technical training hour substitutes for four occupational experience hours. This updating industrial experience option must meet the following criteria for approval:

(1) The person directing the experience must:

(a) assess the applicant's work experience and background, as well as vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore technical training options;

(c) help the applicant develop an updating program plan in cooperation with the business, industry, or technical training sponsor that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to employment opportunities for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply technology currently used in the specific industry.

(3) The experience must involve employment

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settings that are designated in this chapter for the license the applicant is seeking.

(4) An abstract of the applicant's updating program must be made a part of the applicant's permanent licensure file.

Subp. 5. **Community-based training.** For up to 500 hours of the occupational experience, including the required 500 recent hours, an applicant may substitute an unpaid direct training experience in the traditional setting for the program emphasis area. The training experience must be preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist or by the corresponding department chair of an approved Minnesota college in consultation with the appropriate secondary vocational program specialist. Three hours of training substitutes for one occupational experience hour.

Subp. 6. **Vocational administrative or supervisory experience.** An applicant may use paid vocational administrative or supervisory experience to meet the required 500 hours of occupational experience within the past five years to obtain a secondary director's or secondary supervisor's license. The experience may be used for this purpose if:

A. the authorized local vocational administrator verifies in writing that the paid work meets the description of administration or supervision in part 3517.0080; and

B. the required total hours of occupational experience have been verified.

Subp. 7. **Funded Minnesota AVTI vocational teaching.** An applicant who seeks to add an existing secondary vocational category of practice to a valid postsecondary vocational license in the same category of practice may substitute Minnesota AVTI teaching within the past five years in that category of practice for the required recent 500 hours in an emphasis area. One year (1,080 hours) of vocationally funded teaching substitutes for the prerequisite 500 hours.

Subp. 8. **Teacher-coordinator endorsement.** Unless

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otherwise stated in this chapter, when an applicant is applying for an endorsement to add teacher-coordinator to a current, valid teaching license within the same vocational program area, or to add special needs teacher-coordinator to a valid service area teaching license, the 500-hour recency requirement does not apply if:

A. the applicant has verified the total required appropriate hours specified for teacher-coordinator licensure;

B. the applicant met the recency requirement to obtain the preceding category of practice; and

C. the applicant has taught on a vocational license at least one year (1,080 hours) within the past five in a vocationally funded occupational program in the same vocational program area.

RESTRICTED LICENSES

3517.6000 SECONDARY VOCATIONAL PART-TIME RESOURCE SPECIALIST.

Subpart 1. **Entrance license.** An applicant for an entrance license to serve as a part-time (less than one-quarter time) resource specialist in a secondary school must meet the following requirements:

A. Educational criteria: ~~(1)~~ six clock hours of vocational teaching techniques completed before entrance licensure. This training may be provided by the authorized local vocational administrator.

~~(2) A course in philosophy of vocational education completed before renewal of the entrance license.~~

~~(3) The human relations program as specified in part 3517.3500.~~

B. Technical coursework or competency: the applicant must be professionally and technically qualified to perform as a practitioner in the specific occupational area to be taught.

C. Occupational experience:

(1) The applicant must have occupational experience equal to that required for licensure as a full-time teacher in the category of practice to be taught at the

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secondary student level.

(2) The applicant must be recommended by an authorized local vocational administrator verifying competencies to function as a part-time resource specialist in the chosen category of practice.

Subp. 2. **Renewals.** To renew an entrance license, an applicant must verify 24 clock hours of vocational teaching techniques. Successive three-year renewed part-time licenses shall be granted upon the recommendation of the administrator. To qualify for relicensure, the applicant must maintain currency in the occupational field, as verified by the administrator.

3517.6100 SECONDARY SHORT-CALL SUBSTITUTE LICENSE.

Subpart 1. **Administrator's and committee's approval.** A substitute license in a specific occupational area shall be issued to meet the short-term need for a teacher-substitute as determined by the local vocational administrator. The administrator may recommend to the personnel licensing section the applicants who are professionally and technically qualified in the specific occupational area to be taught. Before making the recommendation, the administrator shall obtain the approval and the signature of the designated representative of the specific vocational program advisory committee as defined in part 3505.1000, subpart 47.

Subp. 2. **Exception.** When the administrator determines that obtaining preapproval as required by subpart 1 would create a hardship for the school district or cooperative center, the administrator may recommend applicants to the section before obtaining the approval of the committee. The administrator shall submit to the personnel licensing section as part of the licensure credentials a statement confirming the administrator's responsibility to report the recommendations to the advisory committee at its next meeting.

Subp. 3. **Signature on application.** Applications for first and later renewed substitute licenses must be signed by the local vocational administrator under subpart 1 or 2.

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Subp. 4. **Filing of review.** Evidence of the advisory committee's review of the applicant's qualifications and its recommendation must be kept on file in the district or center, and must be made available for review.

Subp. 5. **Issuance.** The section shall issue a substitute license to an applicant:

A. professionally and technically qualified in the occupational area to be taught, as verified by the administrator and the named representative; and

B. recommended for substitute licensure by the administrator and representative as shown by the signature and filing requirements in subparts 3 and 4.

Subp. 6. **Initial license and renewals.** An entrance substitute license is valid for a maximum of two years.

A renewed entrance substitute license may be issued for unlimited later three-year periods upon the recommendation of the administrator and the named representative.

Subp. 7. **Length of substitute assignments.** A substitute assignment must not exceed 30 consecutive working days of employment in one assignment or an annual total of 270 hours, that is, of one-fourth of full-time employment as a substitute.

3517.6200 SECONDARY VOCATIONAL LIMITED LICENSE.

Subpart 1. **Issuance.** Unless otherwise stated in parts 3517.0100 to 3517.2140, the personnel licensing section shall issue limited vocational licenses under the conditions in subpart 3 in order to resolve a hardship. A limited license permits a licensed teacher to teach secondary vocational categories of practice for which the teacher is not eligible for full licensure. A limited license must be issued only once with one renewal per teacher.

Subp. 2. **Hardship.** For the secondary vocational limited license, "hardship" means:

A. the unexpected resignation of a teacher;

B. the death of a teacher;

C. the dismissal of a teacher;

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D. long-term leave of absence or sick leave; or

E. other unavoidable situations that cause a program to be without a teacher. The manager of the personnel licensing section determines whether a hardship exists.

Subp. 3. **Conditions.** The section shall issue limited licenses authorized by subpart 1 if the manager of the personnel licensing section finds that the following conditions are met:

A. The authorized local vocational administrator requests issuance of a limited license according to this part.

B. The administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the limited license is requested;

(2) reasonable recruitment efforts have been made, as specified in local policy;

(3) no teacher with appropriate vocational licensure is available for hire or reassignment to this open assignment; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a valid Minnesota vocational license in the program or program component for which the limited license is requested and wishes to teach in the program or component.

C. The teacher for whom the limited license is requested possesses a baccalaureate or graduate degree in education or noneducation with a degree major included in the education criteria for that category of practice as stated in parts 3517.0100 to 3517.2140.

D. The teacher has completed at least two-thirds of the occupational experience required for full licensure in that program or program component, including a minimum of two-thirds of the required emphasis area hours, without regard to the recency of the experience.

E. The teacher has completed at least two-thirds of the credits or clock hours that are indicated in the relevant category of practice as eligible for delay under this part.

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F. The teacher has met all other licensure criteria for the requested licensure category.

G. The teacher has applied for the limited license and paid the fee.

Subp. 4. **Duration of limited licenses.** An entrance limited license issued before January 1 of a school year is valid for the remainder of that school year only, and expires on June 30 of the school year following issuance. An entrance limited license issued after January 1 of a school year is valid for the remainder of that school year plus the school year immediately following, and expires on the second June 30 following issuance.

Subp. 5. **Renewal.** A limited license may be renewed only once. Renewal is valid for the remainder of the school year in which the renewal is issued. The board shall renew the license if:

A. since the first limited license was issued, the teacher for whom the renewal is requested has completed and verified at least one-half of the coursework and one-half of the occupational experience that remained to be completed when the limited license was issued and evidence has been provided that the teacher will meet full requirements during that school year;

B. the authorized local vocational administrator requests issuance of a renewed limited license in accordance with this part; and

C. the administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the limited license is requested;

(2) reasonable recruitment efforts have been made as specified in local policy;

(3) no teacher with full, appropriate vocational licensure is available for hire or reassignment to this existing open position; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a valid Minnesota

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vocational license in the program or program component for which the limited license is requested, and wishes to teach in that program or component.

3517.6300 REACTIVATION OF LAPSED LIMITED LICENSE.

To reactivate a lapsed first-year limited license, the applicant must meet first-year limited license renewal requirements in effect on the date reactivation is to occur.

LETTERS OF APPROVAL

3517.6500 SECONDARY VOCATIONAL LETTER OF APPROVAL.

Subpart 1. **Issuance.** Unless otherwise stated in parts 3517.0100 to 3517.2140, the personnel licensing section may issue letters of approval that permit a licensed teacher to practice in secondary vocational categories of practice for which the teacher is not currently licensed, in order to resolve a hardship related to an existing program or to provide interim approval for a teacher in a state-approved innovative, exemplary, or new vocational program area for which licensure criteria are being developed to be included in rules.

Subp. 2. **Hardship.** For the secondary vocational letter of approval, "hardship" has the meaning given in part 3517.6200, subpart 2, for the limited license.

Subp. 3. **Conditions.** Letters of approval authorized by subpart 1 must be issued to authorized local vocational administrators if the manager of the personnel licensing section finds that the following conditions are met:

A. The authorized local vocational administrator requests a letter of approval in accordance with this part.

B. The administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the letter of approval is requested;

(2) reasonable recruitment efforts have been made, as specified in local policy;

(3) no teacher with appropriate vocational licensure is available for hire or reassignment to this open

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assignment; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a current valid vocational license in the program or program component for which the letter of approval is requested and wishes to teach in that program or component.

C. The department's vocational staff member responsible for the program or program component for which the letter of approval is requested verifies in writing that no other choice of program option or schedule of program components could be used to resolve the hardship, without resort to the letter of approval.

D. The teacher for whom the request is made holds a current valid Minnesota license granted by the Board of Teaching, the Board of Education, or the State Board of Vocational-Technical Education. The license must be in a related content area as determined by the personnel licensing section in cooperation with the appropriate secondary vocational program specialist.

E. The occupational advisory committee for the program in which the individual will teach verifies in writing that the individual for whom the letter of approval is requested appears competent to teach in the specific category of practice.

Subp. 4. **Duration of letters of approval.** A letter of approval is valid for not more than the remainder of the school year in which it is issued. A letter of approval may be renewed only once after which the program must be staffed by an appropriately licensed teacher. Renewal is valid for no longer than the remainder of the school year in which the renewal is issued. The section shall renew the letter of approval if the conditions in subpart 3, items A to E are met again.

CONTINUING EDUCATION FOR LICENSE RENEWALS

3517.7000 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.

Subpart 1. **Issuance.** A vocational teacher or support

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staff member holding a valid regular five-year vocational license is eligible for a renewed regular five-year vocational license after meeting the requirements in items A and B. The requirements must be met during the five-year period immediately before the date on which the requested renewal is effective.

A. The applicant has been recommended for relicensure by the local vocational relicensure committee created under parts 3517.8000 to 3517.8400.

B. The applicant has completed 108 clock hours of relevant preapproved updating activities chosen from among the activities and in the distribution stated in part 3517.7200. Evidence of completion must be provided to that committee.

Subp. 2. **Excess hours.** An applicant for renewal who earns approved clock hours in excess of the number required for renewal in this part must not apply any extra hours to future renewals. Clock hours used to meet renewal requirements for one five-year renewal cycle must not be applied toward future five-year renewal cycles.

Subp. 3. **Responsibility of applicant.** The applicant is individually responsible for beginning the necessary work of the local relicensure committee in renewing the applicant's license. The applicant must forward to the personnel licensing section the completed form endorsed by the committee. Beginning and completing the process are the responsibility of the license holder and not of the committee.

3517.7100 PREAPPROVAL OF ACTIVITIES FOR LICENSE RENEWAL.

All continuing education activities (clock hours) required for renewal of the regular secondary five-year vocational license must be preapproved by the local vocational relicensure committee in the district, center, or nonpublic school. Activities may be preapproved either through individual request or by a blanket preapproval process. Renewal activities are subject to review by the personnel licensing section to ensure compliance with this chapter. The form requesting preapproval must include learning objectives stating new competencies to be

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developed by participating in the activity. The local guidelines must include a procedure for emergency preapproval and final approval during periods when the committee is not regularly meeting.

3517.7200 TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL.

Subpart 1. **Clock hours.** The required 108 clock hours of continuing education activities taken within the five-year period must be relevant to the category of practice to be renewed.

Subp. 2. **Categories.** The 108 clock hours must include activities from two or more of the clock hour activity categories in subpart 4.

Subp. 3. **Relicensure in several categories of practice.** An applicant applying for relicensure in more than one category of practice shall earn renewal clock hours in at least two activity categories with a part of the total 108 clock hours earned in each category of practice for which relicensure is sought.

Subp. 4. **Allocation of clock hours.** The 108 clock hours must be earned from among the following categories and must be allocated as follows:

A. Upgrading occupational experience, as defined in parts 3517.4000 to 3517.4200, that is preapproved by the committee and relevant to the category of practice must be rated up to one clock hour for every four hours of work. Occupational experience must not be given blanket preapproval, and repeated employment must be evaluated in terms of new competencies to be developed as a result of the activity.

B. Credit courses in the category of practice or relevant education courses must be rated at 12 clock hours for every quarter credit earned.

C. Conferences, institutes, or seminars in business and industry or AVTI courses in the occupation taught must be rated by the local vocational relicensure committee up to one clock hour for each hour of participation, according to the

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local guidelines established under part 3517.8400.

D. Educational workshops or continuing education in the category of practice in which the applicant wants to be relicensed must be rated by the local vocational relicensure committee up to one clock hour for each hour of participation, according to the local guidelines established under part 3517.8400.

E. Leaves, as defined in part 3517.0100, subpart 30, that update competencies relevant to the category of practice and are taken in agencies, businesses, or industries must be rated on a clock hour basis. A maximum of 60 clock hours may be credited toward the required 108 clock hours.

F. Regional, statewide, or national curriculum design activities are rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to standards in part 3517.7200, subpart 4, item H, and the local guidelines established under part 3517.8400. Local curriculum development must not be used for continuing education activity.

G. Service as a voting member of a vocational education occupational advisory committee other than the advisory committee for one's own program must be rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to the local guidelines established under part 3517.8400.

H. Organized technical research leading to the development of new or updated competencies in the category of practice (for example, research producing new knowledge preparatory to writing a related technical article, developing related curriculum, teaching a related specialized adult class, or producing a related technical invention) must be rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to the local guidelines established under part 3517.8400. Notwithstanding local guidelines, a maximum of 20 clock hours may be credited toward the 108 clock hours each five years. Clock hours must not be granted for the postresearch process of writing, teaching, or

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producing. A copy of the specified preapproval document must be attached to the renewel application when it is submitted to the personnel licensing section.

I. Service on a state evaluation team appointed by the secondary vocational evaluation specialist for vocational programs must be rated on a clock hour basis. An individual evaluation must be rated at a maximum of eight clock hours per day of evaluation. A maximum of 16 clock hours may be credited toward the 108 clock hours each five years.

3517.7300 REEVALUATION PROCEDURE.

If continuing education activities are first disapproved by the local vocational relicensure committee, the decision may be reevaluated under appeal procedures in parts 8700.2200 and 8700.2500. The reevaluation must be done by the local vocational relicensure committee, and then by the Board of Teaching, whose decision is final.

LOCAL VOCATIONAL RELICENSURE COMMITTEES

3517.8000 FORMATION OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.

Subpart 1. **Voting.** A person is eligible to vote in elections for the local vocational relicensure committee if the person holds a valid regular five-year secondary vocational license or a valid secondary vocational license on a sequence preparatory to obtaining a regular five-year secondary vocational license in a school district, approved vocational or cooperative center, or nonpublic school. Local vocational administrators and supervisors are not eligible to vote unless also practicing on a nonadministrative, nonsupervisory secondary vocational license.

Four members constitute a quorum. A majority vote of those voting members in attendance is enough to take action.

Subp. 2. **Members.** At the first election two eligible personnel members and one resident member shall be elected for one-year terms. In this part and part 3517.8100, "personnel member" means a person practicing on a valid secondary vocational license in the district, vocational or cooperative

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center, or nonpublic school, and "resident member" means a resident of the geographic area serviced by the district, vocational or cooperative center, or nonpublic school. After that members of the local relicensure committee shall serve two-year terms. Terms begin on September 1 of the year of election.

Subp. 3. **Selection procedure.** The eligible voters shall meet to choose an organizational format from among options in part 3517.8100. The selection procedure must be supervised by an eligible voting member or the chair of the local continuing education committee established under Minnesota Statutes, section 125.185, subdivision 4.

3517.8100 STRUCTURE OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.

Subp. 1. **Mandatory application of committee options.** Districts, centers, or nonpublic schools employing fewer than five eligible practicing vocational personnel members shall organize under subpart 4 or 5 (option C or D). Districts, centers, or nonpublic schools employing more than four but fewer than nine eligible practicing vocational personnel members shall organize under subpart 2, 3, 4, or 5 (option A, B, C, or D). Districts, centers, or nonpublic schools employing more than eight eligible practicing vocational personnel members shall organize under subpart 2, 3, or 4 (option A, B, or C).

Subp. 2. **Option A: existing committee with replacements.** The existing local continuing education committee may be used except that five eligible voters practicing on a valid secondary vocational license shall replace the teaching faculty members of the existing committee whenever applications for vocational relicensure are considered. The five teaching faculty replacements must be elected by secret ballot of the eligible voting vocational personnel of the district, center, or nonpublic school.

Subp. 3. **Option B: separate committee.** A local vocational relicensure committee separate from the existing local continuing education committee may be formed. The

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committee must include:

A. Five eligible voting personnel members elected by secret ballot of the eligible voting staff in the district, center, or nonpublic schools.

B. One authorized local vocational administrator or supervisor practicing on a valid vocational administrator's or supervisor's license in the district or center and elected by the licensed, practicing vocational administrators and supervisors of the district or center. In districts with no vocational administrator or supervisor, one licensed practicing administrator must be elected by the licensed practicing administrators in that district. In nonpublic schools, one local vocational administrator must be elected by the local vocational administrators of the nonpublic schools.

C. One resident member named by the local school board or the governing board or chief executive officer of the nonpublic school. The resident must not be an employee of the district, center, or nonpublic school. School board and governing board members are not employees of the district, center, or nonpublic school.

Subp. 4. **Option C: joint operation.** Secondary vocational personnel in two or more districts, centers, or nonpublic schools near one another may jointly run the local committee under subpart 2 or 3. The joint operation must be ratified by a majority of the eligible voting personnel casting a vote in the decision within each district, center, or nonpublic school.

Subp. 5. **Option D: existing committee, no change.** The existing nonvocational local continuing education committee may be used with no change in membership.

3517.8200 LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION.

The local vocational relicensure committee has jurisdiction over renewal procedures for regular secondary five-year vocational licenses, under parts 3517.7000 to 3517.7300, for the entire district, vocational or cooperative center, or nonpublic school service area in which it is to operate.

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3517.8300 AFFILIATION WITH LOCAL VOCATIONAL RELICENSURE COMMITTEE.

Subpart 1. **Applicants subject to committee.** The following applicants are subject to the local vocational relicensure committee:

A. Full-time and part-time vocational personnel (except authorized local vocational administrators and supervisors) holding valid regular five-year secondary vocational licenses in the district, vocational or cooperative center, or nonpublic school shall affiliate with the local vocational relicensure committee in the district, vocational or cooperative center, or nonpublic school in which they are employed.

B. Except under items C, D, and E, full-time and part-time secondary vocational personnel (other than authorized local vocational administrators and supervisors) not employed at the time of application for relicensure shall affiliate with the local vocational relicensure committee in the district, center, or nonpublic school in which they were last employed or in the school district where the applicant resides.

C. Full-time and part-time secondary vocational personnel (except authorized local vocational administrators and supervisors) never employed by a district, center, or nonpublic school shall affiliate with a Minnesota vocational relicensure committee, preferably a committee servicing the geographic area where the applicant resides.

D. A person residing in a state other than Minnesota who is unable to affiliate with a Minnesota local vocational relicensure committee for renewal of the continuing license may apply to the personnel licensing section for a two-year license. When the applicant verifies completion within the prior five years of 108 clock hours of continuing education activities in part 3517.7200, subpart 4, the section shall issue a two-year relicensure. To get further two-year relicensures, the applicant must verify completion of at least six clock hours

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of relevant continuing education activities designed to maintain currency in the field.

E. Teachers in nonpublic schools with secondary vocational licenses may arrange to have clock hours granted by the district or center of residence if the employing school does not establish a local vocational relicensure committee.

Subp. 2. **Applicants not subject to committee.** The following applicants are not subject to a local vocational relicensure committee:

A. local vocational administrators and supervisors;

B. personnel currently holding a one- or two-year vocational license or renewal; and

C. personnel currently holding limited licenses, such as part-time resource specialists, substitutes, or limited license holders.

3517.8400 DUTIES OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.

The local vocational relicensure committee shall:

A. Hold an organizational meeting no later than the last day of September.

B. Set rules for its own operation, establish election procedures, a method of filling vacancies, and a system of recordkeeping and reporting. Records must be kept safe from loss and kept on file as long as the license to which they pertain is in effect.

C. Establish the written guidelines necessary to carry out its duties. The guidelines must not conflict with this chapter.

D. Determine the number of clock hours to be granted for experiences according to the maximum clock hour allocations in part 3517.7200, subpart 4.

E. Act upon requests for preapproval of clock hours and grant clock hours after participation in the approved activity.

F. Act, within a reasonable time, upon requests for recommendation for renewal of the vocational license by

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determining whether the applicant has met the requirements in parts 3517.7000 to 3517.7300.

G. Endorse the application for renewal of the vocational license of each qualified applicant as verified by the signature of the chair on the renewal application. The secretary shall cosign the application of the chair.

H. When appropriate, and when acting upon the advice of the vocational teaching staff, make recommendations to district vocational administrators responsible for in-service activities.

I. Forward to the personnel licensing section verification of the membership of the local vocational relicensure committee by November 1 of each year.

J. Forward to the section a copy of the written guidelines. Guidelines must be forwarded at least every five years and whenever significant changes in content are made.

K. Hold an annual open hearing to allow the teachers in each district, center, or nonpublic school to review the guidelines established by the local vocational relicensure committee.

L. Provide those services and reports that may be required regarding continuing education for licensure.

3517.8500 RENEWED FIVE-YEAR VOCATIONAL LICENSES FOR ADMINISTRATORS AND SUPERVISORS.

Subpart 1. **Issuance.** A vocational administrative or supervisory staff member holding a valid regular five-year secondary vocational license is eligible for a renewed regular five-year vocational license after meeting the requirements in items A and B. The requirements must be met during the five-year period immediately before the date on which the requested renewal is effective:

A. The applicant has completed 115 clock hours of approved administrative or supervisory vocational continuing education activity and evidence of completion is provided to the personnel licensing section.

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B. The applicant has completed 85 additional hours of individual professional development activity related to vocational administration or supervision and a record of completion is provided to the central office of the employing school district or agency.

Subp. 2. **Reactivation of lapsed regular five-year secondary administrative or supervisory vocational license.** An applicant is eligible for a five-year continuing license upon providing evidence of having completed 115 clock hours of approved administrative or supervisory continuing education activity and 85 hours of individual professional development activity as specified in subpart 1 during the five-year period immediately before the renewed five-year continuing license is effective.

An applicant is eligible for a two-year nonrenewable continuing license upon providing evidence of having been offered a position contingent upon holding a valid license, and demonstrating that there is not enough time to complete 115 clock hours of approved administrative or supervisory continuing education activity and 85 hours of individual professional development activity as set forth in subpart 1. Upon expiration of the two-year, nonrenewable continuing license, an applicant must qualify for a regular five-year continuing license according to subpart 1.

3517.8600 CONTINUING EDUCATION FOR DIRECTORS AND SUPERVISORS.

Subpart 1. **Requirement for approval.** The initiator of a vocational administrative or supervisory continuing education program for relicensure of secondary directors and supervisors shall get approval from the personnel licensing section for the program and the clock hours to be earned in the program. The initiator of the vocational administrative or supervisory continuing education program shall get approval of the program before participants may be registered. Vocational administrative or supervisory continuing education programs may be approved for a period up to, but not more than, two years.

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Subp. 2. **Approval procedure.** The procedure for getting approval is as follows:

A. The initiator of a vocational administrative or supervisory continuing education program shall forward a proposal of the program to the personnel licensing section for review.

B. Each vocational administrative or supervisory continuing education program shall consist of at least three clock hours. Each vocational administrative or supervisory continuing education program proposal shall contain the following information:

(1) a description of planning activities including a list of names, addresses, and positions of those involved in planning;

(2) a description of the client group or groups for whom the program is designed;

(3) a statement of program goals that relates goals to client needs;

(4) a statement concerning any prerequisite education or experience required for admission to the program;

(5) a description of the proposed vocational administrative or supervisory continuing education program that includes a statement of expected learning outcomes; a description of program components designed to develop specified learning outcomes; and the means by which achievement of specified learning outcomes will be determined for each program participant;

(6) statements indicating the number of clock hours requested for the proposed program, length of time for which approval is being requested, and the number of times that the program is proposed to be offered during the approval period; and

(7) evidence that qualified staff have been assigned to the program and that other resources necessary to the program have been allocated.

C. A vocational administrative or supervisory

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continuing education program shall be approved by the personnel licensing section if it meets the requirements in subpart 4.

Subp. 3. **Initiator's duties.** The program initiator is responsible for the following duties:

A. developing proposals for vocational administrative or supervisory continuing education programs in areas of study that have been identified, in cooperation with licensed vocational administrators and supervisors practicing in Minnesota school districts;

B. forwarding vocational administrative or supervisory continuing education program proposals to the personnel licensing section for review;

C. conducting the vocational administrative or supervisory continuing education program;

D. maintaining communication with the section on the status of all approved vocational administrative or supervisory continuing education programs offered; and

E. providing each participant with an attendance certificate indicating the number of clock hours earned.

The initiator of a vocational administrative or supervisory continuing education program may use resources from professional associations, governmental agencies, and the private business sector in conducting the program.

Subp. 4. **Requirements for admission to programs.** Admission to all approved vocational administrative or supervisory continuing education programs shall be open to any licensed Minnesota vocational administrators or supervisors who meet the educational and experience requirements for admission in the particular continuing education program.

Subp. 5. **Distribution.** The department shall distribute lists of known approved vocational administrative and supervisory continuing education programs at least twice annually.

PROGRAMS FOR TEACHER EDUCATION

3517.9000 WHAT PROGRAMS NEED APPROVAL.

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Subpart 1. **Approval by Board of Teaching.** Minnesota institutions approved by the Board of Teaching to prepare persons for secondary vocational teaching licensure shall obtain approval from the board for licensing programs for vocational teacher education.

Subp. 2. **Programs subject to approval.** Approval procedures apply to a licensing program for vocational teacher education if the initiating institution seeks assurance that the program will satisfy requirements for the initial entrance secondary vocational license, or for specific competencies needed for renewal of licenses or endorsements of additional licensure categories. A licensing program may consist of one course, a series of courses, or a complete degree program.

3517.9100 APPROVAL PROCEDURE.

Subpart 1. **Program description.** Each approved Minnesota institution shall send a description of each licensing program for secondary vocational teacher education from the administrator of the defined administrative and instructional unit of that institution to the Board of Teaching for approval. The board shall route the description according to the agreement for providing services between the State Department of Education and the Board of Teaching.

Subp. 2. **Board of Teaching decision.** Based on appraisal of the description and the evaluation report of the auditors, the board shall:

A. grant initial approval under subpart 3, and part 3517.9200;

B. grant conditional approval under part 3517.9300;

C. grant continuing approval under part 3517.9600, subpart 3;

D. revoke or suspend approval under part 3517.9400; or

E. disapprove the program under part 3517.9500.

Subp. 3. **Criteria for initial approval.** A program that meets the following criteria shall be approved to prepare

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vocational teachers. The program description must:

A. Include a statement that verifies the institution's commitment to the program.

B. Describe the institution's organization and procedure for carrying out the program.

C. Describe the role for which persons who enroll in the program are being prepared.

D. List the specific knowledge, skills, and understandings to be achieved by persons completing the program.

E. Provide evidence that the program meets the licensure requirements for the particular licensure field and level for which it is designed, as set forth in the corresponding part.

F. Describe specifically the plans for assessing the performance of each person verified as having successfully completed the program.

G. Provide evidence that the necessary faculty and physical resources are allocated to implement and maintain the program. Faculty who teach professional vocational education courses must be certificated as vocational teacher educators according to the requirements of the Joint Council for Vocational Teacher Educators.

H. Verify that the following persons or groups have participated in the development of the program:

(1) licensed, practicing vocational teachers;

(2) vocational administrators;

(3) institutional advisory council;

(4) joint council of vocational teacher educators;

(5) college departments that may be involved with the program;

(6) interested citizens; and

(7) appropriate secondary vocational program specialists.

I. Describe the procedures to establish and maintain an internal process for systematic evaluation of the vocational teacher education licensing program.

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J. Contain, when the licensure rule requires, a student teaching or internship component and a statement that verifies that those experiences are planned, supervised, and evaluated in the category of practice in which the program students will seek their vocational teaching licenses.

3517.9200 VARIATIONS IN CURRICULAR DESIGN.

Institutions offering approved licensing programs in secondary vocational teacher education may organize the required content in different ways. Programs must be approved if program components:

A. meet the criteria in part 3517.9100, subpart 3, items A to J; and

B. are designed to provide persons completing the program with the knowledge, skills, and understandings enumerated in the program description.

3517.9300 CONDITIONAL APPROVAL.

When granting conditional approval to licensing programs in vocational teacher education, the Board of Teaching shall state conditions and set times for meeting them. The board shall reconsider the status of the secondary vocational teacher education licensing program when the executive secretary of the board verifies that the stated conditions have been met. If stated conditions are not met within the set times, conditional approval shall be withdrawn.

3517.9400 REVOCATION OR SUSPENSION OF APPROVAL.

Subpart 1. **Revision of program.** When an institution revises an approved licensing program in vocational teacher education, the administrator of the administrative and instructional unit of the institution shall send the executive secretary of the Board of Teaching a written description of the revision.

Subp. 2. **Audit.** An audit, which need not include an on-site visit, must be made to verify that the revised approved vocational teacher education licensing program still complies

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with parts 3517.9000 to 3517.9200.

Subp. 3. **Revocation or suspension.** The Board of Teaching shall revoke or suspend the approval of a licensing program in vocational teacher education if it determines that, as revised, the program no longer meets the criteria for approval in part 3517.9100, subpart 3, items A to J.

Subp. 4. **Termination date.** The board shall set a date when program approval will be terminated if the program does not comply with approval criteria in part 3517.9100, subpart 3, items A to J.

3517.9500 DISAPPROVAL.

When a program description fails to meet the criteria for approval in part 3517.9100, subpart 3, items A to J on the first application for approval, the Board of Teaching shall disapprove the program and shall state specific reasons for the disapproval.

3517.9600 EVALUATION PROCEDURE AND SUBSEQUENT AUDITS.

Subpart 1. **Evaluation procedure.** Licensing programs in secondary vocational teacher education for which approval is requested must be evaluated for first approval and audited for continued approval according to this part.

Subp. 2. **First approval.** When an approved Minnesota institution submits a program description to the Board of Teaching for first approval, the board staff, or persons designated as auditors by the board staff, may visit the institution to verify the program description, if necessary.

Subp. 3. **Continuing approval.** During the operation of an approved program, the Board of Teaching may arrange an audit visit in consultation with the institution to verify that the program complies with parts 3517.9000 to 3517.9200. Auditors shall report their findings to the executive secretary of the board and to the institution. The board's staff, or persons designated as auditors by the board staff, in consultation with the institution, shall make audit visits on a five-year cycle to verify program descriptions and to make a recommendation regarding initial or continuing approval of each program.

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Expenses of auditors must be reimbursed.

3517.9700 REEVALUATION PROCEDURE.

Decisions on the status of licensing programs in vocational teacher education made by the Board of Teaching according to part 3517.9000, subpart 2, may be reevaluated by the board, whose decision is final.

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STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

JUN 8 1987

Joan Anderson Growe
Secretary of State

2:32 PM

APPROVED AS TO FORM AND LEGALITY

6/2 1987

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY _____
ASSISTANT ATTORNEY GENERAL

State Board of Education

Proposed Rules Relating to Education; Secondary Vocational Licenses; Comprehensive Changes

Rules as Proposed (all new material)

3517.0010 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to this chapter.

Subp. 2. **Accredited out-of-state institution.** "Accredited out-of-state institution" means a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 3. **Approved Minnesota institution.** "Approved Minnesota institution" means a Minnesota institution approved by the Board of Teaching under part 8700.7600 to prepare persons for teacher licensure.

Subp. 4. **AVTI.** "AVTI" means area vocational-technical institute.

Subp. 5. **Board.** "Board" means the State Board of Education, except where a different board is named or in parts 3517.9000 to 3517.9700 where it means the Board of Teaching.

Subp. 6. **Category of practice.** "Category of practice" for secondary vocational licensure means an assignment, program, or a component of a program for which licensure is required by this chapter.

Subp. 7. **Clock hour.** "Clock hour" means 60 minutes of actual instruction or supervised group activities.

Subp. 8. **Clock hours for administrative and supervisory personnel.** For renewal of five-year vocational administrative and supervisory licenses, "clock hours for administrative and supervisory personnel" means clock hours accumulated from

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approved Minnesota programs in administrative or supervisory continuing education. Hours devoted to individual professional development activity for renewal of five-year administrative and supervisory licenses are not counted as clock hours.

Subp. 9. **Commissioner.** "Commissioner" means the commissioner of education.

Subp. 10. **Course.** "Course" means for the purpose of licensing for vocational staff, a planned, separate unit of instruction in a subject area.

Subp. 11. **Credit.** "Credit" means a quarter college credit from an accredited college. Unless otherwise stated in this chapter, one quarter credit equals 12 clock hours.

Subp. 12. **DD Form 214.** "DD Form 214" means the form verifying separation from military service obtained from the separating authority upon release from active service.

Subp. 13. **Degree.** Unless otherwise stated, "degree" means a four-year baccalaureate degree from a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 14. **Department.** "Department" means the State Department of Education.

Supb. 15. **Dictionary of Occupational Titles.** "Dictionary of Occupational Titles" is published by the Employment and Training Administration of the United States Department of Labor. The fourth edition was published in 1977. The fourth edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The book is available in the Minneapolis public library and in local public libraries throughout the state. It is not subject to frequent change.

Subp. 16. **Director.** "Director" means a local vocational administrator and includes assistant directors.

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Subp. 17. **Directory of the American Association of State Colleges of Agriculture and Renewable Resources.** "Directory of the American Association of State Colleges of Agriculture and Renewable Resources" identifies the state colleges of agriculture and renewable resources in the United States which are not a part of the National Association of State Universities and Land Grant Colleges. The directory is incorporated by reference. The directory is available at the State Law Library. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The directory is subject to frequent change.

Subp. 18. **Education degree.** "Education degree" means a baccalaureate or higher degree from an accredited college or university in an educational field with at least 27 quarter credits in professional education courses and including at least six quarter credits of student teaching.

Subp. 19. **Electromechanical technology.** "Electromechanical technology" means design, service, and repair of any equipment that includes both electrical-electronic controls and mechanical, hydraulic, or pneumatic operating systems, such as automated production equipment, robots, and computer peripherals.

Subp. 20. **Emphasis area.** "Emphasis area" means the position titles or duties that are most directly related to the occupation in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 21. **Endorsement.** "Endorsement" means a change in an applicant's existing license that allows the person to function in an additional category of practice or in a different time allotment such as part-time, full-time, or substitute.

Subp. 22. **Equivalent.** "Equivalent," in relation to educational or technical training requirements, means equal in content as verified by a written statement provided to the personnel licensing section by staff:

A. from the department;

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B. from the corresponding department chair from an institution accredited to provide education or training in the area stated as a licensure requirement; or

C. from the vocational service coordinator named by an approved Minnesota institution approved to offer a licensing program for vocational teacher education.

Subp. 23. **Full-time educational service.** "Full-time educational service" means, for the purpose of evaluating educational service, 1,080 hours annually.

Subp. 24. **Full-time occupational service.** "Full-time occupational service" means, for the purpose of evaluating occupational service, 2,000 hours annually (for example, eight hours daily, five days per week, 50 weeks per year).

Subp. 25. **Hardship.** "Hardship" has the meaning given in part 3517.6200, subpart 2.

Subp. 26. **Home economics program designee.** "Home economics program designee" means, for consumer and homemaking and service occupations licensure, the individual from an approved teacher education institution who is designated by the state program specialist to verify that requirements for approved courses or technical credits have been met.

Subp. 27. **Human relations program.** "Human relations program" means a program approved by the Board of Teaching that is designed to meet the human relations requirements under part 3517.3500 for licensure of Minnesota educational personnel.

Subp. 28. **Initiator.** "Initiator" means the individual, agency, or institution that designs and conducts programs for continuing education of vocational administrative and supervisory personnel according to part 3517.8600.

Subp. 29. **Lapsed license.** "Lapsed license" means a Minnesota vocational license expired for at least one fiscal year (July 1 to June 30).

Subp. 30. **Leave.** "Leave" means a preplanned experience relevant to the area of licensure being sought. A leave consists of a structured experience, including a written educational objective, taken in an agency, business, or

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industry, exclusive of the applicant's current educational employment.

Subp. 31. **Licensing program for vocational teacher education.** "Licensing program for vocational teacher education" means a course or courses in vocational education offered at an approved Minnesota institution.

Subp. 32. **Local vocational administrator or administrator.** "Local vocational administrator" or "administrator" means the licensed vocational administrator who has the major responsibility for duties including budget, curriculum, and supervision in vocational education at the secondary level for a district, center, or area vocational-technical institute. The superintendent is the authorized local administrator in the absence of a licensed vocational administrator. For licensure of vocational staff serving in a nonpublic school, the chief executive officer of the nonpublic school or a designee may be authorized by the commissioner to recommend licensure.

For staff serving in Minnesota correctional institutions, an individual authorized by the Department of Corrections may be authorized by the commissioner to recommend licensure.

For staff serving in Minnesota community colleges, the dean of instruction or a designee may be authorized by the commissioner to recommend licensure.

Subp. 33. **Local vocational supervisor.** "Local vocational supervisor" means the vocationally licensed supervisor who has the most responsibility to develop and supervise local vocational programs in a vocational discipline or to supervise the special needs area at the secondary level for a district or center, as assigned by the local vocational administrator.

Subp. 34. **National Ag Occupations Competency Study.** "National Ag Occupations Competency Study" means a publication with the formal title "Identifying and Validating Essential Competencies Needed for Entry and Advancement in Major Agriculture and Agribusiness Occupations." It is incorporated by reference to the extent it is referred to in this chapter.

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The study is by David R. McClay and is dated May 16, 1978. It is published by the United States Department of Health and Human Services, Office of Education, Occupational and Adult Education Branch, and is for sale by the Superintendent of Documents, United States Government Printing Office, Washington, DC 20402. It is available for inspection at the Department of Education, Secondary Vocational Section, 637 Capitol Square Building, 550 Cedar Street, Saint Paul, Minnesota 55101, and at the Government Documents Section, Room 409, Wilson Library, University of Minnesota, 309 19th Avenue South, Minneapolis, Minnesota 55454. It is available at local public libraries through interlibrary loan. It is not subject to frequent change.

Subp. 35. **Occupational experience.** "Occupational experience" has the meaning given in part 3517.4000.

Subp. 36. **Occupational Outlook Handbook.** "Occupational Outlook Handbook" is published by the United States Department of Labor, Bureau of Labor Statistics, Bulletin 2250. The latest edition was published in April 1986. The latest edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The handbook is available in public libraries throughout the state. It is subject to frequent change.

Subp. 37. **Personnel licensing section.** "Personnel licensing section" means the personnel licensing section of the State Department of Education.

Subp. 38. **Regular five-year vocational license.** "Regular five-year vocational license" means a five-year continuing license that is subject to continuing education requirements for renewal, in contrast to five-year vocational licenses that are issued to part-time adult extension staff, which are not subject to continuing education requirements.

Subp. 39. **Related areas.** "Related areas" refers to position titles or duties that are associated with a category of practice, but are indirectly related to occupations in which the secondary students will be employed. This term refers to the

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occupational experience requirement within a category of practice.

Subp. 40. **Secondary vocational staff assignment report.** "Secondary vocational staff assignment report" means form #ED00375 that verifies from local districts that an assigned staff person is eligible for aid.

Subp. 41. **Secondary vocational teacher education core.** "Secondary vocational teacher education core" means the following six courses included in the teacher education sequence and offered through an approved Minnesota institution: introduction to vocational teaching, vocational methods, vocational course construction, vocational tests and measurements, philosophy of vocational education, and the teaching internship.

Subp. 42. **Secondary vocational teacher education sequence.** "Secondary vocational teacher education sequence" means the sequence and time frame for completion of the secondary vocational teacher education core and the human relations requirement given in parts 3517.3250 to 3517.3350.

Subp. 43. **Short-term need for a teacher-substitute.** "Short-term need for a teacher-substitute" means a period in which the maximum substitute assignment does not exceed 30 consecutive working days in one assignment or an annual total of 270 hours which is one-fourth of full-time employment as a substitute.

Subp. 44. **Teacher educator.** "Teacher educator" means a faculty member who teaches professional vocational courses and is certified as a vocational teacher educator according to the requirements of the Joint Council for Vocational Teacher Educators.

Subp. 45. **Vocational education degree.** "Vocational education degree" means a baccalaureate or higher degree with a major in agriculture education, business education, home economics education, marketing education, industrial or industrial arts education, or vocational education. The degree must include the courses in the secondary vocational teacher

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education core and must meet all other requirements in the definition of "education degree" in subpart 18.

Subp. 46. **Vocational or cooperative center.** "Vocational or cooperative center" means a vocational or cooperative center approved by the State Board of Education.

Subp. 47. **Vocational program areas.** "Vocational program areas" means the occupational areas of agriculture, business occupations, health occupations, home economics/service occupations, marketing, and trade and industrial occupations.

WHO MUST BE LICENSED

3517.0020 HOW THIS CHAPTER APPLIES.

This chapter governs the procedure for licensure, as well as the duties, and the educational, technical, and occupational experience requirements for secondary vocational instructional, supportive, and administrative personnel who are required to be licensed by the State Board of Education. When this chapter conflicts with chapter 3515, this chapter governs for secondary vocational personnel.

Parts 3517.0040 to 3517.0080 set out duties that cause a person to need a license issued under this chapter.

Parts 3517.0082 to 3517.0090 set out the process of applying for a license.

Parts 3517.0100 to 3517.2140 set out the educational, technical, and occupational requirements that a person must meet to be licensed in a particular category of practice.

Parts 3517.3000 to 3517.3650 give more information about general education requirements, including the vocational teacher education sequence. Those parts set out the different types and amounts of education requirements for the different entrance licenses and renewals, regular five-year licenses, and reactivations of lapsed licenses.

Parts 3517.4000 to 3517.4200 set out the different ways of satisfying occupational experience requirements.

Parts 3517.6000 to 3517.6500 set out the conditions under which a person may be granted a part-time resource specialist

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license, limited license, substitute license, or letter of approval.

Parts 3517.7000 to 3517.7300 set out the requirements for renewals of nonadministrative, nonsupervisory five-year licenses.

Parts 3517.8000 to 3517.8400 govern the work of local vocational relicensure committees.

Parts 3517.8500 and 3517.8600 set out the requirements for renewals of administrative and supervisory licenses.

Parts 3517.9000 to 3517.9700 govern the approval of programs for teacher education.

3517.0030 LIMITS ON VALIDITY OF LICENSE.

Except where alternative licenses are named in parts 3517.0100 to 3517.2140, licenses issued under this chapter are valid only in the corresponding vocational category of practice.

3517.0040 SECONDARY VOCATIONAL TEACHERS.

A person holding a position as a secondary vocational teacher must be licensed under this chapter. Teachers are responsible for:

A. developing, teaching, and evaluating instruction in areas assigned, including programs involving simulation and laboratory activities;

B. facility and resource management;

C. forming and using a vocational advisory committee;

D. relevant school-community relations;

E. vocational student organizations;

F. student vocational and occupational guidance and evaluation in development of skills meeting vocational objectives in part 3505.2500, items A to C, and required for proficiency in the identified area of employment; and

G. personal professional and technical development.

3517.0050 SECONDARY VOCATIONAL TEACHER-COORDINATOR.

A person holding a position as a secondary vocational teacher-coordinator must be licensed under the part in this chapter governing the appropriate teacher-coordinator.

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Teacher-coordinators are responsible for:

A. identifying and selecting appropriate training stations and placing students in those stations;

B. student training plans, student training agreements, completing all required state and federal labor law forms, and complying with state and federal labor law rules and regulations;

C. supervising students on the job and communicating with the employer about the student's performance and the objectives of the student's training plan; and

D. activities in part 3517.0040, items A to G.

Parts 3517.0260, 3517.0460, 3517.0620, 3517.0890, 3517.0920, 3517.1120, 3517.1440, 3517.1500, 3517.1520, and 3517.2140 govern licensure of teacher-coordinators in the various vocational program areas and in special needs.

3517.0060 SECONDARY VOCATIONAL SPECIAL NEEDS PERSONNEL.

Subpart 1. **Secondary vocational special needs personnel.** A person holding a position in secondary vocational special needs must meet the requirements in parts 3517.1500 to 3517.1600 for special needs licensure and the general provisions and procedure for licensure of secondary instructional and supportive personnel in parts 3517.0082 to 3517.0090 and 3517.3000 to 3517.7300.

Subp. 2. **Teacher-coordinator for work experience program for disadvantaged.** A person holding a position as a teacher-coordinator for work experience programs for the disadvantaged must be licensed under part 3517.1500. The teacher-coordinator is responsible for:

A. conducting employability seminars;

B. arranging for student placement in preselected jobs and coordinating the students through site visits;

C. developing a training agreement and plan with the student and the employer agreed to by the parent or guardian;

D. providing instruction in safety on the job before and while the student is working at a preselected job;

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E. providing a minimum of skill instruction before and while the student is working at a preselected job;

F. providing the department with evidence necessary to ensure that the special needs program complies with relevant state and federal labor law;

G. coordinating the special needs student's activities in regular courses in which the student is enrolled and serving as an advocate for the student;

H. providing opportunities for students to participate in student organization activities; and

I. participating on an advisory committee related to the special needs programs instructed or coordinated.

Subp. 3. **Teacher-coordinator for work experience program for handicapped.** A person holding a position as a teacher-coordinator for work experience programs for the handicapped must be licensed under part 3517.1520. The teacher-coordinator is responsible for:

A. conducting employability seminars;

B. arranging for student placement in preselected employment or at a training site and coordinating the students through site visits;

C. developing a training agreement and plan with the student and the employer or trainer agreed to by the parent or guardian;

D. teaching safety on the job before and while the student is working at preselected employment or training;

E. providing a minimum of skill instruction before and while the student is working at preselected employment or training;

F. giving the department evidence necessary to ensure that the special needs program operation complies with relevant state and federal labor law;

G. participating in the child study Individual Education Plan (IEP) process;

H. coordinating the special needs student's activities in regular courses in which the student is enrolled

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and serving as an advocate for the student;

I. giving students opportunities to take part in student organization activities; and

J. participating on an advisory committee related to the special needs programs instructed or coordinated.

Subp. 4. **Interpreter for the deaf.** A person holding a position as an interpreter for the deaf must be licensed under part 3517.1540. The interpreter is responsible for:

A. serving as an advocate for the hearing-impaired student enrolled in a vocational training program;

B. interpreting verbal communication to the hearing-impaired student enrolled in a vocational training program;

C. providing reverse interpreter services to the hearing-impaired student; and

D. participating on an advisory committee related to the special needs program in which the person is an interpreter.

Subp. 5. **Support service facilitator.** A person holding a position as a support service facilitator must be licensed under part 3517.1560. The support service facilitator is responsible for:

A. identifying students with special vocational needs;

B. serving as an advocate for the students with special vocational needs by determining the students' vocational special needs, helping students with special vocational needs get into appropriate vocational programs, following the students' progress, and organizing and obtaining the supportive services required by the students;

C. helping the regular vocational teacher in adapting the equipment, curriculum, and employment or training sites to meet the needs of the student with a special vocational need;

D. serving as a link between the student's support personnel and the student's vocational teacher; and

E. participating on the special needs advisory committee.

Subp. 6. **Technical tutor/supplemental support staff.** A

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person holding a position as a technical tutor/supplemental support staff must be licensed under part 3517.1580. The tutor is responsible for the following activities:

A. Providing direct service to the student, under the supervision of a vocationally licensed person, in one or more of the following ways:

(1) providing technical tutoring in a specific vocational skills training program;

(2) providing instruction in related math, reading, or communication skills needed for a specific skills training program; and

(3) administering tests to ascertain the competency level of students. "Administering" does not include test interpretation.

B. Participating on an advisory committee related to the special needs program in which the person is a support staff member or tutor.

Subp. 7. **Vocational evaluator.** A person holding a position as a vocational evaluator must be licensed under part 3517.1600. The evaluator is responsible for:

A. providing prevocational and vocational evaluation to identify each student's vocational training potential and identify vocational training choices or alternatives for the student;

B. identifying the appropriate supportive services that the student may require;

C. assisting the student in understanding the student's educational and employment potential and capabilities;

D. serving as a link between the student and other personnel such as supportive service personnel or teachers;

E. providing follow-up necessary to ensure proper placement; and

F. participating on the special needs advisory committee.

3517.0070 SECONDARY VOCATIONAL SUPPORT PERSONNEL.

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Secondary vocational support personnel must meet the requirements in parts 3517.1700 and 3517.6000 and the general provisions and procedure for licensure of instructional and supportive personnel in parts 3517.3000 to 3517.7300.

3517.0071 SECONDARY CONSULTANTS.

Subpart 1. **Use of consultants.** Unlicensed consultants (specialists, guest speakers, resource personnel) who are recognized authorities in the topics under consideration may be used for special assignments to conduct part of the sessions of a class that is directed by a qualified full-time teacher.

Subp. 2. **Licensure requirement.** A consultant must be licensed as a teacher under this chapter when the consultant provides more than 30 clock hours of service per learning unit, or the consultant will provide services exceeding 60 clock hours per year.

3517.0072 SECONDARY PART-TIME RESOURCE SPECIALISTS.

Subpart 1. **Teaching.** A part-time (less than 270 hours annually) resource specialist may be employed to teach part of a program planned in cooperation with and directed by a qualified full-time teacher.

Subp. 2. **Licensure requirement.** A person holding a position as a part-time resource specialist must be licensed under part 3517.6000 when responsible for performing duties assigned by the qualified full-time teacher in charge of the class.

3517.0073 SECONDARY EMPLOYMENT PLACEMENT SPECIALISTS.

A person holding a position as a secondary employment placement specialist must be licensed under part 3517.1700. The placement specialist is responsible for the following activities in items A to E:

A. Providing job-placement services to a district or a group of districts. Job-placement services:

(1) Include the procedures, practices, and activities that assist identified students in getting a job.

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Emphasis must be on getting a full-time job for the student.

(2) Involve cooperation among the total community, parents, students, and education agencies.

(3) Require consultation and coordination with school pupil personnel services and community services.

B. Providing job development and employer contact.

C. Establishing adequate files on employer, student, and follow-up data.

D. Promoting job openings and maintaining close contact with employers who hire identified students.

E. Providing an organized program of job-seeking skills to the student population.

3517.0080 SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL.

Subpart 1. **Relevant rules.** Secondary administrative and supervisory personnel must meet the educational, technical, and occupational experience requirements in part 3517.0100 or 3517.0120 for each area of licensure sought. They must be licensed under the general provisions for licensure of instructional personnel in this chapter. In case of conflict, however, this part and parts 3517.0100, 3517.0120, 3517.8500, and 3517.8600 govern for secondary administrative and supervisory personnel.

Subp. 2. **Who must be licensed.** A person holding a position as a secondary vocational director or vocational supervisor must be licensed under part 3517.0100 or 3517.0120 if the director or supervisor:

A. devotes more than 50 percent of assigned time to administrative or supervisory duties that require the use of independent judgment;

B. directs other employees or adjusts their grievances on behalf of the employer; and

C. has the authority to recommend the hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees on behalf of the employer.

Subp. 3. **Licenses required.** Secondary local vocational

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program directors must hold Minnesota vocational licenses as secondary local vocational program directors.

Secondary supervisors and nonteaching coordinators or managers must hold Minnesota vocational licenses as secondary supervisors of the program area or special needs area to which assigned or as secondary program directors.

Postsecondary vocational directors or assistant directors assigned responsibility for secondary vocational programs must hold Minnesota vocational licenses as secondary local vocational program directors. For the period of July 1, 1987, to June 30, 1988, persons holding postsecondary vocational director or assistant director licensure and who were assigned verified secondary administrative responsibilities at any time from July 1, 1984, to June 30, 1987, are eligible for an entrance license as a secondary vocational director. To receive the license, they must submit a formal application, verifying their secondary assignment on the Secondary Vocational Staff Assignment Report (ED00375), and pay the processing fee. To renew the entrance license, the person must follow the renewal procedure in part 3517.0100, subpart 7, items A and B, including the peer review.

Subp. 4. **Duties of program director.** A local vocational director may be employed by a school district or a combination of school districts to administer and supervise vocational programs and courses in grades kindergarten to 12 and to perform the following duties:

A. serving in one of the following administrative structures:

(1) an established or developing State Board of Education approved center;

(2) an intermediate district as an administrative coordinator for secondary programs; or

(3) a single school district or a combination of school districts;

B. providing leadership for local planning in vocational education (for example, public and community relations, program planning and development, budgeting,

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procurement, staffing, evaluation, accountability, teacher education, communications, career education, guidance, placement, and follow-up); and

C. managing secondary vocational programs and personnel reimbursed from federal or state vocational funds.

Subp. 5. **Duties of supervisors.** The duties of secondary local vocational supervisors are to:

A. develop, organize, implement, supervise, and promote vocational programs in the assigned vocational discipline or special needs area;

B. evaluate programs and instruction, equipment, facilities, and conditions for effective instruction to all students, including special needs;

C. prepare vocational reports (descriptive and statistical) required by local, state, and federal agencies;

D. recommend the purchase of equipment, supplies, and reference materials to the authorized local vocational administrator;

E. organize and consult with advisory committees in cooperation with vocationally interested individuals, organizations, associations, and companies;

F. provide leadership and encourage the development and improvement of vocational student organizations for all levels of programs assigned;

G. coordinate the assigned vocational programs with other educational programs, including special needs services;

H. provide for preservice and in-service teacher training in cooperation with teacher education institutions, business, and industry;

I. participate in relevant conferences and meetings to maintain currency in the assigned vocational discipline or special needs area;

J. when assigned to do so by the authorized local vocational administrator, direct other employees and adjust grievances on behalf of the employer;

K. when assigned to do so by the authorized local

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vocational administrator, make recommendations to hire, transfer, suspend, promote, discharge, assign, reward, or discipline other employees; and

L. for a special needs supervisor, provide for necessary support services to students with special needs.

FORMS AND APPLICATIONS

3517.0082 FORMS; FEES; EVALUATION; AND VALIDITY.

Subpart 1. **Application forms.** Application forms for secondary vocational licensure are available from local school districts and from the personnel licensing section.

Subp. 2. **Fees.** License fees are set by the Board of Teaching and are nonrefundable except according to the rules of the Board of Teaching, part 8700.0600. For each application for vocational licensure, relicensure, or endorsement, the applicant shall pay the fee set by the Board of Teaching. However, if a vocational renewal and an endorsement are submitted to be reviewed simultaneously, both must be processed on the same fee.

Subp. 3. **Evaluating the credentials.** When an applicant submits credentials for licensure, the personnel licensing section shall evaluate them for compliance with this chapter. The section issues licenses for existing secondary vocational categories of practice.

Subp. 4. **License validity.** A license becomes valid on the date approved by the personnel licensing section. An individual must hold a valid Minnesota license in the corresponding category of practice before receiving payment for services. Requests for corrections of omissions on licenses must be made to the section within a calendar year of the date of issuance. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license to the personnel licensing section immediately for correction. A license must bear the date of issuance. A license expires the specified number of years from the July 1 nearest the date licensure was approved, except as

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provided in part 3517.0090. Renewal applications must be accepted by the personnel licensing section after January 1 of the year of expiration.

3517.0085 REQUIRED SIGNATURES.

Subpart 1. **When signature is not needed.** Except where otherwise stated in subpart 2 and in this chapter, an entrance licensure application accompanied by all required credentials need not be signed by an authorized local vocational administrator to be processed.

Subp. 2. **When signature is required.** Applications for the following licenses must be signed by the authorized local vocational administrator:

A. renewal of a regular entrance license;

B. renewal of a license issued under the vocational teacher education sequence in parts 3517.3000 to 3517.3500;

C. initial or renewed limited license; and

D. initial or renewed substitute or part-time resource specialist license.

A person who applies for renewal of an entrance license or a license issued under the vocational teacher education sequence, and who has not been employed in a Minnesota vocational program during the licensure period, shall contact an approved Minnesota teacher educator in the licensure field or an authorized local vocational administrator for consultation and for signature of the renewal recommendation.

3517.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.

Subpart 1. **Endorsements in areas related to current license.** When an applicant applies for endorsement in an area similar to one in which the applicant is already licensed under this chapter, the section shall give the endorsement the same expiration date as the one on the applicant's existing license, if the applicant has met current licensure requirements to hold full licensure in the endorsed category of practice.

Subp. 2. **Multiple expiration dates.** Under certain conditions, to correlate multiple expiration dates, a licensee

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may apply a year early to renew a category of practice on a five-year vocational continuing license. The licensee may take this step if another similar full-time category on the license is due for renewal, and if the licensee has completed and verified the usual renewal requirements a year early. Except for administrators and supervisors, applicants must have renewal requirements approved and verified by the local vocational relicensure committee.

CATEGORIES OF PRACTICE

SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL

3517.0100 SECONDARY LOCAL VOCATIONAL PROGRAM DIRECTOR.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a secondary local vocational program director must meet the requirements in subparts 2 to 7.

Subp. 2. **Educational criteria.** The applicant must have:

A. a baccalaureate or graduate degree with an education major in one of the vocational program areas or in vocational education, vocational industrial technology education, vocational industrial education, or vocational technical education, or in technical degree areas as specified in the educational criteria for any one of the secondary occupational program areas included in parts 3517.0200 to 3517.1500 or 3517.1800 to 3517.2140;

B. a course in philosophy of vocational education completed before entrance licensure;

C. the human relations program as specified in part 3517.3500; and

D. a valid Minnesota vocational teacher's license to teach at the secondary or postsecondary level in one of the vocational program areas or in secondary vocational work experience programs for the disadvantaged or handicapped.

Subp. 3. **Educational criteria for those with nonvocational or noneducation degrees.** An applicant with a noneducation degree included in subpart 2, item A, or an education degree in a field other than those specified, shall meet the degree

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requirement for licensure as a secondary local vocational program director by verifying that the degree includes or has added to it at least three credits in each of the following courses:

A. vocational methods;

B. vocational course construction;

C. vocational tests and measurements;

D. philosophy of vocational education;

E. coordination techniques for cooperative education;

F. introduction to vocational administration;

G. course dealing with special needs students in vocational education;

H. course in supervision techniques for one of the vocational program areas or supervision in business or industry;

I. use of computers in education; and

J. one additional course in vocational education.

Subp. 4. **Technical coursework or competency.** The applicant must also satisfy the following technical requirements:

A. The applicant must have proficiency in the Minnesota education system, and in three of the following six competency areas, gained before entrance licensure: school finance, public relations, communications, school law, leadership and personnel management, and program planning and development.

B. The applicant must demonstrate proficiency in the Minnesota educational system by submitting verification of three years of experience in vocational education in Minnesota in one or more of the following vocational education capacities: vocational teaching, vocational supervision, or vocational administration. Two of those three years must have been spent in teaching, licensed as a vocational teacher, as a vocationally licensed postsecondary related subjects teacher, or as a vocationally licensed secondary teacher-coordinator of work experience programs for disadvantaged or handicapped.

An applicant whose educational experience is not in a Minnesota educational system must complete in addition a

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workshop or course designed to orient the applicant to the Minnesota educational system prior to entrance licensure.

The content of the required workshop or course must be determined based on the applicant's familiarity with educational administration in Minnesota and the applicant's background relative to previous work experience and training.

The state manager of secondary vocational education shall structure and direct a workshop designed to meet the individual needs of the applicant and address the following areas: vocational funding, secondary education funding, Minnesota school law, cooperative center structure, vocational education in secondary schools, AVTI system, and vocational education state administration at all levels.

C. The applicant must demonstrate proficiency in the chosen competency areas by satisfying one of the following criteria:

(1) successful practical experience in the appropriate competency area within a public or private educational system, as verified by the employer;

(2) successful practical experience in the appropriate competency area within a noneducational setting, as verified by the employer;

(3) successful completion of a workshop in the appropriate competency area, as approved by the secondary vocational education section; or

(4) successful completion of a college course or courses in the appropriate competency area.

Subp. 5. **Occupational experience criteria.** The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200. One hundred percent of the experience must be in emphasis or related areas specified for one or more of the occupational programs in parts 3517.0200 to 3517.1440 or 3517.1800 to 3517.2140.

Subp. 6. **Validity.** A license under this part is valid to permit the licensee to serve as:

A. a secondary local vocational program director; or

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B. a secondary vocational program supervisor or secondary supervisor of special needs services.

Subp. 7. **Renewal for first five-year licensure.** To renew a license under this part, a licensed person must take these steps:

A. An individual holding an entrance license as a director of local secondary vocational programs is eligible to apply for additional two-year entrance licenses when employment has not been obtained as a local vocational director. An application for a repeated two-year entrance license or the first five-year continuing license must be signed by the local program director's authorized local vocational administrator or supervising superintendent.

B. The renewal procedure to gain the first five-year continuing license must include a review by a team of peers at the end of the applicant's first year of licensed service as a director. The peer review must produce a plan for the applicant to complete the competency requirements in subpart 4 during the second year of licensed service as a director. The competency plan must become a part of the applicant's permanent licensure file. If the first year of licensed service as a director does not occur until the second year of the entrance license, the team of peers may recommend a one-year renewal to allow time for the applicant to complete the competency requirements. Renewal for the first five-year continuing license requires demonstration of proficiency in all the competency areas listed in subpart 4.

C. Renewal of later five-year continuing licenses requires completion of administrative or supervisory continuing education as specified in parts 3517.8500 to 3517.8600.

3517.0120 SECONDARY VOCATIONAL PROGRAM OR SPECIAL NEEDS SUPERVISOR.

Subpart 1. **Entrance requirements.** An applicant for an entrance license to serve as a secondary vocational program or special needs supervisor must meet the following requirements:

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A. Educational criteria:

(1) A baccalaureate or graduate degree with a major in the corresponding area set forth below:

(a) Supervisor of agriculture occupations: agriculture education.

(b) Supervisor of business occupations: business education or business administration.

(c) Supervisor of health occupations: occupational health area. The supervisor of health must also hold a valid Minnesota license to practice in that field.

(d) Supervisor of home economics and service occupations: home economics education.

(e) Supervisor of marketing occupations: marketing education or marketing or business administration.

(f) Supervisor of special needs: any of the following:

i. education major in a vocational program area or special education;

ii. secondary education major plus Minnesota licensure in a special education field at the secondary level;

iii. educational guidance and counseling; or

iv. vocational rehabilitation.

(g) Supervisor of trade and industrial occupations: industrial education or industrial arts.

(2) A course in philosophy of vocational education, completed before entrance licensure.

(3) The human relations program as specified in part 3517.3500.

(4) Three years of teaching experience in the past five years as a vocationally licensed instructor in one of the approved vocational programs that will be supervised. For special needs supervisor the three years must be as a secondary vocational teacher-coordinator of work experience programs for the handicapped or disadvantaged or support service manager or

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vocational evaluator.

B. Technical coursework or experience: nine credits or 108 clock hours in supervisory or management techniques.

C. Occupational experience criteria: The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200. One hundred percent of the experience must be in occupations in the program area supervised. For special needs supervisor the experience must be in occupations within one or more of the vocational program areas or in human or social services for the disadvantaged or handicapped.

Subp. 2. **Renewal criteria for the first five-year license.** A two-year entrance license under this part shall be renewed only upon the recommendation of the supervisor's authorized local vocational administrator and verification of at least six additional clock hours of upgrading activities related to the supervisory license held. The clock hours must be verified on the applicant's renewal application form by the authorized local vocational administrator. On meeting these renewal requirements the applicant is eligible for the first five-year continuing license.

Renewal of later five-year continuing licenses requires completion of administrative or supervisory continuing education as specified in parts 3517.8500 to 3517.8600.

SECONDARY AGRICULTURE OCCUPATIONS

3517.0200 SECONDARY ANIMAL CARE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of animal care occupations in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in agriculture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of

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Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework as included in the baccalaureate degree.

C. Occupational experience criteria:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of experience must be in the emphasis areas.

(3) Emphasis areas are the breeding, care, and selection of laboratory, companion, recreational, pleasure, or commercial animals.

(4) Related areas are the agriculture occupations listed in the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains; laborer; mill maintenance worker; citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person, or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park

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aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire suppression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for this license need not be paid, if the unpaid experience is verified by an affidavit signed by both:

(a) the applicant; and

(b) one of the following practitioners, exclusive of the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:

i. an individual currently practicing in a business profession, including certified public accountant, attorney, banker, farm insurance agent, or county agent;

ii. currently practicing proprietor of an animal care business; or

iii. a vocationally licensed agriculture teacher who supervised the applicant in a cooperative animal care occupations educational experience.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in agricultural occupations is an acceptable alternative for a license under this part.

3517.0220 SECONDARY HORTICULTURE OR SPECIALTY CROPS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of horticulture or

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specialty crops in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in horticulture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework as included in the baccalaureate degree.

C. Occupational experience:

(1) An applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of the experience must be in emphasis areas.

(3) The emphasis areas are experiences gained in horticulture enterprises that include the production, care, propagation, processing, or marketing of indoor or outdoor plants, shrubs, trees, turf or soils, or repair and maintenance of power-driven horticulture equipment.

(4) Related areas are the agriculture occupations listed in the current edition of the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains, laborer, or mill maintenance worker; citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail

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fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire suppression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for this license need not be paid, if the unpaid experience is verified by an affidavit signed by both the applicant and one of the following practitioners, other than the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:

(a) an individual currently practicing in a business profession including certified public accountant, attorney, banker, farm insurance agent, or county agent;

(b) currently practicing horticultural business proprietor; or

(c) a vocationally licensed horticulture or agriculture teacher who supervised the applicant in a cooperative horticultural business educational experience.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under

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part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in vocational agriculture is an acceptable alternative for a license under this part.

3517.0240 SECONDARY VOCATIONAL AGRICULTURE TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of agriculture in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in agriculture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verifed by the secondary vocational program specialist;

(2) a course in philosophy of vocational education completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. The technical coursework requirement is met by the baccalaureate degree.

C. Occupational experience:

(1) An applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of the experience must be in the emphasis area.

(3) The emphasis area is experience gained in the operation of farms or ranches that includes the production, management, care, processing, marketing, or propagation of plants or animals.

(4) Related areas are the agriculture occupations listed in the current edition of the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains or laborer; mill maintenance worker;

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citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire supression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for a license under this part need not be paid, if the unpaid experience is verified by an affidavit signed by both the applicant and one of the following practitioners, exclusive of the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:

(a) an individual currently practicing in a business profession including certified public accountant, attorney, banker, farm insurance agent, or county agent;

(b) a currently practicing farm or ranch proprietor; or

(c) a vocationally licensed agriculture teacher who supervised the applicant in an on-farm or cooperative agriculture business educational experience or who worked with the applicant's family farm operation in the

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capacity of adult farm management teacher.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license under this part is valid to:

(1) teach any junior high or senior high program in agriculture;

(2) teach any junior high or senior high program in horticulture or specialty crops;

(3) teach any junior high or senior high program in animal care occupations; and

(4) teach any junior high or senior high program listed in secondary vocational program rules under agriculture occupations.

3517.0260 SECONDARY TEACHER-COORDINATOR OF AGRICULTURE OCCUPATIONS COOPERATIVE EDUCATION PROGRAMS (EXCLUSIVE OF FARM COOPERATIVE EDUCATION).

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of an agriculture occupations cooperative education program, in a secondary school (exclusive of farm cooperative education, which requires only a secondary vocational agriculture teacher's license) must meet the following requirements:

A. Educational criteria:

(1) a valid Minnesota secondary vocational agriculture, secondary vocational horticulture, or secondary animal care occupations teacher's license;

(2) three-credit practicum in agriculture

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education from a land grant university or an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(3) three-credit course focusing on the supervision of agriculture cooperative education programs from a land grant college or an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(4) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(5) the human relations program as specified in part 3517.3500.

B. The technical coursework requirement is met by the baccalaureate degree.

C. Occupational experience: the applicant must have the occupational experience that was required to obtain the teacher's license when issued.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach an agricultural occupations cooperative education program; and

B. teach a diversified occupations or interrelated cooperative education program.

SECONDARY BUSINESS OCCUPATIONS

3517.0300 SECONDARY ACCOUNTING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational accounting program must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A person licensed to teach accounting before the effective date of this chapter may also be eligible for other licenses according to subpart 7.

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Subp. 2. **Accounting teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis areas.

(3) Emphasis areas are employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, accounting for payables, receivables, and payroll, and preparing financial statements.

(4) Related areas are employment in a position where the applicant is responsible for one or more functions involving the computing, classifying, and recording of numerical data to keep financial records and prepare tax reports, including business management experience when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based occupational exam, community-based training, or funded Minnesota AVTI vocational teaching to meet

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occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience according to part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Accounting teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: thirteen quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

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(4) Related areas are employment in a position where the applicant is responsible for one or more functions involving the computing, classifying, and recording of numerical data to keep financial records and prepare tax reports, including business management experience, when the applicant is responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing parts of the technical coursework and the occupational experience under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Accounting teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to

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3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Accounting teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in accounting;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the

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bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach with a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Accounting teacher; option five.** For option five, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license

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under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 7. **Replacing an accounting license.** A person licensed to teach secondary vocational accounting before the effective date of this chapter is eligible for a license under this part. If the teacher holds a baccalaureate degree in business education, the teacher is also eligible for the administrative support occupations license treated in part 3517.0320.

A person licensed to teach secondary vocational accounting/data processing before this chapter takes effect is eligible for an accounting teacher's license under this part and a data processing teacher's license treated in part 3517.0390. If the teacher holds a baccalaureate degree in business education, the teacher is also eligible for an administrative support occupations license.

The personnel licensing section shall issue the new license when the teacher applies for license renewal. A teacher who wants to be licensed in the new category before renewal is required may apply and pay the licensure fee to receive the new license. The personnel licensing section must not issue new licenses in accounting/data processing after this chapter takes effect.

3517.0320 SECONDARY ADMINISTRATIVE SUPPORT OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational administrative support occupations program must meet the requirements in subpart 2, 3, or 4 (option one, two, or three). Teachers in certain other categories of practice must replace their licenses with administrative support occupations licenses according to subparts 5 and 6. Those categories are: general secretarial/clerical occupations with a shorthand component, general secretarial/clerical occupations without a shorthand component, and supervisory management occupations.

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Subp. 2. **Administrative support occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff member responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and procedures using current technology in a business office environment; or employment as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office.

(4) Related areas are employment in a business office environment with responsibility for one function, or

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limited functions, such as an accounts receivable clerk, a data entry operator, or a file clerk; employment in a business office environment with responsibility for helping administrative support staff, but with no direct administrative support staff responsibility, such as a messenger or reprographics operator; employment as a supervisor/manager of operations and personnel; or employment in any position included within the occupational emphasis area for any secondary vocational business education license.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Administrative support occupations teacher; option two.** For option two, the applicant must satisfy the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours

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of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff person responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and office procedures using current technology in a business office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office.

(4) Related areas are employment in a business office environment with responsibility for one function, or limited functions, such as an accounts receivable clerk, a data entry operator, or a file clerk; employment in a business office environment with responsibility for helping administrative support staff, but with no direct administrative support staff responsibility, such as a messenger or reprographics operator; employment as a supervisor/manager of operations and personnel; or employment in any position included within the occupational emphasis area for any secondary vocational business education license.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded

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Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Administrative support occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) credit coursework in specialized methods in each of the following: keyboarding/typewriting, accounting, and administrative support skills procedures;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff person responsible for applying keyboarding, oral/written communications, transcription,

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proofreading, filing/records management, and office procedures, using current technology, in a business or governmental office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office environment.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Replacing a narrower license.** A license in administrative support occupations is required to teach an administrative support occupations program. By July 1, 1992, programs in secretarial/clerical occupations with a shorthand component, secretarial/clerical occupations without a shorthand component, and supervisory management occupations must be converted to administrative support occupations programs. The personnel licensing section must not issue licenses in the narrower categories of practice after this chapter takes effect.

A person licensed to teach secretarial/clerical occupations, with or without shorthand, is eligible for a license under this part. A person licensed to teach supervisory management occupations is eligible for a license under this part if the person has a business education degree and meets the technical coursework requirements in subpart 3, item B.

The personnel licensing section must issue the new license

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when the teacher applies for license renewal. A teacher who wants the new license before renewal is required may apply and pay the licensure fee to receive the new license.

Subp. 6. **Other persons eligible.** Under parts 3517.0300 and 3517.0390, an administrative support occupations license must also be issued to persons licensed to teach accounting who have business education degrees, and to persons licensed to teach accounting/data processing who have business education degrees.

3517.0330 SECONDARY BANKING AND FINANCE TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational program banking and finance must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A license in financial teller occupations must be replaced according to subpart 7.

Subp. 2. **Banking and finance teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis areas.

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(3) Emphasis areas are employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Related areas are employment as a cashier, teller, proofmachine operator, new accounts clerk, or other operations positions within a financial institution.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Banking and finance teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

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(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis areas.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Related areas are employment as a cashier, teller, proofmachine operator, new accounts clerk, or other operations positions within a financial institution.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Banking and finance teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets,

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data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Banking and finance teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in business management, or administration, or accounting, or finance and credit;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be

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in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Banking and finance teacher; option five.** For option five, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

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(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 7. **Replacing a financial teller license.** By July 1, 1992, programs in financial teller occupations must be converted to banking and finance programs. A license under this part is required to teach the banking and finance occupations program. The personnel licensing section must not issue new licenses in financial teller occupations after the effective date of this chapter. A person licensed to teach financial teller occupations is eligible for a license in banking and finance occupations. The section shall issue a banking and finance license when a financial teller occupations teacher applies for renewal. A teacher who wants licensure in the new category before renewal is required may apply and pay the licensure fee to receive the new license.

3517.0350 SECONDARY BUSINESS SIMULATION OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach secondary business simulation must meet the requirements in this subpart. A person licensed to teach the model office program must replace that license according to subpart 2.

A. Educational criteria:

(1) Possession of a valid vocational administrative support teacher's license.

(2) A three-credit course in methods and materials of business simulation.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(5) A course in philosophy of vocational education, completed before renewal of the entrance license.

(6) The human relations program as specified in

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part 3517.3500.

B. Technical coursework: technical preparation of 15 credits or 180 clock hours with a minimum of two credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, relational data bases, and graphics. Technical preparation must be completed within the five-year period just before the date the license is to be issued.

C. Occupational experience: the applicant must have the occupational experience that was required to obtain the vocational administrative support teacher's license when it was issued.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing part of the educational criteria, and technical coursework. In those cases, the person must not delay obtaining a valid vocational administrative support teacher's license or completing the course in methods and materials of business simulation.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 2. **Converting a model office license.** By July 1, 1989, model office programs must be converted to business simulation occupations programs. A license under this part is required to teach business simulation occupations. The personnel licensing section must not issue new model office licenses after the effective date of this chapter. However, a model office license is renewable under this chapter until July 1, 1989, and is valid to teach model office.

3517.0370 SECONDARY DATA ENTRY CLERK TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational program of data entry clerk must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five).

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Subp. 2. **Data entry clerk teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Related areas are employment as a computer programmer, mainframe computer operator, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

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Subp. 3. **Data entry clerk teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Related areas are employment as a computer programmer, mainframe computer operator, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirments.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational

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experience under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Data entry clerk teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Data entry clerk teacher; option four.** For option four, the applicant must meet the following requirements:

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A. Educational criteria:

(1) a baccalaureate degree with a major in computer science or any major granted through a college of business;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experience to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Data entry clerk teacher; option five.** For option five, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

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(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experience to meet occupational requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

3517.0390 SECONDARY DATA PROCESSING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational program of data processing must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A person licensed to teach accounting/data processing who wishes to replace that license must follow the procedures in subpart 7.

Subp. 2. **Data processing occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

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B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Related areas are employment as a mainframe computer operator, data entry clerk, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Data processing occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license; and

(4) The human relations program as specified in

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part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Related areas are employment as a mainframe computer operator, data entry clerk, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Data processing occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

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(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing; accounting; spreadsheets; data base; and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) The emphasis area is employment as a business applications programmer or business software analyst.

(3) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Data processing occupations teacher; option four.** For option four, an applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in computer science or any major with 20 credits in programming;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of

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occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Data processing occupations teacher; option five.** For option five, an applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

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(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 7. **Replacing an accounting/data processing license.** By July 1, 1992, programs in accounting/data processing must be converted to separate programs in accounting and in data processing occupations. A license under this part is required to teach data processing. The personnel licensing section must not issue new licenses in accounting/data processing after the effective date of this chapter. A person licensed in accounting/data processing is eligible for both a data processing license under this part and an accounting license under part 3517.0300. An accounting/data processing teacher with a business education degree is also eligible for an administrative support occupations license. The personnel licensing section shall issue the new licenses when the accounting/data processing teacher applies for license renewal. A teacher who wants licensure in the new category before renewal is required may apply and pay the licensure fee to receive the new license.

3517.0410 SECONDARY LEGAL SECRETARIAL OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational program legal secretarial occupations must meet the requirements in subpart 2, 3, 4, or 5 (option one, two, three, or four).

Subp. 2. **Legal secretarial occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

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(3) A course in philosophy of vocational education, completed before renewal of the entrance license;

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the judicial branch of government, or the office of the attorney general at the national, state, or county level. Experience as a legal assistant, paralegal staff, or clerk of court is applicable if duties were at least 50 percent secretarial.

(4) Related areas are experiences included in the occupational emphasis area leading to the teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 3. **Legal secretarial occupations teacher; option two.** For option two, the applicant must meet the following

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requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500, must be in the emphasis area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the judical branch of government, or the office of the attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court is applicable if duties were at least 50 percent secretarial.

(4) Related areas are employment in positions included in the emphasis area leading to the teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational

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experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Legal secretarial occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the occupational area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the

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judicial branch of government, or the office of the attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court applies if duties were at least 50 percent secretarial.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Legal secretarial occupations teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150.

(2) Two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills.

(3) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the emphasis area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the

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judicial branch of government, or the office of the attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court applies if duties were at least 50 percent secretarial.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Replacing a narrower license.** By July 1, 1992, programs in legal secretarial occupations with a shorthand component, and legal secretarial occupations without a shorthand component, must be converted to programs in legal secretarial occupations. The personnel licensing section must not issue licenses in the categories of practice that correspond to the narrower programs after the effective date of this chapter. A person licensed to teach in one of the narrower categories is eligible for a license under this part. The personnel licensing section shall issue the new license when the teacher applies for license renewal. A teacher who wants licensure in the new category before renewal is required may apply and pay the licensure fee to receive the new license.

3517.0430 SECONDARY MEDICAL SECRETARIAL OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the secondary vocational medical secretarial program must meet the requirements in subpart 2, 3, 4, or 5 (option one, two, three, or four).

Subp. 2. **Medical secretarial occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in

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business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment obtained in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Related areas are employment in other secretarial/clerical positions within a medical clinic or hospital. Other appropriate positions include those within the emphasis area leading to a teacher's licensure in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

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Subp. 3. **Medical secretarial occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A noncomputer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Related areas are employment in other secretarial/clerical positions within a medical clinic or hospital. Other appropriate positions include those within the occupational emphasis area leading to a teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

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D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Medical secretarial occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative

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experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Medical secretarial occupations teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150.

(2) Two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills.

(3) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 actual hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Notwithstanding part 3517.4200, an applicant under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary

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vocational business education program on a letter of approval.

Subp. 6. **Replacing a narrower license.** By July 1, 1992, programs in medical secretarial occupations with a shorthand component, and medical secretarial occupations without a shorthand component, must be converted to programs in medical secretarial occupations. The personnel licensing section must not issue licenses in the narrower categories after the effective date of this chapter. A person licensed to teach in one of the narrower categories is eligible for a license under this part. The personnel licensing section shall issue the new license when the teacher applies for license renewal. A teacher who wants the new license before renewal is required may apply and pay the licensure fee to receive the new license.

3517.0460 SECONDARY TEACHER-COORDINATOR OF BUSINESS OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to teach business occupations cooperative education must meet the following requirements:

A. Educational criteria:

(1) possession of a valid vocational administrative support teacher's license;

(2) a three-credit course in coordination techniques for cooperative education;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(4) a two-credit course in related curriculum development and classroom management;

(5) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(6) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

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(1) Notwithstanding part 3517.4200, subpart 8, the applicant must have one of the following:

(a) 500 clock hours within the five-year period immediately before the date the teacher-coordinator license is to be issued. The 500 hours must be within the emphasis area leading to administrative support teacher licensure.

(b) An updating industrial experience under part 3517.4200, subpart 4.

(c) Technical preparation of 15 credits or 180 clock hours with a minimum of two credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, relational data bases, and graphics, taken within the five-year period just before the date the license is to be issued.

(d) Completion of 7.5 credits or 90 clock hours in at least three of the six technical coursework areas listed in unit (c) substitutes for 250 of the required recent 500 clock hours. The technical preparation must be completed within the five-year period just before the license is to be issued and must meet the minimum distribution in unit (c).

(2) The emphasis area is employment as an administrative office support staff person responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and office procedures using current technology in a business office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment.

(3) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency-based exam, community-based training, or funded Minnesota AVTI vocational teaching to meet occupational experience requirements.

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D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement and the educational criteria under part 3517.6200. In those cases, a person must not delay obtaining a valid vocational administrative support teacher's license or completing the course in coordination techniques for cooperative education.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 2. **License validity.** A license under this part is valid to:

(1) teach a secondary vocational business occupations cooperative education program; and

(2) teach a secondary vocational diversified occupations/interrelated cooperative education program.

SECONDARY CONSUMER AND HOMEMAKING EDUCATION OCCUPATIONS

3517.0500 SECONDARY CONSUMER AND HOMEMAKING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of consumer and homemaking education excluding the family life component in a secondary school must complete the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in home economics education;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) a course in philosophy of vocational education, completed before renewal of the entrance license;

(4) the human relations program as specified in part 3517.3500; and

(5) recommendation from an approved home economics program designee verifying that entrance requirements of the degree and technical coursework have been met, including

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activities within the prior five years in the amount and in the categories stated in the continuing education requirement in part 3517.7200.

B. Technical coursework: included in or added to the degree, the applicant must have at least six quarter credits of college courses approved by an approved home economics program designee in each of the six following areas: clothing and textiles (with emphasis on consumer decision making); foods and nutrition (with emphasis on consumer decision making); housing (with emphasis on consumer decision making); family resource management; family relationships; and child development, including a field experience.

C. Occupational experience is not required in this category of practice.

D. In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing parts of the technical coursework under part 3517.6200.

Subp. 2. **Validity.** A license under this part is valid to:

A. teach junior high and senior high home economics; and

B. teach all components of a secondary vocational consumer and homemaking occupations program except family life.

3517.0520 SECONDARY CONSUMER AND HOMEMAKING/FAMILY LIFE EDUCATION TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of consumer and homemaking education including the family life component in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a valid full-time Minnesota secondary vocational license as a teacher of consumer and homemaking education;

(2) three credits in curriculum methods and materials of family life education;

(3) a two-credit course in integrating the

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appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(4) a course in philosophy of vocational education, completed before renewal of the entrance license;

(5) the human relations program as specified in part 3517.3500; and

(6) recommendation from an approved home economics program designee verifying that the education and technical coursework requirements have been met, including activities within the prior five years in the amount and in the categories stated in the continuing education requirement in part 3517.7200.

B. Technical coursework: 24 quarter credits of college family life courses. The 24 credits must include at least three quarter credits each and a maximum of nine quarter credits each, approved by an approved home economics program designee, in parenting and in development of human sexuality. The 24 credits must also include a minimum of six quarter credits and a maximum of 12 credits in relationships within the family, family structures, and relationships of the family and its members to society.

C. Occupational experience is not required in this category of practice.

D. In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework requirement under part 3517.6200.

Subp. 2. **Validity.** A license under this part is valid to:

A. teach junior high and senior high home economics;

B. teach all components of a secondary vocational consumer and homemaking occupations program; and

C. teach all options of secondary vocational consumer and homemaking occupations programs.

SECONDARY ENVIRONMENTAL HEALTH OCCUPATIONS

3517.0600 SECONDARY ENVIRONMENTAL HEALTH OCCUPATIONS TEACHER.

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Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of environmental health in a secondary school must complete the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary environmental health teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in physical science education, biology education, life science education, chemistry education, environmental health education, environmental studies education, physics education, earth science education, public health, chemistry, chemical engineering, industrial hygiene, radiology, environmental engineering, environmental studies, toxicology, epidemiology, biology, or zoology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience, as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are environmental health,

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pollution control, environmental engineering, industrial health, government food and drug analysis, occupational safety, industrial hygiene engineering, chemical engineering, or environmental and occupational analytical services. Experience must be at the technician level or higher.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Secondary environmental health teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) completion of a secondary, postsecondary, or adult technical training program in air-water analysis, environmental technology, environmental studies, sanitary engineering, or radiology/X-ray;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are environmental health, pollution control, environmental engineering, industrial health, government food and drug analysis, occupational safety, industrial hygiene engineering, chemical engineering, or

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environmental and occupational analytical services. Experience must be at the technician level or higher.

3517.0620 SECONDARY TEACHER-COORDINATOR OF ENVIRONMENTAL HEALTH COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of environmental health cooperative education programs in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota vocational licensure as a teacher in secondary environmental health.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.0600, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Three credits in coordination techniques for cooperative education, completed before entrance licensure.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience: The applicant must have the occupational experience that was required to obtain the teacher's license when it was issued.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach a secondary environmental health occupations cooperative education program; and

B. teach a secondary diversified occupations/interrelated cooperative education program.

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SECONDARY HEALTH OCCUPATIONS

3517.0700 SECONDARY DENTAL ASSISTING TEACHER.

An applicant for an entrance license to teach the vocational program of dental assisting in a secondary school must meet the following requirements:

A. Educational criteria:

(1) graduation from a dental assisting program accredited by the American Dental Association Commission on Dental Accreditation and certification as a dental assistant and registration as a dental assistant in Minnesota, or graduation from a dental hygienist program with current dental assisting certification and Minnesota state registration, or a degree in dentistry with the Minnesota Board of Dentistry license;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) Emphasis hours must include at least 4,000 hours in general family dentistry, including 1,500 hours within the prior three years. No more than 2,000 of the 6,000 hours may be in a specialty office. All experience must be performing the duties of a certified dental assistant (CDA) and registered dental assistant (RDA).

(4) In hardship cases as defined in part

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3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0720 SECONDARY DENTAL LABORATORY TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of dental laboratory technician in a secondary school must meet the following requirements:

A. Educational criteria:

(1) an associate or higher degree in dental laboratory technology;

(2) current national certification by the Board of Dental Laboratory Technology as a dental laboratory technician;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150;

(4) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(5) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are dental laboratory technician, or dentist with 25 percent of the work experience in a dental laboratory.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

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3517.0740 SECONDARY EMERGENCY MEDICAL TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of emergency medical technician in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate or advanced degree in health education, biology, public health education, registered nursing, or completion of a secondary, postsecondary, or adult technical training program for physical therapist, athletic trainer, orthopedic physician's assistant, paramedic, registered nurse, or emergency medical technician.

(2) Current Minnesota certification as an emergency medical technician or Minnesota licensure as a registered nurse or Minnesota licensed physician.

(3) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are emergency care as an emergency medical technician; or experience in critical care,

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coronary care, or emergency room as a physician or registered nurse.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0760 SECONDARY HEALTH CARE CAREER EXPLORATION TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of health care career exploration in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary health care career exploration teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate or advanced degree with a major in health education, health/physical education, public health education, nursing, medical technology, pharmacy, respiratory therapy, human services, physical therapy, medicine, audiology, occupational therapy, mortuary science, chiropractic, optometry, dietetics/nutrition, social work, medical records administration, speech pathology, podiatry, osteopathy, sports medicine, clinical psychology, hospital administration, recreational therapy, epidemiology, dentistry, dental hygiene, or corrective therapy.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in

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part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least two-thirds of the experience must be in the emphasis areas.

(3) Emphasis areas are direct health care experience in professional nursing services, rehabilitation services as specified in the Dictionary of Occupational Titles, medical laboratory, dental services, respiratory therapy, optometric services, radiology, mortuary services, pharmacy services, emergency services, medical practice, or health care facility experience in social work or dietetics.

(4) Related areas are direct health care experience in nursing assisting, behavioral science as specified in the Dictionary of Occupational Titles, dental assisting, dental laboratory technician services, optical services, health research laboratory, pharmacy technician services, medical clerical, or health care administration.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Secondary health care career exploration teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) at least a two-year postsecondary program in one of the following occupations: registered nurse (diploma and associate degree), certified occupational therapy assistant, physical therapy assistant, pastoral care practitioner, medical laboratory technician, dental hygienist, dietetic technician, respiratory therapy technician, orthotist/prosthetist, optician,

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x-ray technician/radiological technician;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least two-thirds of the experience must be in the emphasis areas.

(3) Emphasis areas are direct health care experience in professional nursing services, rehabilitation services as specified in the Dictionary of Occupational Titles, medical laboratory, dental services, respiratory therapy, optometric services, radiology, mortuary services, pharmacy services, emergency services, medical practice, or health care facility experience in social work or dietetics.

(4) Related areas are direct health care experience in nursing assisting, behavioral science as specified in the Dictionary of Occupational Titles, dental assisting, dental laboratory technican services, optical services, health research laboratory, pharmacy technican services, medical clerical, or health care administration.

(5) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Alternative license.** A valid Minnesota secondary vocational license as a nursing assistant, medical laboratory technician, or home health aide is an acceptable alternative for

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a license under this part.

3517.0780 SECONDARY HEALTH UNIT COORDINATOR (WARD CLERK) TEACHER.

An applicant for an entrance license to teach the vocational program of health unit coordinator in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a registered nurse for the current year or completion of a secondary, postsecondary, or adult technical training program as a health unit coordinator or ward clerk;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are health unit coordinator/ward clerk or a registered nurse with head nurse/charge nurse/supervisory duties and experience.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0800 SECONDARY HOME HEALTH AIDE TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of home health aide in a

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secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a registered nurse for the current year;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area with 500 hours within the prior five years in long-term home care.

(3) The emphasis area is registered nurse doing public health nursing or medical nursing, or long-term care nursing, or geriatric nursing.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in nursing assisting is an acceptable alternative for this license.

3517.0820 SECONDARY MEDICAL LABORATORY TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of medical laboratory technician in a secondary school must meet the following requirements:

A. Educational criteria:

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(1) a baccalaureate degree in medical technology;

(2) certification by the American Society of Clinical Pathologists or the American Society of Medical Technologists;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150;

(4) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(5) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least two-thirds of the experience must be in the emphasis area.

(3) The emphasis area is medical technologist experience.

(4) The related area is medical laboratory technician experience.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0840 SECONDARY NURSING ASSISTING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of nursing assisting in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a registered nurse for the current year;

(2) the secondary vocational teacher education

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sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is registered nurse in a health care facility doing public health nursing, or medical nursing, or long-term care nursing, or geriatric nursing.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in home health aide is an acceptable alternative for this license.

3517.0860 SECONDARY ORTHOTICS/PROSTHETICS TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of orthotics/prosthetics technician in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Certification as an orthotist-prosthetist or orthotist or prosthetist by the American Board for Certification of Orthotics and Prosthetics.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150.

(3) A two-credit course in integrating the

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appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

(5) Certificate or diploma from an accredited postsecondary vocational institution substituted for ABC certification listed in subitem (1) if the applicant is a graduate of any American Board accredited school as a prosthetics or orthotics technician or prosthetics or orthotics practitioner. The applicant must become certified by the American Board for Certification of Orthotics and Prosthetics before renewal of the two-year entrance license.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is orthotics technology or prosthetics technology.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(5) Notwithstanding part 3517.4200, subpart 3, the applicant may pass a competency-based occupational examination by the American Board for Certification of Orthotics and Prosthetics within the five years just before licensure in lieu of occupational experience.

3517.0880 SECONDARY PHARMACY TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of pharmacy technician in a secondary school must meet the following requirements:

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A. Educational criteria:

(1) licensure by the Minnesota Board of Pharmacy as a registered pharmacist;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is pharmacist, with at least 4,000 hours in hospital pharmacy and 1,000 hours in retail pharmacy, including unit dose system, IV preparation, outpatient prescriptions, computer, and inventory control.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.0890 SECONDARY TEACHER-COORDINATOR OF HEALTH OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of health occupations cooperative education programs in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a teacher in one of the secondary health occupations categories of practice.

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(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.0760, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Three credits in coordination techniques for cooperative education, completed before entrance licensure.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have the occupational experience that was required to obtain the teacher's license when it was issued.

(2) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license issued under this part is valid to:

A. teach a secondary vocational health occupations cooperative education program; and

B. teach a secondary vocational diversified occupations/interrelated cooperative education program.

SECONDARY MARKETING OCCUPATIONS

3517.0900 SECONDARY MARKETING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of marketing in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate or associate degree with a major in marketing education, business administration,

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marketing, or a business education degree with marketing coursework as required in a marketing education degree.

(2) A course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license. An applicant with a business administration or marketing degree must have a course in teacher internship as specified in part 3517.3250, subpart 2.

(3) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 24 credits in marketing, management, business administration, computer science, or marketing communication. At least 12 of the 24 credits must be in marketing.

(2) Excess occupational experience may be substituted for technical coursework at the rate of one year of occupational experience for each three credits, provided that the excess occupational experience has been accumulated in the content area for which the substitution is to be made.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is marketing and sales, including any occupations listed in the Dictionary of Occupational Titles or the Occupational Outlook Handbook under the following categories:

(a) sales or sales related occupations;

(b) managerial occupations:

i. purchasing;

ii. sales and distribution;

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iii. advertising;

iv. public relations;

v. wholesale and retail trade; and

vi. finance, insurance, and real estate;

(c) traffic/transportation management, dispatching;

(d) guide/escort services;

(e) travel planning/reservations, vehicle leasing;

(f) hotel/motel management; clerk; bellhop;

(g) recreation facility management, ushering/ticket taking; counter worker;

(h) employment services, recruitment, personnel department management;

(i) food service management, counter worker/waiter/waitress/steward/stewardess/host/hostess/car hop/bartender/cashier services;

(j) terminal operations, mail or station agent services;

(k) customer service/relations;

(l) financial services; and

(m) owner/manager.

(4) Related areas are occupations listed in the publications in subitem (3), but which are not marketing and sales activities.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach a secondary vocational program in marketing;

B. teach a secondary vocational program in merchandising;

C. teach other marketing programs that have been

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converted and retitled merchandising or marketing; and

D. teach business components of vocational marketing programs such as business principles, management, accounting, business law, sales, advertising/promotion, finance, or business ownership.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in any of the following categories of practice may have the license converted to the broad category of practice marketing:

A. general merchandising/retail sales;

B. professional/industrial/wholesale marketing;

C. fashion merchandising;

D. purchasing agent/industrial and institutional; or

E. traffic/transportation management.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified in items A to E, the personnel licensing section must automatically convert the license designation to the broad category of practice marketing.

3517.0920 SECONDARY TEACHER-COORDINATOR OF MARKETING OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license as teacher-coordinator in the vocational program of marketing occupations cooperative education must meet the following requirements:

A. Educational criteria:

(1) Minnesota licensure as a secondary vocational teacher in marketing.

(2) A course in coordination techniques for cooperative education, completed before entrance licensure.

B. The technical coursework that was required to obtain the teacher's license when it was issued.

C. Occupational experience that was required to obtain the teacher's license when issued.

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Subp. 2. **License validity.** A license under this part is valid to:

A. teach a marketing occupations cooperative education program; and

B. teach a diversified occupations/interrelated cooperative education program.

SECONDARY PERFORMING ARTS OCCUPATIONS

3517.1000 SECONDARY PERFORMING ARTS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of performing arts in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary performing arts occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate or associate degree with a major in theater arts or drama;

(2) a course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license and a course in teacher internship as specified in part 3517.3250, subpart 2; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework as required to obtain the baccalaureate or associate degree.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is experience in professional or technical aspects of performing arts.

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(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Secondary performing arts occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) a course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license and a course in teacher internship as specified in part 3517.3250, subpart 2; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is experience in professional or technical aspects of performing arts.

SECONDARY PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS

3517.1100 SECONDARY PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of public affairs/community service occupations in a secondary school must complete the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary public affairs/community service occupations teacher; option one.** For option one, the applicant must meet the following requirements:

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A. Educational criteria:

(1) A baccalaureate degree with a major in political science education, economics education, social studies education, psychology education, law, criminology/criminal justice, public health/health careers, community services, or community recreation.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are supervisory level experiences in governmental agencies and regulatory services; public safety (such as fire protection and tactical law enforcement); community recreation; management of volunteers; rural, urban, and community development; corrections and judicial services; public transportation; or social services.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Secondary public affairs/community service**

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occupation teacher; option two. For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) completion of a secondary, postsecondary, or adult technical training program in law enforcement, fire protection, public safety, emergency medical technician/paramedic/rescue services, human services, or child development;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) The emphasis areas are supervisory level experiences in governmental agencies and regulatory services; public safety (such as fire protection and tactical law enforcement); community recreation; management of volunteers; rural, urban, and community development; corrections and judicial services; public transportation; or social services.

3517.1120 SECONDARY TEACHER-COORDINATOR IN PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of public affairs/community service occupations cooperative education in a secondary school must meet the following requirements:

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A. Educational criteria:

(1) Licensure as a teacher in secondary public affairs/community service occupations.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.1100, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) A three-credit course in coordination techniques for cooperative education, completed before entrance licensure.

(5) A course in philosophy of vocational education, completed before renewal of entrance license.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience as completed to obtain the teacher's license when it was issued.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach a secondary public affairs/community service occupations cooperative education program; and

B. teach a secondary diversified occupations/interrelated cooperative education program.

SECONDARY SERVICE OCCUPATIONS

3517.1200 SECONDARY BUILDING CARE AND MAINTENANCE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of building care and maintenance occupations in a secondary school must meet the following requirements:

A. Educational criteria:

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(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are custodial maintenance or housekeeping jobs in commercial and industrial buildings, schools, residences, hotels, motels, or health care facilities.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in housing occupations is an acceptable alternative for a license under this part.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in the housekeeping aide category of practice may have the license converted to the broad category of practice, building care and maintenance.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified as housekeeping aide, the license designation must be converted automatically to the broad category of practice, building care and maintenance.

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3517.1220 SECONDARY CHILD CARE/GUIDANCE AND EDUCATION OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of child care/guidance and education occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Child care and guidance education occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, early childhood education, preschool/elementary education, child development, or child psychology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. A home economics education major is exempt from the secondary vocational teacher education sequence, except for the philosophy of vocational education course, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) child development;

(b) child psychology/guidance and discipline;

(c) early childhood administration: health and safety, nutrition, food preparation, licensing requirements, leadership skills, recordkeeping, equipping and arranging classrooms, or schedule preparation;

(d) development of learning activities, creative activities, cognitive activities, physical activities, or language activities for early childhood or elementary education; and

(e) exceptional children.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an assistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are experiences as a latch key aide, nanny, community school aide for children through age 12, licensed family day care provider, vocational childhood aide, primary camp counselor, day care aide, primary summer recreational program teacher, or developmental achievement center teacher.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay

completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Child care guidance and education teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in one of the following areas: child development assistant, educational aide, or developmental assistant.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

(a) child development;

(b) child psychology/guidance and discipline;

(c) early childhood administration: health and safety, nutrition, food preparation, licensing requirements, leadership skills, recordkeeping, equipping and arranging classrooms, or schedule preparations;

(d) development of learning activities, creative activities, cognitive activities, physical activities, or language activities for early childhood or elementary education; and

(e) exceptional children.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an assistant teacher or teacher in a licensed large group home, head start, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are experiences as a latch key aide, nanny, community school aide for children through age 12, licensed family day care provider, vocational childhood aide, primary camp counselor, day care aide, primary summer recreational program teacher, or developmental achievement center teacher.

(5) Nothwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

Subp. 4. **Child care guidance and education teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(3) A two-credit course in integrating the

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appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an asssistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

3517.1240 SECONDARY CHILDHOOD EDUCATION AIDE (SUPPORT STAFF).

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a childhood education aide who is responsible for assisting a secondary vocational child care and guidance education occupations teacher must meet either the educational criteria in item A or the occupational experience criteria in item C:

A. Educational criteria:

(1) A baccalaureate degree with a major in early childhood education, preschool/elementary education, child development, child psychology, or a minimum of a 280-hour child care and guidance education program.

(2) The human relations program as specified in part 3517.3500.

(3) The philosophy of vocational education requirement does not apply in this category of practice.

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B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 1,200 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Occupational experience may be in either the emphasis or related areas.

(3) Emphasis areas are assistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are latch key aide, community school aide for children through age 12, licensed day-care provider, vocational childhood aide, or day-care aide.

(5) Notwithstanding part 3517.4000, the requirement that 500 hours of the occupational experience must be within the last five years does not apply in this category of practice.

(6) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in child care and guidance education occupations is an acceptable alternative for a license under this part.

Subp. 3. **Converting a merged license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in a secondary childhood education component (teacher) category of practice may have the license converted to the merged category of practice, secondary childhood education aide (support staff).

At the next regular renewal of a currently held valid secondary vocational program teaching license identified as a secondary childhood education component (teacher), the license designation shall be converted automatically to the merged

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category of practice, secondary childhood education aide (support staff).

3517.1260 SECONDARY COSMETOLOGY OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of cosmetology in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Cosmetology occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in home economics education;

(2) current Minnesota licensure as a cosmetology instructor;

(3) three credits in methods and materials for service occupations completed before entrance licensure;

(4) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(5) a course in philosophy of vocational education completed before renewal of the entrance license; and

(6) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is licensed cosmetologist or licensed cosmetology manager.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay

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completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Cosmetology occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) Current Minnesota licensure as a cosmetology instructor.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are licensed cosmetologist and licensed cosmetology manager.

3517.1280 SECONDARY DRY CLEANING OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of dry cleaning in a secondary school must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education

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sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is operation of more than one type of dry cleaning equipment in a commercial dry cleaning establishment.

3517.1300 SECONDARY FASHION/APPAREL/TEXTILE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of fashion/apparel/textile occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Fashion/apparel/textile teacher; option one.** For option one, an applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, clothing/textiles, or fashion merchandising.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the

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introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

(a) color and textile analysis;

(b) flat pattern design;

(c) draping design and construction;

(d) history of fashion and design;

(e) apparel industry (production or fashion/fabric merchandising) or production of commercial, institutional, or residential textile products; and

(f) fashion, apparel, textile occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be

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in one or more of the emphasis areas.

(3) The emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

(4) Related areas are design of apparel, sales in fabric store, upholstery, sewing for profit in home environment as specified in part 3517.4100 (drapery, alterations of garments, or construction).

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Fashion/apparel/textile teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in one of the following areas: apparel design and production or tailoring.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

(a) color and textile analysis;

(b) flat pattern design;

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(c) draping design and construction;

(d) history of fashion and design;

(e) apparel industry (production or fashion/fabric merchandising) or production of commercial, institutional, or residential textile products; and

(f) fashion, apparel, textile occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

(4) Related areas are design of apparel, sales in fabric store, upholstery, sewing for profit in home environment as specified in part 3517.4100 (drapery, alteration of garments, or construction).

Subp. 4. **Fashion/apparel/textile teacher; option three.**

A. Educational criteria:

(1) Secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations, completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

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B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

3517.1320 SECONDARY FOODS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of foods occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Foods occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, food and nutrition, dietetics, or food management.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

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(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) nutrition;

(b) bacteriology/food sanitation/hygiene;

(c) management of food production and food service systems;

(d) design and layout of food service facilities;

(e) quantity food purchasing/cost control; and

(f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience, as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietician, food service supervisor, and restaurant manager.

(4) Related areas are pantry person, baker, waiter/waitress, dietetic aide, kitchen helper, prep cook, or short order cook in fast foods.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

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Subp. 3. **Foods occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in one of the following areas: food service and management or food management; dietetic manager training or dietetic technician training; quantity foods; or chef training.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) nutrition;

(b) bacteriology/food sanitation hygiene;

(c) management of food production and food service systems;

(d) design and layout of food service facilities;

(e) quantity food purchasing/cost control; and

(f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

C. Occupational experience:

(1) The applicant must have 4,000 hours of

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occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietician, food service supervisor, restaurant manager.

(4) Related areas are pantry person, baker, waiter/waitress, dietetic aide, kitchen helper, prep cook, or short order cook in fast foods.

Subp. 4. **Foods occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietician, food service supervisor, restaurant manager.

3517.1340 SECONDARY GROOMING SERVICES OCCUPATIONS TEACHER.

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Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of grooming services in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Grooming services teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education or general home economics.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours in the folowing areas with at least two credits or 24 clock hours in each of subitems (a) to (d):

(a) introduction to occupational opportunities and activities in one of the following areas:

(i) cosmetology;

(ii) barbering;

(iii) domestic animal grooming;

(iv) grooming in death-related activities; or

(v) personal appearance/skin and hair

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care;

(b) principles of small business management;

(c) interpersonal relationships on the job; and

(d) safety and sanitation in the grooming service workplace.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are cosmetology or barbering while licensed as a practitioner.

(4) Related areas are mortuary science, animal grooming, or skin and hair care.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Grooming services teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in cosmetology or barbering.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods/materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching

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course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours in the following areas with at least two credits or 24 clock hours in each of subitems (a) to (d):

(a) introduction to occupational opportunities and activities in one of the following areas:

i. cosmetology;

ii. barbering;

iii. domestic animal grooming;

iv. grooming in death-related activities; or

v. personal appearance/skin and hair care;

(b) principles of small business management;

(c) interpersonal relationships on the job; and

(d) safety and sanitation in the grooming service workplace.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are cosmetology and barbering

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while licensed as a practitioner.

(4) Related areas are mortuary science, animal grooming, or skin and hair care.

Subp. 4. **Grooming services teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are cosmetology and barbering, while licensed as a practitioner.

3517.1360 SECONDARY HOUSING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of housing occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Housing occupations teacher; option one.** For option one, the applicant must meet the following requirements:

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A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, housing, or interior design.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the role of housing in society (social, economic, or cultural aspects of housing);

(b) urban, suburban, or rural planning and zoning; or commercial, institutional, and residential interior design or decorating; or building management and building maintenance;

(c) energy management; and

(d) housing occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing parts of the technical coursework under part

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3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design or care and management of single or multiple dwellings or of commercial and industrial buildings.

(4) Related areas are city housing planning, building restoration, sales in home furnishings, floral design, kitchen planning, home computer center planning, or commercial laundry.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Housing occupations teacher; option two.**

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in housing and home furnishings or in interior design.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with

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at least two credits or 24 clock hours in each of the following areas:

(a) the role of housing in society (social, economic, or cultural aspects of housing);

(b) urban, suburban, or rural planning and zoning; or commercial, institutional, and residential interior design or decorating; or building management and building maintenance;

(c) energy management; and

(d) housing occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design, or care and management of single or multiple dwellings or of commercial and industrial buildings.

(4) Related areas are city housing planning, building restoration, sales in home furnishings, floral design, kitchen planning, home computer center planning, or commercial laundry.

Subp. 4. **Housing occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

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(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design, or care and management of single or multiple dwellings or of commercial or industrial buildings.

3517.1380 SECONDARY TOURISM OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of tourism occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Tourism occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, food and nutrition, hospitality, restaurant or institutional foods, or marketing.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This

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course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the tourism industry; its nature, growth and development; and occupational opportunities;

(b) planning and operating lodging facilities or planning and operating recreational activities and facilities or planning and operating travel services;

(c) principles of small business management;

(d) recordkeeping and accounting for the tourism industry; and

(e) techniques and interpersonal relationships involved in extending hospitality and services.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel planner.

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(4) Related areas are camp counselor, resort activity planner, or recreational leader.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Tourism occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) At least a one-year (1,080 hours) program in one of the following areas: hospitality, marketing, or travel planning.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the tourism industry, its nature, growth, and development and occupational opportunities;

(b) planning and operating lodging facilities or planning and operating recreational activities and facilities or planning and operating travel services;

(c) principles of small business management;

(d) recordkeeping and accounting for the tourism industry; and

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(e) techniques and interpersonal relationships involved in extending hospitality and services.

(2) Verification by an approved Minnesota home economics program designee.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel planner.

(4) Related areas are camp counselor, resort activity planner, or recreation leader.

Subp. 4. **Tourism occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to

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3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director, or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel planner.

3517.1400 SECONDARY UPHOLSTERY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of upholstery in a secondary school must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations, completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is upholstery of household or commercial furniture.

3517.1420 SECONDARY WAITER OR WAITRESS OCCUPATIONS TEACHER.

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Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of waiter or waitress in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Waiter or waitress teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in home economics, food and nutrition, dietetics, or food management.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) nutrition;

(b) bacteriology/food sanitation/hygiene;

(c) managing food production and food service systems;

(d) design and layout of food service facilities;

(e) quantity food purchasing/cost control; and

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(f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is waiter or waitress.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Waiter or waitress teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of

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occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is waiter or waitress.

Subp. 4. **Alternative license.** A valid Minnesota secondary vocational license in food occupations is an acceptable alternative for a license under this part.

3517.1440 SECONDARY TEACHER-COORDINATOR IN SERVICE OCCUPATIONS COOPERATIVE EDUCATION PROGRAMS.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of service occupations cooperative education programs in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major specified in the criteria for one of the secondary vocational service occupations teacher licenses in parts 3517.1200 to 3517.1420.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, including philosophy of vocational education, which must be completed before entrance licensure. A home economics education major is exempt from the secondary teacher education sequence except for philosophy of vocational education which must be completed before renewal of entrance licensure.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

(6) A course in coordination techniques for

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cooperative education completed before application for entrance licensure.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in two or more of the emphasis areas or related areas as specified in two or more of the service occupations categories of practice. The 2,000 hours must include at least 500 hours in each of two areas and at least 500 hours within the five-year period immediately before the date the license is to be issued.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach any existing single content service occupations cooperative education program;

B. teach a comprehensive service occupations cooperative education program; or

C. teach a diversified occupations/interrelated cooperative education program.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in any of the following categories of practice may have the license converted to the broad category of practice, secondary teacher-coordinator in service occupations cooperative education programs:

A. teacher-coordinator, child care occupations cooperative program;

B. teacher-coordinator, clothing occupations

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cooperative program;

C. teacher-coordinator, foods occupations cooperative program;

D. teacher-coordinator, housing occupations cooperative program; and

E. teacher-coordinator, tourism occupations cooperative program.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified in items A to E, the license designation must be converted automatically to the broad category of practice, teacher-coordinator in service occupations cooperative education programs.

SECONDARY SPECIAL NEEDS PERSONNEL

3517.1500 SECONDARY TEACHER-COORDINATOR OF WORK EXPERIENCE PROGRAMS FOR THE DISADVANTAGED.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of work experience programs for the disadvantaged in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in a secondary education field;

(2) a course in coordination techniques for cooperative education completed before entrance licensure;

(3) a course in philosophy of vocational education completed before entrance licensure; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) A directed independent study through an approved Minnesota college designed to update the applicant in current employment environments and conditions and operation of special needs work experience programs. This independent study replaces the usual 500 hours of recent occupational experience.

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The independent study must be completed within the two years immediately before the date the license is issued.

(2) 18 quarter credits relevant to working with disadvantaged or handicapped students, with at least three credits in each of three of the following four concept areas, including three credits in the area described in unit (a):

(a) Exceptional characteristics (such as learning disabilities, emotional disturbances, chemical dependency, disenchantment with learning, abnormal psychology).

(b) Developing and adapting curriculum (curriculum modification, remediation techniques and issues).

(c) Use of county, community and family service resources (such as working with parents, advisory committees, social service agencies, corrections).

(d) Interpersonal skills (such as techniques of individual or group counseling, personal and working relationships). The required course in human relations does not apply toward this requirement.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200. In those cases, the person must not delay completing the courses in subitem (2), unit (a), or the directed independent study.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within occupational emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B replaces the 500 hours of recent occupational experience.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Conversion of licenses.** An applicant holding a

valid vocational secondary license as teacher-coordinator of work experience programs for the disadvantaged and handicapped is eligible to convert that single license to the two new licenses of teacher-coordinator of work experience programs for the disadvantaged in part 3517.1500 and teacher-coordinator of work experience programs for the handicapped in part 3517.1520 by following one of these procedures:

A. The applicant shall submit to the personnel licensing section a separate licensure application and processing fee requesting the conversion.

B. At the time of renewal of the single license the applicant shall submit to the section the usual renewal application and processing fee, and the renewed license will automatically be issued as two licensure categories of practice.

3517.1520 SECONDARY TEACHER-COORDINATOR OF WORK EXPERIENCE PROGRAMS FOR THE HANDICAPPED.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of work experience programs for the handicapped in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in a secondary education field plus valid Minnesota licensure in any special education field that includes secondary level students;

(2) a course in coordination techniques for cooperative education completed before entrance licensure;

(3) a course in philosophy of vocational education completed before entrance licensure; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) Coursework that was required to obtain special education licensure when it was issued.

(2) A directed independent study completed through an approved Minnesota college designed to update the

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applicant in current work environments and conditions and operation of special needs work experience programs. This independent study replaces the usual 500 hours of recent occupational experience. The independent study must be completed within the two years immediately before the date the license is issued.

(3) Three credits in utilization of county, community, and family service resources (working with parents, advisory committees, social service agencies, corrections).

In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200, but must not delay completing the directed independent study.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B, subitem (2) replaces the 500 hours of recent occupational experience.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Conversion of licenses.** An applicant holding a valid vocational secondary license as teacher-coordinator of work experience programs for the disadvantaged and handicapped is eligible to convert that single license to the two new licenses of teacher-coordinator of work experience programs for the disadvantaged in part 3517.1500 and teacher-coordinator of work experience programs for the handicapped in part 3517.1520 by following one of these procedures:

A. The applicant shall submit to the personnel licensing section a separate licensure application and processing fee requesting the conversion.

B. At the time of renewal of the single license the

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applicant shall submit to the section the usual renewal application and processing fee, and the section shall automatically issue the renewed license as two licensure categories of practice.

3517.1540 SECONDARY INTERPRETER FOR THE DEAF IN A VOCATIONAL PROGRAM.

An applicant for an entrance license to serve as an interpreter for the deaf in a secondary school must meet the following requirements:

A. Educational criteria:

(1) partial certification or comprehensive certification as an interpreter with the National Registry of Interpreters for the Deaf;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this category of practice.

C. Occupational experience is not required for this category of practice.

3517.1560 SECONDARY SUPPORT SERVICE FACILITATOR.

An applicant for an entrance license to serve as support service facilitator in a secondary school must meet the following requirements:

A. Educational criteria: current requirements as specified for an entrance license as a vocational teacher-coordinator for handicapped in part 3517.1520.

B. Technical coursework:

(1) Coursework to obtain the special education licensure required for the teacher-coordinator's license.

(2) A directed independent study through an approved Minnesota college designed to update the applicant in current employment environments and conditions and operation of special needs work experience programs. This independent study

replaces the usual 500 hours of recent occupational experience. The independent study must be completed within the two years immediately before the date the license is issued.

(3) Three credits in interpretation of test results.

(4) Three credits in use of county, community, and family service resources (working with parents, advisory committees, social service agencies, corrections).

(5) Three credits in modification and adaptation of equipment.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200, but must not delay completing the directed independent study.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B, subitem (2) replaces the recent 500 hours of occupational experience.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

3517.1580 SECONDARY SUPPLEMENTAL SUPPORT/TECHNICAL TUTOR.

An applicant for an entrance license to serve as a supplemental support/technical tutor in a vocational program in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a course in philosophy of vocational education completed before renewal of the entrance license; and

(2) the human relations program as specified in part 3517.3500.

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B. Technical coursework is not required in this category of practice.

C. Occupational experience: recommendation by the authorized local vocational administrator verifying competencies to function as a technical tutor.

3517.1600 SECONDARY VOCATIONAL EVALUATOR.

An applicant for an entrance license to serve as a vocational evaluator in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in a secondary education field or a baccalaureate or graduate degree with a major in vocational rehabilitation, vocational rehabilitation/work evaluation, vocational rehabilitation/rehabilitation counseling or graduate degree in educational counseling;

(2) for applicants with a secondary education major, a Minnesota special education license in one of the following: learning disabled, educable mentally handicapped, trainable mentally handicapped, visually impaired, hearing impaired, physically handicapped, or emotionally disturbed;

(3) a course in philosophy of vocational education completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) Three credits in each of the following three competency areas:

(a) work evaluation tools and applications (work samples, psychometric testing, evaluation planning, and behavioral observation techniques);

(b) occupational information, community resources, job placement knowledge, work sample development, work setting modification, and job analysis; and

(c) professional and student communications

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(counseling techniques, team approach to providing services, student feedback, interdisciplinary staffings, and evaluation report writing).

(2) An additional three credits in each of the following areas:

(a) exceptional characteristics of special needs students (learning disabled, emotionally disturbed, developmentally disabled, visually impaired, hearing impaired, physically handicapped);

(b) interpersonal skills (communications, counseling techniques, working relationships); and

(c) personal and social development of disadvantaged/handicapped.

(3) A college-supervised internship, practicum, or field experience as a vocational evaluator in a supervised, state-approved vocational setting, consisting of at least 300 hours; or one year of paid experience as a vocational evaluator. Either experience must be completed within the two years immediately before the date the license is issued.

In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the technical coursework under part 3517.6200. In these cases, a person must not delay completing the coursework in subitem (2), unit (a), or subitem (3).

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The internship specified in item B, subitem (3) replaces the recent 500 hours of occupational experience.

(2) In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

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3517.1700 SECONDARY EMPLOYMENT PLACEMENT SPECIALIST.

An applicant for an entrance license to serve as a vocational employment placement specialist in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree;

(2) a course in coordination techniques for cooperative education;

(3) a course in philosophy of vocational education completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. Technical coursework: a directed independent study completed through an approved Minnesota college designed to update the applicant in current employment environments and conditions. The independent study must be completed within the two years immediately before the date the license is issued.

C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in the emphasis area.

(3) The emphasis area is job placement (including job development, employer contact, and placement) in a government agency, private agency, industry, or educational institution.

(4) Related areas are any emphasis or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140.

(5) In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

SECONDARY TRADE AND INDUSTRIAL OCCUPATIONS

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3517.1800 SECONDARY AUTO BODY REPAIR OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of auto body repair occupations in a secondary school must meet the following requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Auto body repair teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the

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license is to be issued.

(3) Two-thirds of the occupational experience must be in the emphasis areas with at least 300 hours in each of the four emphasis area elements.

(4) Emphasis area elements are auto body repair experience, including metal straightening by hammering or machine, replacement of body components, refinishing, and welding.

(5) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Auto body repair teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in auto body repair or auto body mechanics.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Two-thirds of the experience must be in the emphasis area with at least 300 hours in each of the four emphasis area elements.

(3) Emphasis area elements are auto body repair experience, including metal straightening by hammering or

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machine, replacement of body components, refinishing, and welding.

(4) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

Subp. 4. **Auto body repair teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Two-thirds of the experience must be in the emphasis area with at least 600 hours in each of the four emphasis area elements.

(3) Emphasis area elements are auto body repair experience, including metal straightening by hammering or machine, replacement of body components, refinishing, and welding.

(4) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

3517.1820 SECONDARY AUTO/TRUCK DISMANTLING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of auto/truck dismantling occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Auto/truck dismantling teacher; option one.** For

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option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 400 in each of the three emphasis area elements.

(4) Emphasis area elements are auto and truck dismantling yardwork, parts counter management, and parts inventory and warehousing.

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(5) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Auto/truck dismantling teacher; option two.** For option two the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in auto mechanics or auto body repair.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 400 hours in each of the three emphasis area elements.

(3) Emphasis area elements are auto and truck dismantling yardwork, parts counter management, and parts inventory and warehousing.

(4) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

Subp. 4. **Auto/truck dismantling teacher; option three.** For option three, the applicant must meet the following requirements:

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A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 800 hours in each of the three emphasis area elements.

(3) Emphasis area elements are auto and truck dismantling yardwork, parts counter management, and parts inventory and warehousing.

(4) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

3517.1840 SECONDARY AVIATION OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of aviation occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Aviation occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in

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industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

(5) A current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least two of the emphasis area components.

(4) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(5) Related areas are airline reservationist, aircraft cabin attendant, and aircraft weight and balance specialist.

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(6) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (4).

(7) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Aviation occupations teacher; option two.** For option two, an applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) the human relations program as specified in part 3517.3500; and

(4) a current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in aviation mechanics/air frame and power plants, or aviation administration.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least two of the emphasis area components.

(3) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(4) Related areas are airline reservationist, aircraft cabin attendant, and aircraft weight and balance specialist.

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(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

Subp. 4. **Aviation occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) the human relations program as specified in part 3517.3500; and

(4) a current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 600 hours in each of at least two of the emphasis area components.

(3) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(4) Related areas are airline reservationist, aircraft cabin attendant, and aircraft weight and balance specialist.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

3517.1860 SECONDARY BROADCAST/MEDIA OCCUPATIONS TEACHER.

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Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of broadcast/media occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in the secondary vocational program rules under broadcast/media occupations and to replace the narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach broadcast/media occupations programs. By July 1, 1992, the single-occupation programs of radio broadcasting and radio/television production must be converted to braodcast/media occupations programs. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid licenses in the programs being converted are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single-occupation programs.

To convert a single-occupation license to a broadcast/media occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Broadcast/media teacher; option one.** For option one the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are radio or television broadcasting, script and program preparation, and television studio production.

(5) Related areas are broadcast engineering, television studio directing, television camera operation,

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lighting/illumination direction, and script editing.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Broadcast/media teacher; option two.** For option two, the applicant must have:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in broadcasting technology, radio and television broadcasting, television production, television and audio visual production, or video production.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are radio or television broadcasting, script and program preparation; and television studio production.

(4) Related areas are broadcast engineering, television studio directing, television camera operation, lighting/illumination direction, and script editing.

Subp. 5. **Broadcast/media teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

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(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. No technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are radio or television broadcasting, script and program preparation, and television studio production.

(4) Related areas are broadcast engineering, television studio directing, television camera operation, lighting/illumination direction, and script editing.

3517.1880 SECONDARY COMMUNICATIONS/MEDIA OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of communication/media occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under communications/media occupations and to replace the narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach communications/media occupations programs. By July 1, 1992, the following single-occupation programs must be converted to communications/media occupations programs: the industrial education areas of graphic arts, commercial art, commercial photography, and communication/media technology. The personnel

licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to a communications/media occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Communications/media teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

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(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least three emphasis area components.

(4) Emphasis area components are layout and design; composition; production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(5) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, and direction of lighting/illumination.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

Subp. 4. **Communications/media teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

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(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in graphic arts or graphic communications.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least three emphasis area components.

(3) Emphasis area components are layout and design; composition; production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(4) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, direction of lighting/illumination.

Subp. 5. **Communications/media teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher educational sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of

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occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 600 hours in each of at least three emphasis area components.

(3) Emphasis area components are layout and design; composition; production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(4) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, and direction of lighting/illumination.

3517.1900 SECONDARY CONSTRUCTION OCCUPATIONS TEACHER.

Subpart 1. **Requirements for entrance license.** An applicant for an entrance license to teach the vocational program of construction occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under construction occupations and to replace the narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower license.** A license under this part is required to teach construction occupations programs. By July 1, 1992, the following single-occupation programs must be converted to construction occupations programs: the industrial education areas of cabinetmaking, construction occupations/finishing trades, construction occupations/general, construction occupations/masonry trades, construction occupations/mechanical trades, construction occupations/planning and management, energy occupations, mobile home maintenance, painting and decorating, and plastics/lamination occupations. The personnel licensing section must not issue new licenses in the categories of practice that correspond to these programs after this chapter takes effect. However, valid licenses in the programs being

converted are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single-occupation programs.

To convert a single-occupation license to a construction occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The related occupational experience hour requirements are met by holding the single-occupation license being converted.

Subp. 3. **Construction occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

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C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis area.

(4) The emphasis area is residential carpentry including framing.

(5) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

Subp. 4. **Construction occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

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B. Technical coursework: at least 18 months (2,160 hours) in a postsecondary technical program in carpentry or construction.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is residential carpentry including framing.

(4) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

Subp. 5. **Construction occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is residential carpentry including framing.

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(4) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

3517.1920 SECONDARY CONTROL TECHNOLOGY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of control technology in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary vocational teacher in a trade and industrial category of practice.

(3) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in control technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least 12 clock hours each of microprocessor control and electromechanical systems, completed before renewal of the entrance license.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

3517.1930 SECONDARY DRAFTING OCCUPATIONS TEACHER.

Subpart 1. **Requirements for entrance license.** An applicant for an entrance license to teach the vocational

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program of drafting occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under drafting occupations and to replace narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower license.** A license under this part is required to teach drafting occupations programs. By July 1, 1992, the following single-occupations programs must be converted to drafting occupations programs: the industrial occupation areas of construction occupations/planning and management, and mechanical drafting. The personnel licensing section must not issue new licenses in the categories of practice that correspond to these programs after the effective date of this chapter. However, valid licenses in these categories are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single-occupation programs.

To convert a single-occupation license to a drafting occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The related occupational experience hour requirements are met by holding the single-occupation license being converted.

Subp. 3. **Drafting occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in

industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the occupational experience must be in the emphasis area with at least 25 percent in each of the two emphasis areas.

(4) Emphasis areas are architectural drafting and mechanical drafting.

(5) Related areas are electronic or other technical drafting; civil engineering; machine shop set-up or operation; or construction work that has required interpretation of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

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(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational requirements under part 3517.6200.

Subp. 4. **Drafting occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a postsecondary technical program in architectural drafting or mechanical drafting.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the occupational experience must be in the emphasis area with at least 25 percent in each of the two emphasis areas.

(3) Emphasis areas are architectural drafting and mechanical drafting.

(4) Related areas are electronic or other technical drafting; civil engineering; machine shop set-up or operation; or construction work that has required interpretation of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

Subp. 5. **Drafting occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

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(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with a minimum of 25 percent in each of the two emphasis areas.

(3) Emphasis areas are architectural drafting and mechanical drafting.

(4) Related areas are electronic or other technical drafting; civil engineering; machine shop set-up or operation; or construction work that has required interpretation of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

3517.1940 SECONDARY ELECTROMECHANICAL TECHNOLOGY OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of electromechanical technology in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under electromechanical technology occupations or to replace narrower licenses given subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach electromechanical technology occupations programs. By July 1, 1992, the following single-occupation programs must be converted to

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electromechanical technology occupations programs: the industrial education areas of automated packaging equipment maintenance, major appliances, office machine repair and servicing, vending machines repair, and heating/air conditioning/refrigeration. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after the effective date of this chapter. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to an electromechanical technology occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Electromechanical technology teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of

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vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least 12 clock hours each of microprocessor control and electromechanical systems, completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the occupational experience must be in one or more of the emphasis areas.

(4) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(5) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Electromechanical technology teacher; option**

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two. For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a postsecondary technical program in electromechanical technology, robotics, or electronics.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(4) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

Subp. 5. **Electromechanical technology teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

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B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(4) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

3517.1960 SECONDARY ELECTRONICS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of electricity/electronics occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Electronics teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in

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part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, and industrial electronic equipment.

(5) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronics equipment, electrical wiring, or electromechanical technology.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Electronics teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in parts 3517.4000 to 3517.4200.

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum,

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completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in electronics technician, or electronics technician/digital.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, or industrial electronics equipment.

(4) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronic equipment, electrical wiring, or electromechanical technology.

Subp. 4. **Electronics teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in

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one or more of the emphasis areas.

(3) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, and industrial electronics equipment.

(4) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronics equipment, electrical wiring, or electromechanical technology.

3517.1980 SECONDARY INDUSTRIAL DESIGN TECHNOLOGY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of industrial design technology in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary vocational teacher in a trade and industrial category of practice.

(3) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in industrial design technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

B. Technical coursework criteria: at least 12 clock hours in each of the following areas completed before renewal of entrance license:

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(1) problem solving;

(2) technical report writing;

(3) computer-aided drafting; and

(4) electromechanical technology.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

3517.2000 SECONDARY JEWELRY GOLDSMITHING AND SILVERSMITHING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of jewelry goldsmithing and silversmithing in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Jewelry goldsmithing and silversmithing teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200,

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subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) One hundred percent of the experience must be in the emphasis area.

(4) The emphasis area is jewelry manufacture or repair.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Jewelry goldsmithing and silversmithing teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) of postsecondary technical education in jewelry goldsmithing and silversmithing.

C. Occupational experience:

(1) The applicant must have 3,000 hours of experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

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(3) The emphasis area is jewelry manufacturing and repair.

Subp. 4. **Jewelry goldsmithing and silversmithing teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in parts 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is jewelry manufacturing and repair.

3517.2020 SECONDARY MECHANICAL TECHNOLOGY OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of mechanical technology in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under mechanical technology occupations or to replace narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach mechanical technology occupations programs. By July 1, 1992, the following single-occupation programs must be converted to mechanical

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technology occupations programs: the industrial education areas of fluid power mechanics, industrial equipment maintenance and repair, and quality/quantity control technician. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to a mechanical technology occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Mechanical technology teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. An education major in industrial arts or industrial education is exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

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(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before the renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are fluid power and industrial equipment maintenance and repair.

(5) Related areas are quality and quantity control, millwright, welding, and machine shop.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Mechanical technology teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

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(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a postsecondary technical program in machine shop, welding, or industrial equipment mechanics, or fluid power.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area with at least 500 hours in each of the two emphasis areas.

(3) Emphasis areas are fluid power and industrial equipment maintenance.

(4) Related areas are quality/quantity control, millwright, welding, and machine shop.

Subp. 5. **Mechanical technology teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in

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the emphasis area with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are fluid power and industrial equipment maintenance and repair.

(4) Related areas are quality/quantity control, millwright, welding, and machine shop.

3517.2040 SECONDARY METAL/MATERIAL PROCESSING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of metal/material processing in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under metal/material processing occupations or to replace narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach metal/material processing occupations programs. By July 1, 1992, the following single-occupation programs must be converted to metal/material processing occupations programs: the industrial education areas of machine shop; manufacturing technology, metal repairing, finishing and welding; metals fabrication; sheet metal working/ fabrication; and welding occupations. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to a metal/material processing occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. completing the occupational experience emphasis

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area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Metal/material processing teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in computer integrated manufacturing, completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from

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college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are machine shop and welding.

(5) Related areas are metals fabrication and sheet metal working.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Metal/material processing teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) at least 18 months (2,160 hours) in a postsecondary technical program in welding or machine shop; and

(2) at least two credits or 24 clock hours in computer-integrated manufacturing completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of

occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(3) Emphasis areas are machine shop and welding.

(4) Related areas are metals fabrication and sheet metal working.

Subp. 5. **Metal/material processing teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in computer-integrated manufacturing completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are machine shop and welding.

(4) Related areas are metals fabrication and sheet metal working.

3517.2060 SECONDARY PARTS SALES AND SERVICE OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of parts sales and

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service occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Parts sales and service occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the occupational experience must be in the emphasis area.

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(4) The emphasis area is automotive/truck parts sales.

(5) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck dismantling/salvage, appliance parts sales, electronics equipment parts sales, industrial equipment parts sales, and agricultural equipment parts sales.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Parts sales and service occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in parts sales and service.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is automotive/truck parts sales.

(4) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck dismantling/salvage, appliance parts sales, electronic equipment parts sales, industrial equipment parts sales, and agricultural

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equipment parts sales.

Subp. 4. **Parts sales and service occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is automotive/truck parts sales.

(4) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck dismantling/salvage, appliance parts sales, electronic equipment parts sales, industrial equipment parts sales, and agricultural equipment parts sales.

3517.2080 SECONDARY PRINCIPLES OF TECHNOLOGY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of principles of technology in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccaulaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary

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vocational teacher in a trade and industrial category of practice.

(3) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in principles of technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

3517.2100 SECONDARY TRUCK/BUS DRIVING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of truck/bus driving occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Truck/bus driving teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

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(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations programs as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are bus driving, city delivery truck driving, and over-the-road driving.

(5) Related areas are dispatching, truck loading dock work, and trailer spotter.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

Subp. 3. **Truck/bus driving teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the

appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) of postsecondary education in truck driving.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are bus driving, city delivery truck driving, and over-the-road driving.

(4) Related areas are dispatching, truck loading dock work, and trailer spotter.

Subp. 4. **Truck/bus driving teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are bus driving, city delivery truck driving, and over-the-road driving.

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(4) Related areas are dispatching, truck loading dock work, and trailer spotter.

3517.2120 SECONDARY VEHICLE SERVICES OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of vehicle services occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under vehicle services occupations or to replace narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach vehicle services occupations programs. By July 1, 1992, the following single-occupation programs must be converted to vehicle services occupations programs: the industrial education areas of auto mechanics, recreational vehicle repair, service station occupations, small engine repair, truck/deisel mechanics, and forest products harvesting equipment repair. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single-occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single-occupation license to a vehicle services occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. substituting for the required occupational

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experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single-occupation license being converted.

Subp. 3. **Vehicle services teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in automotive computer applications, completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or

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workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(5) Related areas are diesel engine repair, tune-up, front end alignment, transmission repair, automotive parts sales or salvage, vehicle lubrication services, brake service, and farm equipment mechanics.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Vehicle services teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) at least 18 months (2,160 hours) postsecondary education in auto mechanics, small engine repair, recreational vehicle repair, motorcycle repair, marine engine repair, or truck/diesel mechanics; and

(2) at least two credits or 24 clock hours in automotive computer applications completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to

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3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis area components.

(3) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(4) Related areas are diesel engine repair, tune-up, front end alignment, transmission repair, automotive parts sales and salvage, vehicle lubrication service, brake service, and farm equipment mechanics.

Subp. 5. **Vehicle services teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in automotive computer applications completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(4) Related areas are diesel engine repair, tune-up, front end alignment, transmission repair, automotive parts, vehicle lubrication service, brake service, and farm equipment mechanics.

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3517.2140 SECONDARY TEACHER-COORDINATOR OF TRADE AND INDUSTRIAL COOPERATIVE EDUCATION PROGRAMS.

An applicant for an entrance license to serve as a vocational teacher-coordinator of trade and industrial occupations cooperative education programs in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in industrial arts or industrial education;

(2) licensure as a secondary vocational teacher in a trade and industrial area described in parts 3517.1800 to 3517.2120;

(3) three credits in coordination techniques for cooperative education completed before entrance licensure;

(4) a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(5) a course in philosophy of vocational education; and

(6) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this category of practice.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

D. A license under this part is valid to:

(1) teach a secondary vocational trade and industrial occupations cooperative education program; and

(2) teach a secondary vocational diversified occupations or interrelated cooperative education program.

GENERAL REQUIREMENTS

3517.3000 QUALIFICATION FOR LICENSURE.

A person required to hold a license shall meet licensure requirements in this chapter for each category in which the person practices.

An applicant shall meet the educational, technical, and occupational experience requirements in parts 3517.0100 to 3517.2140 for each licensure category of practice sought.

3517.3050 ENTRANCE LICENSES: ALL REQUIREMENTS MET.

An applicant who meets all the educational, technical, and occupational experience requirements shall be issued an entrance license valid for two years. To renew the license, the applicant must complete at least six clock hours of activities that upgrade competencies or develop additional skills in the category of practice. The activities must be approved and verified on the applicant's renewal application form as shown by the signature of the authorized local vocational administrator.

On completing the renewal requirements, the applicant is eligible for the first five-year continuing license. To renew the first five-year continuing license and later five-year continuing licenses, the applicant must complete continuing education as specified in part 3517.7000 to 3517.7300.

3517.3100 ENTRANCE LICENSES: TEACHER EDUCATION SEQUENCE.

An applicant who qualifies for licensure through the vocational teacher education sequence shall be issued a two-year entrance license by the personnel licensing section according to parts 3517.3150 to 3517.3250. Renewals of the entrance license shall be issued according to part 3517.3300.

3517.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.

Subpart 1. **Who may use the sequence.** An applicant may complete the secondary vocational teacher education sequence in order to satisfy the educational requirements for licensure if the requirements in parts 3517.0100 to 3517.2140 for the applicant's category of practice permit. The applicant must complete at least three quarter credits in each of the core courses at an approved Minnesota institution, or in equivalent courses that meet the broad objectives of the teacher education core at an accredited out-of-state institution. The broad objectives of courses in the teacher education core are stated

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in part 3517.3170.

The applicant must also meet the technical and occupational experience requirements in the part that governs the chosen category of practice.

Subp. 2. **Core courses.** The following courses, consisting of at least three credits each, make up the secondary vocational teacher education core:

A. introduction to vocational teaching;

B. vocational methods;

C. vocational course construction;

D. vocational tests and measurements;

E. philosophy of vocational education; and

F. teaching internship.

Subp. 3. **Nonapproved institutions.** When an applicant's teacher education coursework for core courses has been completed at an institution other than a Minnesota institution approved to offer this vocational coursework and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, the section may refer the applicant's evidence to an appropriate vocational program specialist or to the vocational service coordinator named by a Minnesota institution approved to offer this vocational coursework. The person who receives the evidence shall determine whether the courses are equivalent.

Equivalency must be determined from one or more of the following types of evidence:

A. transcripts of credits from teacher education institutions;

B. documents certifying extent of effort in terms of hours of effort and completion of experience; and

C. course outlines that include course description and course objectives.

Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a licensure requirement.

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3517.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION CORE.

Subpart 1. **Introduction to vocational teaching (also called foundations for vocational-technical teaching).** The broad objectives of a course in introduction to vocational teaching are:

A. to identify the mission, goals, structure, and trends of vocational education in Minnesota, and its relationship to other educational systems;

B. to describe the goals of an institution and program in which the teacher is prepared to teach;

C. to identify the learning styles, characteristics, and special needs of the student populations for which instruction will be implemented, including referral resources;

D. to identify the content and the instructional objectives of a vocational program;

E. to develop unit structure and lesson plans specifying the instructional procedure and learning activities consistent with the practices in the institution in which the individual will teach;

F. to choose and design instructional materials to implement vocational learning activities;

G. to demonstrate an ability to deliver instruction through a variety of methods consistent with current trends;

H. to evaluate student learning, using performance- and knowledge-based instruments;

I. to describe the professional role of a vocational teacher within the context of school and community;

J. to identify the role of advisory committees in vocational education;

K. to identify the role and operation of student organizations in vocational programs;

L. to identify classroom laboratory management, safety procedures, and discipline principles and techniques; and

M. to identify the legal implications of teacher-student relationships.

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Subp. 2. **Vocational methods (also called methods of instruction in vocational-technical education).** The broad objectives of a course in vocational methods are:

A. to identify unique characteristics of learners and the processes by which people learn;

B. to determine appropriate individual and group methods of instruction that create an environment to motivate and manage student development;

C. to identify the advantages and disadvantages of alternative methods of instruction for vocational educators;

D. to demonstrate the ability to use various instructional methods to enhance learning in vocational education;

E. to prepare lesson plans that use effective models and audiovisual materials including the latest technology;

F. to apply instructional techniques and resources that are effective with diverse vocational education populations;

G. to analyze personal teaching strengths, weaknesses, and effectiveness through feedback mechanisms;

H. to identify and differentiate methods for teaching, and the evaluation of learning in the affective, cognitive, and psychomotor domains;

I. to develop a plan for utilizing student organizations as a strategy to deliver the content of courses; and

J. to develop a system to collect and catalog resource materials for vocational instruction in the student's area of specialization.

Subp. 3. **Vocational course construction (also called course development in vocational-technical education).** The broad objectives of a course in vocational course construction are:

A. to develop vocational program descriptions, course descriptions, and a listing of expected learner outcomes;

B. to identify instructional content using appropriate alternative methods such as task, content analysis,

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or occupational methods;

C. to examine and use alternative sources of existing instructional program content;

D. to prepare general and specific vocational instructional objectives, appropriate to students' needs;

E. to sequence the instructional objectives within the course of study;

F. to identify and be able to use alternative methods of organizing and managing content and learning activities, considering the course objectives and individual needs of students;

G. to develop lesson plans taking into account the unique needs of the students in vocational education;

H. to develop an evaluation plan for a vocational course and course units;

I. to demonstrate a systematic course development process showing continuity from mission of institution to a specific lesson plan; and

J. to demonstrate the need to use vocational advisory committees in developing and delivering the content of the course.

Subp. 4. **Vocational tests and measurements (also called evaluation of student performance in vocational-technical education).** The broad objectives of a course in vocational tests and measurements are:

A. to identify the purposes and functions of vocational education evaluation and assessment;

B. to differentiate between measurement and evaluation;

C. to design a vocational course evaluation plan that specifies the objectives of instruction and how they will be evaluated;

D. to define and contrast characteristics of evaluation such as reliability, validity, and utility;

E. to interpret standardized test data;

F. to identify the purposes and functions of various

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evaluation techniques used in vocational education;

G. to prepare lesson plans that include test items that measure student attainment of performance-oriented objectives;

H. to structure a test according to the tenets of good test construction;

I. to develop and demonstrate appropriate techniques for the evaluation of performance tasks;

J. to analyze the effectiveness of vocational education evaluation instruments, such as performance evaluation;

K. to interpret student progress using a variety of approaches such as norm- or criterion-referenced methods;

L. to apply alternative methods of documenting student progress; and

M. to interpret different methods of measuring student performance and giving feedback as diagnostic tools to improve learning.

Subp. 5. **Philosophy of vocational education (also called principles and practices of vocational-technical education).** The broad objectives of a course in the philosophy of vocational education are:

A. to identify the current purposes and goals of vocational education, its relationship to all education and to federal and state legislation;

B. to identify the current purposes and goals, policies, rules, and state plan for vocational education in Minnesota;

C. to describe the process used to develop and modify the Minnesota state plan for vocational-technical education;

D. to describe the socioeconomic settings and conditions that create the need for vocational education, career education, and career development;

E. to explain the relationships of theories of work to the history and development of vocational-technical education;

F. to identify the relationship between legislation and policy concerning vocational education and federal and state

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financing and accountability;

G. to identify the recipients of vocational education with respect to age, grade levels, socioeconomic groups, special needs, sex, geographic location, occupational goals, and need for vocational education;

H. to identify and describe the different institutions, public and private, in which vocational programs are offered and the people they serve;

I. to describe the cooperative relationships of vocational educators with labor, industry and business, job services, other agencies for employment, other teachers, and advisory committees;

J. to identify the common and unique characteristics of the different fields of vocational education, including integration of student organizations;

K. to explain the purposes and nature of vocational secondary, postsecondary, and extension programs;

L. to identify the professional organizations to which vocational educators belong and the values of participation in professional activities;

M. to describe the relationship of vocational education with other educational systems, local school boards, local administration, and state administration;

N. to develop an awareness of the implications of external groups such as licensing boards, accreditation agencies, and unions;

O. to explain the purpose and nature of cooperative and supervised community-based programs such as internships and customized training; and

P. to help the student develop a personal philosophy of vocational education.

3517.3200 SUBSTITUTIONS FOR COURSES IN TEACHER EDUCATION CORE.

Subpart 1. **Substitution for introduction to vocational teaching course.** An applicant for licensure who has one of the following qualifications may substitute it for the introduction

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to vocational teaching course:

A. prior completion of the 192 clock hour vocational teacher education sequence as it existed before July 1, 1978;

B. prior completion of at least two of the core courses; or

C. prior completion of at least six quarter credits of professional vocational education.

Subp. 2. **Substitution for introduction to vocational teaching course and the vocational method course.** An applicant for licensure who has all of the following qualifications may substitute them for the introduction to vocational teaching course and the vocational methods course:

A. prior completion of the 192 clock hour vocational teacher education sequence as it existed before July 1, 1978;

B. a current five-year vocational license; and

C. one year of previous paid teaching experience on a vocational license.

3517.3250 ENTRANCE LICENSES: COURSES IN TEACHER EDUCATION SEQUENCE.

Subpart 1. **Issuance.** When an applicant is using the teacher education sequence, a two-year entrance secondary vocational license shall be issued when the applicant completes the three-credit introduction to vocational teaching course and has prearranged the teaching internship specified in subpart 2.

Subp. 2. **Teaching internship.** An applicant under subpart 1 shall also verify prearrangement for a nine-week teaching internship with a Minnesota institution approved to offer the internship. The internship must be completed during the first 18 weeks of employment as a vocational teacher. Previous student teaching in an accredited licensing program for teacher education or 1,080 hours of previous, paid teaching experience in an accredited educational program may be substituted for the teaching internship.

Subp. 3. **Emergencies.** When there is an immediate need to replace or add a teacher, and the local vocational administrator

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verifies that no teacher licensed in the needed category of practice is reasonably available, a two-year entrance vocational license shall be issued when an applicant:

A. meets technical and occupational experience requirements in the needed category of practice;

B. submits to the personnel licensing section the application for vocational licensure signed by the hiring local vocational administrator and evidence of prearrangement with an approved Minnesota institution for completion of the introduction to vocational teaching course within the first 24 weeks of teaching; and

C. submits verification of prearrangement of the teaching internship in subpart 2.

3517.3300 RENEWAL LICENSE IN TEACHER EDUCATION SEQUENCE.

Subpart 1. **First one-year renewal.** An applicant is eligible for the first one-year renewal of an entrance vocational license based on the teacher education sequence when the applicant has completed the human relations requirement under part 3517.3500 and an additional three-credit course from the teacher education core.

Subp. 2. **Later one-year renewals.** An applicant is eligible for later one-year renewals of vocational licenses when the applicant has completed at least one additional three-credit course from the vocational teacher education core. An individual may request one-year renewals of an entrance vocational license until requirements for the first regular five-year vocational license have been met.

Subp. 3. **One-time exemption.** While an applicant is completing the teacher education sequence, the personnel licensing section shall allow the applicant a one-time exemption from the requirement to take one additional course to obtain a one-year renewal.

Subp. 4. **Extra coursework.** Each teacher education core course taken over the minimum three-credit requirement each year may substitute for the required minimum three credits to obtain

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a later one-year renewal.

3517.3350 FIRST FIVE-YEAR LICENSE IN TEACHER EDUCATION SEQUENCE.

An applicant is eligible for the first five-year vocational license based on the teacher education sequence when the applicant completes the teaching internship, the human relations requirement, and three credits in each of the five core courses through an approved licensing program in vocational teacher education at an approved Minnesota institution or equivalent courses completed elsewhere.

3517.3400 NONVOCATIONAL DEGREE IN EDUCATION.

Subpart 1. **Entrance licensure.** An applicant for entrance licensure who has a nonvocational degree in education and has met the technical and the occupational experience requirements for the chosen category of practice in parts 3517.0100 to 3517.2140 is eligible for the first two-year entrance vocational license without meeting the core course requirements in part 3517.3150, subparts 1 and 2.

Subp. 2. **Five-year license.** An applicant with a nonvocational degree in education must meet the five-year vocational teacher education sequence requirements by completing the vocational teacher education core in part 3517.3100, subpart 2, excluding the introduction to vocational teaching course and the nine-week teaching internship, under the renewal procedures in part 3517.3300.

3517.3420 COURSE EQUIVALENTS.

Institutions outside Minnesota may make arrangements with the personnel licensing section for a determination of equivalent educational requirements.

3517.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.

When an applicant has completed coursework that is not included in part 3517.3150, subpart 2, to meet a licensure requirement and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, in consultation with the appropriate

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secondary vocational specialist, the following procedure applies:

A. The section may refer the case to a vocational service coordinator designated by a Minnesota institution approved to offer vocational coursework or to a department chair designated by the appropriate secondary vocational specialist in the category of practice for which licensure is sought. The chair must be from an institution accredited to offer coursework that meets licensure requirements.

B. If no department chair is available, the appropriate state secondary vocational program specialist shall name an appropriate teacher educator.

C. The chair or coordinator shall submit a written statement verifying that the proposed coursework substitution is or is not equivalent to coursework stated as a licensure requirement.

D. Equivalency must be determined from one or more of the following types of evidence:

(1) transcripts of credits from accredited institutions;

(2) documents certifying extent of effort in terms of hours of effort and completion of experience; and

(3) course outlines that include course description and course objectives.

E. Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a license requirement.

3517.3500 HUMAN RELATIONS REQUIREMENT.

Subpart 1. **Human relations program.** Vocational personnel as described in this part must meet the human relations requirement by completing a human relations program approved by the Minnesota Board of Teaching. All or part of the human relations requirements may be met by substituting earlier experiences or programs when they are verified as equivalent by the administrator of an approved Minnesota human relations program. Requests to substitute and to verify equivalency must

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be submitted by the applicant to the administrator of an approved human relations program.

Subp. 2. **Who must meet the requirement.** Except where otherwise stated in this chapter, in order to be licensed, renew a license, or reactivate a lapsed license, vocational personnel must complete the human relations requirement if they work at least half time on the vocational license. "Half time" means three hours daily on a 36-week or longer basis, or five hours daily on a 20-week or longer basis.

Subp. 3. **Exemption for less than half time.** Vocational personnel who work less than half time on the vocational license and want an exemption from the human relations requirement must submit verification of eligibility for the exemption from the authorized local vocational administrator.

Subp. 4. **Initial entrance license.** New personnel who are submitting their first applications for full-time vocational licensing and who have completed all applicable requirements except human relations, are eligible for an entrance license to allow time to complete the human relations program. Only one vocational license that entitles the licensee to work full time may be granted to an applicant who has not met the human relations requirement. The human relations requirements must be met before any license renewal or endorsement is made.

3517.3550 RENEWED REGULAR FIVE-YEAR VOCATIONAL CONTINUING LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.

Subpart 1. **Authorizing signature.** Applications for each renewal of a five-year vocational continuing license for nonadministrative, nonsupervisory personnel must be approved through the local vocational relicensure committee established under parts 3517.8000 to 3517.8400, and signed by its chair.

Subp. 2. **Issuance.** A holder of a nonadministrative, nonsupervisory regular five-year vocational continuing license who completes the continuing education requirements for relicensure in parts 3517.7000 to 3517.7300 is eligible for a renewed regular five-year vocational continuing license.

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3517.3600 REACTIVATION OF LAPSED SECONDARY VOCATIONAL LICENSE.

Subpart 1. **Requirements.** Except as noted in subparts 2 to 4, to reactivate a lapsed license, other than a limited license, the applicant must meet current entrance licensure requirements, and special renewal requirements necessary if the license had been renewed on time, unless superseded by later rules.

Subp. 2. **Exception: offer of position.** On receipt of written verification from a hiring local administrator that an applicant has been offered a position contingent on holding a valid license in the lapsed category of practice, the personnel licensing section shall renew the license once, for the current fiscal year. After that, the applicant shall meet current reactivation licensure requirements.

Subp. 3. **Exception: teaching to replace recent occupational experience.** When an applicant provides written verification from an employing school of having taught with an appropriate vocational license in the lapsed licensure category of practice in a vocationally funded program for at least one school year (1,080 hours) within the past five years in another state or at the postsecondary or secondary levels in Minnesota, that evidence substitutes for the recent occupational experience portion of the current entrance requirements. Notwithstanding this substitution, the total required hours of acceptable occupational experience must be in the licensure file and documented in the form required by this chapter.

Subp. 4. **Exception: new secondary program.** If the secondary level has been dropped from a postsecondary license in the same area because the personnel licensing section has determined that no secondary program exists to use that license, the license may be reactivated on the applicant's request if the applicant submits the appropriate licensure application form and fee when a corresponding secondary program is established. The personnel section shall reactivate the license, without regard to how recent the required work experience is, if the applicant has maintained the postsecondary license in that category.

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3517.3620 NEW INSTRUCTIONAL POSITIONS.

When emerging occupations or innovative, experimental, or exemplary programs create teaching positions that are not provided for in existing rules, the state board may recommend the formulation of interim licensing requirements. In developing the requirements, the board shall consult with representatives of the industry in the program to be created. A person who meets the requirements shall be issued a letter of approval, good for the current fiscal year. At a minimum, the requirements must state that the applicant must have either:

A. a baccalaureate degree in the program area for which licensure is being developed; or

B. a teaching license in a related category of practice plus 1,000 hours of work experience in a related area.

The licensing requirements for the program must become part of this chapter under Minnesota Statutes, chapter 14, within one year of the date the vocational program becomes operational. The requirements incorporated in this chapter may differ from the interim requirements. A person who receives a letter of approval is not guaranteed licensure under the requirements adopted as rules. A letter of approval issued under this part meets the requirement in Minnesota Statutes, section 125.04 and in program rules that all programs be taught by a licensed teacher.

3517.3650 ENDORSEMENTS.

An applicant adding a licensure category must meet current educational, technical, and occupational experience requirements for an entrance license in the category to be added.

3517.3800 PROCEDURES FOR VOLUNTARY SURRENDER OF TEACHING LICENSES.

Subpart 1. **Materials required to surrender license.** A person holding a vocational teaching license granted by the Board of Education may voluntarily surrender the license by submitting to the personnel licensing section the following:

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A. a written request to surrender which specifies the teaching license or licenses to be surrendered;

B. the applicant copy of the teaching license;

C. the school district copy of the license, together with a written statement signed by the employing school superintendent verifying that notification has been received that the school district copy of the license has been removed from the school district files; and

D. the processing fee required by part 8700.0600.

Subp. 2. **Surrender date.** When the personnel licensing section receives the materials listed in subpart 1 by January 1, the date of surrender is July 1 of that year. When the materials are received after January 1, the date of surrender is July 1 of the following calendar year.

Subp. 3. **When surrender is prohibited.** A person may not voluntarily surrender a license under any of the following circumstances:

A. the school board has commenced proceedings to terminate the continuing contract, pursuant to Minnesota Statutes, section 125.12, subdivision 6 or 8, or 125.17, subdivision 4;

B. the Board of Teaching has commenced proceedings to suspend or revoke the license pursuant to Minnesota Statutes, sections 125.09 and 214.10 or part 8700.7500; or

C. any educational agency or board has commenced proceedings which could result in alteration of the status of the teaching license due to the person's conduct.

Subp. 4. **Entrance license after surrender.** A person whose Minnesota teaching license has been voluntarily surrendered may apply for entrance licensure in the subject or field for which licensure was previously surrendered. An entrance license must be granted to the applicant if the following criteria are met:

A. a licensure rule exists in the subject or field for which licensure was previously surrendered;

B. the applicant meets the entrance licensure standards that are in effect in the subject or field at the time

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of application and meets procedures in Board of Education rules applicable to an entrance license; and

C. the processing fee required by part 8700.0600 accompanies the application for entrance licensure.

Subp. 5. **Disclaimer.** Nothing in subparts 1 to 4 prohibits a person from holding or applying for a license in any subject or field upon surrender of a license in another subject or field.

OCCUPATIONAL EXPERIENCE

3517.4000 OCCUPATIONAL EXPERIENCE.

Subpart 1. **Definition.** Except where otherwise stated in this chapter, "occupational experience" means work experience, paid in money, outside of education or teaching, that demonstrates success in the occupational emphasis areas and related areas specified in the category of practice for which the applicant is seeking licensure. At least 500 hours of work experience must be in one or more emphasis areas within the five-year period immediately before the date the license is to be issued.

Subp. 2. **Secondary vocational nonoccupational staff.** Administrative, supervisory, and special needs staff of a local school district who do not teach in occupational program areas shall accumulate occupational experience, outside education or teaching, in a job or jobs specified in parts 3517.0100, 3517.0120, and 3517.0200 to 3517.2140 within the program emphasis areas or related areas.

Subp. 3. **Verification.** Verification of occupational experience for a salaried employee must be provided on work verification forms by the applicant's employer. It must include place of employment, length and dates of employment, total number of hours employed, job classification, description of job duties, and a specific statement of success. If the employer has died or cannot be located because of a transfer, or if the business has closed, the same information may be verified by:

A. the applicant's immediate supervisor during the employment period; or

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B. a coworker of similar status during the employment period and appropriate tax or social security records of the applicant.

If a supervisor or coworker verifies the experience, the applicant shall document reasonable previous efforts to obtain verification from the actual employer.

Applicants who receive W-2 salary forms as owners or managers of their own privately held corporations must be considered self-employed, and they are governed by part 3517.4100.

Verification of occupational experience is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 4. **Military experience.** The personnel licensing section shall accept occupational experience obtained in the military if it is verified by a DD Form 214 and corresponding military assignment or review records that verify and identify the experience as within the emphasis areas or related areas in parts 3517.0200 to 3517.1440 or 3517.1800 to 3517.2140. Verified military experience shall be accepted for up to two-thirds of the total required occupational hours. The military hours may be applied toward hours in related areas, but not toward the required hours in the emphasis area and they do not meet the recency requirements. The remaining one-third of the required hours must be accumulated in the typical civilian setting for the category of practice sought in order to ensure that the applicant is familiar with the usual job environment for the specific category of practice.

3517.4100 SELF-EMPLOYMENT EXPERIENCE.

Subpart 1. **How to qualify.** Occupational experience obtained through self-employment in emphasis areas or related areas in parts 3517.0100 to 3517.2140 meets the occupational experience requirements if:

A. self-employment hours are paid occupational experience as verified by Department of Revenue tax reports of

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paid income from this source, with appropriate backup records; and

B. self-employment hours have been earned within the corresponding business or industry setting for the specific category of practice sought, as verified by evidence documenting that the self-employed business exists, is licensed if required by law or rule, and complies with laws or rules that regulate the business or industry.

Subp. 2. **Exception for nontraditional experience.** When self-employment hours have been obtained in designated emphasis or related areas, but within a different occupational setting, or as part of a different occupational role, than that commonly associated with the emphasis area for which the license is valid, the self-employment hours do not count:

A. toward the required hours in the emphasis area; and

B. toward more than two-thirds of the total required hours.

To be acceptable in related areas, the nontraditional self-employment hours must constitute paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records verifying the information requested in part 3517.4000, subpart 3.

Subp. 3. **Verification.** Verification based on Department of Revenue tax records named in subpart 1 or 2 must be documented as follows:

A. The Department of Revenue tax reports and appropriate backup records must be reviewed by the applicant's certified public accountant, attorney, tax preparer, banker, or similar professional business representative who is substantially engaged in business practices and business recordkeeping.

B. The reviewing professional shall determine and verify duties and commensurate number of hours of paid employment consistent with declared income in the reviewed revenue documents and applicable to requirements of these

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licensure rules.

C. The reviewing professional must verify results of the review on a standard affidavit form provided by the personnel licensing section.

Subp. 4. **Fraud.** Verification of self-employment is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 5. **Employment on nonsalary status.** When occupational experience hours in emphasis areas and related areas specified in parts 3517.0100 to 3517.2140 have been obtained through any employment that has not resulted in issuing a W-2 statement, the applicant must be considered a self-employed independent contractor, and this part applies.

3517.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.

Subpart 1. **Who may use.** Except where otherwise stated in this part and in parts 3517.0100 to 3517.2140, an applicant may use the following alternative experiences to meet occupational experience requirements. The alternatives may not be used by nonbaccalaureate applicants who have completed less than a two-year program in the category of practice.

Subp. 2. **Directed occupational experience.** For each two hours of the regular occupational experience requirement, an applicant may substitute one hour of preplanned occupational experience directed through a licensing program for vocational teacher education that has been approved as specified in part 3517.9100. The personnel licensing section, in consultation with the appropriate vocational program specialists, may make arrangements with colleges and universities to provide directed work experience supervision. Out-of-state colleges not eligible for the program approval process may get approval by verifying to the section and the appropriate state program specialist a program that meets the criteria, including evaluation, used to evaluate Minnesota programs in directed occupational experience. The supervisor directing the out-of-state internship must possess professional qualifications equivalent

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to those required of a Minnesota internship supervisor who is eligible for authorization under item A.

The directed occupational experience must meet the following criteria for approval:

A. Except for out-of-state colleges, the experience must be directed by an internship supervisor who must be a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators.

B. The training station must be approved by the internship supervisor prior to approval of the training plan and employment.

C. The applicant's training plan and agreement must be developed prior to employment and must be kept on file by the teacher education institution for five years.

D. One copy of the work verification form must be made part of the applicant's permanent record maintained by the teacher education institution.

E. The experience must be paid work.

F. The training plan and agreement must:

(1) contain objectives that are individualized to meet the needs of the applicant;

(2) identify the specific learning outcomes, projects, and project evaluations that the applicant needs;

(3) place the applicant in a position that satisfies occupational experience criteria in the part governing the applicant's chosen category of practice;

(4) place the applicant in a position that satisfies the conditions of employment specified in part 3517.4000, except that self-employment is not permitted;

(5) establish a reporting process for the internship experience;

(6) establish a means of evaluating the internship experience.

G. An applicant must be visited two or more times per quarter, once during a summer session. When this is not possible, a designee can be identified by the internship

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supervisor with communication with the state program specialist.

H. The ratio of clock hours of work to collegiate credits must be at least 40 to 1.

Subp. 3. **Competency-based occupational exam.** An applicant may submit evidence of successful completion of a competency-based occupational exam preapproved by the board. The personnel licensing section shall accept the evidence as proof of occupational competency in place of two-thirds of the total occupational experience requirements, including the most recent 500 hours. The exam must have been completed within five years of the date the license is issued. This alternative form of occupational experience must not be used when the competency-based occupational exam is the same exam taken by the applicant to obtain licensure to practice in the particular occupation. In this subpart, "successful completion" means scoring within one standard deviation below the mean score supplied by the agency providing the competency-based exam.

Subp. 4. **Updating industrial experience.** An updating experience conducted in the appropriate business or industry setting, or within a formal technical training setting in appropriate business, industry, or appropriate postsecondary education, may be substituted for the required 500 hours of occupational experience within the past five years in the emphasis area. The experience must be completed within the five-year period just before the date that the license is to be issued. The experience must consist of one or a combination of the following:

A. Six quarter credits, involving at least 120 clock hours of work by the applicant, preapproved through the program approval process in part 3517.9100. Each quarter credit substitutes for 80 occupational experience hours. This experience must meet the following criteria for approval:

(1) The experience must be directed by a supervisor who is a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators. The supervisor must:

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(a) assess the applicant's work experience, background, and vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore choices for updating experience;

(c) advise the applicant by developing an updating program plan in cooperation with the business or industry that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to opportunities in employment for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply the technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) A copy of the applicant's updating program must be kept on file by the teacher education institution for five years, with an abstract of the program made a part of the applicant's permanent record.

B. 120 clock hours of technical training in the emphasis area preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program

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specialist, or by a department chair, designated by the secondary vocational program specialist, of an approved Minnesota college. Each technical training hour substitutes for four occupational experience hours. This updating industrial experience option must meet the following criteria for approval:

(1) The person directing the experience must:

(a) assess the applicant's work experience and background, as well as vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore technical training options;

(c) help the applicant develop an updating program plan in cooperation with the business, industry, or technical training sponsor that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to employment opportunities for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

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(4) An abstract of the applicant's updating program must be made a part of the applicant's permanent licensure file.

Subp. 5. **Community-based training.** For up to 500 hours of the occupational experience, including the required 500 recent hours, an applicant may substitute an unpaid direct training experience in the traditional setting for the program emphasis area. The training experience must be preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist or by the corresponding department chair of an approved Minnesota college in consultation with the appropriate secondary vocational program specialist. Three hours of training substitutes for one occupational experience hour.

Subp. 6. **Vocational administrative or supervisory experience.** An applicant may use paid vocational administrative or supervisory experience to meet the required 500 hours of occupational experience within the past five years to obtain a secondary director's or secondary supervisor's license. The experience may be used for this purpose if:

A. the authorized local vocational administrator verifies in writing that the paid work meets the description of administration or supervision in part 3517.0080; and

B. the required total hours of occupational experience have been verified.

Subp. 7. **Funded Minnesota AVTI vocational teaching.** An applicant who seeks to add an existing secondary vocational category of practice to a valid postsecondary vocational license in the same category of practice may substitute Minnesota AVTI teaching within the past five years in that category of practice for the required recent 500 hours in an emphasis area. One year (1,080 hours) of vocationally funded teaching substitutes for the prerequisite 500 hours.

Subp. 8. **Teacher-coordinator endorsement.** Unless otherwise stated in this chapter, when an applicant is applying for an endorsement to add teacher-coordinator to a current,

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valid teaching license within the same vocational program area, or to add special needs teacher-coordinator to a valid service area teaching license, the 500-hour recency requirement does not apply if:

A. the applicant has verified the total required appropriate hours specified for teacher-coordinator licensure;

B. the applicant met the recency requirement to obtain the preceding category of practice; and

C. the applicant has taught on a vocational license at least one year (1,080 hours) within the past five in a vocationally funded occupational program in the same vocational program area.

RESTRICTED LICENSES

3517.6000 SECONDARY VOCATIONAL PART-TIME RESOURCE SPECIALIST.

Subpart 1. **Entrance license.** An applicant for an entrance license to serve as a part-time (less than one-quarter time) resource specialist in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Six clock hours of vocational teaching techniques completed before entrance licensure. This training may be provided by the authorized local vocational administrator.

(2) A course in philosophy of vocational education completed before renewal of the entrance license.

(3) The human relations program as specified in part 3517.3500.

B. Technical coursework or competency: the applicant must be professionally and technically qualified to perform as a practitioner in the specific occupational area to be taught.

C. Occupational experience:

(1) The applicant must have occupational experience equal to that required for licensure as a full-time teacher in the category of practice to be taught at the secondary student level.

(2) The applicant must be recommended by an

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authorized local vocational administrator verifying competencies to function as a part-time resource specialist in the chosen category of practice.

Subp. 2. **Renewals.** To renew an entrance license, an applicant must verify 24 clock hours of vocational teaching techniques. Successive three-year renewed part-time licenses shall be granted upon the recommendation of the administrator. To qualify for relicensure, the applicant must maintain currency in the occupational field, as verified by the administrator.

3517.6100 SECONDARY SHORT-CALL SUBSTITUTE LICENSE.

Subpart 1. **Administrator's and committee's approval.** A substitute license in a specific occupational area shall be issued to meet the short-term need for a teacher-substitute as determined by the local vocational administrator. The administrator may recommend to the personnel licensing section the applicants who are professionally and technically qualified in the specific occupational area to be taught. Before making the recommendation, the administrator shall obtain the approval and the signature of the designated representative of the specific vocational program advisory committee as defined in part 3505.1000, subpart 47.

Subp. 2. **Exception.** When the administrator determines that obtaining preapproval as required by subpart 1 would create a hardship for the school district or cooperative center, the administrator may recommend applicants to the section before obtaining the approval of the committee. The administrator shall submit to the personnel licensing section as part of the licensure credentials a statement confirming the administrator's responsibility to report the recommendations to the advisory committee at its next meeting.

Subp. 3. **Signature on application.** Applications for first and later renewed substitute licenses must be signed by the local vocational administrator under subpart 1 or 2.

Subp. 4. **Filing of review.** Evidence of the advisory committee's review of the applicant's qualifications and its

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recommendation must be kept on file in the district or center, and must be made available for review.

Subp. 5. **Issuance.** The section shall issue a substitute license to an applicant:

A. professionally and technically qualified in the occupational area to be taught, as verified by the administrator and the named representative; and

B. recommended for substitute licensure by the administrator and representative as shown by the signature and filing requirements in subparts 3 and 4.

Subp. 6. **Initial license and renewals.** An entrance substitute license is valid for a maximum of two years.

A renewed entrance substitute license may be issued for unlimited later three-year periods upon the recommendation of the administrator and the named representative.

Subp. 7. **Length of substitute assignments.** A substitute assignment must not exceed 30 consecutive working days of employment in one assignment or an annual total of 270 hours, that is, of one-fourth of full-time employment as a substitute.

3517.6200 SECONDARY VOCATIONAL LIMITED LICENSE.

Subpart 1. **Issuance.** Unless otherwise stated in parts 3517.0100 to 3517.2140, the personnel licensing section shall issue limited vocational licenses under the conditions in subpart 3 in order to resolve a hardship. A limited license permits a licensed teacher to teach secondary vocational categories of practice for which the teacher is not eligible for full licensure. A limited license must be issued only once with one renewal per teacher.

Subp. 2. **Hardship.** For the secondary vocational limited license, "hardship" means:

A. the unexpected resignation of a teacher;

B. the death of a teacher;

C. the dismissal of a teacher;

D. long-term leave of absence or sick leave; or

E. other unavoidable situations that cause a program

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to be without a teacher. The manager of the personnel licensing section determines whether a hardship exists.

Subp. 3. **Conditions.** The section shall issue limited licenses authorized by subpart 1 if the manager of the personnel licensing section finds that the following conditions are met:

A. The authorized local vocational administrator requests issuance of a limited license according to this part.

B. The administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the limited license is requested;

(2) reasonable recruitment efforts have been made, as specified in local policy;

(3) no teacher with appropriate vocational licensure is available for hire or reassignment to this open assignment; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a valid Minnesota vocational license in the program or program component for which the limited license is requested and wishes to teach in the program or component.

C. The teacher for whom the limited license is requested possesses a baccalaureate or graduate degree in education or noneducation with a degree major included in the education criteria for that category of practice as stated in parts 3517.0100 to 3517.2140.

D. The teacher has completed at least two-thirds of the occupational experience required for full licensure in that program or program component, including a minimum of two-thirds of the required emphasis area hours, without regard to the recency of the experience.

E. The teacher has completed at least two-thirds of the credits or clock hours that are indicated in the relevant category of practice as eligible for delay under this part.

F. The teacher has met all other licensure criteria for the requested licensure category.

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G. The teacher has applied for the limited license and paid the fee.

Subp. 4. **Duration of limited licenses.** An entrance limited license issued before January 1 of a school year is valid for the remainder of that school year only, and expires on June 30 of the school year following issuance. An entrance limited license issued after January 1 of a school year is valid for the remainder of that school year plus the school year immediately following, and expires on the second June 30 following issuance.

Subp. 5. **Renewal.** A limited license may be renewed only once. Renewal is valid for the remainder of the school year in which the renewal is issued. The board shall renew the license if:

A. since the first limited license was issued, the teacher for whom the renewal is requested has completed and verified at least one-half of the coursework and one-half of the occupational experience that remained to be completed when the limited license was issued and evidence has been provided that the teacher will meet full requirements during that school year;

B. the authorized local vocational administrator requests issuance of a renewed limited license in accordance with this part; and

C. the administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the limited license is requested;

(2) reasonable recruitment efforts have been made as specified in local policy;

(3) no teacher with full, appropriate vocational licensure is available for hire or reassignment to this existing open position; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a valid Minnesota vocational license in the program or program component for which the limited license is requested, and wishes to teach in that

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program or component.

3517.6300 REACTIVATION OF LAPSED LIMITED LICENSE.

To reactivate a lapsed first-year limited license, the applicant must meet first-year limited license renewal requirements in effect on the date reactivation is to occur.

LETTERS OF APPROVAL

3517.6500 SECONDARY VOCATIONAL LETTER OF APPROVAL.

Subpart 1. **Issuance.** Unless otherwise stated in parts 3517.0100 to 3517.2140, the personnel licensing section may issue letters of approval that permit a licensed teacher to practice in secondary vocational categories of practice for which the teacher is not currently licensed, in order to resolve a hardship related to an existing program or to provide interim approval for a teacher in a state-approved innovative, exemplary, or new vocational program area for which licensure criteria are being developed to be included in rules.

Subp. 2. **Hardship.** For the secondary vocational letter of approval, "hardship" has the meaning given in part 3517.6200, subpart 2, for the limited license.

Subp. 3. **Conditions.** Letters of approval authorized by subpart 1 must be issued to authorized local vocational administrators if the manager of the personnel licensing section finds that the following conditions are met:

A. The authorized local vocational administrator requests a letter of approval in accordance with this part.

B. The administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the letter of approval is requested;

(2) reasonable recruitment efforts have been made, as specified in local policy;

(3) no teacher with appropriate vocational licensure is available for hire or reassignment to this open assignment; and

(4) no teacher placed on unrequested leave by the

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school district has filed with the district a current valid vocational license in the program or program component for which the letter of approval is requested and wishes to teach in that program or component.

C. The department's vocational staff member responsible for the program or program component for which the letter of approval is requested verifies in writing that no other choice of program option or schedule of program components could be used to resolve the hardship, without resort to the letter of approval.

D. The teacher for whom the request is made holds a current valid Minnesota license granted by the Board of Teaching, the Board of Education, or the State Board of Vocational-Technical Education. The license must be in a related content area as determined by the personnel licensing section in cooperation with the appropriate secondary vocational program specialist.

E. The occupational advisory committee for the program in which the individual will teach verifies in writing that the individual for whom the letter of approval is requested appears competent to teach in the specific category of practice.

Subp. 4. **Duration of letters of approval.** A letter of approval is valid for not more than the remainder of the school year in which it is issued. A letter of approval may be renewed only once after which the program must be staffed by an appropriately licensed teacher. Renewal is valid for no longer than the remainder of the school year in which the renewal is issued. The section shall renew the letter of approval if the conditions in subpart 3, items A to E are met again.

CONTINUING EDUCATION FOR LICENSE RENEWALS

3517.7000 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.

Subpart 1. **Issuance.** A vocational teacher or support staff member holding a valid regular five-year vocational license is eligible for a renewed regular five-year vocational

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license after meeting the requirements in items A and B. The requirements must be met during the five-year period immediately before the date on which the requested renewal is effective.

A. The applicant has been recommended for relicensure by the local vocational relicensure committee created under parts 3517.8000 to 3517.8400.

B. The applicant has completed 108 clock hours of relevant preapproved updating activities chosen from among the activities and in the distribution stated in part 3517.7200. Evidence of completion must be provided to that committee.

Subp. 2. **Excess hours.** An applicant for renewal who earns approved clock hours in excess of the number required for renewal in this part must not apply any extra hours to future renewals. Clock hours used to meet renewal requirements for one five-year renewal cycle must not be applied toward future five-year renewal cycles.

Subp. 3. **Responsibility of applicant.** The applicant is individually responsible for beginning the necessary work of the local relicensure committee in renewing the applicant's license. The applicant must forward to the personnel licensing section the completed form endorsed by the committee. Beginning and completing the process are the responsibility of the license holder and not of the committee.

3517.7100 PREAPPROVAL OF ACTIVITIES FOR LICENSE RENEWAL.

All continuing education activities (clock hours) required for renewal of the regular secondary five-year vocational license must be preapproved by the local vocational relicensure committee in the district, center, or nonpublic school. Activities may be preapproved either through individual request or by a blanket preapproval process. Renewal activities are subject to review by the personnel licensing section to ensure compliance with this chapter. The form requesting preapproval must include learning objectives stating new competencies to be developed by participating in the activity. The local guidelines must include a procedure for emergency preapproval

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and final approval during periods when the committee is not regularly meeting.

3517.7200 TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL.

Subpart 1. **Clock hours.** The required 108 clock hours of continuing education activities taken within the five-year period must be relevant to the category of practice to be renewed.

Subp. 2. **Categories.** The 108 clock hours must include activities from two or more of the clock hour activity categories in subpart 4.

Subp. 3. **Relicensure in several categories of practice.** An applicant applying for relicensure in more than one category of practice shall earn renewal clock hours in at least two activity categories with a part of the total 108 clock hours earned in each category of practice for which relicensure is sought.

Subp. 4. **Allocation of clock hours.** The 108 clock hours must be earned from among the following categories and must be allocated as follows:

A. Upgrading occupational experience, as defined in parts 3517.4000 to 3517.4200, that is preapproved by the committee and relevant to the category of practice must be rated up to one clock hour for every four hours of work. Occupational experience must not be given blanket preapproval, and repeated employment must be evaluated in terms of new competencies to be developed as a result of the activity.

B. Credit courses in the category of practice or relevant education courses must be rated at 12 clock hours for every quarter credit earned.

C. Conferences, institutes, or seminars in business and industry or AVTI courses in the occupation taught must be rated by the local vocational relicensure committee up to one clock hour for each hour of participation, according to the local guidelines established under part 3517.8400.

D. Educational workshops or continuing education in

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the category of practice in which the applicant wants to be relicensed must be rated by the local vocational relicensure committee up to one clock hour for each hour of participation, according to the local guidelines established under part 3517.8400.

E. Leaves, as defined in part 3517.0100, subpart 30, that update competencies relevant to the category of practice and are taken in agencies, businesses, or industries must be rated on a clock hour basis. A maximum of 60 clock hours may be credited toward the required 108 clock hours.

F. Regional, statewide, or national curriculum design activities are rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to standards in part 3517.7200, subpart 4, item H, and the local guidelines established under part 3517.8400. Local curriculum development must not be used for continuing education activity.

G. Service as a voting member of a vocational education occupational advisory committee other than the advisory committee for one's own program must be rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to the local guidelines established under part 3517.8400.

H. Organized technical research leading to the development of new or updated competencies in the category of practice (for example, research producing new knowledge preparatory to writing a related technical article, developing related curriculum, teaching a related specialized adult class, or producing a related technical invention) must be rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to the local guidelines established under part 3517.8400. Notwithstanding local guidelines, a maximum of 20 clock hours may be credited toward the 108 clock hours each five years. Clock hours must not be granted for the postresearch process of writing, teaching, or producing. A copy of the specified preapproval document must be attached to the renewel application when it is submitted to the

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personnel licensing section.

I. Service on a state evaluation team appointed by the secondary vocational evaluation specialist for vocational programs must be rated on a clock hour basis. An individual evaluation must be rated at a maximum of eight clock hours per day of evaluation. A maximum of 16 clock hours may be credited toward the 108 clock hours each five years.

3517.7300 REEVALUATION PROCEDURE.

If continuing education activities are first disapproved by the local vocational relicensure committee, the decision may be reevaluated under appeal procedures in parts 8700.2200 and 8700.2500. The reevaluation must be done by the local vocational relicensure committee, and then by the Board of Teaching, whose decision is final.

LOCAL VOCATIONAL RELICENSURE COMMITTEES

3517.8000 FORMATION OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.

Subpart 1. **Voting.** A person is eligible to vote in elections for the local vocational relicensure committee if the person holds a valid regular five-year secondary vocational license or a valid secondary vocational license on a sequence preparatory to obtaining a regular five-year secondary vocational license in a school district, approved vocational or cooperative center, or nonpublic school. Local vocational administrators and supervisors are not eligible to vote unless also practicing on a nonadministrative, nonsupervisory secondary vocational license.

Four members constitute a quorum. A majority vote of those voting members in attendance is enough to take action.

Subp. 2. **Members.** At the first election two eligible personnel members and one resident member shall be elected for one-year terms. In this part and part 3517.8100, "personnel member" means a person practicing on a valid secondary vocational license in the district, vocational or cooperative center, or nonpublic school, and "resident member" means a resident of the geographic area serviced by the district,

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vocational or cooperative center, or nonpublic school. After that members of the local relicensure committee shall serve two-year terms. Terms begin on September 1 of the year of election.

Subp. 3. **Selection procedure.** The eligible voters shall meet to choose an organizational format from among options in part 3517.8100. The selection procedure must be supervised by an eligible voting member or the chair of the local continuing education committee established under Minnesota Statutes, section 125.185, subdivision 4.

3517.8100 STRUCTURE OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.

Subp. 1. **Mandatory application of committee options.** Districts, centers, or nonpublic schools employing fewer than five eligible practicing vocational personnel members shall organize under subpart 4 or 5 (option C or D). Districts, centers, or nonpublic schools employing more than four but fewer than nine eligible practicing vocational personnel members shall organize under subpart 2, 3, 4, or 5 (option A, B, C, or D). Districts, centers, or nonpublic schools employing more than eight eligible practicing vocational personnel members shall organize under subpart 2, 3, or 4 (option A, B, or C).

Subp. 2. **Option A: existing committee with replacements.** The existing local continuing education committee may be used except that five eligible voters practicing on a valid secondary vocational license shall replace the teaching faculty members of the existing committee whenever applications for vocational relicensure are considered. The five teaching faculty replacements must be elected by secret ballot of the eligible voting vocational personnel of the district, center, or nonpublic school.

Subp. 3. **Option B: separate committee.** A local vocational relicensure committee separate from the existing local continuing education committee may be formed. The committee must include:

A. Five eligible voting personnel members elected by

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secret ballot of the eligible voting staff in the district, center, or nonpublic schools.

B. One authorized local vocational administrator or supervisor practicing on a valid vocational administrator's or supervisor's license in the district or center and elected by the licensed, practicing vocational administrators and supervisors of the district or center. In districts with no vocational administrator or supervisor, one licensed practicing administrator must be elected by the licensed practicing administrators in that district. In nonpublic schools, one local vocational administrator must be elected by the local vocational administrators of the nonpublic schools.

C. One resident member named by the local school board or the governing board or chief executive officer of the nonpublic school. The resident must not be an employee of the district, center, or nonpublic school. School board and governing board members are not employees of the district, center, or nonpublic school.

Subp. 4. **Option C: joint operation.** Secondary vocational personnel in two or more districts, centers, or nonpublic schools near one another may jointly run the local committee under subpart 2 or 3. The joint operation must be ratified by a majority of the eligible voting personnel casting a vote in the decision within each district, center, or nonpublic school.

Subp. 5. **Option D: existing committee, no change.** The existing nonvocational local continuing education committee may be used with no change in membership.

3517.8200 LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION.

The local vocational relicensure committee has jurisdiction over renewal procedures for regular secondary five-year vocational licenses, under parts 3517.7000 to 3517.7300, for the entire district, vocational or cooperative center, or nonpublic school service area in which it is to operate.

3517.8300 AFFILIATION WITH LOCAL VOCATIONAL RELICENSURE COMMITTEE.

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Subpart 1. **Applicants subject to committee.** The following applicants are subject to the local vocational relicensure committee:

A. Full-time and part-time vocational personnel (except authorized local vocational administrators and supervisors) holding valid regular five-year secondary vocational licenses in the district, vocational or cooperative center, or nonpublic school shall affiliate with the local vocational relicensure committee in the district, vocational or cooperative center, or nonpublic school in which they are employed.

B. Except under items C, D, and E, full-time and part-time secondary vocational personnel (other than authorized local vocational administrators and supervisors) not employed at the time of application for relicensure shall affiliate with the local vocational relicensure committee in the district, center, or nonpublic school in which they were last employed or in the school district where the applicant resides.

C. Full-time and part-time secondary vocational personnel (except authorized local vocational administrators and supervisors) never employed by a district, center, or nonpublic school shall affiliate with a Minnesota vocational relicensure committee, preferably a committee servicing the geographic area where the applicant resides.

D. A person residing in a state other than Minnesota who is unable to affiliate with a Minnesota local vocational relicensure committee for renewal of the continuing license may apply to the personnel licensing section for a two-year license. When the applicant verifies completion within the prior five years of 108 clock hours of continuing education activities in part 3517.7200, subpart 4, the section shall issue a two-year relicensure. To get further two-year relicensures, the applicant must verify completion of at least six clock hours of relevant continuing education activities designed to maintain currency in the field.

E. Teachers in nonpublic schools with secondary

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vocational licenses may arrange to have clock hours granted by the district or center of residence if the employing school does not establish a local vocational relicensure committee.

Subp. 2. **Applicants not subject to committee.** The following applicants are not subject to a local vocational relicensure committee:

A. local vocational administrators and supervisors;

B. personnel currently holding a one- or two-year vocational license or renewal; and

C. personnel currently holding limited licenses, such as part-time resource specialists, substitutes, or limited license holders.

3517.8400 DUTIES OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.

The local vocational relicensure committee shall:

A. Hold an organizational meeting no later than the last day of September.

B. Set rules for its own operation, establish election procedures, a method of filling vacancies, and a system of recordkeeping and reporting. Records must be kept safe from loss and kept on file as long as the license to which they pertain is in effect.

C. Establish the written guidelines necessary to carry out its duties. The guidelines must not conflict with this chapter.

D. Determine the number of clock hours to be granted for experiences according to the maximum clock hour allocations in part 3517.7200, subpart 4.

E. Act upon requests for preapproval of clock hours and grant clock hours after participation in the approved activity.

F. Act, within a reasonable time, upon requests for recommendation for renewal of the vocational license by determining whether the applicant has met the requirements in parts 3517.7000 to 3517.7300.

G. Endorse the application for renewal of the

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vocational license of each qualified applicant as verified by the signature of the chair on the renewal application. The secretary shall cosign the application of the chair.

H. When appropriate, and when acting upon the advice of the vocational teaching staff, make recommendations to district vocational administrators responsible for in-service activities.

I. Forward to the personnel licensing section verification of the membership of the local vocational relicensure committee by November 1 of each year.

J. Forward to the section a copy of the written guidelines. Guidelines must be forwarded at least every five years and whenever significant changes in content are made.

K. Hold an annual open hearing to allow the teachers in each district, center, or nonpublic school to review the guidelines established by the local vocational relicensure committee.

L. Provide those services and reports that may be required regarding continuing education for licensure.

3517.8500 RENEWED FIVE-YEAR VOCATIONAL LICENSES FOR ADMINISTRATORS AND SUPERVISORS.

Subpart 1. **Issuance.** A vocational administrative or supervisory staff member holding a valid regular five-year secondary vocational license is eligible for a renewed regular five-year vocational license after meeting the requirements in items A and B. The requirements must be met during the five-year period immediately before the date on which the requested renewal is effective:

A. The applicant has completed 115 clock hours of approved administrative or supervisory vocational continuing education activity and evidence of completion is provided to the personnel licensing section.

B. The applicant has completed 85 additional hours of individual professional development activity related to vocational administration or supervision and a record of

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completion is provided to the central office of the employing school district or agency.

Subp. 2. **Reactivation of lapsed regular five-year secondary administrative or supervisory vocational license.** An applicant is eligible for a five-year continuing license upon providing evidence of having completed 115 clock hours of approved administrative or supervisory continuing education activity and 85 hours of individual professional development activity as specified in subpart 1 during the five-year period immediately before the renewed five-year continuing license is effective.

An applicant is eligible for a two-year nonrenewable continuing license upon providing evidence of having been offered a position contingent upon holding a valid license, and demonstrating that there is not enough time to complete 115 clock hours of approved administrative or supervisory continuing education activity and 85 hours of individual professional development activity as set forth in subpart 1. Upon expiration of the two-year, nonrenewable continuing license, an applicant must qualify for a regular five-year continuing license according to subpart 1.

3517.8600 CONTINUING EDUCATION FOR DIRECTORS AND SUPERVISORS.

Subpart 1. **Requirement for approval.** The initiator of a vocational administrative or supervisory continuing education program for relicensure of secondary directors and supervisors shall get approval from the personnel licensing section for the program and the clock hours to be earned in the program. The initiator of the vocational administrative or supervisory continuing education program shall get approval of the program before participants may be registered. Vocational administrative or supervisory continuing education programs may be approved for a period up to, but not more than, two years.

Subp. 2. **Approval procedure.** The procedure for getting approval is as follows:

A. The initiator of a vocational administrative or

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supervisory continuing education program shall forward a proposal of the program to the personnel licensing section for review.

B. Each vocational administrative or supervisory continuing education program shall consist of at least three clock hours. Each vocational administrative or supervisory continuing education program proposal shall contain the following information:

(1) a description of planning activities including a list of names, addresses, and positions of those involved in planning;

(2) a description of the client group or groups for whom the program is designed;

(3) a statement of program goals that relates goals to client needs;

(4) a statement concerning any prerequisite education or experience required for admission to the program;

(5) a description of the proposed vocational administrative or supervisory continuing education program that includes a statement of expected learning outcomes; a description of program components designed to develop specified learning outcomes; and the means by which achievement of specified learning outcomes will be determined for each program participant;

(6) statements indicating the number of clock hours requested for the proposed program, length of time for which approval is being requested, and the number of times that the program is proposed to be offered during the approval period; and

(7) evidence that qualified staff have been assigned to the program and that other resources necessary to the program have been allocated.

C. A vocational administrative or supervisory continuing education program shall be approved by the personnel licensing section if it meets the requirements in subpart 4.

Subp. 3. **Initiator's duties.** The program initiator is

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responsible for the following duties:

A. developing proposals for vocational administrative or supervisory continuing education programs in areas of study that have been identified, in cooperation with licensed vocational administrators and supervisors practicing in Minnesota school districts;

B. forwarding vocational administrative or supervisory continuing education program proposals to the personnel licensing section for review;

C. conducting the vocational administrative or supervisory continuing education program;

D. maintaining communication with the section on the status of all approved vocational administrative or supervisory continuing education programs offered; and

E. providing each participant with an attendance certificate indicating the number of clock hours earned.

The initiator of a vocational administrative or supervisory continuing education program may use resources from professional associations, governmental agencies, and the private business sector in conducting the program.

Subp. 4. **Requirements for admission to programs.** Admission to all approved vocational administrative or supervisory continuing education programs shall be open to any licensed Minnesota vocational administrators or supervisors who meet the educational and experience requirements for admission in the particular continuing education program.

Subp. 5. **Distribution.** The department shall distribute lists of known approved vocational administrative and supervisory continuing education programs at least twice annually.

PROGRAMS FOR TEACHER EDUCATION

3517.9000 WHAT PROGRAMS NEED APPROVAL.

Subpart 1. **Approval by Board of Teaching.** Minnesota institutions approved by the Board of Teaching to prepare persons for secondary vocational teaching licensure shall obtain

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approval from the board for licensing programs for vocational teacher education.

Subp. 2. **Programs subject to approval.** Approval procedures apply to a licensing program for vocational teacher education if the initiating institution seeks assurance that the program will satisfy requirements for the initial entrance secondary vocational license, or for specific competencies needed for renewal of licenses or endorsements of additional licensure categories. A licensing program may consist of one course, a series of courses, or a complete degree program.

3517.9100 APPROVAL PROCEDURE.

Subpart 1. **Program description.** Each approved Minnesota institution shall send a description of each licensing program for secondary vocational teacher education from the administrator of the defined administrative and instructional unit of that institution to the Board of Teaching for approval. The board shall route the description according to the agreement for providing services between the State Department of Education and the Board of Teaching.

Subp. 2. **Board of Teaching decision.** Based on appraisal of the description and the evaluation report of the auditors, the board shall:

A. grant initial approval under subpart 3, and part 3517.9200;

B. grant conditional approval under part 3517.9300;

C. grant continuing approval under part 3517.9600, subpart 3;

D. revoke or suspend approval under part 3517.9400; or

E. disapprove the program under part 3517.9500.

Subp. 3. **Criteria for initial approval.** A program that meets the following criteria shall be approved to prepare vocational teachers. The program description must:

A. Include a statement that verifies the institution's commitment to the program.

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B. Describe the institution's organization and procedure for carrying out the program.

C. Describe the role for which persons who enroll in the program are being prepared.

D. List the specific knowledge, skills, and understandings to be achieved by persons completing the program.

E. Provide evidence that the program meets the licensure requirements for the particular licensure field and level for which it is designed, as set forth in the corresponding part.

F. Describe specifically the plans for assessing the performance of each person verified as having successfully completed the program.

G. Provide evidence that the necessary faculty and physical resources are allocated to implement and maintain the program. Faculty who teach professional vocational education courses must be certificated as vocational teacher educators according to the requirements of the Joint Council for Vocational Teacher Educators.

H. Verify that the following persons or groups have participated in the development of the program:

(1) licensed, practicing vocational teachers;

(2) vocational administrators;

(3) institutional advisory council;

(4) joint council of vocational teacher educators;

(5) college departments that may be involved with the program;

(6) interested citizens; and

(7) appropriate secondary vocational program specialists.

I. Describe the procedures to establish and maintain an internal process for systematic evaluation of the vocational teacher education licensing program.

J. Contain, when the licensure rule requires, a student teaching or internship component and a statement that verifies that those experiences are planned, supervised, and

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evaluated in the category of practice in which the program students will seek their vocational teaching licenses.

3517.9200 VARIATIONS IN CURRICULAR DESIGN.

Institutions offering approved licensing programs in secondary vocational teacher education may organize the required content in different ways. Programs must be approved if program components:

A. meet the criteria in part 3517.9100, subpart 3, items A to J; and

B. are designed to provide persons completing the program with the knowledge, skills, and understandings enumerated in the program description.

3517.9300 CONDITIONAL APPROVAL.

When granting conditional approval to licensing programs in vocational teacher education, the Board of Teaching shall state conditions and set times for meeting them. The board shall reconsider the status of the secondary vocational teacher education licensing program when the executive secretary of the board verifies that the stated conditions have been met. If stated conditions are not met within the set times, conditional approval shall be withdrawn.

3517.9400 REVOCATION OR SUSPENSION OF APPROVAL.

Subpart 1. **Revision of program.** When an institution revises an approved licensing program in vocational teacher education, the administrator of the administrative and instructional unit of the institution shall send the executive secretary of the Board of Teaching a written description of the revision.

Subp. 2. **Audit.** An audit, which need not include an on-site visit, must be made to verify that the revised approved vocational teacher education licensing program still complies with parts 3517.9000 to 3517.9200.

Subp. 3. **Revocation or suspension.** The Board of Teaching shall revoke or suspend the approval of a licensing program in

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vocational teacher education if it determines that, as revised, the program no longer meets the criteria for approval in part 3517.9100, subpart 3, items A to J.

Subp. 4. **Termination date.** The board shall set a date when program approval will be terminated if the program does not comply with approval criteria in part 3517.9100, subpart 3, items A to J.

3517.9500 DISAPPROVAL.

When a program description fails to meet the criteria for approval in part 3517.9100, subpart 3, items A to J on the first application for approval, the Board of Teaching shall disapprove the program and shall state specific reasons for the disapproval.

3517.9600 EVALUATION PROCEDURE AND SUBSEQUENT AUDITS.

Subpart 1. **Evaluation procedure.** Licensing programs in secondary vocational teacher education for which approval is requested must be evaluated for first approval and audited for continued approval according to this part.

Subp. 2. **First approval.** When an approved Minnesota institution submits a program description to the Board of Teaching for first approval, the board staff, or persons designated as auditors by the board staff, may visit the institution to verify the program description, if necessary.

Subp. 3. **Continuing approval.** During the operation of an approved program, the Board of Teaching may arrange an audit visit in consultation with the institution to verify that the program complies with parts 3517.9000 to 3517.9200. Auditors shall report their findings to the executive secretary of the board and to the institution. The board's staff, or persons designated as auditors by the board staff, in consultation with the institution, shall make audit visits on a five-year cycle to verify program descriptions and to make a recommendation regarding initial or continuing approval of each program. Expenses of auditors must be reimbursed.

3517.9700 REEVALUATION PROCEDURE.

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Decisions on the status of licensing programs in vocational teacher education made by the Board of Teaching according to part 3517.9000, subpart 2, may be reevaluated by the board, whose decision is final.

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Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Education; Secondary Vocational Licenses; Comprehensive Changes

AGENCY: State Board of Education

MINNESOTA RULES: Chapter 3517

INCORPORATIONS BY REFERENCE:

Part 3517.0010

Subp. 15 - Dictionary of Occupational Titles, Employment and Training Administration, United States Department of Labor.

Subp. 17 - Directory of the American Association of State Colleges of Agriculture and Renewable Resources, American Association of State Colleges of Agriculture and Renewable Resources, Suite 700, One Dupont Circle, Washington, D.C. 20036.

Subp. 34 - Identifying and Validating Essential Competencies Needed for Entry and Advancement in Major Agriculture and Agribusiness Occupations, by David R. McClay, United States Department of Health and Human Services, Office of Education, Occupational and Adult Education Branch.

Subp. 36 - Occupational Outlook Handbook, United States Department of Labor, Bureau of Labor Statistics, Bulletin 2250.

The attached rules are approved for publication in the State Register

Richard J. Sands
Senior Assistant Revisor