

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

SF-00006-05 (4/86)

DEPARTMENT : ATTORNEY GENERAL

STATE OF MINNESOTA

Office Memorandum

DATE : August 21, 1987

TO : GEORGIA POMROY
State Board of Vocational Technical Education

FROM : MIKE MILES
Assistant Attorney General

PHONE : 6-6555

SUBJECT : In the Matter of the Adopted Rules Relating to License to Teach Courses and Programs in Automated Systems Technology

The above-referenced rule has been approved as to its legality by the Attorney General on August 19, 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

4

RULE REVIEW CHECKLIST

File No. 1387
DATE RECEIVED 8/5/87
REVIEW DATE 8/14/87
DUE DATE 8/19/87

APPROVED 8/19/87
DISAPPROVED
WITHDRAWN

Docket No. 05.0009.0830
ADOPTED W/O HEARING
EMERGENCY RULE X

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

✓ Rule as adopted (4 copies)
✓ Notice to Solicit Outside Information/Opinion
4/6/87 Date published in State Register
Comments
~~Petition for Adoption of a Rule~~
✓ Board's Authorizing Resolution
✓ Proposed rule
yes Revisor's Certificate
✓ Notice of Intent to Adopt Rule
136c.64 (9) Statutory Authority
NU Small Business Statement
NO Expenditure of public money statement
yes Signature
~~Statement of Need and Reasonableness~~
~~Small Business Statement~~
~~Fees — § 16A.128~~
✓ Affidavit of Mailing Notice of Intent to Adopt Rule
5/11/87 Date 30/25 days before adoption
✓ Publication in State Register
5/11/87 Date 30/25 days before adoption
✓ Resolution Adopting
✓ Findings of Fact, Conclusions & Order Adopting
7/21/87 Date
✓ Written requests, submissions or comments
✓ Declaration of attorney
Chuck Mott Name of SAAG representing agency
✓ Notice of Submission to Attorney General
Affidavit of Mailing Notice to Attorney General

AG Copy

State Board of Vocational Technical Education

Adopted Emergency Rules Relating to Vocational Licenses; Information Processing

Rule as Adopted

3515.5070 [Emergency] OFFICE INFORMATION PROCESSING SPECIALIST LICENSE.

Subpart 1. **Requirements.** To get a license to teach office information processing specialist courses and programs in business and office occupations area an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subparts 2 and 3 either with or without the substitution allowed by subparts 4 and 5.

Subp. 2. **Occupational experience requirement.** The applicant must have 6,000 hours of occupational experience in one or more of the following:

A. supervisor or assistant in word processing;

B. correspondence specialist;

C. supervisor or lead word operator of word processing;

D. office automation trainer; and

E. office automation manager.

Subp. 3. **Recent occupational experience requirement.** Two thousand of the 6,000 hours required in subpart 2 must be experienced within five years just before applying for the license.

Subp. 4. **Education substitution for occupational experience.** The applicant may substitute the education described in item A, B, C, or D for up to 3,000 hours of occupational experience required in subpart 2. The education must be from an accredited postsecondary institution.

A. A baccalaureate or higher degree in business management, business education, or business administration may

be substituted for 3,000 hours.

B. An associate degree in secretarial science; medical, administrative, or legal secretarial; office administration or management; office information processing; or personnel assistant may be substituted for 1,500 hours.

C. A diploma in secretarial, office information processing, or word processing secretarial may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in information processing, business, or secretarial may be substituted. One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Teaching or workshop substitution for occupational experience.**

A. Teaching experience at an accredited postsecondary institution may be substituted for a total of 3,000 hours of occupational experience including 2,000 hours of recent occupational experience if the teaching is done during this five-year period. The teaching must be in office information processing. One hour of teaching equals one hour of occupational experience.

B. An individual holding a current word processing license and currently teaching a word processing program or courses is qualified for a one time educational experience that may be substituted for some experience requirements for the license of office information processing specialist. The experience is sponsored by the state board of vocational technical education. The educational experience includes six quarter credits of course work and some industrial contact. The educational experience may be substituted for a total of 3,000 hours of occupational experience including 2,000 hours of recent occupational experience.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

AUG 21 1987

Joan Anderson Growe
Secretary of State

10:10 AM

APPROVED AS TO FORM AND LEGALITY

8/14 1987

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY _____
ASSISTANT ATTORNEY GENERAL

Vocational Technical Education Board

Adopted Emergency Rules Relating to a License to Teach Courses and Programs in Automated Systems Technology

Rules as Adopted

3515.5067 [Emergency] AUTOMATED SYSTEMS TECHNOLOGY LICENSE.

Subpart 1. **Requirements.** To get a license to teach automated systems technology courses and programs in the technical occupations area an applicant must comply with parts 3515.0100 to 3515.4400; and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subparts 2 and 3 either with or without the substitution allowed by subpart 4.

Subp. 2. **Occupational experience requirement.** The applicant must have 6,000 hours of occupational experience as an engineer or technician in automated systems technology. The experience must be in programmable controllers, numerical controls/computerized numerical controls, automated production lines, or automated manufacturing.

Subp. 3. **Recent occupational experience requirement.** Two thousand of the 6,000 hours required in subpart 2 must be experienced within three years just before applying for the license. Teaching experience at an accredited postsecondary institution may be substituted for the recent occupational experience requirement if the teaching is done during this three-year period. The teaching must be in automated systems technology. Two hours of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in item A, B, C, or D for up to 3,000 hours of the occupational experience required in subpart 2. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recent occupational

requirement of subpart 3.

A. A bachelor's or higher degree in mechanical or electrical engineering or industrial technology may be substituted for 3,000 hours.

B. An associate degree in electronics, electrical or mechanical engineering, or preindustrial technology may be substituted for 2,000 hours.

C. A diploma in electronic occupations, automated manufacturing, electromechanical technology, automated packaging equipment maintenance, electronic technology, automated systems technology, robotics, or electrical and fluid power may be substituted. A one-year diploma program equals 1,050 hours of occupational experience. A two-year diploma program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in fiber optics, blueprint reading, numerical control, robotics, hydraulics, tool and die moldmaking, design of smart machines, computer aided design, computer aided manufacturing, total quality control, electrical maintenance, electronic assembly, or electronics for maintenance may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

STATE OF MINNESOTA
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AUG 21 1987

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APPROVED AS TO FORM AND LEGALITY

8/19 1987

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY _____
ASSISTANT ATTORNEY GENERAL

Georgia See p 1834
1839
1840

STATE OF MINNESOTA

STATE REGISTER

DEPARTMENT OF ADMINISTRATION—DOCUMENTS DIVISION



Monday 6 April 1987

VOLUME 11, NUMBER 40

Pages 1813-1852

All statements of information and comments shall be accepted until 4:30 P.M., May 6, 1987. Any written material received by the State Board of Vocational Technical Education shall become part of the record in the event that the rules are amended.

Dated: 25 March 1987

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

State Board of Vocational Technical Education

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary and Adult Vocational Technical Education Personnel, Uncharted License Criteria, Extension Computer Aided Drafting

Notice is hereby given that the State Board of Vocational Technical Education is seeking information or opinions from sources outside the agency in preparing to amend Chapter Thirty-Five Fifteen: Rules for Licensure of Vocational Technical Education Personnel and specifically the area of Uncharted Licensure, in Extension Computer Aided Drafting. The promulgation of these rules is authorized by Minnesota Statutes *s* 136C.04, subd. 9. and 125.185 subd. 4.

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

Ms. Helen Henrie
State Board of Vocational
Technical Education
565 Capital Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 297-4575

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
558 Capital Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-0680

Oral statements will be received during regular business hours over the telephone at (612) 296-0680 and in person at the above address.

All statements of information and comments shall be accepted until 4:30 P.M., May 6, 1987. Any written material received by the State Board of Vocational Technical Education shall become part of the record in the event that the rules are amended.

Dated: 25 March 1987

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

State Board of Vocational Technical Education

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary and Adult Vocational Technical Education Personnel, Uncharted License Criteria, Office Information Processing Specialist

Notice is hereby given that the State Board of Vocational Technical Education is seeking information or opinions from sources outside the agency in preparing to amend Chapter Thirty-Five Fifteen: Rules for Licensure of Vocational Technical Education Personnel and specifically in Office Information Processing Specialist Occupation licenses. The promulgation of these rules is authorized by Minnesota Statutes *s* 136C.04, subd. 9. and 125.185 subd. 4.

The State Board of Vocational Technical Education requests information and comments concerning the subject matter of these

rules. Interested or affected persons may submit written statements of information or comment orally. Written comments should be addressed to:

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Dated: 25 March 1987

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

STATE CONTRACTS AND ADVERTISED BIDS

Pursuant to the provisions of Minn. Stat. § 15.0412, subd. 6, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over $2,000.

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over $10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

Commodities contracts with an estimated value of $5,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Department of Administration: Procurement Division

Contracts and Requisitions Open for Bid

Call 296-6152 for Referral to Specific Buyers, whose initials are next to each commodity.

Commodity for Bid (and Buyer)	Bid Closing Date at 2 pm	Department or Division	Delivery Point	Requisition #
Drive through booth (DM)	April 8	Correctional Facility	Stillwater	78 620 00132
Automatic scrubbers (DM)	April 8	State University	Mankato	26 071 17294
Signs (BV)	April 8	Community College	Minneapolis	27 151 47501
Window washing contract	April 8	Jobs & Training	St. Paul & Mpls	21 200 15051
Lumber & misc. hardware (BV)	April 8	Transportation	St. Paul	79 000 74062
Microfilm reader/printer (DRT)	April 8	Veterans Affairs	St. Paul	75 100 00140
Processor (AW)	April 8	State University	Mankato	26 071 17297
Simulator (DO)	April 8	State University	St. Cloud	26 073 19544
Loop detector sealant (WVK)	April 8	Transportation	Fort Snelling	79 000 74112
Airfield marking paint (BV)	April 9	Transportation	Various	79 000 74136
Construction materials (BV)	April 9	Regional Treatment Ctr.	Willmar	55 106 06492
Stage lighting (BV)	April 9	Community College	Mpls	27 000 47500
Replacement of pump (DM)	April 9	Oak Terrace Nursing Home	Minnetonka	55 520 03833
Electronic component, parts & accessories (WVK)	April 9	State University	Mankato	26071 17277
Clinical lab services (DK)	April 9	Various	Various	Various
Tying machine (AW)	April 9	Administration: Central Mail	St. Paul	02 519 52679

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2000.9980 CERTIFICATE OF AUTHORIZING RESOLUTION FOR EMERGENCY RULES.

CERTIFICATE OF THE

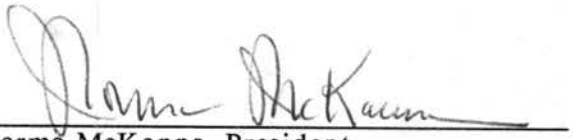
STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION

I, Norma McKanna, do hereby certify that I am a member and the President of the State Board of Vocational Technical 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 Vocational Technical Education duly and properly called and held on the 12th day of January, 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 Helen Henrie, Deputy State Director of the State Board of Vocational Technical Education is hereby granted the authority and directed to sign an Order of the State Board of Vocational Technical Education directing the publication in the State Register of proposed emergency rules governing Uncharted Licensure Criteria, Automated Systems Technology, Information Processing Specialist as well as perform any and all acts incidental thereto."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 12th day of January, 1987.



Norma McKanna, President
State Board of Vocational
Technical Education

Vocational Technical Education Board

Proposed Emergency Rules Relating to a License to Teach Courses and Programs in Automated Systems Technology

Rules as Proposed (all new material)

3515.5067 [Emergency] AUTOMATED SYSTEMS TECHNOLOGY LICENSE.

Subpart 1. **Requirements.** To get a license to teach automated systems technology courses and programs in the technical occupations area an applicant must comply with parts 3515.0100 to 3515.4400; and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subparts 2 and 3 either with or without the substitution allowed by subpart 4.

Subp. 2. **Occupational experience requirement.** The applicant must have 6,000 hours of occupational experience as an engineer or technician in automated systems technology. The experience must be in programmable controllers, numerical controls/computerized numerical controls, automated production lines, or automated manufacturing.

Subp. 3. **Recent occupational experience requirement.** Two thousand of the 6,000 hours required in subpart 2 must be experienced within three years just before applying for the license. Teaching experience at an accredited postsecondary institution may be substituted for the recent occupational experience requirement if the teaching is done during this three-year period. The teaching must be in automated systems technology. Two hours of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in item A, B, C, or D for up to 3,000 hours of the occupational experience required in subpart 2. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recent occupational

Approved by Revisor

requirement of subpart 3.

A. A bachelor's or higher degree in mechanical or electrical engineering or industrial technology may be substituted for 3,000 hours.

B. An associate degree in electronics, electrical or mechanical engineering, or preindustrial technology may be substituted for 2,000 hours.

C. A diploma in electronic occupations, automated manufacturing, electromechanical technology, automated packaging equipment maintenance, electronic technology, automated systems technology, robotics, or electrical and fluid power may be substituted. A one-year diploma program equals 1,050 hours of occupational experience. A two-year diploma program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in fiber optics, blueprint reading, numerical control, robotics, hydraulics, tool and die moldmaking, design of smart machines, computer aided design, computer aided manufacturing, total quality control, electrical maintenance, electronic assembly, or electronics for maintenance may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to a License to Teach Courses and Programs in Automated Systems Technology

AGENCY: Board of Vocational Technical Education

MINNESOTA RULES: Chapter 3515

The attached rules are approved for publication in the State Register

Richard J. Sands
Senior Assistant Revisor

State Board of Vocational Technical Education

Proposed Emergency Rules Relating to Vocational Licenses; Information Processing

Rule as Proposed (all new material)

3515.5070 [Emergency] OFFICE INFORMATION PROCESSING SPECIALIST LICENSE.

Subpart 1. **Requirements.** To get a license to teach office information processing specialist courses and programs in business and office occupations area an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subparts 2 and 3 either with or without the substitution allowed by subparts 4 and 5.

Subp. 2. **Occupational experience requirement.** The applicant must have 6,000 hours of occupational experience in one or more of the following:

A. supervisor or assistant in word processing;

B. correspondence specialist;

C. supervisor or lead word operator of word processing;

D. office automation trainer; and

E. office automation manager.

Subp. 3. **Recent occupational experience requirement.** Two thousand of the 6,000 hours required in subpart 2 must be experienced within five years just before applying for the license.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in item A, B, C, or D for up to 3,000 hours of occupational experience required in subpart 2. The education must be from an accredited postsecondary institution.

A. A baccalaureate or higher degree in business management, business education, or business administration may

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be substituted for 3,000 hours.

B. An associate degree in secretarial science; medical, administrative, or legal secretarial; office administration or management; office information processing; or personnel assistant may be substituted for 1,500 hours.

C. A diploma in secretarial, office information processing, or word processing secretarial may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in information processing, business, or secretarial may be substituted. One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.**

A. Teaching experience at an accredited postsecondary institution may be substituted for the recent occupational experience requirement if the teaching is done during this five-year period. The teaching must be in office information processing. Two hours of teaching equals one hour of occupational experience.

B. An individual holding a current word processing license and currently teaching a word processing program or courses is qualified for a one time educational experience that may be substituted for some experience requirements for the license of office information processing specialist. The experience is sponsored by the state board of vocational technical education. The educational experience includes six quarter credits of course work and some industrial contact. The educational experience may be substituted for a total of 3,000 hours of occupational experience including 2,000 hours of recent occupational experience.

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Emergency Rules Relating to Vocational Licenses; Information Processing

AGENCY: State Board of Vocational Technical Education

MINNESOTA RULES: Chapter 3515

The attached rules are approved for publication in the State Register

Richard J. Sands
Senior Assistant Revisor

DEPARTMENT OF THE STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of Emergency Rule of the State Board of Vocational Technical Education Governing Uncharted Licensure Criteria: Office Information Processing Specialist 3515.5070 Automated Systems Technology 3515.5067

NOTICE OF INTENT TO ADOPT AN EMERGENCY RULE

Notice is hereby given that the State Board of Vocational Technical Education intends to adopt the above-entitled emergency rule. The notice of intent to adopt emergency rules for unlicensed criteria, Automated Systems Technology 3515.5067 as published in the State Register Monday, February 9, 1987 was incomplete. Therefore Automated Systems Technology will be published again as indicated in this notice. The statutory authority to adopt the emergency rule is contained in Minnesota Statutes, section 136c.04, subdivision 9. The agency, in adopting the rule, is following the procedures set forth in the Administrative Procedure Act for adopting emergency rules in Minnesota Statutes, sections 14.29 to 14.36.

All person have 30 days, until 4:30 p.m. Thursday, June 11, 1987 after publication to submit data and views on the proposed emergency rule or any part or subpart of the rule in writing. Any comments must be submitted to:

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education
565 Capitol Square
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 297-4575

Georgia Pomroy, License Revision
State Board of Vocational
Technical Education
565 Capitol Square
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-0680

[A copy of the proposed rule is attached to this notice.]

The proposed emergency 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 emergency rule as noticed.

Upon adoption of the emergency rule by the agency, the emergency rule as adopted and its supporting documents will be delivered to the Attorney General for review as to legality and form to the extent 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 Helen Henrie, Deputy Director, or Georgia Pomroy, License Revision.

The emergency rule will take effect five working days after approval by the Attorney General and be effective for 180 days. The emergency rule will be continued in effect for an additional 180 days if the agency gives notice of continuation in accordance with Minnesota Statutes, section 14.35.

May 6, 1987

Helen Henrie

Helen Henrie, Deputy Director
State Board of Vocational Technical Education

Vocational Technical Education Board

Proposed Emergency Rules Relating to a License to Teach Courses and Programs in Automated Systems Technology

Rules as Proposed (all new material)

3515.5067 [Emergency] AUTOMATED SYSTEMS TECHNOLOGY LICENSE.

Subpart 1. **Requirements.** To get a license to teach automated systems technology courses and programs in the technical occupations area an applicant must comply with parts 3515.0100 to 3515.4400; and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subparts 2 and 3 either with or without the substitution allowed by subpart 4.

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State Board of Vocational Technical Education

Proposed Emergency Rules Relating to Vocational Licenses; Information Processing

Rule as Proposed (all new material)

3515.5070 [Emergency] OFFICE INFORMATION PROCESSING SPECIALIST LICENSE.

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Approved by Revisor _____

In the Matter of the Emergency Rules of the State Board of Vocational Technical Education Governing Licensure Criteria: Office Information Processing Specialist Minn. Rules pt. 3515.5070, Automated Systems Technology, Minn. Rules pt. 3515.5067

AFFIDAVIT OF MAILING THE NOTICE OF INTENT TO ADOPT AN EMERGENCY RULE AND CERTIFICATE OF MAILING LIST

STATE OF MINNESOTA]
] ss.
COUNTY OF RAMSEY]

Tracy A. Thayer, being sworn says:

I hereby certify that the list of persons and associations who have requested, pursuant to Minnesota Statutes, sections 14.14, subdivision 1 a and 14.22 or 14.30, that their names be placed on the State Board of Vocational Technical Education rulemaking mailing list is accurate, complete and current as of this 6th day of May, 1987.

That on the 6th day of May, 1987 at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice of Intent to Adopt an Emergency Rule by depositing in the [State of Minnesota Central Mail System for United States mailing] [United States mail] a copy thereof, with postage prepaid, to all persons and associations on the aforementioned mailing list.

Tracy Thayer
[Name]

Licensing Secretary
[Title]

Subscribed and sworn to before me
this 11th day of May, 1987.

Caroline E. Wisniewski

CAROLINE E. WISNIEWSKI
NOTARY PUBLIC-MINNESOTA
DAKOTA COUNTY
MY COMMISSION EXPIRES MARCH 28, 1991

EMERGENCY RULE MAILING LIST

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2900 E. Beltline
Hibbing MN 55746

Ron McKeever
Dakota County AVTI
1300 E. 145th Street
Rosemount, MN 55068

Sharon Blue Ash
Here Name to List

Place My Name on the State Board List to Recieve Rule Making Information

Name	Address
GEORGE LAPATKA	WILLMAR AVTI
ROLF W PARSONS	NORTH EAST METRO TECHNICAL INSTI
June C. Boos	St. Cloud AVTI
Rollie Boldt	Thief River Falls AVTI
Charlotte Skibicki	Hibbing AVTI
RON McKEEVER	DAKOTA COUNTY AVTI

STATE OF MINNESOTA

STATE REGISTER

DEPARTMENT OF ADMINISTRATION—DOCUMENTS DIVISION



Monday 11 May 1987

VOLUME 11, NUMBER 45

Pages 2069-2100

Subp. 2. **Existing agreement.** If an exclusive representative and a public employer have executed a collective bargaining agreement before parts 5510.5110 to 5510.5190 become effective, and the agreement relies upon the grievance procedure adopted by the director to satisfy Minnesota Statutes, section 179A.20, subdivision 4, parts 5510.5110 to 5510.5190 shall become effective only upon the termination of the agreement. During the term of any agreement executed before parts 5510.5110 to 5510.5190 become effective, the provisions of the grievance procedure contained in parts 5510.4600, 5510.4700, 5510.4800, 5510.4900, 5510.5000, and 5510.5100 shall prevail.

REPEALER. Minnesota Rules, parts 5510.4600, 5510.4700, 5510.4800, 5510.4900, 5510.5000, and 5510.5100 are repealed, except as provided by part 5510.5190.

EMERGENCY RULES

Proposed Emergency Rules

According to Minn. Stat. of 1984, §§ 14.29-14.30, state agencies may propose adoption of emergency rules if: 1) expressly required; 2) authorized by statute; or 3) if the manner permitted by a directive (given by statute, federal law or court order) does not allow for compliance with sections 14.14-14.28. The agency must, however, publish a notice of intent to adopt emergency rules, along with the rules themselves, in the *State Register*. The notice must advise the public:

1) that a free copy of the proposed emergency rule is available upon request from the agency;
2) that notice of the date that the rule is submitted to the attorney general will be mailed to persons requesting notification;
3) that the public has at least 25 days after publication of the proposed emergency rule to submit data and views in writing; and
4) that the emergency rule may be modified if the data and views submitted support such modification.

Adopted Emergency Rules

Emergency rules take effect five working days after approval by the attorney general, and after compliance with Minn. Stat. §§ 14.29-14.365. As soon as possible, emergency rules are published in the *State Register* in the manner provided for in section 14.18.

Emergency rules are effective for the period stated in the notice of intent to adopt emergency rules. This may not exceed 180 days.

Continued/Extended Emergency Rules

Adopted emergency rules may be continued in effect (extended) for an additional 180 days. To do this, the agency must give notice by: 1) publishing notice in the *State Register*; and 2) mailing the same notice to all persons who requested notification on rulemaking. No emergency rule may remain in effect 361 days after its original effective date. At that point, permanent rules adopted according to Minn. Stat. 14.14-14.28 supercede emergency rules.

Notice of Intent to Adopt Two Emergency Rules

Notice is hereby given that the State Board of Vocational Technical Education intends to adopt the above-entitled emergency rules. The notice of intent to adopt emergency rules for unlicensed criteria, Automated Systems Technology 3515.5067 as published in the *State Register* Monday, February 9, 1987 was incomplete. Therefore Automated Systems Technology will be published again as indicated in this notice. The statutory authority to adopt the emergency rule is contained in Minnesota Statutes, section 136c.04, subdivision 9. The agency, in adopting the rule, is following the procedure set forth in the Administrative Procedure Act for adopting emergency rules in Minnesota Statutes, sections 14.29 to 14.36.

All persons have 30 days, until 4:30 p.m. Thursday, June 11, 1987 after publication to submit data and views on the proposed emergency rule or any part or subpart of the rule in writing. Any comments must be submitted to:

Helen Henrie, Deputy Director
State Board of Vocational Technical Education
565 Capitol Square
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 297-4575

Georgia Pomroy, License Revision
State Board of Vocational Technical Education
565 Capitol Square
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-0680

[A copy of the proposed rule is attached to this notice.]

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

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.

Upon adoption of the emergency rules by the agency, the emergency rules as adopted and their supporting documents will be delivered to the Attorney General for review as to legality and form to the extent form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rules, must submit the written request to Helen Henrie, Deputy Director, or Georgia Pomroy, License Revision.

The emergency rules will take effect five working days after approval by the Attorney General and be effective for 180 days. The emergency rules will be continued in effect for an additional 180 days if the agency gives notice of continuation in accordance with Minnesota Statutes, section 14.35.

Dated: 6 May 1987

Helen Henrie, Deputy Director
State Board of Vocational Technical Education

Vocational Technical Education Board

Proposed Emergency Rules Relating to a License to Teach Courses and Programs in Automated Systems Technology

Rules as Proposed (all new material)

3515.5067 [Emergency] AUTOMATED SYSTEMS TECHNOLOGY LICENSE.

Subpart 1. **Requirements.** To get a license to teach automated systems technology courses and programs in the technical occupations area an applicant must comply with parts 3515.0100 to 3515.4400; and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subparts 2 and 3 either with or without the substitution allowed by subpart 4.

Subp. 2. **Occupational experience requirement.** The applicant must have 6,000 hours of occupational experience as an engineer or technician in automated systems technology. The experience must be in programmable controllers, numerical controls/computerized numerical controls, automated production lines, or automated manufacturing.

Subp. 3. **Recent occupational experience requirement.** Two thousand of the 6,000 hours required in subpart 2 must be experienced within three years just before applying for the license. Teaching experience at an accredited postsecondary institution may be substituted for the recent occupational experience requirement if the teaching is done during this three-year period. The teaching must be in automated systems technology. Two hours of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in item A, B, C, or D for up to 3,000 hours of the occupational experience required in subpart 2. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recent occupational requirement of subpart 3.

A. A bachelor's or higher degree in mechanical or electrical engineering or industrial technology may be substituted for 3,000 hours.

B. An associate degree in electronics, electrical or mechanical engineering, or preindustrial technology may be substituted for 2,000 hours.

C. A diploma in electronic occupations, automated manufacturing, electromechanical technology, automated packaging equipment maintenance, electronic technology, automated systems technology, robotics, or electrical and fluid power may be substituted. A one-year diploma program equals 1,050 hours of occupational experience. A two-year diploma program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in fiber optics, blueprint reading, numerical control, robotics, hydraulics, tool and die moldmaking, design of smart machines, computer aided design, computer aided manufacturing, total quality control, electrical maintenance, electronic assembly, or electronics for maintenance may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Proposed Emergency Rules Relating to Vocational Licenses; Information Processing

Rule as Proposed (all new material)

3515.5070 [Emergency] OFFICE INFORMATION PROCESSING SPECIALIST LICENSE.

Subpart 1. **Requirements.** To get a license to teach office information processing specialist courses and programs in business and office occupations area an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942

do not apply. The applicant must also comply with subparts 2 and 3 either with or without the substitution allowed by subparts 4 and 5.

Subp. 2. **Occupational experience requirement.** The applicant must have 6,000 hours of occupational experience in one or more of the following:

A. supervisor or assistant in word processing;

B. correspondence specialist;

C. supervisor or lead word operator of word processing;

D. office automation trainer; and

E. office automation manager.

Subp. 3. **Recent occupational experience requirement.** Two thousand of the 6,000 hours required in subpart 2 must be experienced within five years just before applying for the license.

Subp. 4. **Education substitution for occupational experience.** The applicant may substitute the education described in item A, B, C, or D for up to 3,000 hours of occupational experience required in subpart 2. The education must be from an accredited postsecondary institution.

A. A baccalaureate or higher degree in business management, business education, or business administration may be substituted for 3,000 hours.

B. An associate degree in secretarial science; medical, administrative, or legal secretarial; office administration or management; office information processing; or personnel assistant may be substituted for 1,500 hours.

C. A diploma in secretarial, office information processing, or word processing secretarial may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in information processing, business, or secretarial may be substituted. One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Teaching or workshop substitution for occupational experience.**

A. Teaching experience at an accredited postsecondary institution may be substituted for a total of 3,000 hours of occupational experience including 2,000 hours of recent occupational experience if the teaching is done during this five-year period. The teaching must be in office information processing. One hour of teaching equals one hour of occupational experience.

B. An individual holding a current word processing license and currently teaching a word processing program or courses is qualified for a one time educational experience that may be substituted for some experience requirements for the license of office information processing specialist. The experience is sponsored by the state board of vocational technical education. The educational experience includes six quarter credits of course work and some industrial contact. The educational experience may be substituted for a total of 3,000 hours of occupational experience including 2,000 hours of recent occupational experience.

OFFICIAL NOTICES

Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Board of Animal Health

Notice of Special Board Meeting

A special meeting of the Board of Animal Health has been scheduled for Friday, June 26, 1987 at the Holiday Inn in Willmar, Minnesota at 9:30 a.m.

Information about this meeting may be obtained by calling the Board office at 612-296-5000.

Dated: 1 May 1987

Dr. Thomas J. Hagerty
Executive Secretary

CERTIFICATE OF BOARD'S
RESOLUTION ADOPTING RULES

I, Norma McKanna, do hereby certify that I am a member and the President of the Board of Vocational Technical 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 Board of Vocational Technical Education, duly and properly called and held on the 13th day of July, 1987, that a quorum was present at said meeting, that a majority of those present voted for the resolution, and that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

"RESOLVED, that the rules relating to Uncharted Licensure Criteria, Automated Systems Technology, Minn. Rules pt. 3515.5067 and Office Information Processing Specialist Minn. Rules pt. 3515.5070 be and they hereby are approved and adopted, pursuant to authority vested in us by Minnesota Statutes s136C.04 (1985) and that Helen Henrie, Deputy Director of the Board of Vocational Technical Education, be and hereby is authorized to sign an order adopting these rules and further is authorized to perform the necessary acts to provide that these rules shall have the force and effect of law."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 13th day of July, 1987.

Norma McKanna

President of the Board

Doug Boutton

Attest by Board Member

STATE OF MINNESOTA

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of Emergency Rules of the State of Minnesota Governing Uncharted Licensure Criteria Automated Systems Technology Minn. Rules pt 3515.5067 and Office Information Processing Specialist Minn. Rule pt. 3515.5070.

FINDINGS OF FACT AND CONCLUSIONS OF LAW AND ORDER ADOPTING EMERGENCY RULE

Notice of the Boards intent to adopt the above-entitled emergency rule was published in the State Register on May 11, 1987 and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, section 14.30, on May 6, 1987.

All persons were given the opportunity to submit written comment on the rule for at least 25 days after notice of the proposed rule-making.

Three requests were submitted requesting a pubic hearing for Office Information Processing Specialist licenses. Two requests were made for an additional workshop offering to qualify for Office Information Processing Specialist License as outlined in 3515.5070 Subp 5.B. Agreement has been reached to offer this workshop a second time.

No requests for notice of submission to the Attorney General were received by the agency.

The rule as proposed contains no changes or typographical errors.

NOW, THEREFORE, IT IS ORDERED that the rule identified as Automated Systems Technology Minn Rules pt 3515.5067 and Office Information Processing Specialist Minn. Rules pt 3515.5070 is adopted this 21st day of July, 1987, pursuant to the authority vested in the Board by Minnesota Statues, Section 136 C.04, subdivision 9.

STATE OF MINNESOTA
STATE BOARD OF VOCATIONAL
TECHNICAL EDUCATION

Date July 21, 1987

Helen Henrie

Helen Henrie, Deputy Director

DATE: June 1, 1987

TO: Marilyn L. Stinson
St. Cloud University
Busines Education Office Administration
St. CLoud MN 56301

FROM: Georgia Pomroy
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St. Paul MN 55101
(612) 296-0680

This is in response to your letter of May 20, 1987 requesting a public hearing regarding proposed emergency rules relating to Vocational Licensure. Information Processing Specialist comes under an emergency rule process. This process does not allow for a public hearing since this will be in effect for only 180 days. This process is used on temporary basis when a new program has been approved and the components of that program are such that there is not an available pool of candidates with the experience necessary to teach in the program.

The emergency license was expanded to include current teaching instructors in word processing. It was felt these individuals would be familiar with some of the components of the new program. Once a new program is implemented and an emergency license issued, a permanent license is drafted which eventually is put in place.

We expect to offer this workshop at a later date to allow interested candidates to have another opportunity to qualify.

Your comments are appreciated and should you have any additional questions feel free to contact this office.

ST. CLOUD STATE UNIVERSITY

College of Business

Department of Business Education and Office Administration
St. Cloud, Minnesota 56301
612/255-3248

May 26, 1987

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Rev.
State Board of Vocational
Technical Education
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

OFFICE INFORMATION PROCESSING SPECIALIST LICENSE

I request a public hearing concerning the Proposed Emergency Rules relating to Vocational Licensure: Information Processing. This is based upon concern in Subpart 5, Section B, Lines 25-35.

The specific concern lies in lines 25-29 which states that "An individual holding a current word processing license and currently teaching a word processing program or courses is qualified for a one time education experience that may be substituted for some experience requirements for the license of office information processing specialist."

This action appears to give an advantage to those people who are currently employed as word processor instructors. There are many licensed instructors of word processing who may not be employed at this time. They should be given the same opportunity to qualify for the Office Information Processing Specialist license as others who hold the same license.

This action should be discussed at a hearing.

Marilyn Stinson

L MARILYN STINSON, CHAIRPERSON
BUSINESS EDUCATION OFFICE ADMINISTRATION

js

SCSU is an equal opportunity educator and employer.

DATE: May 29, 1987

TO: Barbara A. Vogelsang
Department of Busines Education and Administrative Management
MSU Box 51
Mankato MN 56001

FROM: Georiga Pomroy
Licensing Unit
558 Capitol Square Bldg.
550 Cedar Street
St. Paul MN 55101
(612) 296-0680

This is in response to your letter of May 20, 1987 requesting a public hearing regarding proposed emergency rules relating to Vocational Licensure. Information Processing Specialist comes under an emergency rule process. This process does not allow for a public hearing since this will be in effect for only 180 days. This process is used on temporary basis when a new program has been approved and the components of that program are such that there is not an available pool of candidates with the experience necessary to teach in the program.

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We expect to offer this workshop at a later date to allow interested candidates to have another opportunity to qualify.

Your comments are appreciated and should you have any additional questions feel free to contact this office.

Mankato
STATE UNIVERSITY

Department of Business Education and Administrative Management
MSU Box 51
Mankato, Minnesota 56001
(507) 389-6116

May 27, 1987

Helen Henrie, Deputy Director
State Board of Vocational Technical Education
565 Capitol Square Building
550 Cedar Street
St. Paul, Mn 55101

OFFICE INFORMATION PROCESSING SPECIALIST LICENSE

This is to request a public hearing concerning the Proposed Emergency Rules relating to Vocational Licensure: Office Information Processing Specialist. This is based upon my concern in Subpart 5, Section B.

Lines 25-36 state that individuals holding a word processing license also must be teaching in a word processing program to qualify for a one time educational experience. This is discrimatory because secondary vocational teachers may hold a post-secondary license and have taken the necessary courses for a word processing endorsement and not be allowed to maintain a license. ALL PERSONS WHO CURRENTLY HOLD A WORD PROCESSING LICENSE SHOULD BE ALLOWED TO PARTICIPATE IN THIS ONE TIME EDUCATIONAL EXPERIENCE. Furthermore, this educational experience should be offered more than once and at various locations in Minnesota.

This license should be discussed at a hearing.

Barbara A. Vogelsang

BARBARA A. VOGELSANG, ASSISTANT DIRECTOR OF VOCATIONAL SERVICES

bah

DATE: May 29, 1987

TO: Gayle A Stelter
Department of Busines Education and Administrative Management
MSU Box 51
Mankato MN 56001

FROM: Georiga Pomroy
Licensing Unit
558 Capitol Square Bldg.
550 Cedar Street
St. Paul MN 55101
(612) 296-0680

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We expect to offer this workshop at a later date to allow interested candidates to have another opportunity to qualify.

Your comments are appreciated and should you have any additional questions feel free to contact this office.

Mankato
STATE UNIVERSITY

Department of Business Education and Administrative Management
MSU Box 51
Mankato, Minnesota 56001
(507) 389-6116

May 20, 1987

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Rev.
State Board of Vocational
Technical Education
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

OFFICE INFORMATION PROCESSING SPECIALIST LICENSE

This is to request a public hearing concerning the Proposed Emergency Rules relating to Vocational Licensure: Information Processing. This is based upon concern in Subpart 5, Section B, Lines 25-35.

The specific concern lies in lines 25-29 which states that "An individual holding a current word processing license and currently teaching a word processing program or courses is qualified for a one time education experience that may be substituted for some experience requirements for the license of office information processing specialist."

Many people hold licenses for which they are qualified and which they do not currently teach. This wording expressly stops such people from qualifying for license renewal in Office Information Processing Specialist unless they obtain 3,000 hours of work experience in the information processing area. THIS ONE TIME EDUCATIONAL EXPERIENCE SHOULD BE OPEN TO ALL WHO CURRENTLY HOLD A POST-SECONDARY LICENSE IN WORD PROCESSING. This should be done over the next three years.

It is discriminatory to allow selected individuals to maintain a license to the exclusion of others. This should be thoroughly discussed at a hearing.

Gayle A Stelter

GAYLE A. STELTER--CHAIRPERSON AND VOCATIONAL IN-SERVICE DIRECTOR

DATE: June 18, 1987

TO: Dorothy Wiest
Legal Secretarial Instructor
Hutchinson Vocational Technical Institute
200 Century Avenue
Hutchinson, MN 55350-3183

FROM: Georgia Pomroy GP
Licensing Unit

SUBJECT: Office Information Processing Specialist License

Your letter of June 10, 1987 indicated a concern regarding the emergency license Office Information Processing Specialist.

The committee recognized the need to hold two workshops to allow potential applicants a greater opportunity to qualify for the Office Information Processing Specialist license. The first workshop is this summer but the second one is anticipated for early summer 1988. For this reason the license will not be made permanent until the completion of the workshops.

I hope this will address your concern. To receive information on the second workshop contact Jack Sullivan, Business and Office Occupation Specialist, at (612) 296-3755.

Please feel free to contact this office if you have any additional questions.

GP:sp

Hutchinson Vocational Technical Institute

200 Century Avenue
Hutchinson, MN 55350-3183
(612) 587-3636
or
1-800-222-4424 (MN Only)

June 10, 1987

Georgia Pomroy, License Revision
State Board of Vocational
Technical Education
565 Capitoi Square
550 Cedar Street
St. Paul, MN 55101

Dear Ms. Pomroy:

I am writing regarding the emergency rule being adopted relating to licensure for Office Information Processing Specialist.

It is my understanding from reading the proposed rule that "an individual holding a current word processing license and currently teaching a word processing program or course is qualified for a one time educational experience that may be substituted for some experience requirements for the license of office information processing specialist."

I would like to ask that a second opportunity be made available to those of us who have been denied the chance to take this course even when we hold a current word processing license and teach word processing courses. Unfortunately, only a limited number of students can be accepted into this course which is being offered next month. However, not everyone holding a license was sent notice of the course offering nor did we receive an application form to apply for the course. Only selected individuals received the information and application.

The intent of my letter is to ask that a modification be made to the emergency rule whereby the educational experience be offered again in the near future.

Thank you for your consideration of this matter.

Sincerely,

Dorothy Wiest

Dorothy Wiest
Legal Secretarial Instructor

DATE: June 18, 1987

TO: Joan Padrnos
Medical Secretarial Instructor
Hutchinson Vocational Technical Institute
200 Century Avenue
Hutchinson, MN 55350-3183

FROM: Georgia Pomroy GP
Licensing Unit

SUBJECT: Office Information Processing Specialist License

Your letter of June 9, 1987 indicated a concern regarding the emergency license Automated Systems Technology. After reading your letter my assumption is that you meant to refer to Office Information Processing Specialist.

The committee recognized the need to hold two workshops to allow potential applicants a greater opportunity to qualify for the Office Information Processing Specialist license. The first workshop is this summer but the second one is anticipated for early summer 1988. For this reason the license will not be made permanent until the completion of the workshops.

I hope this will address your concern. To receive information on the second workshop contact Jack Sullivan, Business and Office Occupation Specialist, at (612) 296-3755.

Please feel free to contact this office if you have any additional questions.

GP:sp

Hutchinson Vocational Technical Institute

200 Century Avenue
Hutchinson, MN 55350-3183
(612) 587-3636
or
1-800-222-4424 (MN Only)

June 9, 1987

Georgia Pomroy, License Revision
State Board of Vocational
Technical Education
565 Capitol Square
550 Cedar Street
St. Paul, MN 55101

Dear Ms. Pomroy:

I am writing this letter regarding my concern about the emergency rules for licensure in Automated Systems Technology.

Currently I have the understanding that the class being offered to waiver the occupational experience requirement has a limited enrollment. Therefore, many of us are denied the chance to attend the workshop this summer.

At the present time I teach a class titled, Machine Transcription on the Word Processor, and as a Medical Secretarial Instructor, I work closely with my students as they do their medical transcription on the word processor.

I am hoping that a modification will be made to offer this workshop again next summer or sometime in the near future to give us an opportunity to waiver the occupational experience also. If we are denied this opportunity, I strongly feel my student's educational experience will be limited as well as my personal growth. Word processing is the up-coming trend and one that I want to be a part of--not left out of.

Sincerely,

Joan K. Padrnos

Joan K. Padrnos
Medical Secretarial Instructor

In the Matter of the proposed Adoption of Rules of the State of Minnesota Governing (Emergency) Uncharted Licensure Criteria, Automated Systems Technology, Minn. Rule pt. 3515.5067 and Office Information Processing Specialist, Minn. Rule pt. 3515.5070.

STATEMENT OF COMPLIANCE WITH RULEMAKING PROCEDURES

I, Special Assistant Attorney General Charles T. Mottl,

do hereby declare that I have examined the rules and all related documents and that, based on my examination and my personal familiarity with the applicable procedures, the Administrative Procedure Act, the rules of the Office of Administrative Hearings, and the rules of the Attorney General have been followed. Any exceptions are noted below.

Special Assistant Attorney General

Dated: 8/3/87

STATE OF MINNESOTA
STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the proposed Adoption of Rules of the State of Minnesota Governing (Emergency) Uncharted Licensure Criteria, Automated Systems Technology, Minn. Rules Pt. 3515.5067 and Office Information Processing Specialist, Minn. Rules Pt. 3515.5070.

NOTICE OF SUBMISSION OF EMERGENCY RULE TO THE ATTORNEY GENERAL

Pursuant to your request and in accordance with Minnesota Statutes, section 14.32:

PLEASE TAKE NOTICE that the above-captioned emergency rule as adopted has been submitted to the Office of the Attorney General on the date of this notice, July 22, 1987, for review as to legality and form to the extent form relates to legality. The proposed emergency rules, the rule as adopted, all the notices, all written comments received and other required documents also have been submitted to the attorney general.

The rule must be approved or disapproved by the Attorney General on the tenth working day following date of receipt of the rule. You may submit written comments to the Attorney General. Any written comments must be submitted within seven working days of the date of this notice. Your comments must address only the issue of legality of the rule or the legality of the specific parts or subparts of the rule. The attorney general standards for review are set forth in Minnesota Rules, part 2010.1000. You may receive a copy of the Attorney General decision upon written requests to the attorney general. Your comments or requests for the decision must be directed to:

The Office of the Attorney General
204 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
Telephone: (612) 296-1288

Any written comments submitted to the Attorney General must be submitted simultaneously to :

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

or

Georgia Pomroy
State Board of Vocational
Technical Education
558 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Helen Henrie
Helen Henrie
Deputy Director

Dated: 7-23

STATE OF MINNESOTA
STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Emergency Rules of the State of Minnesota Governing Uncharted Licensure Criteria, Office Information Processing Specialist, Minnesota Rules pt. 3515.5070, Automated Systems Technology, Minnesota Rules pt. 3515.5067.

ORDER FOR PUBLICATION OF PROPOSED RULES

IT IS ORDERED this 11th day of May, 1987, that proposed adoption of emergency rule in the above-entitled matter be published in the State Register.

STATE OF MINNESOTA

Helen Henrie

Deputy Director of
The State Board of Vocational
Technical Education

SF-00006-02

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT State Board of Vocational Technical Education

TO : Attorney General's Office

DATE: August 5, 1987

FROM : Georgia Pomroy, Licensing Specialist

PHONE: 296-0680

SUBJECT: Approval of new licensure rules

Please find enclosed the documents for:

1. Automated Systems Technology, 3515.5067; and

2. Office Information Processing Specialist, 3515.5070.

GP:cv
Enclosures

RECEIVED
ATTORNEY GENERAL'S OFFICE

AUG 05 1987

204 ADMINISTRATION BLDG.
50 SHERBURNE AVENUE
ST. PAUL, MN 55155

There are 2 Rules in file.

Notice of Submission to AG was prepared just in case it was needed but no one requested the notice so there is not an affidavit of Mailing

Notice of Intent covers both Rules -OK

Authority

136c.045(9) &