

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

2010.0700 **MINNESOTA STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION**

Statement of Need and Reasonableness for the Proposed Rules Governing the Licensure of Postsecondary Vocational Technical Education Personnel in Business and Office Occupations

The Statutory authority for the State Board of Vocational Technical Education to promulgate these rules is contained in Minnesota Statutes section 136C.04 subs. 9, 1986.

Rules as Proposed

Minnesota Rules 3700.0300 to 3700.0340 to 3700.0350 to 3700.0375
Postsecondary Vocational licenses Business and Office Occupational Area

Authority of the State Board of Vocational Technical Education to promulgate these rules is found in Minnesota Statutes Section 136C.04 Subs. 9, (1986) Powers and Duties of the Board which states:

Licensure The State Board may promulgate rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education.

BACKGROUND INFORMATION

The issue of rule revision was first addressed at a meeting of the State Board for Vocational Technical Education (predecessor to the State Board of 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 Bear, Director of East Grand Forks Area Vocational -Technical Institute and Lyle Rain, Director of Suburban Hennepin AVTI. Messrs. Rahn and Beier stated that the rules for licensure are extremely complex, re-assignments of personnel are difficult if not impossible, and substitute teachers are a problem. They requested that the then 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 be 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.

In 1983, the Legislature authorized the formation of the State Board of Vocational Technical Education as the new governing board for postsecondary vocational technical education and separated postsecondary and adult vocational technical education from secondary vocational education.

The new State Board, aware of the original request for a total review and revision of licenses for postsecondary and extension of rules through a process which involved a general advisory committee. Represented licensed postsecondary administrators, support, supervisory staff, vocational teachers and support staff, private trade schools, Board of Teaching, State Board of Education Licensure Section, State Board of Vocational Technical Education staff, and Minnesota Council of Vocational Technical Education served on the committee in an ex officio status. Notice of Intent to Solicit Outside Opinion regarding Proposed Rules Governing the Rules for Licensure of Vocational Educational Education Personnel published in the State Register Monday May 9, 1983. This committee formulated general licensure guidelines and procedures for selecting individuals to serve on specific committees. The committee has continued to review recommendations for rules.

A review of the existing rules suggested the licensure rules could be clarified for the benefit of interested parties. The majority of the issues identified were related to interpretation of the term relevant education, relevant occupational experience, and the use of charts to convey these and other requirements.

A Notice of Intent to Solicit Outside Opinion Regarding proposed Rules for Licensure of Vocational Education,Business and Office Occupations was published in the State Register Monday, March 30, 1987.

A second issue, relating to the existing licenses for instructors in the Business and Office occupational area, was that an individual holding a particular license was authorized to teach only courses in the particular program represented by the title, despite expertise and knowledge in subject matter areas which were courses in other programs offered in the AVTI system. The concern regarding restrictiveness in assignment to teach in areas were the individual is qualified has been addressed in the proposed rules by expanding the teaching authority to include courses inn specified subject areas which may be taught in any programs within the AVTI.

These specified subject areas in other programs are within the knowledge and expertise which can b attributed to an individual who meets the requirements of education and/or occupational experience required in the rule under which the individual is licensed.

In the proposed rules for Business and Office licenses, the issues of clarity and interpretation related to relevant education and relevant occupational experience have been addressed by specifically identifying the subject focus and level of the education (degree or diploma) required for each license.

In the proposed rules for Business & Office licenses, the issues of clarity and interpretation related to relevant education and relevant occupational experience have been addressed by specifically identifying the subject focus and level of education (degree or diploma) required for each license.

The occupational experience requirement is specifically identified by occupational title for each license.

The issues related to complexity in interpretation of information presented in licensure charts has been corrected by the format used in writing the new rules.

An analysis of the rules follows.

BUSINESS AND OFFICE OCCUPATIONS

3700.0300 TO 3700.0340 and 3700.0350 to 3700.0375

Overview of Business and Office postsecondary occupational area licenses representing titles updated through program restructuring and identifying pre-existing titles under the restructured name. Business and Office occupational areas identify the license requirement for the following;

3700.0305 ACCOUNTING INSTRUCTOR LICENSE
to license instructors in:
- accounting clerk programs
- microcomputer accounting specialist programs
- accountant programs
- bookkeeping programs

3700.0310 BOOKKEEPING INSTRUCTOR LICENSE
to license instructors in:
- bookkeeping clerk programs
- bookkeeping programs
- accounting clerk programs
- microcomputer accounting specialist programs

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE
to license instructors in:
- banking and finance operations programs

3700.0200 BANKING AND FINANCE OPERATIONS/AGRICULTURE
to license instructors in:
- banking and finance operations/agriculture programs

3700.0250 BUSINESS AND ADMINISTRATIVE MANAGEMENT LICENSE
to license instructors in:
- business and administrative management programs
- office supervision and management programs

3700.0330 ADMINISTRATIVE SUPPORT LICENSE
to license instructors in:
- receptionist programs
- clerk typist/office assistant programs
- clerical data entry programs
- word processing secretary programs
- general secretarial programs
- administrative secretarial programs

3700.0335 MEDICAL SECRETARY LICENSE
to license instructors in:
- medical secretary programs
- medical administrative secretary
- receptionist programs
- clerk typist/office assistant programs
- clerical data entry program
- word processing secretary program
- general secretary program
- administrative secretary program

3700.0340 LEGAL SECRETARY LICENSE
to license instructors in:
legal secretary programs
legal administrative secretary programs
receptionist programs
clerk typist/office assistant programs
clerical data entry program
word processing secretary program
general secretary program
administrative secretary program

3700.0350 PURCHASING OR INVENTORY MANAGEMENT LICENSE
to license instructors in:
purchasing or inventory management programs

3700.0355 TRAFFIC TRANSPORTATION MANAGEMENT
to license instructors in:
traffic transportation management program

3700.0360 COURT REPORTING LICENSE
to license instructors in:
court reporting programs

3700.0365 PERSONNEL ASSISTANT LICENSE
to license instructors in:
personnel assistant programs
to replace the emergency uncharted license 3515.5057

3700.0370 COMPUTER PROGRAMMING LICENSE
to license instructors in:
computer programming programs

3700.0375 COMPUTER OPERATIONS LICENSE
to license instructors in:
computer operations programs

3700.0300 to 3700.0340 and 3700.0350 to 3700.0375 replace the chart 3515.9920 POSTSECONDARY LICENSURE CHART, BUSINESS AND OFFICE OCCUPATIONS.

BUSINESS AND OFFICE EDUCATION

Instructor: Secretarial/clerical occupations
Instructor: Specialized as identified (included but not limited to banking, accounting, data processing, practical business management)
Model office instructor manager
Word processing specialist

AND EMERGENCY UNCHARTED LICENSE
3515.5057 Personnel Assistant License

For the purpose of clarity the format is outlined as follows:

3700.0300 Licenses in the Business and Office Occupational area
Subpart 1. listed here-
Requirements for all postsecondary Vocational Instructors
Subpart 2. Recent occupational experience
recency requirements for all Business and Office Instructors
Subpart 3. Does not apply- Removes from rule the previous licensure requirements

3700.0305 to 3700.0340 and 3700.0350 to 3700.0375 specifies requirements for each individual license as follows:

Subpart 1. May Teach - lists programs and courses which license holder may teach.
Subpart 2. Other Requirements-refers to 3700.0100 and 3700.0300
Subpart 3. Occupational Area Requirements - Specifies number of hours and - specific occupational areas acceptable for instructor licensure in the occupational program.
Subpart 4. Substitutions for occupational experience - Degrees, diplomas or course work is identified which enables applicant to substitute specific educational experience for a designated number of occupational hours
Subpart 5. Substitution for recent occupational experience- Identifies relevant current teaching experience which can substitute for a portion of the recency requirement of 3700.0300 subpart 2.

3700.0200 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA

Subpart 1. Listed here. Refers to general requirements to be met by all post-secondary vocational instructors. 3700.0100 references rules 3515.0100 to 3515.4400 and 3515.5000 No changes in these rules.

Subpart 2. Recent occupational experience. This rule has been moved from 3515.0100 subpart 25 and licensure chart 3515.9920 for business and office occupations. The rule provides for an increase in recent occupational experience from "at least 500 hours within a five year period immediately preceding the date of application for licensure" to "at least 2000 hours." This increase is necessary so that individuals teaching programs are knowledgeable with regard to changes in the economy as they relate to Business and Office and the changes in technology as they relate to Business and Office. This rule is reasonable beacuse a five year time frame is allowed to meet the requirement of one half of the one year of full time employment inoccupational experience.

Subpart 3. Does not apply. This removes from rule the chart 3515.9920 which currently is used for licensure requirements and which is replaced by the new 3700 rules.

3700.0305 to 3700.0340 and 3700.0350 to 3700.0375 ALL BUSINESS AND OFFICE LICENSES

Subpart 1. May Teach. Subpart 1 in each of these rules is new material. Each subpart 1 was added, first to clearly identify the specific subject area which the individual is authorized to teach in other programs offered in the AVTI system. The existing licensure rules were limited to a particular Business and Office occupational area. Consequently, an individual holding a particular license was authorized to teach only a component (course) of the particular program represented by the title of the license despite expertise and knowledge in subject matter areas which were components (courses) of other programs offered in the AVTI system. The new licenses expand the teaching authority to include courses in specific subject areas which might be taught in other programs within the AVTI. These specific areas are drawn from the knowledge and expertise which can be attributed to an individual who meets the requirements of education and/or occupational experience as specified in the rule. This change is reasonable because it removes an artificial barrier and allows an individual to utilize expertise, knowledge and skills which are processed because of education and/or occupational experience in teaching.

Subpart 2. Other requirements. Subpart 2 in each of these rules refers to part 3700.0100. general requirements and part 3700.0300 requirements within the Business and Office occupational area. This part provides no new information but provides reference for the reader where the specific rule of interest does not refer to the general requirements in 3700.0100 for all instructors and specific requirements in 3700.0300 for all Business and Office area instructors.

Subpart 3. Occupational experience requirement. The occupational experience requirement identifies the job titles which will be accepted to meet the requirements. This specificity is needed to provide both the applicants and the administrator with information which will be used in making application for the license. The occupational experience requirements are reasonable because they are conceptually and functionally represented in the educational programs and in the occupations for which the programs prepare individuals.

Subpart 4. Substitution for occupational experience. This rule allows certain forms of education to be substituted for a maximum of 4000 hours of occupational experience. It is reasonable to limit the number of hours of substitution to assure strong occupational experience in the area of licensure. It is reasonable to allow some substitution of occupational hours with education because the degrees, diplomas, and course work are identified and specific to the occupational skills being taught. This rule is needed to recognize the validity of technical, skilled training in areas of education which directly apply to the knowledge base of an occupation.

Subpart 5. Substitution for recent experience. Subpart 4 in each of these rules is necessary as a means of allowing teachers to expand into new, modified or restructured programs which reflect both new content areas and existing content. The utilization of teaching experience in specified programs assure that only teaching experience which is conceptually related to the new, modified or restructured program is allowed as substitute for recent occupational experience. This recognizes specific knowledge taught in current programs as applicable to new programs which contain a major portions of the same or similar content. 500 hours of recent occupational experience is still retained for the new licensure area to assure up to date industrial exposure to the licensure area. This amount is reasonable because it can be obtained over 5 years and is only 12 1/2 weeks.

The proposed Business and Office license revisions will be implemented through existing processes and will not result in new expenditures by the school districts.

ATTORNEY GENERAL

January 12, 1988

GEORGIA POMROY
State Board of Vocational Technical Education

JULIE A. LEPPINK
Special Assistant
Attorney General

6-9422
Post Secondary Vocational Licensure Rules
Our File 1436

Although the above-referenced rule has been approved by the Attorney General's Office, you should be aware that the Statement of Need and Reasonableness was only minimally acceptable. While some justification for the rule was provided, the arguments lacked necessary detail.

Generally, the Statement of Need and Reasonableness did not explain why certain criteria were chosen for certain licenses nor was any part of the rule discussed individually. Because the arguments for all license requirements were discussed together, it was difficult to determine whether there was a rational basis for any particular requirement.

To avoid problems, please discuss the parts of future rules specifically and follow the requirements of Minn. R. pt. 2010.0800. Part 2010.0800 requires that a Statement of Need and Reasonableness contain evidence and arguments supporting the need and reasonableness of the rule, including explanations of

1) the circumstances which have created the need for the rule;

2) why the rulemaking is appropriate to meet the need;

3) the evidence relied upon; and

4) how the evidence rationally relates to the action chosen.

I do understand that the new rules utilize some criteria from the licensure chart, however, a more thorough analysis of the rule would be helpful to the Attorney General's Office.

JAL:nah

SF-00006-05 (4/86)

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT : ATTORNEY GENERAL

DATE : January 12, 1988

TO : GEORGIA POMROY
License Revision Specialist
State Board of Vocational Technical Education

FROM : JULIE A. LEPPINK
Special Assistant
Attorney General

PHONE : 6-9422

SUBJECT : In the Matter of the Adopted Rule Relating to Postsecondary Vocational Licensure; Business and Office Occupations

The above-referenced rule has been approved as to its legality by the Attorney General on January 11, 1988.

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, submissions or comments received by the agency and any extra copies of documents which the agency submitted to the Attorney General.

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

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

MJC;nah
Enclosures

cc: Maryanne Hruby
Duane Harves

RULE REVIEW CHECKLIST

File No. 1436
DATE RECEIVED 12/29/87
REVIEW DATE 1/[illegible]/87
DUE DATE 1/12/88

APPROVED 1/11/88 GPZ
DISAPPROVED
WITHDRAWN

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

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

X Rule as adopted (4 copies) Waiting for 2
X Notice to Solicit Outside Information/Opinion
3-30-87 Date published in State Register
No Comments
~~Petition for Adoption of a Rule~~
X Board's Authorizing Resolution
X Proposed rule
YES Revisor's Certificate
X Notice of Intent to Adopt Rule
YES Statutory Authority
NO Small Business Statement
NO Expenditure of public money statement
YES Signature
X Statement of Need and Reasonableness
NO Small Business Statement
NO Fees - § 16A.128
X Affidavit of Mailing Notice of Intent to Adopt Rule
9-10-87 Date (30)/25 days before adoption
Publication in State Register
9-14-87 Date (30)/25 days before adoption
X Resolution Adopting
X Findings of Fact, Conclusions & Order Adopting
12-17-87 Date
YES Written requests, submissions or comments (31 requests for hearing 28 Withdrawn)
X Declaration of attorney
Chuck Motti 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 Permanent Rules Relating to Postsecondary Vocational Licensure; Business and Office Occupations

Rules as Adopted

3700.0300 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.

Subpart 1. **Listed here.** An applicant for a license to teach postsecondary vocational courses and programs in the business and office occupational area must meet the requirements in this part. These requirements are in addition to the requirements listed in part 3700.0100 and for a particular license (listed under the part that covers that particular license).

Subp. 2. **Recent occupational experience.** An applicant for a license to teach in the business and office occupational area must have 2,000 hours of occupational experience within the five years just before applying for that license.

Subp. 3. **Does not apply.** Part 3515.9920 does not apply to parts 3700.0305 to ~~3700.0365~~ 3700.0340 and 3700.0350 to 3700.0380.

3700.0305 ACCOUNTING LICENSE.

Subpart 1. **May teach.** A teacher who has an accounting license may teach in the accounting and bookkeeping programs and may also teach courses in:

A. accounting principles and procedures;

B. bookkeeping principles and procedures;

C. business law;

D. business and marketing mathematics;

E. automated accounting;

F. payroll and personal finance;

G. principles of economics;

H. introduction to business;

I. analyzing financial statements;

J. introduction to computer operations; and

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K. personal or individual income tax.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. accountant manager;

C. city finance officer;

D. controller or assistant controller;

E. internal, external, or government auditor; and

F. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting may be substituted for 2,000 hours.

C. A diploma in accounting or with an accounting prefix 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 with an accounting or business administration title or prefix 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.

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Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0310 BOOKKEEPING LICENSE.

Subpart 1. **May teach.** A teacher who has a bookkeeping license may teach in the bookkeeping, bookkeeping clerk, accounting clerk, and microcomputer account specialist clerk programs, and may also teach courses in:

A. bookkeeping principles and procedures;

B. business and marketing mathematics;

C. calculating machines;

D. automated bookkeeping;

E. payroll and personal finance; and

F. personal or individual income tax.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to N. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. accounting clerk;

C. accountant manager;

D. accounts payable clerk;

E. accounts receivable clerk;

F. audit clerk;

G. bookkeeper;

H. city finance officer;

I. controller or assistant controller;

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J. payroll bookkeeper or clerk;

K. internal, external, or government auditor;

L. billing clerk;

M. cost clerk; and

N. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting, business education, or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting, bookkeeping, business administration, or business education may be substituted for 2,000 hours.

C. A diploma in accounting or bookkeeping 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 from an approved postsecondary institution or from professional accounting associations, with an accounting, bookkeeping, or business administration title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level bookkeeping or accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational

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experience required in part 3700.0300, subpart 2.

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations license may teach in the banking and finance operations program and may also teach courses in:

A. analyzing financial statements;

B. personal bank services;

C. personal financial planning;

D. negotiable instruments;

E. principles of credit, collection, and insurance;

F. business law;

G. financial institution operations;

H. business math and machines;

I. money handling techniques; and

J. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. branch manager;

B. cashier;

C. commercial, real estate, or personal loan officer, each with operations experience;

D. operations officer;

E. personal banker; and

F. retail banking officer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the

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applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, or credit and finance 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations/agriculture license may teach in the banking and finance operations/agriculture program and may also teach courses in:

A. agricultural credit;

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B. bank agricultural terminology;

C. analyzing financial statements;

D. personal bank services;

E. personal financial planning;

F. negotiable instruments;

G. principles of credit, collection, and insurance;

H. business law;

I. financial institution operations;

J. business math and machines;

K. money handling techniques; and

L. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. financial agricultural representative;

B. branch manager;

C. cashier;

D. agricultural, commercial, real estate, or personal loan officer, each with operations experience;

E. operations officer;

F. personal banker; and

G. retail banking officer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in agricultural

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management banking, and/or finance, banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, accounting, or credit and finance 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations, or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0325 BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a business administrative management license may teach in the business administrative management program and may also teach courses in:

A. business math and machines;

B. business management principles;

C. business law;

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D. customer relations;

E. analyzing financial statements;

F. job keeping and seeking skills;

G. principles of office management;

H. principles of economics;

I. small business operation;

J. supervisory skills;

K. time management;

L. personnel management; and

M. introduction to computer operations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. assistant office manager;

B. business owner and operator;

C. business manager;

D. office manager; and

E. retail store manager or assistant, each with supervision of a minimum of ten persons.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration; business management; business education; economics; general business; office administration; or marketing, management, and finance may be substituted for 4,000 hours.

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B. An associate degree in business management, business administration, or business supervision may be substituted for 2,000 hours.

C. A diploma in business administrative management or business supervision 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 with a business management, administration, or supervision title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in business administration, management, or supervision for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

Subpart 1. **May teach.** A teacher who has an administrative support license may teach in the administrative support, clerk typist, office assistant, receptionist, word processing secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

A. written and oral business communications;

B. business math and machines;

C. job seeking and keeping skills;

D. keyboarding/typing;

E. office management;

F. office procedures;

G. filing;

H. machine transcription;

I. secretarial accounting;

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J. introduction to computer operations; and

K. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. administrative office assistant;

B. secretary/stenographer;

C. clerk typist;

D. word processing secretary; ~~and~~

E. correspondence specialist; and

F. clerical data entry.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or business management may be substituted for 4,000 hours.

B. An associate degree in professional office management, secretarial, medical secretarial, legal secretarial, secretarial science, word processing, office information processing, administrative secretarial, or personnel assistant may be substituted for 2,000 hours.

C. A diploma in the areas of administrative, clerical, correspondence, legal, medical, or general secretarial; office information processing; or word processing may be substituted. A one-year program equals 1,050 hours. A two-year

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program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, or word processing 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office typist or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0335 MEDICAL SECRETARIAL LICENSE.

Subpart 1. **May teach.** A teacher who has a medical secretarial license may teach in the medical secretary, word processing secretary, clerk typist, receptionist, medical administrative secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

A. secretarial medical ethics and law;

B. medical insurance forms;

C. medical shorthand;

D. medical terminology and shorthand;

E. written and oral business communications;

F. business math and machines;

G. job seeking and keeping skills;

H. keyboarding/typing;

I. office management;

J. office procedures;

K. filing;

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L. machine transcription;

M. secretarial accounting;

N. introduction to computer operations; and

O. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in the areas listed in items A and B, with a minimum of 2,000 hours in each. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. medical secretary; and

B. administrative medical assistant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or medical records administration may be substituted for 4,000 hours.

B. An associate degree in secretarial, secretarial science, or medical secretarial may be substituted for 2,000 hours.

C. A diploma in medical secretarial, admissions records technician, or general secretarial program may be substituted for 1,050 hours. A two-year program may be substituted for 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, word processing, medical

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ethics and law, medical insurance forms, medical office procedures, medical shorthand, or medical terminology 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0340 LEGAL SECRETARIAL OCCUPATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a legal secretarial license may teach in the legal secretary, word processing secretary, clerk typist, receptionist, clerical data entry, legal administrative secretary, general secretary, and administrative secretary programs and may also teach courses in:

A. machine transcription;

B. legal terminology;

C. legal word processing;

D. written and oral business communications;

E. business math and machines;

F. job seeking and keeping skills;

G. keyboarding/typing;

H. office management;

I. office procedures;

J. filing;

K. secretarial accounting;

L. business law;

M. introduction to computer operations; and

N. word processing.

Subp. 2. **Other requirements.** The applicant must meet the

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requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience. 4,000 of the hours must be as a legal secretary. The remaining hours may be in one or more of the areas listed in items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. legal typist;

B. legal stenographer; and

C. legal word processor.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3, items A to C. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business education or office management may be substituted for 4,000 hours.

B. An associate degree in legal secretarial, paralegal, legal assistant, or secretarial may be substituted for 2,000 hours.

C. A diploma in legal secretarial occupations, secretarial occupations, or word processing 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 with a business title or prefix, or in office management, office procedures, shorthand, transcription, typing, word processing, legal office procedures, legal transcription, legal terminology, or legal ethics 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.

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Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0350 PURCHASING OR INVENTORY MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a purchasing or inventory management license may teach in the purchasing or inventory management program and may also teach courses in:

A. business math and machines;

B. principles of economics;

C. computer inventory control;

D. business inventory control; and

E. business principles.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. buyer or senior buyer;

B. materials manager;

C. purchasing agent;

D. purchasing director;

E. purchasing manager; and

F. expediter with buying responsibility.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary

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institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in marketing, business administration or management, or finance may be substituted for 4,000 hours.

B. An associate degree in marketing, or business administration or management may be substituted for 2,000 hours.

C. A diploma in purchasing or inventory management 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 with a business administration or management, accounting, marketing, or economics title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in purchasing or inventory management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0355 TRAFFIC TRANSPORTATION MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a traffic transportation management license may teach in the traffic transportation management program and may also teach courses in:

A. business math and machines;

B. traffic office procedures, terminology, and forms;

C. business principles;

D. business law;

E. introduction to business;

F. job seeking and keeping skills; and

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G. filing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to C, with a minimum of 2,000 hours in at least one area. The 8,000 hours may include 2,000 hours required under part 3700.0300, subpart 2:

A. traffic customer service representative;

B. dispatcher; and

C. logistics manager of operations in physical distribution, traffic agent, traffic clerk, safety terminal director, traffic manager, or traffic rate clerk.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration, office management, or marketing may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, or marketing may be substituted for 2,000 hours.

C. A diploma in traffic office and/or traffic transportation management 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 with a traffic transportation title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester equals 30 hours of

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occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in traffic office or traffic transportation management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0360 COURT REPORTING LICENSE.

Subpart 1. **May teach.** A teacher who has a court reporting license may teach in the court reporting program and may also teach courses in:

A. legal terminology; and

B. machine shorthand.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A and B. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. official court reporter; and

B. freelance court reporter.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 4,000 hours.

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B. An associate degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 2,000 hours.

C. A diploma in court reporting approved by the National Shorthand Reporters Association 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 with a court reporting title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in secretarial, general office, or court reporting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0365 PERSONNEL ASSISTANT LICENSE.

Subpart 1. **May teach.** A teacher who has a personnel assistant license may teach in the personnel assistant program and may also teach courses in:

A. business math and machines;

B. job seeking and keeping skills;

C. office management;

D. office procedures;

E. filing; and

F. employee services and relations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The

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applicant must have 8,000 hours of occupational experience as a manager/supervisor or assistant manager/supervisor in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 required under part 3700.0300, subpart 2:

A. personnel;

B. human resources;

C. labor relations;

D. employee benefits;

E. employee development; and

F. employment specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in personnel, human resources, industrial relations, or business may be substituted for 4,000 hours.

B. An associate degree in a personnel assistant program may be substituted for 2,000 hours.

C. A diploma or certificate in a personnel assistant program 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 with a personnel title or prefix, or in human relations, labor relations, wage and salary administration, interviewing techniques, and training and development of personnel 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or

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military setting in personnel assistant for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0370 COMPUTER PROGRAMMING LICENSE.

Subpart 1. **May teach.** A teacher who has a computer programming license may teach in the computer programming program and may also teach courses in:

A. introduction to data processing;

B. data processing management and supervision;

C. general microcomputer operations;

D. microcomputer keyboarding and printing;

E. management information systems;

F. operating system concepts and skills;

G. work station operations;

I. data communications; and

J. programming languages.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of work experience in one or more of the areas listed in items A to F. Two thousand of the 8,000 hours must be in computer related occupations of data processing manager or director; director or manager of information systems; and programmer in the areas of supervisor, manager, project leader, systems analyst. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer programming;

B. programmer, analyst, or administrator of data bases;

C. data communications programmer;

D. programmer analyst;

E. programmer operator; and

F. systems programmer.

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Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business management information systems processing, computer science, or data processing may be substituted for 4,000 hours.

B. An associate degree in business, computer science management information systems processing, or data processing may be substituted for 2,000 hours.

C. A diploma in computer programming or data processing 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 management information systems or business 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in subpart 1, for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0375 COMPUTER OPERATIONS LICENSES.

Subpart 1. **May teach.** A teacher who has a computer operations license may teach in the computer operations program and may also teach courses in:

A. supervision and management in computer operations;

B. general microcomputer operations;

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C. microcomputer keyboarding and printing;

D. management information systems processing management and supervision;

E. operating systems, concepts, and skills;

F. work station operations;

G. data communications; and

H. systems analysis.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer operator;

B. data processing manager;

C. lead computer operator;

D. management information systems manager or operator;

E. operations analyst, consultant, or supervisor; and

F. program or systems operator.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business, computer management information systems, business data processing, computer science, or systems analysis may be substituted for 4,000 hours.

B. An associate degree in business, computer management information systems, or computer science may be substituted for 2,000 hours.

C. A diploma in computer operations or data

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processing with computer operations 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 business or management information systems may be substituted. One hours 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.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in data processsing programs for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0380 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

On January 1, 1988, the state board shall convert the existing license issued under part 3515.9920, listed in column A, to the license listed in column B. At the licensee's next renewal date the renewed license must show the new license category and the January 1, 1988, conversion date.

A	B
140100 Accounting	3700.0305 Accounting
140102 Bookkeeping	3700.0310 Bookkeeping
140120 Banking and Finance/General	3700.0315 Banking and Finance Operations
140122 Financial Teller Occupations	3700.0315 Banking and Finance Operations
140121 Banking and Finance/ Agriculture	3700.0320 Banking and Finance Operations/Agriculture
140800 Business Management	3700.0325 Business Administrative Management
140004 Office Supervision and Management	3700.0325 Business Administrative Management

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140201 Computer Operations	3700.0375 Computer Operations
140200 Data Processing	3700.0375 Computer Operations
140203 Computer Programming	3700.0370 Computer Programming
140200 Data Processing	3700.0370 Computer Programming
140704 Court Reporting	3700.0360 Court Reporting
140292 Data Entry	3700.0330 Administrative Support
140906 Word Processing Occupations	3700.0330 Administrative Support
140730 General Secretarial with Shorthand	3700.0330 Administrative Support
140731 General Secretarial without Shorthand	3700.0330 Administrative Support
140743 Legal Secretarial with Shorthand	3700.0340 Legal Secretarial Occupations
140742 Legal Secretarial without Shorthand	3700.0340 Legal Secretarial Occupations
140752 Medical Secretarial with Shorthand	3700.0335 Medical Secretarial Occupations
140753 Medical Secretarial without Shorthand	3700.0335 Medical Secretarial Occupations
140006 Uncharted License Personnel Assistant	3700.0365 Personnel Assistant
140313 Traffic Office Clerk	3700.0355 Traffic Transportation Management
140312 Purchasing Office Clerk	3700.0350 Purchasing and Inventory Management

REPEALER. Minnesota Rules, part 3700.0380 is repealed after the board has renewed the licenses in part 3700.0380, column A, to show the conversion to the licenses listed in part 3700.0380, column B.

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STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
JAN 12 1988
Joan Anderson Growe
Secretary of State
11:14 AM

APPROVED AS TO FORM AND LEGALITY
January 11 19 88
HUBERT H. HUMPHREY III
ATTORNEY GENERAL
BY Julie A. Seppanen
SPECIAL ASSISTANT ATTORNEY GENERAL

Georgia-Sup pg 1744

STATE OF MINNESOTA

STATE REGISTER

DEPARTMENT OF ADMINISTRATION—DOCUMENTS DIVISION



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Pages 1765-1812

Other Vacancies for Which the Secretary of State has been Asked to Seek Applicants

MINNESOTA ZOOLOGICAL GARDEN BOARD

1 public member.

For additional information contact the Minnesota Zoological Garden Board, Virginia Bender, 12101 Johnny Cake Rd., Apple Valley 55123; (612) 432-9010.

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

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 3515 Rules for Licensure of Vocational Technical Education Personnel and specifically in Agricultural occupations, Business and Office occupations, and Full Time Adult licenses. The promulgation of these rules is authorized by Minnesota Statutes § 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., April 30, 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: 19 March 1987

Helen Henrie, Deputy Director
State Board of Vocational Technical Education

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CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

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 13th day of July, 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 and to give the Notice of the Board's Intent to Adopt a rule without a public hearing governing Postsecondary Vocational Licensure of teachers for Business and Office Occupations, 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 13th day of July, 1987.

Norma McKanna, President
State Board of Vocational Technical Education

Attest by one other Board member

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Postsecondary Vocational Licensure; Business and Office Occupations

Rules as Proposed (all new material)

3700.0300 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.

Subpart 1. **Listed here.** An applicant for a license to teach postsecondary vocational courses and programs in the business and office occupational area must meet the requirements in this part. These requirements are in addition to the requirements listed in part 3700.0100 and for a particular license (listed under the part that covers that particular license).

Subp. 2. **Recent occupational experience.** An applicant for a license to teach in the business and office occupational area must have 2,000 hours of occupational experience within the five years just before applying for that license.

Subp. 3. **Does not apply.** Part 3515.9920 does not apply to parts 3700.0305 to 3700.0365.

3700.0305 ACCOUNTING LICENSE.

Subpart 1. **May teach.** A teacher who has an accounting license may teach in the accounting and bookkeeping programs and may also teach courses in:

A. accounting principles and procedures;

B. bookkeeping principles and procedures;

C. business law;

D. business and marketing mathematics;

E. automated accounting;

F. payroll and personal finance;

G. principles of economics;

H. introduction to business;

I. analyzing financial statements;

J. introduction to computer operations; and

K. personal or individual income tax.

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Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. accountant manager;

C. city finance officer;

D. controller or assistant controller;

E. internal, external, or government auditor; and

F. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting may be substituted for 2,000 hours.

C. A diploma in accounting or with an accounting prefix 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 with an accounting or business administration title or prefix 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.

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

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The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0310 BOOKKEEPING LICENSE.

Subpart 1. **May teach.** A teacher who has a bookkeeping license may teach in the bookkeeping, bookkeeping clerk, accounting clerk, and microcomputer account specialist clerk programs, and may also teach courses in:

A. bookkeeping principles and procedures;

B. business and marketing mathematics;

C. calculating machines;

D. automated bookkeeping;

E. payroll and personal finance; and

F. personal or individual income tax.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to N. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. accounting clerk;

C. accountant manager;

D. accounts payable clerk;

E. accounts receivable clerk;

F. audit clerk;

G. bookkeeper;

H. city finance officer;

I. controller or assistant controller;

J. payroll bookkeeper or clerk;

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K. internal, external, or government auditor;

L. billing clerk;

M. cost clerk; and

N. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting, business education, or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting, bookkeeping, business administration, or business education may be substituted for 2,000 hours.

C. A diploma in accounting or bookkeeping 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 from an approved postsecondary institution or from professional accounting associations, with an accounting, bookkeeping, or business administration title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level bookkeeping or accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

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3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations license may teach in the banking and finance operations program and may also teach courses in:

A. analyzing financial statements;

B. personal bank services;

C. personal financial planning;

D. negotiable instruments;

E. principles of credit, collection, and insurance;

F. business law;

G. financial institution operations;

H. business math and machines;

I. money handling techniques; and

J. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. branch manager;

B. cashier;

C. commercial, real estate, or personal loan officer, each with operations experience;

D. operations officer;

E. personal banker; and

F. retail banking officer.

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

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part 3700.0300, subpart 2.

A. A bachelor's or higher degree in banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, or credit and finance 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations/agriculture license may teach in the banking and finance operations/agriculture program and may also teach courses in:

A. agricultural credit;

B. bank agricultural terminology;

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C. analyzing financial statements;

D. personal bank services;

E. personal financial planning;

F. negotiable instruments;

G. principles of credit, collection, and insurance;

H. business law;

I. financial institution operations;

J. business math and machines;

K. money handling techniques; and

L. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. financial agricultural representative;

B. branch manager;

C. cashier;

D. agricultural, commercial, real estate, or personal loan officer, each with operations experience;

E. operations officer;

F. personal banker; and

G. retail banking officer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in agricultural management banking, and/or finance, banking and/or finance,

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economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, accounting, or credit and finance 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations, or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0325 BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a business administrative management license may teach in the business administrative management program and may also teach courses in:

A. business math and machines;

B. business management principles;

C. business law;

D. customer relations;

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E. analyzing financial statements;

F. job keeping and seeking skills;

G. principles of office management;

H. principles of economics;

I. small business operation;

J. supervisory skills;

K. time management;

L. personnel management; and

M. introduction to computer operations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. assistant office manager;

B. business owner and operator;

C. business manager;

D. office manager; and

E. retail store manager or assistant, each with supervision of a minimum of ten persons.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration; business management; business education; economics; general business; office administration; or marketing, management, and finance may be substituted for 4,000 hours.

B. An associate degree in business management,

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business administration, or business supervision may be substituted for 2,000 hours.

C. A diploma in business administrative management or business supervision 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 with a business management, administration, or supervision title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in business administration, management, or supervision for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

Subpart 1. **May teach.** A teacher who has an administrative support license may teach in the administrative support, clerk typist, office assistant, receptionist, word processing secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

A. written and oral business communications;

B. business math and machines;

C. job seeking and keeping skills;

D. keyboarding/typing;

E. office management;

F. office procedures;

G. filing;

H. machine transcription;

I. secretarial accounting;

J. introduction to computer operations; and

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K. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. administrative office assistant;

B. secretary/stenographer;

C. clerk typist;

D. word processing secretary; and

E. correspondence specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or business management may be substituted for 4,000 hours.

B. An associate degree in professional office management, secretarial, medical secretarial, legal secretarial, secretarial science, word processing, office information processing, administrative secretarial, or personnel assistant may be substituted for 2,000 hours.

C. A diploma in the areas of administrative, clerical, correspondence, legal, medical, or general secretarial; office information processing; or word processing 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

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hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, or word processing 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office typist or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0335 MEDICAL SECRETARIAL LICENSE.

Subpart 1. **May teach.** A teacher who has a medical secretarial license may teach in the medical secretary, word processing secretary, clerk typist, receptionist, medical administrative secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

A. secretarial medical ethics and law;

B. medical insurance forms;

C. medical shorthand;

D. medical terminology and shorthand;

E. written and oral business communications;

F. business math and machines;

G. job seeking and keeping skills;

H. keyboarding/typing;

I. office management;

J. office procedures;

K. filing;

L. machine transcription;

M. secretarial accounting;

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N. introduction to computer operations; and

O. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in the areas listed in items A and B, with a minimum of 2,000 hours in each. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. medical secretary; and

B. administrative medical assistant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or medical records administration may be substituted for 4,000 hours.

B. An associate degree in secretarial, secretarial science, or medical secretarial may be substituted for 2,000 hours.

C. A diploma in medical secretarial, admissions records technician, or general secretarial program may be substituted for 1,050 hours. A two-year program may be substituted for 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, word processing, medical ethics and law, medical insurance forms, medical office procedures, medical shorthand, or medical terminology may be

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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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0340 LEGAL SECRETARIAL OCCUPATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a legal secretarial license may teach in the legal secretary, word processing secretary, clerk typist, receptionist, clerical data entry, legal administrative secretary, general secretary, and administrative secretary programs and may also teach courses in:

A. machine transcription;

B. legal terminology;

C. legal word processing;

D. written and oral business communications;

E. business math and machines;

F. job seeking and keeping skills;

G. keyboarding/typing;

H. office management;

I. office procedures;

J. filing;

K. secretarial accounting;

L. business law;

M. introduction to computer operations; and

N. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

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Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience. 4,000 of the hours must be as a legal secretary. The remaining hours may be in one or more of the areas listed in items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. legal typist;

B. legal stenographer; and

C. legal word processor.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3, items A to C. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business education or office management may be substituted for 4,000 hours.

B. An associate degree in legal secretarial, paralegal, legal assistant, or secretarial may be substituted for 2,000 hours.

C. A diploma in legal secretarial occupations, secretarial occupations, or word processing 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 with a business title or prefix, or in office management, office procedures, shorthand, transcription, typing, word processing, legal office procedures, legal transcription, legal terminology, or legal ethics 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an

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accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0350 PURCHASING OR INVENTORY MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a purchasing or inventory management license may teach in the purchasing or inventory management program and may also teach courses in:

A. business math and machines;

B. principles of economics;

C. computer inventory control;

D. business inventory control; and

E. business principles.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. buyer or senior buyer;

B. materials manager;

C. purchasing agent;

D. purchasing director;

E. purchasing manager; and

F. expediter with buying responsibility.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300,

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subpart 2.

A. A bachelor's or higher degree in marketing, business administration or management, or finance may be substituted for 4,000 hours.

B. An associate degree in marketing, or business administration or management may be substituted for 2,000 hours.

C. A diploma in purchasing or inventory management 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 with a business administration or management, accounting, marketing, or economics title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in purchasing or inventory management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0355 TRAFFIC TRANSPORTATION MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a traffic transportation management license may teach in the traffic transportation management program and may also teach courses in:

A. business math and machines;

B. traffic office procedures, terminology, and forms;

C. business principles;

D. business law;

E. introduction to business;

F. job seeking and keeping skills; and

G. filing.

Subp. 2. **Other requirements.** The applicant must meet the

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requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to C, with a minimum of 2,000 hours in at least one area. The 8,000 hours may include 2,000 hours required under part 3700.0300, subpart 2:

A. traffic customer service representative;

B. dispatcher; and

C. logistics manager of operations in physical distribution, traffic agent, traffic clerk, safety terminal director, traffic manager, or traffic rate clerk.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration, office management, or marketing may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, or marketing may be substituted for 2,000 hours.

C. A diploma in traffic office and/or traffic transportation management 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 with a traffic transportation title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester equals 30 hours of occupational experience.

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

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An applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in traffic office or traffic transportation management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0360 COURT REPORTING LICENSE.

Subpart 1. **May teach.** A teacher who has a court reporting license may teach in the court reporting program and may also teach courses in:

A. legal terminology; and

B. machine shorthand.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A and B. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. official court reporter; and

B. freelance court reporter.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 4,000 hours.

B. An associate degree in a court reporting program approved by the National Shorthand Reporters Association may be

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substituted for 2,000 hours.

C. A diploma in court reporting approved by the National Shorthand Reporters Association 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 with a court reporting title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in secretarial, general office, or court reporting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0365 PERSONNEL ASSISTANT LICENSE.

Subpart 1. **May teach.** A teacher who has a personnel assistant license may teach in the personnel assistant program and may also teach courses in:

A. business math and machines;

B. job seeking and keeping skills;

C. office management;

D. office procedures;

E. filing; and

F. employee services and relations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager/supervisor or assistant manager/supervisor in one or

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more of the areas listed in items A to F. The 8,000 hours may include the 2,000 required under part 3700.0300, subpart 2:

A. personnel;

B. human resources;

C. labor relations;

D. employee benefits;

E. employee development; and

F. employment specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in personnel, human resources, industrial relations, or business may be substituted for 4,000 hours.

B. An associate degree in a personnel assistant program may be substituted for 2,000 hours.

C. A diploma or certificate in a personnel assistant program 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 with a personnel title or prefix, or in human relations, labor relations, wage and salary administration, interviewing techniques, and training and development of personnel 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in personnel assistant for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of

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teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0370 COMPUTER PROGRAMMING LICENSE.

Subpart 1. **May teach.** A teacher who has a computer programming license may teach in the computer programming program and may also teach courses in:

A. introduction to data processing;

B. data processing management and supervision;

C. general microcomputer operations;

D. microcomputer keyboarding and printing;

E. management information systems;

F. operating system concepts and skills;

G. work station operations;

I. data communications; and

J. programming languages.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of work experience in one or more of the areas listed in items A to F. Two thousand of the 8,000 hours must be in computer related occupations of data processing manager or director; director or manager of information systems; and programmer in the areas of supervisor, manager, project leader, systems analyst. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer programming;

B. programmer, analyst, or administrator of data bases;

C. data communications programmer;

D. programmer analyst;

E. programmer operator; and

F. systems programmer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for

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up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business management information systems processing, computer science, or data processing may be substituted for 4,000 hours.

B. An associate degree in business, computer science management information systems processing, or data processing may be substituted for 2,000 hours.

C. A diploma in computer programming or data processing 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 management information systems or business 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in subpart 1, for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0375 COMPUTER OPERATIONS LICENSES.

Subpart 1. **May teach.** A teacher who has a computer operations license may teach in the computer operations program and may also teach courses in:

A. supervision and management in computer operations;

B. general microcomputer operations;

C. microcomputer keyboarding and printing;

D. management information systems processing

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management and supervision;

E. operating systems, concepts, and skills;

F. work station operations;

G. data communications; and

H. systems analysis.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer operator;

B. data processing manager;

C. lead computer operator;

D. management information systems manager or operator;

E. operations analyst, consultant, or supervisor; and

F. program or systems operator.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business, computer management information systems, business data processing, computer science, or systems analysis may be substituted for 4,000 hours.

B. An associate degree in business, computer management information systems, or computer science may be substituted for 2,000 hours.

C. A diploma in computer operations or data processing with computer operations may be substituted. A one-year program equals 1,050 hours. A two-year program equals

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2,100 hours.

D. The completion of courses for credit or clock hours for credit in business or management information systems may be substituted. One hours 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.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in data processsing programs for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0380 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

On January 1, 1988, the state board shall convert the existing license issued under part 3515.9920, listed in column A, to the license listed in column B. At the licensee's next renewal date the renewed license must show the new license category and the January 1, 1988, conversion date.

A	B
140100 Accounting	3700.0305 Accounting
140102 Bookkeeping	3700.0310 Bookkeeping
140120 Banking and Finance/General	3700.0315 Banking and Finance Operations
140122 Financial Teller Occupations	3700.0315 Banking and Finance Operations
140121 Banking and Finance/ Agriculture	3700.0320 Banking and Finance Operations/Agriculture
140800 Business Management	3700.0325 Business Administrative Management
140004 Office Supervision and Management	3700.0325 Business Administrative Management
140201 Computer Operations	3700.0375 Computer Operations

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140200 Data Processing	3700.0375 Computer Operations
140203 Computer Programming	3700.0370 Computer Programming
140200 Data Processing	3700.0370 Computer Programming
140704 Court Reporting	3700.0360 Court Reporting
140292 Data Entry	3700.0330 Administrative Support
140906 Word Processing Occupations	3700.0330 Administrative Support
140730 General Secretarial with Shorthand	3700.0330 Administrative Support
140731 General Secretarial without Shorthand	3700.0330 Administrative Support
140743 Legal Secretarial with Shorthand	3700.0340 Legal Secretarial Occupations
140742 Legal Secretarial without Shorthand	3700.0340 Legal Secretarial Occupations
140752 Medical Secretarial with Shorthand	3700.0335 Medical Secretarial Occupations
140753 Medical Secretarial without Shorthand	3700.0335 Medical Secretarial Occupations
140006 Uncharted License Personnel Assistant	3700.0365 Personnel Assistant
140313 Traffic Office Clerk	3700.0355 Traffic Transportation Management
140312 Purchasing Office Clerk	3700.0350 Purchasing and Inventory Management

REPEALER. Minnesota Rules, part 3700.0380 is repealed after the board has renewed the licenses in part 3700.0380, column A, to show the conversion to the licenses listed in part 3700.0380, column B.

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Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Postsecondary Vocational Licensure; Business and Office Occupations

AGENCY: State Board of Vocational Technical Education

MINNESOTA RULES: Chapter 3700

The attached rules are approved for publication in the State Register

Lorna M Breiter

Lorna M. Breiter
Assistant Deputy Revisor

Office of the Revisor of Statutes
Administrative Rules

Lorna M. Breiter
Assistant Deputy Revisor
296-2778

700 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1297

September 18, 1987

Ms. Georgia Pomroy
Vocational Technical Board
5th Floor - Capitol Square Building

RE: AR1047 - Postsecondary Vocational Licensure

Dear Ms. Pomroy:

Enclosed is a stripped copy of your proposed rules as published in the State Register. The copy shows the text of the rules as you proposed them with the stricken text deleted and the underscoring removed.

If your proposed emergency rules or proposed rules adopted without public hearing are adopted without modification, please submit the required number of copies of this document to the Attorney General for final approval. If these rules are to be modified, please use this copy to indicate the modifications you wish to make. Our office will then input the changes, approve the document as to form, and provide you with copies to submit to the Attorney General.

If your proposed rules are adopted after public hearing without modification, please submit one copy of this document to our office for final approval as to form. If these rules are to be modified, please use this copy to indicate the modifications you wish to make. Our office will input the changes, approve the document as to form, and provide you with copies.

Very truly yours,

Lorna M. Breiter
lmb

Lorna M. Breiter

LMB/ca
Encl.

Change of address pg. 2442

State of Minnesota

STATE REGISTER

Department of Administration—Documents Division



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State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Postsecondary Vocational Licensure; Business and Office Occupations

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Board of Vocational Technical 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 *Minnesota Statutes* 136c.04, Subdivision 9.

All persons have 30 days until 4:30 p.m. October 14th, 1987 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:

Helen Henrie, Deputy Director
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Revision
Minnesota Technical Institute System
565 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.

(A copy of the proposed rule is attached to this notice.)

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 Helen Henrie or Georgia Pomroy 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 written request to:

Helen Henrie, Deputy Director
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Revision
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Dated: 4 September 1987

Helen Henrie, Deputy Director
Minnesota Technical Institute System

Rules as Proposed (all new material)

3700.0300 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.

Subpart 1. **Listed here.** An applicant for a license to teach postsecondary vocational courses and programs in the business and office occupational area must meet the requirements in this part. These requirements are in addition to the requirements listed in part 3700.0100 and for a particular license (listed under the part that covers that particular license).

Subp. 2. **Recent occupational experience.** An applicant for a license to teach in the business and office occupational area must have 2,000 hours of occupational experience within the five years just before applying for that license.

Subp. 3. **Does not apply.** Part 3515.9920 does not apply to parts 3700.0305 to 3700.0365.

3700.0305 ACCOUNTING LICENSE.

Subpart 1. **May teach.** A teacher who has an accounting license may teach in the accounting and bookkeeping programs and may also teach courses in:

A. accounting principles and procedures;

B. bookkeeping principles and procedures;

C. business law;

D. business and marketing mathematics;

E. automated accounting;

F. payroll and personal finance;

G. principles of economics;

H. introduction to business;

I. analyzing financial statements;

J. introduction to computer operations; and

K. personal or individual income tax.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. accountant manager;

C. city finance officer;

D. controller or assistant controller;

E. internal, external, or government auditor; and

F. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting may be substituted for 2,000 hours.

C. A diploma in accounting or with an accounting prefix 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 with an accounting or business administration title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0310 BOOKKEEPING LICENSE.

Subpart 1. **May teach.** A teacher who has a bookkeeping license may teach in the bookkeeping, bookkeeping clerk, accounting clerk, and microcomputer account specialist clerk programs, and may also teach courses in:

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.

A. bookkeeping principles and procedures;

B. business and marketing mathematics;

C. calculating machines;

D. automated bookkeeping;

E. payroll and personal finance; and

F. personal or individual income tax.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to N. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. accounting clerk;

C. accountant manager;

D. accounts payable clerk;

E. accounts receivable clerk;

F. audit clerk;

G. bookkeeper;

H. city finance officer;

I. controller or assistant controller;

J. payroll bookkeeper or clerk;

K. internal, external, or government auditor;

L. billing clerk;

M. cost clerk; and

N. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting, business education, or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting, bookkeeping, business administration, or business education may be substituted for 2,000 hours.

C. A diploma in accounting or bookkeeping 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 from an approved postsecondary institution or from professional accounting associations, with an accounting, bookkeeping, or business administration title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level bookkeeping or accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations license may teach in the banking and finance operations program and may also teach courses in:

A. analyzing financial statements;

B. personal bank services;

C. personal financial planning;

D. negotiable instruments;

E. principles of credit, collection, and insurance;

F. business law;

G. financial institution operations;

H. business math and machines;

I. money handling techniques; and

J. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. branch manager;

B. cashier;

C. commercial, real estate, or personal loan officer, each with operations experience;

D. operations officer;

E. personal banker; and

F. retail banking officer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, or credit and finance 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations/agriculture license may teach in the banking and finance operations/agriculture program and may also teach courses in:

A. agricultural credit;

B. bank agricultural terminology;

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C. analyzing financial statements;

D. personal bank services;

E. personal financial planning;

F. negotiable instruments;

G. principles of credit, collection, and insurance;

H. business law;

I. financial institution operations;

J. business math and machines;

K. money handling techniques; and

L. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. financial agricultural representative;

B. branch manager;

C. cashier;

D. agricultural, commercial, real estate, or personal loan officer, each with operations experience;

E. operations officer;

F. personal banker; and

G. retail banking officer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in agricultural management banking, and/or finance, banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, accounting, or credit and finance 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations, or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0325 BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a business administrative management license may teach in the business administrative management program and may also teach courses in:

A. business math and machines;

B. business management principles;

C. business law;

D. customer relations;

E. analyzing financial statements;

F. job keeping and seeking skills;

G. principles of office management;

H. principles of economics;

I. small business operation;

J. supervisory skills;

K. time management;

L. personnel management; and

M. introduction to computer operations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a license in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. assistant office manager;

B. business owner and operator;

C. business manager;

D. office manager; and

E. retail store manager or assistant, each with supervision of a minimum of ten persons.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration; business management; business education; economics; general business; office administration; or marketing, management, and finance may be substituted for 4,000 hours.

B. An associate degree in business management, business administration, or business supervision may be substituted for 2,000 hours.

C. A diploma in business administrative management or business supervision may be substituted. A one-year program equals 1,000 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business management, administration, or supervision course prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in business administration, management, or supervision for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

Subpart 1. **May teach.** A teacher who has an administrative support license may teach in the administrative support, clerk typist, secretarial assistant, receptionist, word processing secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

A. written and oral business communications;

B. business math and machines;

C. job seeking and keeping skills;

D. keyboarding/typing;

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E. office management;

F. office procedures;

G. filing;

H. machine transcription;

I. secretarial accounting;

J. introduction to computer operations; and

K. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. administrative office assistant;

B. secretary/stenographer;

C. clerk typist;

D. word processing secretary; and

E. correspondence specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or business management may be substituted for 4,000 hours.

B. An associate degree in professional office management, secretarial, medical secretarial, legal secretarial, secretarial science, word processing, office information processing, administrative secretarial, or personnel assistant may be substituted for 2,000 hours.

C. A diploma in the areas of administrative, clerical, correspondence, legal, medical, or general secretarial; office information processing; or word processing 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 with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, or word processing 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office typist or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0335 MEDICAL SECRETARIAL LICENSE.

Subpart 1. **May teach.** A teacher who has a medical secretarial license may teach in the medical secretary, word processing secretary, clerk typist, receptionist, medical administrative secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

A. secretarial medical ethics and law;

B. medical insurance forms;

C. medical shorthand;

D. medical terminology and shorthand;

E. written and oral business communications;

F. business math and machines;

G. job seeking and keeping skills;

H. keyboarding/typing;

I. office management;

J. office procedures;

K. filing;

L. machine transcription;

M. secretarial accounting;

N. introduction to computer operations; and

O. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in the areas listed in items A and B, with a minimum of 2,000 hours in each. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. medical secretary; and

B. administrative medical assistant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or medical records administration may be substituted for 4,000 hours.

B. An associate degree in secretarial, secretarial science, or medical secretarial may be substituted for 2,000 hours.

C. A diploma in medical secretarial, admissions records technician, or general secretarial program may be substituted for 1,050 hours. A two-year program may be substituted for 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, word processing, medical ethics and law, medical insurance forms, medical office procedures, medical shorthand, or medical terminology 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0340 LEGAL SECRETARIAL OCCUPATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a legal secretarial license may teach in the legal secretary, word processing secretary, clerk typist, receptionist, clerical data entry, legal administrative secretary, general secretary, and administrative secretary programs and may also teach courses in:

A. machine transcription;

B. legal terminology;

C. legal word processing;

D. written and oral business communications;

E. business math and machines;

F. job seeking and keeping skills;

G. keyboarding/typing;

H. office management;

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I. office procedures;

J. filing;

K. secretarial accounting;

L. business law;

M. introduction to computer operations; and

N. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience. 4,000 of the hours must be as a legal secretary. The remaining hours may be in one or more of the areas listed in items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. legal typist;

B. legal stenographer; and

C. legal word processor.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3, items A to C. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business education or office management may be substituted for 4,000 hours.

B. An associate degree in legal secretarial, paralegal, legal assistant, or secretarial may be substituted for 2,000 hours.

C. A diploma in legal secretarial occupations, secretarial occupations, or word processing 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 with a business title or prefix, or in office management, office procedures, shorthand, transcription, typing, word processing, legal office procedures, legal transcription, legal terminology, or legal ethics 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0350 PURCHASING OR INVENTORY MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a purchasing or inventory management license may teach in the purchasing or inventory management program and may also teach courses in:

A. business math and machines;

B. principles of economics;

C. computer inventory control;

D. business inventory control; and

E. business principles.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. buyer or senior buyer;

B. materials manager;

C. purchasing agent;

D. purchasing director;

E. purchasing manager; and

F. expediter with buying responsibility.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in marketing, business administration or management, or finance may be substituted for 4,000 hours.

B. An associate degree in marketing, or business administration or management may be substituted for 2,000 hours.

C. A diploma in purchasing or inventory management 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 with a business administration or management, accounting, marketing, or economics title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in purchasing or inventory management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0355 TRAFFIC TRANSPORTATION MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a traffic transportation management license may teach in the traffic transportation management program and may also teach courses in:

A. business math and machines;

B. traffic office procedures, terminology, and forms;

C. business principles;

D. business law;

E. introduction to business;

F. job seeking and keeping skills; and

G. filing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to C, with a minimum of 2,000 hours in at least one area. The 8,000 hours may include 2,000 hours required under part 3700.0300, subpart 2:

A. traffic customer service representative;

B. dispatcher; and

C. logistics manager of operations in physical distribution, traffic agent, traffic clerk, safety terminal director, traffic manager, or traffic rate clerk.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration, office management, or marketing may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, or marketing may be substituted for 2,000 hours.

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C. A diploma in traffic office and/or traffic transportation management 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 with a traffic transportation title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in traffic office or traffic transportation management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0360 COURT REPORTING LICENSE.

Subpart 1. **May teach.** A teacher who has a court reporting license may teach in the court reporting program and may also teach courses in:

A. legal terminology; and

B. machine shorthand.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A and B. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. official court reporter; and

B. freelance court reporter.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 4,000 hours.

B. An associate degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 2,000 hours.

C. A diploma in court reporting approved by the National Shorthand Reporters Association 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 with a court reporting title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in secretarial, general office, or court reporting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0365 PERSONNEL ASSISTANT LICENSE.

Subpart 1. **May teach.** A teacher who has a personnel assistant license may teach in the personnel assistant program and may also teach courses in:

A. business math and machines;

B. job seeking and keeping skills;

C. office management;

D. office procedures;

E. filing; and

F. employee services and relations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager/supervisor or assistant manager/supervisor in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 required under part 3700.0300, subpart 2:

A. personnel;

B. human resources;

C. labor relations;

D. employee benefits;

E. employee development; and

F. employment specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in personnel, human resources, industrial relations, or business may be substituted for 4,000 hours.

B. An associate degree in a personnel assistant program may be substituted for 2,000 hours.

C. A diploma or certificate in a personnel assistant program 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 with a personnel title or prefix, or in human relations, labor relations, wage and salary administration, interviewing techniques, and training and development of personnel 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in personnel assistant for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0370 COMPUTER PROGRAMMING LICENSE.

Subpart 1. **May teach.** A teacher who has a computer programming license may teach in the computer programming program and may also teach courses in:

A. introduction to data processing;

B. data processing management and supervision;

C. general microcomputer operations;

D. microcomputer keyboarding and printing;

E. management information systems;

F. operating system concepts and skills;

G. work station operations;

I. data communications; and

J. programming languages.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of work experience in one or more of the areas listed in items A to F. Two thousand of the 8,000 hours must be in computer related occupations of data processing manager

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or director; director or manager of information systems; and programmer in the areas of supervisor, manager, project leader, systems analyst. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer programming;

B. programmer, analyst, or administrator of data bases;

C. data communications programmer;

D. programmer analyst;

E. programmer operator; and

F. systems programmer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business management information systems processing, computer science, or data processing may be substituted for 4,000 hours.

B. An associate degree in business, computer science management information systems processing, or data processing may be substituted for 2,000 hours.

C. A diploma in computer programming or data processing 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 management information systems or business 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in subpart 1, for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0375 COMPUTER OPERATIONS LICENSES.

Subpart 1. **May teach.** A teacher who has a computer operations license may teach in the computer operations program and may also teach courses in:

A. supervision and management in computer operations;

B. general microcomputer operations;

C. microcomputer keyboarding and printing;

D. management information systems processing management and supervision;

E. operating systems, concepts, and skills;

F. work station operations;

G. data communications; and

H. systems analysis.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer operator;

B. data processing manager;

C. lead computer operator;

D. management information systems manager or operator;

E. operations analyst, consultant, or supervisor; and

F. program or systems operator.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to

4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business, computer management information systems, business data processing, computer science, or systems analysis may be substituted for 4,000 hours.

B. An associate degree in business, computer management information systems, or computer science may be substituted for 2,000 hours.

C. A diploma in computer operations or data processing with computer operations 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 business or management information systems may be substituted. One hours 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.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in data processsing programs for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0380 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

On January 1, 1988, the state board shall convert the existing license issued under part 3515.9920, listed in column A, to the license listed in column B. At the licensee's next renewal date the renewed license must show the new license category and the January 1, 1988, conversion date.

A	B
140100 Accounting	3700.0305 Accounting
140102 Bookkeeping	3700.0310 Bookkeeping
140120 Banking and Finance/General	3700.0315 Banking and Finance Operations
140122 Financial Teller Occupations	3700.0315 Banking and Finance Operations
140121 Banking and Finance/Agriculture	3700.0320 Banking and Finance Operations/Agriculture
140800 Business Management	3700.0325 Business Administrative Management
140004 Office Supervision and Management	3700.0325 Business Administrative Management
140201 Computer Operations	3700.0375 Computer Operations
140200 Data Processing	3700.0375 Computer Operations
140203 Computer Programming	3700.0370 Computer Programming
140200 Data Processing	3700.0370 Computer Programming
140704 Court Reporting	3700.0360 Court Reporting

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A	B
140292 Data Entry	3700.0330 Administrative Support
140906 Word Processing Occupations	3700.0330 Administrative Support
140730 General Secretarial with Shorthand	3700.0330 Administrative Support
140731 General Secretarial without Shorthand	3700.0330 Administrative Support
140743 Legal Secretarial with Shorthand	3700.0340 Legal Secretarial Occupations
140742 Legal Secretarial without Shorthand	3700.0340 Legal Secretarial Occupations
140752 Medical Secretarial with Shorthand	3700.0335 Medical Secretarial Occupations
140753 Medical Secretarial without Shorthand	3700.0335 Medical Secretarial Occupations
140006 Uncharted License Personnel Assistant	3700.0365 Personnel Assistant
140313 Traffic Office Clerk	3700.0355 Traffic Transportation Management
140312 Purchasing Office Clerk	3700.0350 Purchasing and Inventory Management

REPEALER. Minnesota Rules, part 3700.0380 is repealed after the board has renewed the licenses in part 3700.0380, column A, to show the conversion to the licenses listed in part 3700.0380, column B.

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.

Department of Administration

Adopted Permanent Rules Relating to Certification Maintenance

The rules proposed and published at *State Register,* Volume 11, Number 43, pages 1977-1981, April 27, 1987 (11 S.R. 1977) are adopted as follows.

Rules as Adopted

1300.0940 AUTHORITY; PURPOSE.

Parts 1300.0940 to 1300.0948 are adopted by the commissioner of administration pursuant to Minnesota Statutes, section 16B.65, subdivision 7, to set continuing education standards for certified building officials.

In the Matter of the Proposed Adoption of the Rule of the State Board of Vocational Technical Education Governing Licensure Criteria: Postsecondary Vocational Technical Education Business and Office Occupations Rules 37000.0300 to 3700.0340 and 3700.0350 to 3700.0380

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

STATE OF MINNESOTA]
] ss.
COUNTY OF RAMSEY]

LeAnn R. VanDorsten, being sworn says:

I hereby certify that the list of persons and associations who have requested, pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 or 14.30, that their names be placed on the State Board of Vocational Technical Education rulemaking mailing list is accurate, complete and current as of this 10 September, 1987.

That on the 10 September, 1987 at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice of Intent to Adopt A Rule # 3700.0300 to 3700.0340 and 3700.0350 to 3700.0380, Business and Office Occupation Areas, 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.

LeAnn R. VanDorsten
[Name]

Executive I, Secretary
[Title]

Subscribed and sworn to before me
this 10th day of September, 1987.

Caroline E. Wisniewski

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

JoAnn Akemann-Chein
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Chuck Dettmann
Northwestern Electronics
825 41st Avenue N.E.
Columbia Heights, MN 55421

Ed Fox
Brainerd Technical Instit.
300 Quince Street
Brainerd, MN 56401

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

Gene Jereczek
Hennepin Technical Center
9200 Flying Cloud Drive
Eden Prairie, MN 55344

Colleen Kish-Toupin
613 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101

Dennis Lescher
Northeast Metro TI
3300 Century Avenue
White Bear Lake, MN 55110

Glenda Moyers
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

John Ostrem
OBIS Section/SBVTE
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Bob Poupore
Dunwoody Industrial Inst.
818 Wayzata Boulevard
Minneapolis, MN 55403

Rose Andersen
Moorhead Technical Instit.
1900-28th Ave. S.
Moorhead, MN 56560

Charles DeVore
Northeast Metro TI
3300 Century Avenue
White Bear Lake, MN 55110

Craig Froke
IS Section/SBVTE
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Helen Henrie
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Mel Johnson
OPRAS Section/SBVTE
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Garey Knudsen
Hutchinson Technical Inst.
200 Century Avenue
Hutchinson, MN 55350

Robert Madson
ISS Section/SBVTE
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Herb Murphy
Anoka VTI Association
1355 West Main Street
Anoka, MN 55303

Georgia Pomroy
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

David Pucel
University of Minnesota
VoTech Education
1954 Buford Avenue
St. Paul, MN 55108

Bill Ardren
University of MN/Duluth
Industrial & Tech Study
Duluth, MN 55812

Sharon Grossbach
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Joe Hobson
Pine City Public Schools
605 Sixth Street
Pine City, MN 55063

Dan Kocer
Mankato Technical Inst.
1920 Lee Boulevard
Mankato, MN 56001

John Murray
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Barbara Purfeest
7513 Humboldt Ave. S.
Richfield, MN 55423

John Mercer
State Council on Voc.
Technical Education
Gallery Building
INTEROFFICE

Frank Quam
Rochester Technical Inst.
1926 S.E. Second Street
Rochester, MN 55901

Dr. Gayle Stelter
Mankato State University
Box 51
Mankato, MN 56001

Jam Templin
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Judith Wain
Department of Education
611 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Darlene Anderson
Anoka-Ramsey Com. College
11200 Mississippi Blvd.NW
Coon Rapids, MN 55433

Terry Schmidt
Milaca Public Schools
500 South West 4th St.
Milaca, MN 56353

Jack Sullivan
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Ruth Thomas
University of Minnesota
Dept. of Home Economics
1954 Buford Avenue
St. Paul, MN 55108

Diane Wakefield
Rochester Technical Inst.
1926 Second St. SE
Rochester, MN 55904

Jim Schnell
Willmar Technical Instit.
Box 1097
Willmar, MN 56201

Tom Sunnarborg
Bemidji State University
Bridgeman Hall
Bemidji, MN 56601

Larry Uhlir
Northeast Metro TI
3300 Century Ave. N.
White Bear Lake, MN 55110

Gladys Westin
St. Paul Technical Instit.
235 Marshall Avenue
St. Paul, MN 55102

Dr. Jerry Scheer
Dept. of Business Education
Bemidji State University
Bemidji, MN 56601

Judy Stengel
Northeast Metro TI
3300 Century Ave. N.
White Bear Lake, MN 55110

Kathleen Ann Kinzer
St. Cloud Technical Instit.
1540 Northway Drive
St. Cloud, MN 56301

Sharon McVary
Anoka Technical Institute
1355 West Main
Anoka, MN 55303

Douglas Ousdigian
Minneapolis Technical Inst.
1415 Hennepin Avenue
Minneapolis, MN 55403

Dorothy Hansen
Hennepin Technical Instit.
9200 Flying Cloud Drive
Eden Prairie, MN 55344

Mary Michaels
Anoka Technical Institute
1355 West Main
Anoka, MN 55303

Natalie D. Johnson
Alexandria Technical Inst
1601 Jefferson
Alexandria, MN 56308

Joan Young
Rochester Technical Inst.
1926 SE Second Street
Rochester, MN 55904

Delores Wright
Rochester Technical Inst.
1926 SE Second Street
Rochester, MN 55904

Loren Weigand
Thief River Falls TI
Highway #1 East
Thief River Falls, MN5670

Steven Walker
Jackson Technical Institu
401 West Street
Jackson, MN 56143

Connie Vieths
Brainerd Technical Inst.
300 Quince
Brainerd, MN 56401

Barbara Trummer
Rochester Technical Inst.
1926 SE Second Street
Rochester, MN 55904

Eunice Swenson
Rochester Technical Inst.
1926 SE Second Street
Rochester, MN 55904

Joan Ostlie
Moorhead Technical Inst.
1900 - 28th Ave. S.
Moorhead, MN 56560

Esther J. Omodt
Rochester Technical Inst.
1926 SE Second Street
Rochester, MN 55904

Dianne Norrell
Duluth Technical Inst.
2101 Trinity Road
Duluth, MN 55811

Dair W. Nichols
Duluth Technical Inst.
2101 Trinity Road
Duluth, MN 55811

Anita Lang
Hennepin Technical Inst.
9200 Flying Cloud Drive
Eden Prairie, MN 55344

Ralene Kroenke
Alexandria Technical Ins.
1601 Jefferson
Alexandria, MN 56308

Robert Hedin
Hutchinson Technical Ins.
200 Century Avenue
Hutchinson, MN 55350

Raymond Hansen
Jackson Technical Inst.
401 West Street
Jackson, MN 56143

Sandra Halsne
Moorhead Technical Inst.
1900 - 28th Ave. S.
Moorhead, MN 56560

Carol Grinaker
Moorhead Technical Inst.
1900 - 28th Ave. S.
Moorhead, MN 56560

Carol Gense
Dakota Co. Technical Inst.
1300 - 145th St. E.
Rosemount, MN 55068

Marjorie Frost
Red Wing Technical Inst.
Hwy. 58 & Pioneer Road
Red Wing, MN 55066

Joan Flood
St. Paul Technical Inst.
235 Marshall Avenue
St. Paul, MN 55102

Dean Schuenke
Willmar Technical Inst.
Box 1097
Willmar, MN 56201

Dennis Schroeder
Hutchinson Technical Inst.
200 Century Avenue
Hutchinson, MN 55350

Mary Schmiter
Rochester Technical Inst.
1926 SE Second Street
Rochester, MN 55904

Genevieve Richardson
Duluth Technical Institute
2101 Trinity Road
Duluth, MN 55811

Laura Paulsen
Hutchinson Technical Inst.
200 Century Avenue
Hutchinson, MN 55350

Duane Bowen
Alexandria Technical Inst.
1601 Jefferson
Alexandria, MN 56308

Peg Bauernfeind
Rochester Technical Inst.
1926 SE Second Street
Rochester, MN 55904

Duane Adams
Minneapolis Technical Inst
1415 Hennepin Avenue
Minneapolis, MN 55403

Harold Slocum
Albert Lea Technical Inst.
2200 Tech Drive
Albert Lea, MN 56007

Richard Nelson
Hennepin Technical Inst.
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445

David Lewis
Dakota Co. Technical Inst
1300 - 145th St. E.
Rosemount, MN 55068

Brent Leishman
Minneapolis Technical Ins
1415 Hennepin Avenue
Minneapolis, MN 55403

Jean Connors
Northeast Metro Tech. Ins
3300 Century Ave. No.
White Bear Lake, MN 55110

Lee Boraas
St. Cloud Technical Inst.
1540 Northway Drive
St. Cloud, MN 56301

Judy MacIntyre
Minneapolis Technical Ins
1415 Hennepin Avenue
Minneapolis, MN 55403

Geraldine Ohman
Eveleth Technical Institu
Eveleth, MN 55734

Mari Shaw
Willmar Technical Institute
Box 1097
Willmar, MN 56201

Joanne Flaten
Northeast Metro TI
3300 Century Avenue
White Bear Lake, MN 55110

Barbara Doepner
Northeast Metro TI
3300 Century Avenue
White Bear Lake, MN 55110

Annie Czarnecki
Hennepin Technical Inst.
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445

Muriel Copp
Red Wing Technical Inst.
Hwy. 58 & Pioneer Road
Red Wing, MN 55066

Charlotte Christensen
Moorhead Technical Inst.
1900-28th Avenue South
Moorhead, MN 56560

Gary Sorenson
Bemidji Technical Institute
Roosevelt and Grant
Bemidji, MN 56601

Donald Stang
Brainerd Technical Inst.
300 Quince
Brainerd, MN 56401

Eileen Flikke
Eveleth Technical Inst.
Highway 53
Eveleth, MN 55734

James Nichter
Canby Technical Institute
1011 First Street West
Canby, MN 56220

Amaryllis McDonouogh
Albert Lea Technical Inst.
2200 Tech Drive
Albert Lea, MN 56007

Roger Kinetz
Duluth Technical Institute
2101 Trinity Road
Duluth, MN 55811

Arnold Hughley
Pine City Technical Inst.
1100 Fourth Street
Pine City, MN 55063

John Hedenberg
Duluth Technical Inst.
2101 Trinity Road
Duluth, MN 55811

Jerald Heckert
Alexandria Technical Inst.
1601 Jefferson
Alexandria, MN 56308

DeLane V. Gilsrud
St. Cloud Technical Inst.
1540 Northway Drive
St. Cloud, MN 56301

Walter M. Erickson
St. Cloud Technical Inst.
1540 Northway Drive
St. Cloud, MN 56301

Marvin Egerdal
Albert Lea Technical Inst.
2200 Tech Drive
Albert Lea, MN 56007

Cleo Butterfield
Moorhead Technical Inst.
1900-28th Avenue South
Moorhead, MN 56560

Mona Jarnstrom
Minneapolis Technical Inst
1415 Hennepin Avenue
Minneapolis, MN 55403

Gary Schmidt
Mankato Technical Inst.
1920 Lee Boulevard
Mankato, MN 56001

Roy Androl
Brainerd Technical Inst.
300 Quince Street
Brainerd, MN 56401

Clarence Biederstedt
Willmar Technical Inst.
Box 1097
Willmar, MN 56201

Allan Aspelund
Northeast Metro TI
3300 Century Avenue
White Bear Lake, MN 55110

Roy Vinkemeier
St. Paul Technical Inst.
235 Marshall Avenue
St. Paul, MN 55102

Janice Bergman
Austin Technical Institut
1900 Eighth Avenue NW
Austin, MN 55912

David Devin
Minneapolis Technical Inst
1415 Hennepin Avenue
Minneapolis, MN 55403

Tom Boehne
Mankato Technical Institu
1920 Lee Boulevard
Mankato, MN 56001

Harold Jensen
Alexandria Technical Inst
1601 Jefferson
Alexandria, MN 56308

Dick Olson
Granite Falls Tech. Inst.
Highway 212 West
Granite Falls, MN 56241

Rose Mears
Dakota Co. Technical Inst.
1300 - 145th Street E.
Rosemount, MN 55068

Milt Paulsen
Albert Lea Technical Ins.
2200 Tech Drive
Albert Lea, MN 56007

William Keefe
Hennepin Technical Inst.
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445

Lon Malherek
Canby Technical Institute
1011 First Street West
Canby, MN 56220

Leonard Scholten
Brainerd Technical Inst.
300 Quince
Brainerd, MN 56401

Barbara Schifsky
Hennepin Technical Inst.
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445

Dan Gorder
Pipestone Technical Inst.
North Hiawatha
Pipestone, MN 56164

Sandy Stamson
Granite Falls Tech. Inst.
Highway 212 West
Granite Falls, MN 56241

Chuck Trochlil
Willmar Technical Inst.
Box 1097
Willmar, MN 56201

Lynne Groves
Mankato Technical Inst.
1920 Lee Boulevard
Mankato, MN 56001

Jim Fausher
Bemidji Technical Inst.
Roosevelt and Grant
Bemidji, MN 56601

Charles Carter
Northeast Metro Tech. Ins.
3300 Century Avenue
White Bear Lake, MN 55110

Willa Campbell
St. Cloud Technical Inst.
1540 Northway Drive
St. Cloud, MN 56301

Judy Peterson
Northeast Metro Tech. Ins.
3300 Century Avenue
White Bear Lake, MN 55110

Mike Safratowich
Wadena Technical Inst.
405 Colfax Avenue SW
Wadena, MN 56482

Jill Tye
Winona Technical Inst.
1250 Homer Road
Winona, MN 55987

6/8/11

AVTI EXTENSION ADMIN.

Rodger Palmer, Ext. Adm.
Duluth AVTI
2101 Trinity Road
Duluth, MN 55811

Mary Charles, Ext. Adm.
Minneapolis T.I.
1415 Hennepin Ave.
Minneapolis, MN 55403

Charles Van Wey, Ext. Adm.
Albert Lea AVTI
2200 Tech Drive
Albert Lea, MN 56007

Galen Cariveau, Ext. Adm.
East Grand Forks AVTI
Highway 220 North
East Grand Forks, MN 56721

Rose Andersen, Ext. Adm.
Moorhead AVTI
1900-28th Ave. South
Moorhead, MN 56560

Donald Bluhm, Ext. Adm.
Alexandria AVTI
1601 Jefferson
Alexandria, MN 56308

Joe Dennie, Ext. Adm.
Eveleth AVTI
Eveleth, MN 55734

Chuck DeVore, Ext. Adm.
N.E. Metropolitan ISD 916
3300 Century Avenue
White Bear Lake, MN 5511

Gerald Stuhr, Ext. Adm.
Anoka AVTI
1355 West Main
Anoka, MN 55303

Nate Johnson, Ext. Adm.
Faribault AVTI
1225 Southwest Third St.
Faribault, MN 55021

Jerelyn Delak, Ext. Adm.
Pine Technical Institute
Pine City, MN 55063

John Gedker, Ext. Adm.
Larry Achterhoff, Adult Dir.
Austin AVTI
1900 Eighth Ave. N.W.
Austin, MN 55912

Carol Rikke, Ext. Supv.
SW VTI/Granite Falls Camp.
Highway 212 West
Granite Falls, MN 56241

Lavanelle Aanenson, Ext.Adm
SW VTI/Pipestone Campus
North Hiawatha
Pipestone, MN 56164

Jon Svedjan, Ext. Adm.
Bemidji AVTI
Roosevelt and Grant
Bemidji, MN 56601

Jim Rossbach, Ext. Adm.
Hennepin Technical Center
1820 North Xenium Lane
Minneapolis, MN 55441

David Anderson, Ext. Adm.
Red Wing AVTI
Highway #58 @ Pioneer Road
Red Wing, MN 55066

Kevin Kopischke, Ext. Adm.
Brainerd AVTI
300 Quince Street
Brainerd, MN 56401

Charlotte Skibicki, Ex.Adm
Hibbing AVTI
2900 East Beltline
Hibbing, MN 55746

Kathy Monnet, Ext. Adm.
Rochester AVTI
1926 SE Second St.
Rochester, MN 55904

Roger Fransen, Ext. Adm.
SW VTI/Canby Campus
Canby, MN 56220

George Halonen, Ext. Adm.
Hutchinson AVTI
200 Century Avenue
Hutchinson, MN 55350

Bob Larson, Ext. Adm.
St. Cloud AVTI
1540 Northway Drive
St. Cloud, MN 56301

Dorothy Dodds, Ext. Adm.
Dakota County AVTI
1300 145th Street East
Rosemount, MN 55068

Harlan Lidke, Ext. Adm.
SW VTI/Jackson Campus
401 West Street
Jackson, MN 56143

Linda Thedens, Ext. Div.
St. Paul TVI
235 Marshall Avenue
St. Paul, MN 55102

Mark Greenig, Ext. Adm.
Detroit Lakes AVTI
Highway #34 East
Detroit Lakes, MN 56501

Dan Kocer, Ext. Adm.
Mankato Tech. Institute
1920 Lee Boulevard
Mankato, MN 56001

Ray Gildow, Ext. Adm.
Staples AVTI
Staples, MN 56479

1 of 11

Bob Bollesen, Ext.Adm.
Thief River Falls AVTI
Highway #1 East
Thief River Falls,MN 56701

Jim Baymler, Ext. Adm.
Wadena AVTI
405 Colfax Ave. S.W.
Wadena, MN 56482

Roger Iverson, Ext.Adm.
Willmar AVTI
Box 1097
Willmar, MN 56201

James Johnson, Ext.Adm.
Winona AVTI
1250 Homer Road
Winona, MN 55987

8 of 11

AVTI ASSISTANT DIRECTORS

Terry Lemer, Asst. Dir.
Albert Lee AVTI
2200 Tech Drive
Albert Lee, MN 56007

John Phillips, Asst. Dir.
Alexandria AVTI
1601 Jefferson
Alexandria, MN 56308

Don Bluhm, Asst. Dir.
Alexandria AVTI
1601 Jefferson
Alexandria, MN 56308

Cliff Korkowski, asst. Dir.
Alexandria AVTI
1601 Jefferson
Alexandria, MN 56308

Ernest Larson, Asst. Dir.
Anoka AVTI
1355 West Main
Anoka, MN 55303

Herb Murphy, Asst. Dir.
Anoka AVTI
1355 West Main
Anoka, MN 55303

Carolyn Rosdahl, Asst. Dir.
Anoka AVTI
1355 West Main
Anoka, MN 55303

Tom Langan, Asst. Dir
Bemidji AVTI
Roosevelt and Grant
Bemidji, MN 56601

Ron Svedjan, Asst Dir.
Bemidji AVTI
Roosevelt and Grant
Bemidji, MN 56601

Ed Fox, Asst. Dir.
Brainerd AVTI
300 Quincy
Brainerd, MN 56401

Robert Dobrenski, Asst. Dir.
Detroit Lakes AVTI
Highway #34 East
Detroit Lakes, MN 56501

Doyle Cossin, Asst. Dir.
Duluth AVTI
2101 Trinity Road
Duluth, MN 55801

Judy Neppel, Asst. Dir.
East Grand Forks AVTI
Highway 220 North
East Grand Forks, MN 56721

Joe Dennie, Asst. Dir.
Eveleth AVTI
Eveleth, MN 55734

Nate Johnson, Asst. Dir.
Faribault AVTI
1225 SW Third Street
Faribault, MN 55021

Bob Papas, Asst. Dir.
Hennepin Technical Center North
9000 Brooklyn Blvd.
Brooklyn Park, MN 55021

Bob Worbel, Asst Dir.
Hennepin Technical Center South
9200 Flying Cloud Drive
Eden Prairie, MN 55344

Harold Montzka, Asst. Dir.
Hibbing AVTI
2900 East Beltline
Hibbing, MN 55746

George Halonen, Asst. Dir.
Hutchinson AVTI
200 Century Avenue
Hutchinson, MN 55350

Ronald JOnas, Asst. Dir.
Hutchinson AVTI
200 Century Avenue
Hutchinson, MN 55350

Duane Bucholz, Asst. Dir.
Mankato Technical Institute
1920 Lee Blvd,
Mankato, MN 56001

Les Schneider, Asst. Dir.
Mankato Technical Institute
1920 Lee Blvd.
Mankato, MN 56001

Mary Charles, Asst. Dir.
Minneapolis Technical Instiute
1415 Hennepin Avenue
Minneapolis, MN 55403

Keith Togstad, Asst. Dir.
Moorhead AVTI
1900 28th Avenue South
Moorhead, MN 56560

Paul Molick, Asst. Dir.
Moorhead AVTI
1900 28th Avenue South
Moorhead, MN 56560

Fred Boggs, Asst. Dir.
Northeast Metro ISD 916
3300 Century Avenue
white Bear Lake, MN 55110

Gay Hendricks, Asst. Dir.
Northeast Metro
3300 Century Avenue
White Bear Lake, MN 55110

9 of 11

AVTI ASSISTANT DIRECTORS

Gorden williams, Asst. Dir.
Northeast Metro ISD 916
3300 Century Avenue
White Bear Lake, MN 55110

Jeff Larson, Asst. Dir.
Northeast Metro ISD 916
3300 Century Avenue
White Bear Lake, MN 55110

Martha Yecel, Asst. Dir.
Northeast Metro ISD 916
3300 Century Avenue
White Bear Lake, MN 55110

Judy Stengel, Asst, Dir.
Northeast Metro ISD 916
3300 Century Avenue
White Bear Lake, MN 55110

Earl Brunberg, Asst. Dir.
Northeast Metro Isd 916
3300 Century Avenue
White Bear Lake, MN 55110

Garland Kotek, Asst. Dir.
Pine City Technical Institute
Pine City, MN 55063

Edward Dunn, Asst. Dir.
Red Wing AVTI
Highway #58 and Pioneer Road
Red Wing, MN 55066

Dale Haugen, Asst. Dir.
Rochester AVTI
1926 South East Second Street
Rochester, MN 55904

Betty Jo Dorschner, Asst. Dir.
Rochester AVTI
1926 S.E. Second Street
Rochester, MN 55904

Don Supalla, Asst. Dir.
Rochester AVTI
1926 S.E.Second Street
Rochester, MN 55904

Kathy Monnet, Asst. Dir.
Rochester AVTI
1926 S.E. Second Street
Rochester, MN 55904

Alfred Hodges, Asst. Dir.
Rochester AVTI
1926 S.E. Second Street
Rochester, MN 55904

Dorothy Bray, Asst. Dir.
St. Cloud AVTI
1540 Northway Drive
St. Cloud, MN 56301

Robert Larson, Asst. Dir.
St. Cloud AVTI
1540 Northway Drive
St. Cloud, MN 56301

Fred Town, Asst. Dir.
St. Cloud AVTI
1540 Northway Drive
St. Cloud, MN 56301

Maralyn Ingwell, Asst. Dir.
St. Paul TVI
235 Marshall Avenue
St. Paul, MN 55102

Peter Merila, Asst. Dir.
St. Paul TVI
235 Marshall Avenue
St. Paul, MN 55102

Linda Thedens, Asst. Dir.
St. Paul TVI
235 Marshall Avenue
St. Paul, MN 55102

Bruce Melson, Asst. Dir.
Staples AVTI
Staples, MN 56479

Fred Ballou, Asst. Dir.
Thief River Falls AVTI
Highway 1 East
Thief River Falls, MN 56701

George Lapatka, Asst. Dir.
Willmar AVTI
Box 1097
Willmar, MN 56201

Roger Rasmussen, Asst. Dir.
Willmar AVTI
Box 1097
Willmar, MN 56201

Roger Iverson, Asst. Dir.
Willmar AVTI
Box 1097
Willmar, MN 56201

Kenneth Carlson, Asst. Dir.
Wadena AVTI
405 Colfax Aveune S.W.
Wadena, MN 56428

Norris Abts, Asst. Dir.
Winona AVTI
1250 Homer Road
Winona, MN 55987

Mr. David Sayre, Director
Albert Lea Technical Institute
2200 Tech Drive
Albert Lea, MN 56007

Mr. Cliff Wiklund, Director
Duluth Public Schools
Lake Avenue & Second Street
Board of Education Building
Duluth, MN 55802

Mr. Roger Lee, Director
Hennepin Technical CTR/North
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445

Mr. Frank Starke, Director
Alexandria Technical Institute
1601 Jefferson
Alexandria, MN 56308

Mr. Eldon Johns, Director
Duluth Technical Institute
2101 Trinity Road
Duluth, MN 55811

Mr. Gene Jereczek, DIrector
Hennepin Technical Ctr/South
9200 Flying Cloud Drive
Eden Prairie, MN 55344

Mr. Nuri Hassumani, Director
Anoka Technical Institute
1355 West Main
Anoka, MN 55303

Mr. Jerry Folstrom, Director
East Grand Forks Technical Inst.
Highway 220 North
East Grand Forks, MN 56721

Mr. Bruce Perryman, Director
Hibbing Technical Institute
2900 East Beltline
Hibbing, MN 55746

Ms. Marge Kirchhoff, Director
Austin Technical Institute
1900 Eighth Avenue N.W.
Austin, MN 55912

Dr. Harold Hoghaug, Director
Eveleth Technical Institute
Eveleth, MN 55734

Mr. Richard Lennes, Director
Hutchinson Technical Institute
200 Century Avenue
Hutchinson, MN 55350

Mr. Mel Salberg, Director
Bemidji Technical Institute
Roosevelt and Grant
Bemidji, MN 56601

Mr. Viril Layton, Director
Faribault Technical Institute
1225 Southwest Third Street
Faribault, MN 55021

Mr. Dennis Finstad, Campus Dir
SW TI/Jackson Campus
401 West Street
Jackson, MN 56143

Mr. Harry Nysather, Director
Brainerd Technical Institute
300 Quince
Brainerd, MN 56401

Mr. Marlin Wacholz, Director
SW Technical Institute
Highway 212 West
Granite Falls, MN 56241

Mr. John Votca, Director
Mankato Technical Institute
1920 Lee Boulevard
Mankato, 56001

Mr. Dewain Englund, Campus Dir.
SW TI/Canby Campus
Canby, MN 56220

Mr. Richard Pooley, Campus Dir.
SW TI/Granite Falls Campus
Highway 212 West
Granite Falls, MN 56241

Mr. Harvey Rucker, Director
Minneapolis Public Schools
807 Northeast Broadway
Minneapolis, MN 55413

Mr. David Schroeder, Director
Dakota County Technical Inst.
P.O. Drawer "K"
Rosemount, MN 55068

Mr. Donovan Schwichtenberg, Dir.
Minneapolis Technical Institute
1415 Hennepin Avenue
Minneapolis, MN 55403

Mr. Dennis Hopman, Director
Detroit Lakes Technical Inst.
Highway #34 East
Detroit Lakes, MN 56501

Mr. John Lobben, Director
Vocational/Occupational Ed.
Hennepin Technical Center
1820 North Xenium Lane
Minneapolis, MN 55441

Mr. Oscar Bergos, Director
Moorhead Technical Institute
1900 28th Avenue South
Moorhead, MN 56560

Mr. Joseph Pucel, Director
Hennepin Technical Center
1820 North Xenium Lane
Minneapolis, MN 55441

Dr. Bill Warner, Director
Northeast Metro Tech. Inst.
3300 Century Avenue
White Bear Lake, MN 55110

Mr. Eugene Biever, Director
Pine Technical Institute
Pine City, MN 55063

Mr. William Hemsey, Director
Winona Technical Institute
1250 Homer Road
Winona, MN 55987

Mr. Ralph Knapp, Campus Dir.
SW TI/Pipestone Campus
North Hiawatha
Pipestone, MN 56164

Mr. Ed Dunn, Director
Red Wing Technical Institute
Highway #58 @ Pioneer Road
Red Wing, MN 55066

Dr. Charles Harwood, Director
Rochester, Technical Institute
1926 Southeast Second Street
Rochester, MN 55904

St. Cloud Technical Institute
1540 Northway Drive
St. Cloud, MN 56301

St. Paul Technical Institute
235 Marshall Avenue
St. Paul, MN 55102

Dr. Stanley Edin, Director
Staples Technical Institute
Staples, MN 56479

Dr. Orley Gunderson, Director
Thief River Falls Tech. Inst.
Highway #1 East
Thief River Falls, MN 56701

Mr. Lowell Rasmussen, Director
Wadena Technical Institute
405 Colfax Avenue Southwest
Wadena, MN 56482

Mr. Ron Erpelding, Director
Willmar Technical Institute
Willmar Technical Institute
Willmar, MN 56201

11

TO: Persons Registered with the State Board of Vocational Technical Education to Receive Notice of Any Rulemaking Proceedings

FROM: Joseph P. Graba, State Director
State Board of Vocational Technical Education

DATE: September 10, 1987

SUBJECT: Notice of Proposed Adoption of Permanent Rules

Enclosed you will find the Notice of Proposed Adoption of Rules relating to licensure criteria for:

Postsecondary Vocational Technical Education
Business and Office Occupations

JPG:GP:lrv

DEPARTMENT OF THE STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of the Rule of the State Board of Vocational Technical Education Governing Postsecondary Licensure Criteria, Business and Office Occupations 3700.0300 to 3700.0340 and 3700.0350 to 3700.0380

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

Notice is hereby given that the State Board of Vocational Technical 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 Minnesota Statutes 136c.04, Subdivision 9.

All persons have 30 days until 4:30 p.m. October 14th, 1987 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:

Helen Henrie, Deputy Director
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Revision
Minnesota Technical Institute System
565 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.

11 (A copy of the proposed rule is attached to this notice.)

12 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 Helen Henrie or Georgia Pomroy upon request.

9 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 written request to:

Helen Henrie, Deputy Director
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Revision
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Helen Henrie
Helen Henrie, Deputy Director
Minnesota Technical Institute System

Sept 4 1987
Date

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Postsecondary Vocational Licensure; Business and Office Occupations

Rules as Proposed (all new material)

3700.0300 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.

Subpart 1. **Listed here.** An applicant for a license to teach postsecondary vocational courses and programs in the business and office occupational area must meet the requirements in this part. These requirements are in addition to the requirements listed in part 3700.0100 and for a particular license (listed under the part that covers that particular license).

Subp. 2. **Recent occupational experience.** An applicant for a license to teach in the business and office occupational area must have 2,000 hours of occupational experience within the five years just before applying for that license.

Subp. 3. **Does not apply.** Part 3515.9920 does not apply to parts 3700.0305 to 3700.0365.

3700.0305 ACCOUNTING LICENSE.

Subpart 1. **May teach.** A teacher who has an accounting license may teach in the accounting and bookkeeping programs and may also teach courses in:

A. accounting principles and procedures;

B. bookkeeping principles and procedures;

C. business law;

D. business and marketing mathematics;

E. automated accounting;

F. payroll and personal finance;

G. principles of economics;

H. introduction to business;

I. analyzing financial statements;

J. introduction to computer operations; and

K. personal or individual income tax.

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Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. accountant manager;

C. city finance officer;

D. controller or assistant controller;

E. internal, external, or government auditor; and

F. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting may be substituted for 2,000 hours.

C. A diploma in accounting or with an accounting prefix 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 with an accounting or business administration title or prefix 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.

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

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by Revisor _____

The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0310 **BOOKKEEPING LICENSE.**

Subpart 1. **May teach.** A teacher who has a bookkeeping license may teach in the bookkeeping, bookkeeping clerk, accounting clerk, and microcomputer account specialist clerk programs, and may also teach courses in:

A. bookkeeping principles and procedures;

B. business and marketing mathematics;

C. calculating machines;

D. automated bookkeeping;

E. payroll and personal finance; and

F. personal or individual income tax.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to N. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. accounting clerk;

C. accountant manager;

D. accounts payable clerk;

E. accounts receivable clerk;

F. audit clerk;

G. bookkeeper;

H. city finance officer;

I. controller or assistant controller;

J. payroll bookkeeper or clerk;

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K. internal, external, or government auditor;

L. billing clerk;

M. cost clerk; and

N. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. Substitution for occupational experience. The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting, business education, or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting, bookkeeping, business administration, or business education may be substituted for 2,000 hours.

C. A diploma in accounting or bookkeeping 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 from an approved postsecondary institution or from professional accounting associations, with an accounting, bookkeeping, or business administration title or prefix 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.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level bookkeeping or accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Approved by Revisor _____

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations license may teach in the banking and finance operations program and may also teach courses in:

A. analyzing financial statements;

B. personal bank services;

C. personal financial planning;

D. negotiable instruments;

E. principles of credit, collection, and insurance;

F. business law;

G. financial institution operations;

H. business math and machines;

I. money handling techniques; and

J. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. branch manager;

B. cashier;

C. commercial, real estate, or personal loan officer, each with operations experience;

D. operations officer;

E. personal banker; and

F. retail banking officer.

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

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part 3700.0300, subpart 2.

A. A bachelor's or higher degree in banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, or credit and finance 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations/agriculture license may teach in the banking and finance operations/agriculture program and may also teach courses in:

A. agricultural credit;

B. bank agricultural terminology;

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C. analyzing financial statements;

D. personal bank services;

E. personal financial planning;

F. negotiable instruments;

G. principles of credit, collection, and insurance;

H. business law;

I. financial institution operations;

J. business math and machines;

K. money handling techniques; and

L. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. financial agricultural representative;

B. branch manager;

C. cashier;

D. agricultural, commercial, real estate, or personal loan officer, each with operations experience;

E. operations officer;

F. personal banker; and

G. retail banking officer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in agricultural management banking, and/or finance, banking and/or finance,

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economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, accounting, or credit and finance 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations, or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0325 BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a business administrative management license may teach in the business administrative management program and may also teach courses in:

A. business math and machines;

B. business management principles;

C. business law;

D. customer relations;

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E. analyzing financial statements;

F. job keeping and seeking skills;

G. principles of office management;

H. principles of economics;

I. small business operation;

J. supervisory skills;

K. time management;

L. personnel management; and

M. introduction to computer operations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. assistant office manager;

B. business owner and operator;

C. business manager;

D. office manager; and

E. retail store manager or assistant, each with supervision of a minimum of ten persons.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration; business management; business education; economics; general business; office administration; or marketing, management, and finance may be substituted for 4,000 hours.

B. An associate degree in business management,

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business administration, or business supervision may be substituted for 2,000 hours.

C. A diploma in business administrative management or business supervision 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 with a business management, administration, or supervision title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in business administration, management, or supervision for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0330 **ADMINISTRATIVE SUPPORT LICENSE.**

Subpart 1. **May teach.** A teacher who has an administrative support license may teach in the administrative support, clerk typist, office assistant, receptionist, word processing secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

A. written and oral business communications;

B. business math and machines;

C. job seeking and keeping skills;

D. keyboarding/typing;

E. office management;

F. office procedures;

G. filing;

H. machine transcription;

I. secretarial accounting;

J. introduction to computer operations; and

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K. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. administrative office assistant;

B. secretary/stenographer;

C. clerk typist;

D. word processing secretary; and

E. correspondence specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or business management may be substituted for 4,000 hours.

B. An associate degree in professional office management, secretarial, medical secretarial, legal secretarial, secretarial science, word processing, office information processing, administrative secretarial, or personnel assistant may be substituted for 2,000 hours.

C. A diploma in the areas of administrative, clerical, correspondence, legal, medical, or general secretarial; office information processing; or word processing 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

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hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, or word processing 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office typist or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0335 MEDICAL SECRETARIAL LICENSE.

Subpart 1. **May teach.** A teacher who has a medical secretarial license may teach in the medical secretary, word processing secretary, clerk typist, receptionist, medical administrative secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

A. secretarial medical ethics and law;

B. medical insurance forms;

C. medical shorthand;

D. medical terminology and shorthand;

E. written and oral business communications;

F. business math and machines;

G. job seeking and keeping skills;

H. keyboarding/typing;

I. office management;

J. office procedures;

K. filing;

L. machine transcription;

M. secretarial accounting;

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N. introduction to computer operations; and

O. word processing.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in the areas listed in items A and B, with a minimum of 2,000 hours in each. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. medical secretary; and

B. administrative medical assistant.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or medical records administration may be substituted for 4,000 hours.

B. An associate degree in secretarial, secretarial science, or medical secretarial may be substituted for 2,000 hours.

C. A diploma in medical secretarial, admissions records technician, or general secretarial program may be substituted for 1,050 hours. A two-year program may be substituted for 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, word processing, medical ethics and law, medical insurance forms, medical office procedures, medical shorthand, or medical terminology may be

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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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0340 LEGAL SECRETARIAL OCCUPATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a legal secretarial license may teach in the legal secretary, word processing secretary, clerk typist, receptionist, clerical data entry, legal administrative secretary, general secretary, and administrative secretary programs and may also teach courses in:

A. machine transcription;

B. legal terminology;

C. legal word processing;

D. written and oral business communications;

E. business math and machines;

F. job seeking and keeping skills;

G. keyboarding/typing;

H. office management;

I. office procedures;

J. filing;

K. secretarial accounting;

L. business law;

M. introduction to computer operations; and

N. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

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Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience. 4,000 of the hours must be as a legal secretary. The remaining hours may be in one or more of the areas listed in items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. legal typist;

B. legal stenographer; and

C. legal word processor.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3, items A to C. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business education or office management may be substituted for 4,000 hours.

B. An associate degree in legal secretarial, paralegal, legal assistant, or secretarial may be substituted for 2,000 hours.

C. A diploma in legal secretarial occupations, secretarial occupations, or word processing 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 with a business title or prefix, or in office management, office procedures, shorthand, transcription, typing, word processing, legal office procedures, legal transcription, legal terminology, or legal ethics 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an

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accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0350 PURCHASING OR INVENTORY MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a purchasing or inventory management license may teach in the purchasing or inventory management program and may also teach courses in:

A. business math and machines;

B. principles of economics;

C. computer inventory control;

D. business inventory control; and

E. business principles.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. buyer or senior buyer;

B. materials manager;

C. purchasing agent;

D. purchasing director;

E. purchasing manager; and

F. expediter with buying responsibility.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300,

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subpart 2.

A. A bachelor's or higher degree in marketing, business administration or management, or finance may be substituted for 4,000 hours.

B. An associate degree in marketing, or business administration or management may be substituted for 2,000 hours.

C. A diploma in purchasing or inventory management 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 with a business administration or management, accounting, marketing, or economics title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in purchasing or inventory management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0355 TRAFFIC TRANSPORTATION MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a traffic transportation management license may teach in the traffic transportation management program and may also teach courses in:

A. business math and machines;

B. traffic office procedures, terminology, and forms;

C. business principles;

D. business law;

E. introduction to business;

F. job seeking and keeping skills; and

G. filing.

Subp. 2. **Other requirements.** The applicant must meet the

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requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to C, with a minimum of 2,000 hours in at least one area. The 8,000 hours may include 2,000 hours required under part 3700.0300, subpart 2:

A. traffic customer service representative;

B. dispatcher; and

C. logistics manager of operations in physical distribution, traffic agent, traffic clerk, safety terminal director, traffic manager, or traffic rate clerk.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration, office management, or marketing may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, or marketing may be substituted for 2,000 hours.

C. A diploma in traffic office and/or traffic transportation management 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 with a traffic transportation title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester equals 30 hours of occupational experience.

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

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An applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in traffic office or traffic transportation management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0360 COURT REPORTING LICENSE.

Subpart 1. **May teach.** A teacher who has a court reporting license may teach in the court reporting program and may also teach courses in:

A. legal terminology; and

B. machine shorthand.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A and B. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. official court reporter; and

B. freelance court reporter.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 4,000 hours.

B. An associate degree in a court reporting program approved by the National Shorthand Reporters Association may be

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substituted for 2,000 hours.

C. A diploma in court reporting approved by the National Shorthand Reporters Association 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 with a court reporting title or prefix 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in secretarial, general office, or court reporting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0365 PERSONNEL ASSISTANT LICENSE.

Subpart 1. **May teach.** A teacher who has a personnel assistant license may teach in the personnel assistant program and may also teach courses in:

A. business math and machines;

B. job seeking and keeping skills;

C. office management;

D. office procedures;

E. filing; and

F. employee services and relations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager/supervisor or assistant manager/supervisor in one or

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more of the areas listed in items A to F. The 8,000 hours may include the 2,000 required under part 3700.0300, subpart 2:

A. personnel;

B. human resources;

C. labor relations;

D. employee benefits;

E. employee development; and

F. employment specialist.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in personnel, human resources, industrial relations, or business may be substituted for 4,000 hours.

B. An associate degree in a personnel assistant program may be substituted for 2,000 hours.

C. A diploma or certificate in a personnel assistant program 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 with a personnel title or prefix, or in human relations, labor relations, wage and salary administration, interviewing techniques, and training and development of personnel 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.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in personnel assistant for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of

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teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0370 COMPUTER PROGRAMMING LICENSE.

Subpart 1. **May teach.** A teacher who has a computer programming license may teach in the computer programming program and may also teach courses in:

A. introduction to data processing;

B. data processing management and supervision;

C. general microcomputer operations;

D. microcomputer keyboarding and printing;

E. management information systems;

F. operating system concepts and skills;

G. work station operations;

I. data communications; and

J. programming languages.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of work experience in one or more of the areas listed in items A to F. Two thousand of the 8,000 hours must be in computer related occupations of data processing manager or director; director or manager of information systems; and programmer in the areas of supervisor, manager, project leader, systems analyst. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer programming;

B. programmer, analyst, or administrator of data bases;

C. data communications programmer;

D. programmer analyst;

E. programmer operator; and

F. systems programmer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for

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up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business management information systems processing, computer science, or data processing may be substituted for 4,000 hours.

B. An associate degree in business, computer science management information systems processing, or data processing may be substituted for 2,000 hours.

C. A diploma in computer programming or data processing 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 management information systems or business 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.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in subpart 1, for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0375 COMPUTER OPERATIONS LICENSES.

Subpart 1. **May teach.** A teacher who has a computer operations license may teach in the computer operations program and may also teach courses in:

A. supervision and management in computer operations;

B. general microcomputer operations;

C. microcomputer keyboarding and printing;

D. management information systems processing

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management and supervision;

E. operating systems, concepts, and skills;

F. work station operations;

G. data communications; and

H. systems analysis.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer operator;

B. data processing manager;

C. lead computer operator;

D. management information systems manager or operator;

E. operations analyst, consultant, or supervisor; and

F. program or systems operator.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business, computer management information systems, business data processing, computer science, or systems analysis may be substituted for 4,000 hours.

B. An associate degree in business, computer management information systems, or computer science may be substituted for 2,000 hours.

C. A diploma in computer operations or data processing with computer operations may be substituted. A one-year program equals 1,050 hours. A two-year program equals

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2,100 hours.

D. The completion of courses for credit or clock hours for credit in business or management information systems may be substituted. One hours 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.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in data processsing programs for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0380 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

On January 1, 1988, the state board shall convert the existing license issued under part 3515.9920, listed in column A, to the license listed in column B. At the licensee's next renewal date the renewed license must show the new license category and the January 1, 1988, conversion date.

A	B
140100 Accounting	3700.0305 Accounting
140102 Bookkeeping	3700.0310 Bookkeeping
140120 Banking and Finance/General	3700.0315 Banking and Finance Operations
140122 Financial Teller Occupations	3700.0315 Banking and Finance Operations
140121 Banking and Finance/ Agriculture	3700.0320 Banking and Finance Operations/Agriculture
140800 Business Management	3700.0325 Business Administrative Management
140004 Office Supervision and Management	3700.0325 Business Administrative Management
140201 Computer Operations	3700.0375 Computer Operations

Approved by Revisor _____

140200 Data Processing	3700.0375 Computer Operations
140203 Computer Programming	3700.0370 Computer Programming
140200 Data Processing	3700.0370 Computer Programming
140704 Court Reporting	3700.0360 Court Reporting
140292 Data Entry	3700.0330 Administrative Support
140906 Word Processing Occupations	3700.0330 Administrative Support
140730 General Secretarial with Shorthand	3700.0330 Administrative Support
140731 General Secretarial without Shorthand	3700.0330 Administrative Support
140743 Legal Secretarial with Shorthand	3700.0340 Legal Secretarial Occupations
140742 Legal Secretarial without Shorthand	3700.0340 Legal Secretarial Occupations
140752 Medical Secretarial with Shorthand	3700.0335 Medical Secretarial Occupations
140753 Medical Secretarial without Shorthand	3700.0335 Medical Secretarial Occupations
140006 Uncharted License Personnel Assistant	3700.0365 Personnel Assistant
140313 Traffic Office Clerk	3700.0355 Traffic Transportation Management
140312 Purchasing Office Clerk	3700.0350 Purchasing and Inventor Management

REPEALER. Minnesota Rules, part 3700.0380 is re after the board has renewed the licenses in part 3 column A, to show the conversion to the license 3700.0380, column B.

STATE OF MINNESOTA
DEPARTMENT OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of the Rule of the State of Minnesota Governing Postsecondary Vocational Education Licensure of Teachers, Business & Office Occupations 3700.0300 to 3700.0340 and 3700.0350 to 3700.0380

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

Notice of the Board's intent to adopt the above-entitled rule was published in the State Register on Monday, September 14, 1987 and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 on Thursday, September 10, 1987. The statement of need and reasonableness was prepared before the notice 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.

All persons were given the opportunity to submit comment on the rule for 30 days after notice of proposed rulemaking. The agency received thirty-one (31) requests for a public hearing on rule 3700.0330 Administrative Support license, of which twenty-eight (28) were subsequently withdrawn. Therefore, the agency did not receive request for a public hearing from 25 or more persons which were not withdrawn.

Two comments on the rule were received by the agency requiring clarification of the rule as written. Clarification was made. No requests for notice of submission to the Attorney General were received by the agency.

A nonsubstantial change was made to 3700.0300 Licenses In The Business & Office Occupational Area, Subp. 3. Does not apply. Part 3515.9920 does not apply to parts 3700.0305 to ~~3700.0365~~ 3700.0340 and 3700.0350 to 3700.0380. This change more clearly notes the absence of 3700.0345 in the rule. In addition, the rule does contain 3700.0375 and 3700.0380. 3700.0365 was in error since the rules continue through 3700.0380.

A nonsubstantial addition was made to 3700.0330 Administrative Support License, Subp. 3., F clerical data entry. This was added to insure accurate interpretation for Subp.3., C. clerk typist. The addition of clerical data entry recognizes the intent that an instrument other than a typewriter could be used to record information, doing essentially the same office tasks.

Based on the comments and evidence in the record before the agency, I find the following:

The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as 3700.0300 to 3700.0340 and 3700.0350 to 3700.0380 Postsecondary Vocational Licensure; Business and Office Occupations is adopted this ___17th___ day of ___December___ 1987, pursuant to authority vested in the Board by Minnesota Statutes, section 136C.04, Subdivision 9.

Helen Henrie 12/17/87

Helen Henrie Date
Deputy Director
State Board of Vocational Technical Education

In the Matter of the Adoption of the Rule of the State Board of Vocational Technical Education Governing 3700.0300 to 3700.0340 and 3700.0350 to 3700.0380 Postsecondary Vocational Licensure, Business & Office Occupations.

DECLARATION OF COUNSEL

I, CHARLES T. MOTTL, 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 four-digit docket code is 0830.

Charles T. Mottl

CHARLES T. MOTTL
Assistant Attorney General

Dated: Dec. 23, 1987

Office of the Revisor of Statutes
Administrative Rules

Lorna M. Breiter
Assistant Deputy Revisor
296-2778

700 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1297

November 11, 1987

Ms. Georgia Pomroy
Vo-Tech Board
5th Floor, Capitol Square
550 Cedar
Saint Paul, Minnesota 55101

RE: RD1047, Postsecondary Vocational Licensure; Business and Office Occupations

Dear Ms. Pomroy:

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,

/s/ L. Breiter

Lorna M. Breiter

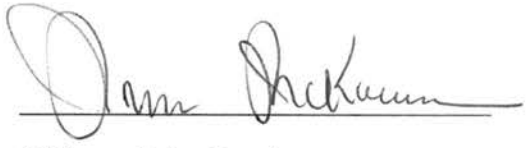
LMB/ss
Encl.

CERTIFICATE OF THE STATE OF MINNESOTA
STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION
RESOLUTION ADOPTING THE RULE

I, Norma McKanna, do hereby certify that I am a member and the President of the State Board of Vocational Technical Education, 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 14 th day of December, 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 Noncontroversial rules, relating to Licensure Criteria, Business & Office Occupations Rules 3700.0300 to 3700.0340 and 3700.0350 to 3700.0380 are approved and adopted, pursuant to the authority vested in the Minnesota Technical Institute System by Minnesota Statutes 136 C.04 (1985). Helen Henrie, the Deputy Director of the State Board of Vocational Technical Education , 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 14th day of December, 19 87.



Officer of the Board



Attest by one other Board member

SF-00006-03

STATE OF MINNESOTA

DEPARTMENT ATTORNEY GENERAL - Bremer

Office Memorandum

TO: GEORGIA POMROY
License Revision Specialist
State Board of Vocational Technical Education

DATE: December 23, 1987

FROM: CHARLES T. MOTTL CTM
Assistant Attorney General

PHONE: 296-3854

SUBJECT: PROPOSED RULES 3700.0300 to 3700.0340 AND 3700.0350 to 3700.0380.

Pursuant to your request, I have reviewed the above-entitled rules and have included my Declaration of Counsel in the appropriate file folder.

You may now submit these rules for Attorney General review. Before submitting them, I suggest you contact Martha Casserly (6-6204). Ms. Casserly has been performing the Attorney General's rule review function. Her office is, however, moving within the next week and it would be unfortunate if these rules were sent to the wrong address. → See attached information on new address & effective date of new address -- just received

I have also substituted the correct Findings of Fact and Conclusions in the appropriate file jacket. I have placed the comments you received in the file jacket entitled "Requests/ Respondes/Rescinding letter."

If you have any questions regarding the foregoing, please do not hesitate to contact me or, in my absence, Cindy Lavorato (6-9200).

CTM/smo
Enclosure