

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

In the Matter of the Adoption of the Rule of the State of Minnesota, Board of Vocational Technical Education Governing Licensure for 3700.1410 to 3700.1415, 3709.0355, 3709.0360; Part-Time Preparatory Instructor - Resource Specialist, Collision and Property Damage Appraisal, Business to Business Telemarketing, Permissive

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 client code is 40 0A77 0831.

Charles T. Mottl
Assistant Attorney General

Dated: Oct. 13, 1989

COUNSEL

CERTIFICATE OF THE STATE OF MINNESOTA
STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR ADOPTION OF A RULE WITHOUT A PUBLIC HEARING

I, JoAnn Cardenas Enos, do hereby certify that I am a member and the President of the State Board of Vocational Technical Education, a Board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Vocational Technical Education, duly and properly called and held on the 12th day of September, 1989, that a quorum was present, and that a majority of those present voted for the resolution which has not been rescinded or modified.

"RESOLVED, that the rules relating to Postsecondary Licensure Criteria, adopting rules 3700.1400 to 3700.1420, 3709.0355, 3709.0360 and repealing rules 3515.6300, 3515.6500, 3515.6900, 3515.7000, 3515.7100, and 3515.7200 are approved, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes 136C.04, Subdivision 9. 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 12th day of September, 1989.

JoAnn Cardenas Enos

Officer of the Board

Doug Knutson

Attest by one other Board member

20109925.FRM

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CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

I, JoAnn Cardenas Enos, 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 9th day of May 1989 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 Minnesota Technical Institute System is hereby granted the authority and directed to sign and to give the Notice of Board's Intent to Adopt a rule without a public hearing governing Post-Secondary Vocational Licensure of personnel for Permanent rules for Part-Time Preparatory Instructor--Resource Specialist, Consultants, Substitute License, Letter of Approval, and Adult Supplementary to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the *State Register* and to perform any and all acts incidental thereto."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th day of May 1989.

JoAnn Cardenas Enos
President
State Board of Vocational Technical Education

Allan F. Olson
Attest by one other Board Member

20109910.FRM

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CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

I, JoAnn Cardenas Enos, 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 9th day of May 1989 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 Minnesota Technical Institute System is hereby granted the authority and directed to sign and to give the Notice of Board's Intent to Adopt a rule without a public hearing governing Post-Secondary Vocational Licensure of personnel for Permanent rules for Part-Time Preparatory Instructor--Resource Specialist, Consultants, Substitute License, Letter of Approval, and Adult Supplementary to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the *State Register* and to perform any and all acts incidental thereto."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th day of May 1989.

JoAnn Cardenas Enos

President
State Board of Vocational Technical Education

Allan F. Olson

Attest by one other Board Member

20109910.FRM

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CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

I, JoAnn Cardenas Enos, 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 20th day of June 1989 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 Minnesota Technical Institute System is hereby granted the authority and directed to sign and to give the Notice of Board's Intent to Adopt a rule without a public hearing governing Post-Secondary Vocational Licensure of personnel for Permanent rules for Marketing, Health, Technical, Business and Office, and Permissive 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 20th day of June 1989.

JoAnn Cardenas Enos
President
State Board of Vocational Technical Education

Alan F. Olson
Attest by one other Board Member

20109910.FRM

==========

CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

I, JoAnn Cardenas Enos, 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 20th day of June 1989 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 Minnesota Technical Institute System is hereby granted the authority and directed to sign and to give the Notice of Board's Intent to Adopt a rule without a public hearing governing Post-Secondary Vocational Licensure of personnel for Permanent rules for Marketing, Health, Technical, Business and Office, and Permissive 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 20th day of June 1989.

JoAnn Cardenas Enos

President
State Board of Vocational Technical Education

Alan F. Olson

Attest by one other Board Member

20109910.FRM

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CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION

I, Donald C. Ingram, 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 15 day of August 1988, 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 licensure of postsecondary vocational technical education teachers and specifically Activity Director Assistant, Franchise Restaurant Management, Textile and Apparel Occupations, and Professional Nanny (Service occupations); Area Agriculture Coordinator (Agriculture occupations); Advanced Business Communications (Business and Office occupations); Productivity Technician, Supervisory Management, Electronic Service/Sales Representative, Computerizing Small Business, Business to Business Telemarketing, Quality and Productivity Management (Marketing occupations); Artificial Intelligence, Environmental Specialist, Laser Electro Optics Technology, Metallurgical Technology, Telecommunications Systems Technician, Vibracoustics Technology, Automated Systems Technology, Automated Manufacturing Technology, Computer Aided Printed Circuit Technician, Audio Recording Specialist (Technical occupations); Collision and Property Damage Appraisal, Electronic Desktop Publishing, Security Management, Locksmithing Technician, Diesel Fuel Injection Specialist, Neon and Sign Fabrication, Plastics Composite Technology, Electric Utility Technician (Trade and Industrial occupations); Fire Technology and Administration (Fire Service 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 15 day of August 1988.

Donald C. Ingram
(Officer of the Board)

Donna Anderson
Attest by one other Board Member

20109910

CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION

I, Donald C. Ingram, 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 15 day of August 1988, 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 licensure of postsecondary vocational technical education teachers and specifically Activity Director Assistant, Franchise Restaurant Management, Textile and Apparel Occupations, and Professional Nanny (Service occupations); Area Agriculture Coordinator (Agriculture occupations); Advanced Business Communications (Business and Office occupations); Productivity Technician, Supervisory Management, Electronic Service/Sales Representative, Computerizing Small Business, Business to Business Telemarketing, Quality and Productivity Management (Marketing occupations); Artificial Intelligence, Environmental Specialist, Laser Electro Optics Technology, Metallurgical Technology, Telecommunications Systems Technician, Vibracoustics Technology, Automated Systems Technology, Automated Manufacturing Technology, Computer Aided Printed Circuit Technician, Audio Recording Specialist (Technical occupations); Collision and Property Damage Appraisal, Electronic Desktop Publishing, Security Management, Locksmithing Technician, Diesel Fuel Injection Specialist, Neon and Sign Fabrication, Plastics Composite Technology, Electric Utility Technician (Trade and Industrial occupations); Fire Technology and Administration (Fire Service 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 15 day of August 1988.

Donald C. Ingram
(Officer of the Board)

Donna Anderson
Attest by one other Board Member

20109910

DEPARTMENT OF THE STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of the Rules of the State of Minnesota Governing Financial Aid Administrator, Part-Time Preparatory (part-time continuous - part-time general studies), Collision and Property Damage Appraisal, Business to Business Telemarketing, Rules 3700.1100, 3700.1400 to 3700.1420, 3709.0355, 3709.0360

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

(1) 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, Section 14.22 to 14.28. The statutory authority to adopt the rules is Minnesota Statutes 136C.04, Subdivision 9.

(2) All persons have 30 days until 4:30 p.m., Tuesday, September 5, 1989, 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. (3) Each comment should identify the portion of the proposed rule addressed, the reason for 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. (4) 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. (5) (6) Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. (7) 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 either:

Glenda Moyers, Supervisor
Minnesota Technical Institute System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-5707

Georgia Pomroy, License Revision Specialist
Minnesota Technical Institute System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-0680

(8) 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 Glenda Moyers or Georgia Pomroy at the above address and phone, 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. (9) 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 wish to receive a copy of the adopted rule must submit the written request to either:

Glenda Moyers
Minnesota Technical Institute System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-5707

Georgia Pomroy
Minnesota Technical Institute System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-0680

Helen Henrie

Helen Henrie, Deputy Director
Minnesota Technical Institute System

July 20 1989
(Date)

20109915.FRM

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary 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 Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in Part-Time, Preparatory Instructor--Resource Specialist, Consultants, Substitute License, Letter of Approval, Adult Supplementary. The promulgation of these rules is authorized by Minnesota Statutes *s* 136C.04, subd.9. and 125.185 subd.4.

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

Ms. Glenda Moyers
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-9444

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-3929

Oral Statements will be received during regular business hours over the telephone at (612) 296-3929 or in person at the above address.

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary 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 Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in Part-Time Preparatory Instructor--Resource Specialist, Consultants, Substitute License, Letter of Approval, Adult Supplementary. The promulgation of these rules is authorized by Minnesota Statutes *s* 136C.04, subd.9. and 125.185 subd.4.

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

Ms. Glenda Moyers
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-9444

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-3929

Oral Statements will be received during regular business hours over the telephone at (612) 296-3929 or in person at the above address.

All statements of information and comments shall be accepted until 4:30 p.m., Tuesday, June 6, 1989. Any written material received by the State Board of Vocational Technical Education shall become part of the record to be submitted to the Attorney General or Administrative Law Judge in the event the rule is adopted.

Helen Henrie

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

Date: 4/21/89

20109900.FRM

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary 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 Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in Marketing, Health, Technical, Business and Office, and Permissive. The promulgation of these rules is authorized by Minnesota Statutes *s* 136C.04, subd.9. and 125.185 subd.4.

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

Ms. Glenda Moyers
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-9444

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-3929

Oral Statements will be received during regular business hours over the telephone at (612) 296-3929 or in person at the above address.

All statements of information and comments shall be accepted until 4:30 p.m., Wednesday, July 5, 1989. Any written material received by the State Board of Vocational Technical Education shall become part of the record to be submitted to the Attorney General or Administrative Law Judge in the event the rule is adopted.

Helen Henrie

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

Date: May 25, 1989

20109900.FRM

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary 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 Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in Marketing, Health, Technical, Business and Office, and Permissive. The promulgation of these rules is authorized by Minnesota Statutes *s* 136C.04, subd.9. and 125.185 subd.4.

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

Ms. Glenda Moyers
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-9444

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-3929

Oral Statements will be received during regular business hours over the telephone at (612) 296-3929 or in person at the above address.

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing the licensure of postsecondary vocational technical teachers in marketing, service, agriculture, and business and office, technical, and trade and industrial occupations.

Notice is hereby given that the State Board of Vocational Technical Education is seeking information or opinions from outside the agency in preparing to amend Chapter Thirty Five Fifteen: Rules for licensure of postsecondary vocational technical education teachers and specifically Activity Director Assistant, Franchise Restaurant Management, Textile and Apparel Occupations, and Professional Nanny (Service occupations); Area Agriculture Coordinator (Agriculture occupations); Advanced Business Communications (Business and Office occupations); Productivity Technician, Supervisory Management, Electronic Service/Sales Representative, Computerizing Small Business, Business to Business Telemarketing, Quality and Productivity Management (Marketing occupations); Artificial Intelligence, Environmental Specialist, Laser Electro Optics Technology, Metallurgical Technology, Telecommunications Systems Technician, Vibracoustics Technology, Automated Systems Technology, Automated Manufacturing Technology, Computer Aided Printed Circuit Technician, Audio Recording Specialist (Technical occupations); Collision and Property Damage Appraisal, Electronic Desktop Publishing, Security Management, Locksmithing Technician, Diesel Fuel Injection Specialist, Neon and Sign Fabrication, Plastics Composite Technology, Electric Utility Technician (Trade and Industrial occupations); Fire Technology and Administration (Fire Service occupations). 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 opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally.

Written statements should be addressed to:

Ms. Glenda Moyers
State Board of Vocational
Technical Education
522 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-6517

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
520 Capitol 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 opinions shall be accepted until 4:30 p.m., Thursday, September 22, 1988. Any written material received by the State Board of Vocational Technical Education shall become part of the rulemaking record to be submitted to the Attorney General or administrative law judge in the event that the rule is adopted.

July 28, 1988
Date

Helen Henrie
Deputy Director
State Board of Vocational
Technical Education

20109900

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing the licensure of postsecondary vocational technical teachers in marketing, service, agriculture, and business and office, technical, and trade and industrial occupations.

Notice is hereby given that the State Board of Vocational Technical Education is seeking information or opinions from outside the agency in preparing to amend Chapter Thirty Five Fifteen: Rules for licensure of postsecondary vocational technical education teachers and specifically Activity Director Assistant, Franchise Restaurant Management, Textile and Apparel Occupations, and Professional Nanny (Service occupations); Area Agriculture Coordinator (Agriculture occupations); Advanced Business Communications (Business and Office occupations); Productivity Technician, Supervisory Management, Electronic Service/Sales Representative, Computerizing Small Business, Business to Business Telemarketing, Quality and Productivity Management (Marketing occupations); Artificial Intelligence, Environmental Specialist, Laser Electro Optics Technology, Metallurgical Technology, Telecommunications Systems Technician, Vibracoustics Technology, Automated Systems Technology, Automated Manufacturing Technology, Computer Aided Printed Circuit Technician, Audio Recording Specialist (Technical occupations); Collision and Property Damage Appraisal, Electronic Desktop Publishing, Security Management, Locksmithing Technician, Diesel Fuel Injection Specialist, Neon and Sign Fabrication, Plastics Composite Technology, Electric Utility Technician (Trade and Industrial occupations); Fire Technology and Administration (Fire Service occupations). 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 opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally.

Written statements should be addressed to:

FILE COPY

SF-00006-05 (4/86)

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT : ATTORNEY GENERAL

DATE : October 27, 1989

TO : Georgia Pomroy, License Revision Specialist
Board of Vocational Technical Education
550 Cedar Street, Suite 100 (55101)

FROM : MARTHA J. CASSERLY
Special Assistant Attorney General
525 Park Street, Suite 404 (55103)

PHONE : 296-6839

SUBJECT : In the Matter of the Adopted Permanent Rule Relating to Part-time Licenses, Financial Aid Administrator, and Certain New Venture Programs

The above-referenced emergency rule has been approved as to its legality by the Attorney General on October 27, 1989.

Enclosed is your 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 along with any extra copies of documents which you submitted to the Attorney General.

Your next step is to arrange for publication of the Notice of Adoption in the State Register. In a day or two, you should receive from the Revisor's Office three copies of tne notice of adoption of your rule. You should submit two copies of the Notice of Adoption to the State Register for publication. A permanent rule without a hearing does not become effective until five days after a notice of adoption is published 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:bbl
Enclosures
cc: William Brown, Chief Judge (memo only)
MaryAnn Hruby " "
Chuck Mottl, Asst. A.G. " "

RULE REVIEW CHECKLIST

File No. 1632 — Docket No. 05-0009-0831

DATE RECEIVED 10-18-89 — ADOPTED W/O HEARING ✓

REVIEW DATE 10-27-89 — EMERGENCY RULE _____

DUE DATE 11-1-89 — To Revisor: 10-20-89

REVISOR APPROVED _____

APPROVED 10-27-89 — REVISOR DISAPPROVED _____

DISAPPROVED _____ — FILED W/SEC. OF STATE _____

WITHDRAWN _____ — RETURNED TO AGENCY _____

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion (if applicable)
- May 8, 1989 Date published in State Register — May 15, 1988, June 5, 1989
- RDA Comments

_____ Petition for Adoption of a Rule (if applicable)

✓ Board's Authorizing Resolution
- _____ Date adopted — May 9, 1989 — Aug. 15, 1988 — June 20, 1989

✓ Proposed Rule
- _____ Revisor's Certificate

✓ Notice of Intent to Adopt Rule
- 136.04 and 09 Statutory Authority
- NA Small Business Statement
- NA Expenditure of public money statement
- July 20, 1989 Signature

✓ Statement of Need and Reasonableness (if applicable)
- NA Small Business Statement
- NA Fees - § 16A.128

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
- Aug 1, 1989 Date (30)/25 days before adoption
- RDO Notice attached
- NO Copy of rule or summary attached

✓ Publication in State Register
- Aug 7, 1989 Date (30)/25 days before adoption

✓ 180-day deadline from:
- NA Effective date of law requiring rule (14.12) (both rules) — may doesn't require rule
- _____ end of comment period (§ 14.26) (rules without hearing)
- _____ effective date of statutory authority (§ 14.29) (emergency rules)

✓ Resolution Adopting
- Sept 12, 1989 Date adopted

_____ Findings of Fact, Conclusions & Order Adopting
- Sept 12, 1989 Date

_____ Written requests, submissions or comments — 3 comments were received on a rule that they withdrew

✓ Declaration of attorney
- Chuck Moll Name of SAAG representing agency

_____ Notice of Submission to Atty. Gen. (if applicable)

_____ Aff. of Mailing Notice to Atty. Gen. (if applicable)

State Board of Vocational Technical Education

Adopted Permanent Rules Relating to Part-time Licenses, Financial Aid Administrator, and Certain New Venture Programs

Rules as Adopted

~~3700.1100-FINANCIAL-AID-ADMINISTRATOR.~~

~~Subpart 1. License required. A person must be licensed as a financial aid administrator under this part if the person is responsible for any of the activities listed in this subpart:~~

~~A. serving as a primary resource person on financial aid and providing information on financing higher education to current and prospective students, parents, secondary counselors, social service agencies, and technical institute staff members;~~

~~B. completing all institutional applications and reports for program participation required by the institute, the state and federal government, or other agencies;~~

~~C. interpreting state and federal regulations for the development of policies and procedures in administering financial aid programs and services;~~

~~D. establishing uniform procedures and standards for the awarding and disbursing of financial aid and the monitoring of student academic progress;~~

~~E. complying with federal, state, and local audit requirements for financial aid administrators;~~

~~F. coordinating the integration of agency funding into the awarding process; and~~

~~G. developing forms and brochures providing student consumer information regarding applications and rights and responsibilities, as well as all documents necessary for program management.~~

~~Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100, except that the applicant need not comply with part 3515.1400, items A to D.~~

~~Subp. 3. Educational and occupational experience~~

Approved by Revisor JCF

~~requirement.--An-applicant-for-a-license-as-financial-aid administrator-must-meet-the-requirements-listed-in-item-A,-B,-C, or-D.--The-education-must-be-from-an-accredited-postsecondary institution.~~

~~A.--4,000-hours-of-verified-occupational-experience-as a-financial-aid-office-administrator/director-and-a-bachelor's or-higher-degree-with-a-major-in-educational-counseling-and guidance,-postsecondary-student-personnel-administration, federal-aid-administration,-or-business-administration.~~

~~B.--6,000-hours-of-verified-occupational-experience providing-administrative-support-to-a-financial-aid administrator/director-and-a-two-year-program-or-a-program-of-90 or-more-quarter-credits-or-associate-degree-in-financial-aid assistant.~~

~~C.--8,000-hours-of-verified-occupational-experience-as a-financial-aid-administrator/director.~~

~~D.--8,000-hours-of-verified-occupational-experience providing-administrative-support-to-a-financial-aid administrator/director,-and-60-hours-of-beginning-or intermediate-student-financial-aid-administration-workshops sponsored-by-professional-national,-state,-or-regional-financial aid-administrator-associations-or-15-quarter-credits-in-student financial-aid-and-administration-theory-and-practice.~~

~~Subp.-4.--Initial-renewal-requirements.--An-applicant-must submit-verification-of-completion-of-philosophy-of-vocational education-and-an-approved-human-relations-course-before-the applicant's-first-license-renewal.~~

~~Subp.-5.--Conversion-of-current-financial-aid-officers.~~

~~A.--A-current-financial-aid-officer-license-converts to-a-financial-aid-administrator-license-on-the-effective-date of-this-part-and-upon-the-next-renewal-the-applicant's-license will-indicate-financial-aid-administrator.~~

~~B.--Applicants-verifying-one-year-of-experience-within a-Minnesota-technical-institute-performing-the-duties-listed-in part-3700.0350,-subpart-1,-within-five-years-before-the effective-date-of-this-part-are-eligible-for-a-license-as-a~~

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~~financial-aid-administrator.~~

3700.1410 LICENSES FOR PART-TIME CONTINUOUS OR PART-TIME GENERAL STUDIES INSTRUCTIONAL PERSONNEL.

Subpart 1. **Listed here.** An applicant for a license to teach, part-time, in a postsecondary continuous program or general studies courses shall meet the requirements in this part if the applicant is not licensed to teach the offering full time. The requirements are in addition to the requirements for a particular license (listed in the part that covers that particular license).

Subp. 2. **Who must be licensed.** A person holding a position as a part-time continuous program or part-time general studies instructor must be licensed according to this part if the person is not licensed for full-time instruction in the offering. A part-time continuous program or part-time general studies instructor is responsible for teaching credit or clock hours course content that has been identified for incorporation into an approved continuous program by a qualified full-time continuous program or general studies instructor.

Subp. 3. **Scope of practice.** Part-time personnel licensed in this part cannot provide more than 270 clock hours or 12 quarter credits of instruction in a fiscal year.

Subp. 4. **Length of issuance.** Initial licenses are granted for five years upon submission of an application bearing the signature of a recommending authorized postsecondary administrator as evidence of completion of six clock hours of teacher training. Five-year renewals are granted upon submission of an application bearing the signature of a recommending authorized administrator as evidence of completion of 24 clock hours of teacher training and maintenance of currency in the respective field of licensure.

Subp. 5. **General requirements.** The applicant:

A. must complete six clock hours of teaching techniques as determined by the local technical institute administrator before issuance of initial license;

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B. must get the signature of the recommending local authorized postsecondary technical institute administrator; and

C. need not comply with the human relations and teacher education sequence provisions in parts ~~3315.1400~~ 3515.1400, 3515.2100, 3515.5700, and 3515.5800.

3700.1415 PART-TIME CONTINUOUS PROGRAM INSTRUCTOR LICENSE.

Subpart 1. **Listed here.** An applicant for a license to teach part-time in a continuous program must meet the requirements in this part and part 3700.1410.

Subp. 2. **Specific license requirements.** An applicant must meet the requirements in item A, B, C, or D.

A. The applicant must verify meeting the full-time requirements for licensure in the specific field including the recency requirements without regard to parts 3515.1400 and 3515.2100.

B. The applicant must have a bachelor's or higher degree with a major acceptable for full-time licensure. The degree must include or the applicant must add 15 quarter credits in the specific field of licensure. The recency requirement may be satisfied if the degree is received, or if any of the following are accumulated within five years of applying for the license:

(1) 15 quarter credits;

(2) 180 clock hours in the specific field of licensure content;

(3) 150 clock hours of secondary, postsecondary, business, industrial, or military teaching in the primary program content; or

(4) 500 hours of the required occupational experience.

C. The applicant must have 4,000 hours of vendor, business, or industrial training and development experience or 4,000 hours teaching primary program content in the specific field of licensure in an accredited postsecondary, business, industrial, or military setting. A minimum of 2,000 of the

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required hours must be experienced within five years of applying for the license.

D. The applicant must have a minimum of one year of the technical training or education that is required for full-time licensure or is listed as a substitute for occupational experience in the requested license field and one-half of the total occupational experience as required for that license. The recency requirement of the requested license field also must be met.

3700.1420 PART-TIME GENERAL STUDIES CONTINUOUS PROGRAM LICENSE.

Subpart 1. **Listed here.** An applicant to teach in a part-time general studies continuous program area must meet the requirements in this part and part 3700.0410.

Subp. 2. **General requirements.** The applicant must have the academic preparation required for a full-time license in the field.

3709.0355 COLLISION AND PROPERTY DAMAGE APPRAISAL.

Subpart 1. **May teach.** A teacher who has a collision and property damage appraisal license may teach in the collision and property damage appraisal program and may also teach:

A. auto damage appraisal;

B. construction damage appraisal; and

C. claim representative trade knowledge.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3709.0100.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience as a multi-line insurance damage appraiser or adjuster in automotive, property, and casualty lines.

Subp. 4. **Occupational experience substitution.** The applicant may substitute the education described in item A, B, or C for up to 2,100 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. An associate or higher degree with a major in

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engineering, building inspection, construction supervision, automotive technician, accounting, business administration, business management, marketing, or sales may be substituted for 2,000 hours.

B. A diploma in collision and property damage appraisal, auto body repair, auto parts merchandising, automotive mechanics, marketing, carpentry, or sales may be substituted. A one-year program or 45 quarter credit program equals 1,050 hours. A two-year program or 90 quarter credit program equals 2,100 hours.

C. The completion of courses for credit or clock hours in introduction to computers or microcomputers, introduction to spreadsheets, customer communications, business law, applied mathematics, construction materials, blueprint reading, real estate insurance, business correspondence, carpentry, photography, auto insurance, auto estimating collision damage, auto body shop, use of industry reference manuals, building insurance, building construction, building manuals, and building damage. One clock hour of instruction equals one clock hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or industrial setting may be substituted for 1,500 of the 2,000 hours required in part 3709.0100, subpart 1, item A, if the teaching is done during the five-year period. The teaching must be in automotive appraisal, building appraisal, auto body technician, or carpentry. Two hours of teaching equals one hour of occupational experience.

3709.0360 BUSINESS TO BUSINESS TELEMARKETING.

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

A. telecommunications marketing management;

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B. telephone techniques;

C. selling techniques;

D. market research; and

E. telemarketing customer service.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3709.0100.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience.

A. At least 4,000 of the hours must be experience as a manager/supervisor staffing and training in business to business telemarketing. No substitution is allowed for these hours.

B. 4,000 hours may be in any of the following: telemarketing consultant, business or industrial telemarketing trainer, telemarketing salesperson, telephone customer service representative, direct marketing project manager that includes marketing information systems, or business to business field sales.

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, item B. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in business management, business administration, communications, marketing, or advertising may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, marketing, or advertising may be substituted for 1,000 hours. An associate degree in business to business telemarketing may be substituted for 2,000 hours.

C. A diploma in business to business telemarketing may be substituted. A one-year program or a program of 45 or more credits equals 1,050 hours. A two-year program or a program of 90 or more credits equals 2,100 hours. A two-year program in marketing, management, supervision, advertising, or sales equals 1,050 hours.

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D. The completion of courses for credit or clock hours in telemarketing content. 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. **~~Occupational experience substitution~~** **Substitution for recent occupational experience**. Teaching experience at an accredited postsecondary institution, industrial or business setting in primary content of business to business telemarketing for 1,500 hours of the 2,000 required ~~in~~ under part 3709.0100, subpart 1, item A. Two hours of teaching equal one hour of the occupational experience.

REPEALER. Minnesota Rules, parts 3515.6300, 3515.6500, 3515.6900, 3515.7000, 3515.7100, and 3515.7200, are repealed.

A person with a license issued under a part repealed in this repealer who is using the license may keep and renew the license under that part as long as the person remains employed by the person's employer on the effective date of this repealer.

Approved
by Revisor _____

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

OCT 27 1989

Joan Anderson Growe
Secretary of State
11:10AM

APPROVED AS TO FORM AND LEGALITY
October 27 1989
HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY MJ Carsely
SPECIAL ASSISTANT ATTORNEY GENERAL

Office of the Revisor of Statutes
Administrative Rules

John C. Fuller
Assistant Deputy Revisor
296-0955

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

September 14, 1989

Georgia Pomroy
State Board of Vocational Technical Education
520 Capitol Square Building
St. Paul, MN 55101

RE: File No. 1475

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 me.

Very truly yours,

John C. Fuller

STATE OF MINNESOTA
Board of Vocational Technical Education
100 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Office Memorandum

TO: Patricia Nolte, Legal Assistant
Public Finance Division
404 Capitol Office Building
525 Park Street

FROM: Georgia Pomroy, License Revision Specialist

DATE: October 17, 1989

PHONE: 296-3929

SUBJECT: Document Review for:
Financial Aid Administrator (delayed for further study)
Part-Time Preparatory - Resource Specialist (new title is Part-Time Continuous)
Collision and Property Damage Appraisal
Business to Business Telemarketing
Permissive

The following documents are enclosed for your review. Rules are highlighted on a copy for your convenience in locating the rule on original document.

1. Signed Notice of Intent to Solicit Outside Opinion
   Part-Time Preparatory Instructor - Resource Specialist - April 21, 1989
   Collision and Property Damage Appraisal - July 28, 1988
   Business to Business Telemarketing - July 28, 1988
   Permissive - May 25, 1989

2. *State Register* Copy - Solicitation of Outside Opinion
   Part-Time Preparatory Instructor - Resource Specialist - May 8, 1989
   Collision and Property Damage Appraisal - August 15, 1988
   Business to Business Telemarketing - August 15, 1988
   Permissive - June 5, 1989

3. Authorizing Resolutions for Proposed Rules
   Part-Time Preparatory Instructor - Resource Specialist - May 9, 1989
   Collision and Property Damage Appraisal - August 15, 1989
   Business to Business Telemarketing - August 15, 1989
   Permissive - June 5, 1989

4. Copy of Proposed Rules Approved by Revisor

5. Signed Notice of Intent to Adopt a Rule as Mailed - July 20, 1989

6. Statement of Need and Reasonableness
   Financial Aid Administrator has been removed for further study.

7. Affidavit of Mailing - August 1, 1989

Stat Authority 136C.04 subd 9

State board may promulgate rules, according to the provisions of chapter 14 for licensure of teaching, support, ... and adult vocational education

Statement of Need and Reasonableness
Very well written

Findings of Fact, Conclusions ...
Statement that "Request for adoption of the proposed rule for Financial Aid Administrator is being withdrawn at this time." Received 3 comments on Financial Aid - didn't submit the comments but then withdrew the rule

Rules
3700.100 Financial Aid Administrator
all deleted

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 Teaching Licensure, rules for Part-Time Licensure, Collision and Property Damage Appraisal, Business to Business Telemarketing, 3700.1400 to 3700.1420, 3709.0355, 3709.0360, and repeal of permissive licensure rules 3515.6300, 3515.6500, 3515.6900, 3515.7000, 3515.7100 and 3515.7200

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

(1) Notice of the State Board of Vocational Technical Education intent to adopt the above-entitled rule was published in the *State Register* on August 7, 1989, 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 August 1, 1989. (2) 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.

(4) All persons were given the opportunity to submit comment on the rule for 30 days after notice of the proposed rulemaking. Three comments and one request for a statement of need and reasonableness were received regarding Financial Aid Administrator. (5) There were no requests for a public hearing. Request for adoption of the proposed rule for Financial Aid Administrator is being withdrawn at this time. (6)

(7) No requests for submission to the Attorney General were made.

(8) Based on the comments and evidence in the record before the agency, I find the following: The above-captioned rules are needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as 3700.1400 to 3700.1420, 3709.0355, 3709.0360 Postsecondary Vocational Teaching Licenses, Part-Time Licensure, Collision and Property Damage Appraisal, Business to Business Telemarketing Occupations are adopted and 3515.6300, 3515.6500, 3515.6900, 3515.7000, 3515.7100 and 3515.7200, permissive licenses are repealed this (9) 12th day of September, 1989, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes, section 136C.04, Subdivision 9.

(9)

Helen Henrie 9/12/89
Helen Henrie Date
Deputy Director
State Board of Vocational Technical Education

20109930.FRM

NEED AND REASONABLENESS

MINNESOTA STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Statement of Need and Reasonableness for
Licensure of Technical College Personnel

RULES AS PROPOSED

3700.1410 Licenses for Part-time Continuous or Part-time General Studies Instructional Personnel
3700.1415 Part-time Continuous Program Instructor License
3700.1420 Part-time General Studies Continuous Program Instructor
3709.0355 Collision and Property Damage Appraisal
3709.0360 Business to Business Telemarketing

The statutory authority for the State Board of Vocational Technical Education to promulgate these rules is contained in Minnesota Statutes section 136C.04, subd. 9 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. The State Board may adopt licensure rules according to Sections 14.29 to 14.36 when necessary for continuous programs approved by the Board and when the Board determines appropriate licensure standards do not exist.

BACKGROUND INFORMATION

The proposed permanent rules follow the format established by the revised administrative licenses adopted on November 26, 1989, revised agricultural licenses adopted on September 12, 1987, business and office licenses adopted on February 6, 1988, and various new venture program rules adopted in rules 3709.

The formal rule revision process involves a general advisory committee. Representatives include private trade schools, Board of Teaching, State Board of Vocational Technical Education staff, teacher educators, union representatives, and licensed postsecondary staff in administration, supervision, instruction, and support service and special needs.

In addition, each individual rule has its own subcommittee consisting of State Board of Vocational Technical Education staff, technical college administrators, and licensed instructors and representatives from business and industry. Other individuals may be involved dependent upon the rule being promulgated as in the case of health areas, professional credentialling representation. Each rule is also reviewed by a

licensure committee representing the State Board of Vocational Technical Education prior to the Board's resolution to adopt the rule.

The State Board of Vocational Technical Education in consultation with the agency's Attorney General determined a need to revise postsecondary and extension vocational education licenses for instructors and support staff. A review of existing rules suggested the licensure rules needed clarification for the benefit of existing parties. The rules had not been revised for over ten years. The majority of the issues identified were related to interpretation of the terms: relevant education, relevant occupational experience, and vague or nonexistent course requirements. In addition, the technical college system is currently undergoing a major restructuring of programs and developmental services. This has resulted in an artificial barrier which prevents an instructor with expertise in a specific area from teaching that content in any program other than the one for which the individual is licensed. Thus an instructor holding an accounting license could teach only accounting within that program, preventing the technical college from using that knowledge to teach the credit course, Principles of Accounting, to students outside the program who would need or wish to take that course. Revision is also an attempt to remove that artificial barrier.

Repealer. Repeals all existing permissive licenses.

3700.1410 LICENSES FOR PART-TIME CONTINUOUS OR PART-TIME GENERAL STUDIES INSTRUCTIONAL PERSONNEL.

Part-time preparatory instructor licenses are in current 3515. rule. Restructuring of programs to courses and courses to credit have demonstrated a need for additional flexibility in part-time licensure. Technical colleges needed an avenue to allow qualified personnel holding full-time employment outside the college to teach a course for credit in an area of expertise.

Subpart 1. Listed here. Informs the applicant of the need for licensure in this specific area.

Subpart 2. Who must be licensed. Indicates to the applicant when a license is required. Informs the applicant of the focus of the particular license. This is reasonable to assure both the applicant and hiring authority are aware of all the criteria which must be met.

Subpart 3. Scope of practice. Indicates the amount of time an applicant may teach with this license. This is reasonable to assure both the applicant and hiring authority the parameters of this particular licensure area. The instructor is limited to 270 hours or 12 credits of instruction per school year. Current rule in part-time preparatory is at 270 hours per school year. There is no change is the total hour amount.

Subpart 4. Length of issuance. Length of issuance in this area is for five years. This is consistent with part-time licenses currently in rule which do not require teacher training.

This is reasonable since this individual works under limited scope and authorization. In addition this individual does not have responsibility for curriculum or test development.

Subpart 5. General requirements. Lists the requirements which must be met by both the program and general studies applicant.

A. Six hours of teaching techniques. This is a reasonable requirement since there are prepared audiovisuals available to the technical colleges in teacher preparedness specifically for this purpose. These materials are available for loan or purchase. Due to the limited scope and practice of this license, six hours of introductory material was deemed sufficient to acquaint the instructor with the amount of information to present already prepared materials. In addition, an instructor will be required to obtain additional teacher training on renewal. There is no change in number of hours from current rule.

B. Since this individual is operating on a limited license the recommending signature of the an technical college administrator is required to assure the individual is meeting the requirements of the technical college, as well as having appropriate supervision. Therefore this is a reasonable requirement. There is no change from current rule.

C. This type of instructor usually comes as a part-time instructor directly from industry. This individual will normally hold down a full-time job elsewhere which gives this individual the expertise and up-to-date knowledge in a specific area. In addition this person will be teaching only material which is already a part of curriculum with tests prepared. This person will be working a limited number of hours on the recommending signature of a technical college administrator. Due to the limited scope and practice it is reasonable to allow this person to be excused from the full-time teacher requirements which a teacher with full responsibility must have.

3700.1415 PART-TIME CONTINUOUS PROGRAM INSTRUCTOR LICENSE

Subpart 1. Listed here. Informs the applicant of the need to meet requirements which are listed elsewhere in the rules. There are no changes in these requirements.

Subpart 2. Specific license requirements. Indicates to the applicant alternate routes for obtaining this particular license. Current rule allowed a candidate to obtain this authorization by only one route. As a result of restructuring within the technical college system changing from programs to courses and courses to credit there was a need to allow for alternate routes to licensure for part-time staff to teach a course which would be credit bearing. Many of these instructors will be full-time employees in business, industry or other academic settings. It was not reasonable to require they meet full-time licensure requirements. Therefore, other alternate routes were developed.

A. There are no changes in this route to part-time licensure. This option has been carried over from the existing rule.

B. In some areas of licensure such as accounting appropriate experience might be in the educational background, provided that experience contained content specific to the course which is to be taught. Since this instructor in not responsible for a total program but rather a very limited portion of the program and is also teaching in a specified and prepared curriculum area it is reasonable to not require this candidate to have the occupational experience as required for teaching the full-time program. The degrees allowed are only those which are acceptable for licensure in the full-time field and are therefore reasonable. If the specific program is medical secretarial, for example, the business degree would have to have added to it 15 quarter credits or 180 clock hours in medical secretarial content. This is reasonable since content in medical secretarial might not be found in a broader business degree.
The recency is allowed in other areas as well since the emphasis here is on education rather than occupation. This is therefore a reasonable alternative to occupational recency.

C. This item recognizes the validity of industrial trainers in many areas of education. Computer skills and technology for instance may be taught by trainers in large computer companies. This would allow individuals with specific training capabilities to be utilized by the Technical Colleges for limited content. In addition this item requires the applicant to have 2000 hours of this trainer experience within the last 5 years. This is reasonable to assure up to date knowledge in the field to be taught.

D. Item D takes into account very specific occupational education which might be used within our technical colleges and adds to the education one-half of the occupational experience required for full licensure. Again, this is a reasonable substitution since this candidate is not responsible for total program but only specific course content already developed.

3700.1420 PART-TIME GENERAL STUDIES CONTINUOUS PROGRAM LICENSE.

Subpart 1. Listed here. This subpart informs the applicant of criteria which must be met and is listed elsewhere.

Subpart 2. General requirements. This requires the same criteria as in needed for full-time licensure. There are no changes in these requirements. This does however allow an applicant to obtain a part-time general studies license which was not available in the past. This is a reasonable rule since restructuring has resulted in limited general study content not requiring full-time effort. It would allow qualified instructors already employed in other higher education institutions to teach limited content within our system.

The above referenced rules will be implemented using current processes and will not have fiscal impact.

3709.0355 COLLISION AND PROPERTY DAMAGE APPRAISAL
3709.0360 BUSINESS TO BUSINESS TELEMARKETING

The State Board of Vocational Technical Education evaluates and approves initial and annual program applications according to State Board of Education rules 3505.6100 to 3505.6400. Approximately ten to fifteen new venture programs receive approval annually. A new venture program is one which has not been previously offered within the technical college system and represents an entirely new program to be delivered. The Office of the Attorney General advised the State Board of Vocational Technical Education that the emergency rulemaking power of the board according to sections 14.29 to 14.36 no longer was in effect. The Board, therefore, is using the permanent rule process for new venture programs since no appropriate licenses for these categories exist. Individual committees were formed for each occupational license. The committees consisted of the State Specialist of the occupational program area, the State License Revision Specialist, representatives of industry, program coordinators, and related program instructors.

GENERAL INFORMATION

The proposed permanent rules follow the format established by the revised agricultural instructor requirements adopted September 12, 1987, and the revised business and office rules adopted February 6, 1988. There are four major changes within the previous revisions and reflected within these licenses.

1. Crossover areas. The crossover areas compliment the Technical college system program restructuring which began in 1986. This effort converts programs to courses and courses to credits. Thus the license allows the holder to teach a particular program and specified courses in any program throughout the institute. The courses listed as crossovers are reasonable since they are a result of the expertise acquired via the occupational and/or educational experiences specifically required of the license holder. This is needed to remove an artificial barrier which, in the past, allowed the individual to teach only in a program. The new rules make it possible to implement the restructured programs with appropriate credentialed staff, allowing an instructor to teach specific courses anywhere within a college.

2. Occupational experience requirements. The occupational experience requirement identifies the job titles which will be accepted to meet the licensure requirements. This specificity is needed to provide both the applicants and the hiring authority 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. There is also an increase in the total number of occupational hours from current rule of 6000 hours

to revised rule of 8000 hours. This is reasonable since credit is given for educational experiences which relate directly to the occupation in question. In addition, credit will be given for teaching experience as it relates directly to the occupation being taught. Since these substitutions allow for a total of 4000 hours of occupational experience, the increase to 8000 hours is reasonable. In addition, the increase to 8000 hours represents total increase of only one year. Since the crossover areas require more specificity necessary to teach individual courses throughout the college, a greater depth and breadth of knowledge is required and is represented in the additional year of experience.

3. Recent occupational experience. There is an increase in recent occupational experience from "500 to 1000 hours in the last five years" to "2000 hours in the last five years". This increase is necessary so that individuals teaching programs and courses are knowledgeable about technical, economic and industrial changes as they relate to their specific occupational field. It is reasonable since it allows a five year time frame in which to acquire one year or 2000 hours of experience, as well as a teaching substitution of up to 1500 hours of the 2000 required. It would be possible, therefore, to obtain the 2000 hours of occupational experience by working only four summers, or with a teaching substitution of 1500 hours acquire the remaining 500 hours in only one summer.

4. Substitution for occupational experience. This subpart is necessary as a means of allowing teachers to expand into new, modified, or restructured programs which reflect both new content area and existing content. The utilization of teaching experience in specified programs assures that only teaching experience which is conceptually related to the new, modified, or restructured program is allowed as a substitute for recent occupational experience. This recognizes specific knowledge in current programs as applicable to new programs which contain a portion 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 occupation. This amount is reasonable because it can be obtained over five years and is only 12 1/2 weeks.

3709.0355 COLLISION AND PROPERTY DAMAGE APPRAISAL

Subpart 1. May teach. The crossover courses as listed represent the occupational experiences as described in subpart 3 and are limited to appraisal in auto or construction damage and trade knowledge for claim representative. These areas are reasonable based on the working knowledge an individual would acquire either as a multi-line insurance damage appraiser or an adjustor in automotive, property and casualty lines. The multi-line and combination of automotive, property and casualty assures experience in a broader spectrum of appraisal and trade knowledge.

Subpart 2. Other requirements. This refers to the general requirements as specified in 3709.0100. There are no changes in this subpart.

Subpart 3. Occupational experience requirement. The experience as listed requires an applicant to have been involved in three areas of adjusting or as a multi-line appraiser. Since the program prepares an individual for all types of estimating physical damage to automobiles or building this is a reasonable requirement. The instruction concentrates on insurance claim representation.

Subpart 4. Substitution for occupational experience. Since there are at present no bachelor degrees appropriate to occupational experience in this field, 4000 hours was not deemed an appropriate ratio of substitution. The degrees listed, however, do contain some content useful in the field. Engineering for the analytical engineering skills, business, construction and automotive for the terminology and certain technology related to both automotive and property, business administration, accounting and business management for record keeping and accounting skills, marketing and sales for the negotiation, interviewing and customer skills. Due to this content and the limitations on the specificity to the program, a 2000 hour substitution is reasonable. The associate degrees, diploma and course substitutions relate directly to the trade and are thus given the same ratio as in previously revised licenses. The content in the programs is directly associated with content in the collision and property damage appraisal program and is therefore reasonable.

Subpart 5. Occupational recency substitution. Teaching experience is allowed only if it is in automotive and building appraisal or auto body and carpentry. These instructional areas contain content directly related to the collision and property damage appraisal program, such as dwelling construction and automotive components and repairs, and there are reasonable substitutions. It is assumed the instructor would have up to date skills and knowledge within this field since it is reasonable to assume contact with industry and advisory committees which allows the instructor currency in this technology. In addition, the individual would not be able to substitute out the remaining 500 hours of recency. The ratio of two hours of teaching to substitute for one hour of occupational experience is the same as for previously revised licenses and there is no change in this ratio.

The above referenced rules will be funded through existing process and will not have a fiscal impact.

3709.0360 BUSINESS TO BUSINESS TELEMARKETING

Subpart 1. May teach. Business to Business Telemarketing lists as crossovers those areas which relate directly to the occupational experience as required in subpart 3. The crossovers

relate directly to telemarketing in the areas of selling and marketing, research and customer service. These are reasonable crossovers as a result of the experiences defined in subpart 3.

Subpart 2. Other requirements. This refers to the general requirements as specified in 3709.0100. There are no changes in this subpart.

Subpart 3. Occupational experience requirement. A minimum of 4000 hours in staffing and training at the level of supervisor/ manager is required. A portion of the program content is in telecommunication management and supervisory techniques. In addition, this individual will be frequently operating without supervision and must understand the principles of self- management; therefore, this level of experience is a reasonable requirement. Additional experience may be acceptable out of the management arena. The experience, however, remains within the telemarketing areas, and is reasonable since this is the purpose of the program instruction. This level also validates the experience which may precede the management level requirement and is therefore a reasonable alternative.

Subpart 4. Substitution for occupational experience. The substitutions as allowed are at the ratio of existing revised licenses. There is no change in this ratio. Both the bachelor's and associate degrees are in business administration, management, communications and marketing, or advertising. Course content within the program is also contained within the above degrees and is therefore a reasonable substitution. The diploma is the exact area of instruction of the program itself and is therefore a reasonable substitution. Finally, the course content allowable as a substitution is in telemarketing content only which is the core of the program and therefore an obvious and reasonable substitution.

Subpart 5. Occupational recency substitution. The teaching experience allowed is only in core content and within Business to Business Telemarketing and is a reasonable substitution. It is assumed the instructor would have contact with industry and the advisory committees which allows the opportunity for currency in the fields. In addition, the individual would not be able to substitute out the management experience thus retaining the credibility of the instructor or substitute for the remaining 500 hours of recency. The ratio of two hours of teaching to substitute for one hour of occupational experience is the same as for previously revised licenses and there is no change in this ratio.

Repealer. Removes from rule permissive licenses 3515.6300, 3515.6500, 3515.6900, 3515.7000. 3515.7100 and 3515.7200. The permissive rules are licenses which are not required but which an individual may hold if they choose. The Office of the Attorney General informed this agency that permissive licensure does not have the force and effect of law. A rule is promulgated on the basis of need for the rule to protect the public. Therefore, it is reasonable to assume there either is or is not a reason to have a rule. Even if one of the permissive areas should deserve a license, permissive licensure would need to be removed so

permanent rule could be developed. Individuals currently licensed and using such license may retain the credential as long as they remain employed in that position by their current employer. This is a reasonable exception so as not to create undo hardship for currently employed individuals.

The above referenced rules will be implemented using current processes and will not have fiscal impact.

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Part-time Licenses, Financial Aid Administrator, and Certain New Venture Programs

Rules as Proposed (all new material)

3700.1100 FINANCIAL AID ADMINISTRATOR.

Subpart 1. **License required.** A person must be licensed as a financial aid administrator under this part if the person is responsible for any of the activities listed in this subpart:

A. serving as a primary resource person on financial aid and providing information on financing higher education to current and prospective students, parents, secondary counselors, social service agencies, and technical institute staff members;

B. completing all institutional applications and reports for program participation required by the institute, the state and federal government, or other agencies;

C. interpreting state and federal regulations for the development of policies and procedures in administering financial aid programs and services;

D. establishing uniform procedures and standards for the awarding and disbursing of financial aid and the monitoring of student academic progress;

E. complying with federal, state, and local audit requirements for financial aid administrators;

F. coordinating the integration of agency funding into the awarding process; and

G. developing forms and brochures providing student consumer information regarding applications and rights and responsibilities, as well as all documents necessary for program management.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, except that the applicant need not comply with part 3515.1400, items A to D.

Subp. 3. **Educational and occupational experience**

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requirement. An applicant for a license as financial aid administrator must meet the requirements listed in item A, B, C, or D. The education must be from an accredited postsecondary institution.

A. 4,000 hours of verified occupational experience as a financial aid office administrator/director and a bachelor's or higher degree with a major in educational counseling and guidance, postsecondary student personnel administration, federal aid administration, or business administration.

B. 6,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director and a two-year program or a program of 90 or more quarter credits or associate degree in financial aid assistant.

C. 8,000 hours of verified occupational experience as a financial aid administrator/director.

D. 8,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director, and 60 hours of beginning or intermediate student financial aid administration workshops sponsored by professional national, state, or regional financial aid administrator associations or 15 quarter credits in student financial aid and administration theory and practice.

Subp. 4. **Initial renewal requirements.** An applicant must submit verification of completion of philosophy of vocational education and an approved human relations course before the applicant's first license renewal.

Subp. 5. **Conversion of current financial aid officers.**

A. A current financial aid officer license converts to a financial aid administrator license on the effective date of this part and upon the next renewal the applicant's license will indicate financial aid administrator.

B. Applicants verifying one year of experience within a Minnesota technical institute performing the duties listed in part 3700.0350, subpart 1, within five years before the effective date of this part are eligible for a license as a

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financial aid administrator.

3700.1400 PART-TIME INSTRUCTOR LICENSURE.

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3700.1410 LICENSES FOR PART-TIME CONTINUOUS OR PART-TIME GENERAL STUDIES INSTRUCTIONAL PERSONNEL.

Subpart 1. **Listed here.** An applicant for a license to teach, part-time, in a postsecondary continuous program or general studies courses shall meet the requirements in this part if the applicant is not licensed to teach the offering full time. The requirements are in addition to the requirements for a particular license (listed in the part that covers that particular license).

Subp. 2. **Who must be licensed.** A person holding a position as a part-time continuous program or part-time general studies instructor must be licensed according to this part if the person is not licensed for full-time instruction in the offering. A part-time continuous program or part-time general studies instructor is responsible for teaching credit or clock hours course content that has been identified for incorporation into an approved continuous program by a qualified full-time continuous program or general studies instructor.

Subp. 3. **Scope of practice.** Part-time personnel licensed in this part cannot provide more than 270 clock hours or 12 quarter credits of instruction in a fiscal year.

Subp. 4. **Length of issuance.** Initial licenses are granted for five years upon submission of an application bearing the signature of a recommending authorized postsecondary administrator as evidence of completion of six clock hours of teacher training. Five-year renewals are granted upon submission of an application bearing the signature of a recommending authorized administrator as evidence of completion of 24 clock hours of teacher training and maintenance of currency in the respective field of licensure.

Subp. 5. **General requirements.** The applicant:

A. must complete six clock hours of teaching

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techniques as determined by the local technical institute administrator before issuance of initial license;

B. must get the signature of the recommending local authorized postsecondary technical institute administrator; and

C. need not comply with the human relations and teacher education sequence provisions in parts 3315.1400, 3515.2100, 3515.5700, and 3515.5800.

3700.1415 PART-TIME CONTINUOUS PROGRAM INSTRUCTOR LICENSE.

Subpart 1. **Listed here.** An applicant for a license to teach part-time in a continuous program must meet the requirements in this part and part 3700.1410.

Subp. 2. **Specific license requirements.** An applicant must meet the requirements in item A, B, C, or D.

A. The applicant must verify meeting the full-time requirements for licensure in the specific field including the recency requirements without regard to parts 3515.1400 and 3515.2100.

B. The applicant must have a bachelor's or higher degree with a major acceptable for full-time licensure. The degree must include or the applicant must add 15 quarter credits in the specific field of licensure. The recency requirement may be satisfied if the degree is received, or if any of the following are accumulated within five years of applying for the license:

(1) 15 quarter credits;

(2) 180 clock hours in the specific field of licensure content;

(3) 150 clock hours of secondary, postsecondary, business, industrial, or military teaching in the primary program content; or

(4) 500 hours of the required occupational experience.

C. The applicant must have 4,000 hours of vendor, business, or industrial training and development experience or 4,000 hours teaching primary program content in the specific

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field of licensure in an accredited postsecondary, business, industrial, or military setting. A minimum of 2,000 of the required hours must be experienced within five years of applying for the license.

D. The applicant must have a minimum of one year of the technical training or education that is required for full-time licensure or is listed as a substitute for occupational experience in the requested license field and one-half of the total occupational experience as required for that license. The recency requirement of the requested license field also must be met.

3700.1420 PART-TIME GENERAL STUDIES CONTINUOUS PROGRAM LICENSE.

Subpart 1. **Listed here.** An applicant to teach in a part-time general studies continuous program area must meet the requirements in this part and part 3700.0410.

Subp. 2. **General requirements.** The applicant must have the academic preparation required for a full-time license in the field.

3709.0355 COLLISION AND PROPERTY DAMAGE APPRAISAL.

Subpart 1. **May teach.** A teacher who has a collision and property damage appraisal license may teach in the collision and property damage appraisal program and may also teach:

A. auto damage appraisal;

B. construction damage appraisal; and

C. claim representative trade knowledge.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3709.0100.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience as a multi-line insurance damage appraiser or adjuster in automotive, property, and casualty lines.

Subp. 4. **Occupational experience substitution.** The applicant may substitute the education described in item A, B, or C for up to 2,100 hours of the occupational experience required in subpart 3. The education must be from an accredited

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postsecondary institution.

A. An associate or higher degree with a major in engineering, building inspection, construction supervision, automotive technician, accounting, business administration, business management, marketing, or sales may be substituted for 2,000 hours.

B. A diploma in collision and property damage appraisal, auto body repair, auto parts merchandising, automotive mechanics, marketing, carpentry, or sales may be substituted. A one-year program or 45 quarter credit program equals 1,050 hours. A two-year program or 90 quarter credit program equals 2,100 hours.

C. The completion of courses for credit or clock hours in introduction to computers or microcomputers, introduction to spreadsheets, customer communications, business law, applied mathematics, construction materials, blueprint reading, real estate insurance, business correspondence, carpentry, photography, auto insurance, auto estimating collision damage, auto body shop, use of industry reference manuals, building insurance, building construction, building manuals, and building damage. One clock hour of instruction equals one clock hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or industrial setting may be substituted for 1,500 of the 2,000 hours required in part 3709.0100, subpart 1, item A, if the teaching is done during the five-year period. The teaching must be in automotive appraisal, building appraisal, auto body technician, or carpentry. Two hours of teaching equals one hour of occupational experience.

3709.0360 BUSINESS TO BUSINESS TELEMARKETING.

Subpart 1. **May teach.** A teacher who has a business to business telemarketing license may teach in the business to

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business telemarketing program and may also teach courses in:

A. telecommunications marketing management;

B. telephone techniques;

C. selling techniques;

D. market research; and

E. telemarketing customer service.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3709.0100.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience.

A. At least 4,000 of the hours must be experience as a manager/supervisor staffing and training in business to business telemarketing. No substitution is allowed for these hours.

B. 4,000 hours may be in any of the following: telemarketing consultant, business or industrial telemarketing trainer, telemarketing salesperson, telephone customer service representative, direct marketing project manager that includes marketing information systems, or business to business field sales.

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, item B. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in business management, business administration, communications, marketing, or advertising may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, marketing, or advertising may be substituted for 1,000 hours. An associate degree in business to business telemarketing may be substituted for 2,000 hours.

C. A diploma in business to business telemarketing may be substituted. A one-year program or a program of 45 or more credits equals 1,050 hours. A two-year program or a program of 90 or more credits equals 2,100 hours. A two-year

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by Revisor _____

program in marketing, management, supervision, advertising, or sales equals 1,050 hours.

D. The completion of courses for credit or clock hours in telemarketing content. 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. **Occupational experience substitution.** Teaching experience at an accredited postsecondary institution, industrial or business setting in primary content of business to business telemarketing for 1,500 hours of the 2,000 required in part 3709.0100, subpart 1, item A. Two hours of teaching equal one hour of the occupational experience.

REPEALER. Minnesota Rules, parts 3515.6300, 3515.6500, 3515.6900, 3515.7000, 3515.7100, and 3515.7200, are repealed.

A person with a license issued under a part repealed in this repealer who is using the license may keep and renew the license under that part as long as the person remains employed by the person's employer on the effective date of this repealer.

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by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Part-time Licenses, Financial Aid Administrator, and Certain New Venture Programs

AGENCY: State Board of Vocational Technical Education

MINNESOTA RULES: Chapters 3515; 3700; and 3709

The attached rules are approved for publication in the State Register

Richard J. Sands
Senior Assistant Revisor

(3) to update the rules to include advances in motorcycle safety education; and

(4) to make improvements in the rules that would better protect the public, decrease the regulatory burden on driver training programs and instructors, and clarify the meaning of the rules.

The adoption of these rules is authorized by *Minnesota Statutes,* section 169.974, subdivision 2, section 171.04, clause (1), and sections 171.34 and 171.35. Section 169.974, subdivision 2 permits the agency to adopt rules governing motorcycle safety courses. Section 171.04, clause (1) permits the agency to adopt rules governing driver education at private, parochial, and other nonpublic schools. Sections 171.34 and 171.35 require the agency to adopt rules governing commercial driver training schools and instructors.

The State Department of Public Safety requests information and opinions concerning these rules. Interested persons or groups may submit their views in writing or orally. Written statements should be addressed to:

David Orren
Department of Public Safety
Room 205, Transportation Building
St. Paul, Minnesota 55155

Oral statements will be received during regular business hours over the telephone at (612) 296-2631 and in person at the above address.

All comments will be accepted until thirty days after publication of this notice. Any written material received by the State Department of Public Safety will become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 27 April 1989

Paul J. Tschida, Commissioner
Department of Public Safety

State Board of Vocational Technical Education

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary 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 Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in Part-Time Preparatory Instructor—Resource Specialist, Consultant, Substitute License, Letter of Approval, Adult Supplementary. The promulgation of these rules is authorized by *Minnesota Statutes* Sec. 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. Glenda Moyers
State Board of Vocational Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-9444

Ms. Georgia Pomroy
State Board of Vocational Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-3929

Oral Statements will be received during regular business hours over the telephone at (612) 296-3929 or in person at the above address.

All statements of information and comments shall be accepted until 4:30 p.m., Tuesday, June 6, 1989. Any written material received by the State Board of Vocational Technical Education shall become part of the record to be submitted to the Attorney General or Administrative Law Judge in the event the rule is adopted.

Helen Henrie, Deputy Director
State Board of Vocation
Technical Education

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State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



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Pages 2707-2738

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Dated: 27 April 1989

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550 Cedar Street
St. Paul, MN 55101
(612) 296-3929

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All statements of information and comments shall be accepted until 4:30 p.m., Tuesday, June 6, 1989. Any written material received by the State Board of Vocational Technical Education shall become part of the record to be submitted to the Attorney General or Administrative Law Judge in the event the rule is adopted.

Helen Henrie, Deputy Director
State Board of Vocation
Technical Education

Department of Transportation

Petition of the County of Beltrami for a Variance from State Aid Standards for Design Speed

NOTICE IS HEREBY GIVEN that the County Board of the County of Beltrami has made a written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from minimum standards for a resurfacing project on C.S.A.H. 32 between C.S.A.H. 31 and the junction of T.H. 72 2.0 miles north of the city of Blackduck (length 5.056 miles).

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9914 adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit a design speed of 37 MPH on a sag vertical curve (Engineer's station 165+71 to 169+71) instead of the required minimum design speed of 40 MPH.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota, 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 8 August 1988

Leonard W. Levine
Commissioner

State Board of Vocational Technical Education

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing the Licensure of Postsecondary Vocational Technical Teachers in Marketing, Service, Agriculture, and Business and Office, Technical, and Trade and Industrial Occupations

NOTICE IS HEREBY GIVEN that the State Board of Vocational Technical Education is seeking information or opinions from outside the agency in preparing to amend Chapter Thirty Five Fifteen: Rules for licensure of postsecondary vocational technical education teachers and specifically Activity Director Assistant, Franchise Restaurant Management, Textile and Apparel Occupations, and Professional Nanny (Service occupations); Area Agriculture Coordinator (Agriculture occupations); Advanced Business Communications (Business and Office occupations); Productivity Technician, Supervisory Management, Electronic Service/Sales Representative, Computerizing Small Business, Business to Business Telemarketing, Quality and Productivity Management (Marketing occupations); Artificial Intelligence, Environmental Specialist, Laser Electro Optics Technology, Metallurgical Technology, Telecommunications Systems Technician, Vibracoustics Technology, Automated Systems Technology, Automated Manufacturing Technology, Computer Aided Printed Circuit Technician, Audio Recording Specialist (Technical occupations); Collision and Property Damage Appraisal, Electronic Desktop Publishing, Security Management, Locksmithing Technician, Diesel Fuel Injection Specialist, Neon and Sign Fabrication, Plastics Composite Technology, Electric Utility Technician (Trade and Industrial occupations); Fire Technology and Administration (Fire Service occupations). 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 opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally.

Written statements should be addressed to:

Ms. Glenda Moyers
State Board of Vocational
Technical Education
522 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-6517

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
520 Capitol 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 opinions shall be accepted until 4:30 p.m., Thursday, September 22, 1988. Any written material received by the State Board of Vocational Technical Education shall become part of the rulemaking record to be submitted to the Attorney General or administrative law judge in the event that the rule is adopted.

Deputy Director
State Board of Vocational
Technical Education

State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over $2,000.

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

Commodities contracts with an estimated value of $15,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Department of Administration: Materials Management Division

Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid.

Commodity: Reshape Judson Mine
Contact: Juanita Steffen 612-297-3830
Bid due date at 2pm: August 17
Agency: IRR&RB
Deliver to: Calumet
Requisition #: 43000 09852

Commodity: Microcomputer systems—rebid
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: August 17
Agency: Community College
Deliver to: Fergus Falls
Requisition #: 27142 49036 01

Commodity: Bus
Contact: Bernie Vogel 612-296-3778
Bid due date at 2pm: August 17
Agency: Academy for the Blind
Deliver to: Faribault
Requisition #: 37001 90138 01

Commodity: Shoes, canvas, athletic & casual
Contact: Dale Meyer 612-296-3773
Bid due date at 2pm: August 17
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Commodity: Uniform fabric
Contact: Linda Parkos 612-296-3725
Bid due date at 2pm: August 18
Agency: Public Safety
Deliver to: St. Paul
Requisition #: 07500 51624

Commodity: Purchase of Ricoh FT5590 or Pitney Bowes M750 only
Contact: Teresa Ryan 612-296-7556
Bid due date at 2pm: August 18
Agency: Agriculture
Deliver to: Minneapolis
Requisition #: 04133 91403

Commodity: Drug analyzer
Contact: Joseph Gibbs 612-296-3750
Bid due date at 2pm: August 18
Agency: Public Safety
Deliver to: St. Paul
Requisition #: 07300 50761

Commodity: Beverage concentrate & dispensing system
Contact: Ann Wefald 612-296-2546
Bid due date at 2pm: August 18
Agency: Oak Terrace Nursing Home
Deliver to: Minnetonka
Requisition #: Price contract

Commodity: Crushed rock salt
Contact: Jim R. Johnson 612-296-3779
Bid due date at 2pm: August 19
Agency: Transportation
Deliver to: Various
Requisition #: Price contract

Commodity: Laboratory analysis of air monitored & bulk samples
Contact: Jim R. Johnson 612-296-3779
Bid due date at 2pm: August 19
Agency: Transportation Employee Relations Departments
Deliver to: St. Paul
Requisition #: Price contract

Commodity: Xerox memorywriter maintenance contract
Contact: Don Olson 612-296-3771
Bid due date at 2pm: August 22
Agency: Various
Deliver to: Various
Requisition #: Price contract

Commodity: Packed columns
Contact: Brenda Thielen 612-296-9075
Bid due date at 2pm: August 22
Agency: Natural Resources
Deliver to: St. Paul
Requisition #: 26000 50524

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State of Minnesota

STATE REGISTER

Department of Administration—Documents Division



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Department of Transportation

Petition of the County of Beltrami for a Variance from State Aid Standards for Design Speed

NOTICE IS HEREBY GIVEN that the County Board of the County of Beltrami has made a written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from minimum standards for a resurfacing project on C.S.A.H. 32 between C.S.A.H. 31 and the junction of T.H. 72 2.0 miles north of the city of Blackduck (length 5.056 miles).

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9914 adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit a design speed of 37 MPH on a sag vertical curve (Engineer's station 165 + 71 to 169 + 71) instead of the required minimum design speed of 40 MPH.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota, 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 8 August 1988

Leonard W. Levine
Commissioner

State Board of Vocational Technical Education

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing the Licensure of Postsecondary Vocational Technical Teachers in Marketing, Service, Agriculture, and Business and Office, Technical, and Trade and Industrial Occupations

NOTICE IS HEREBY GIVEN that the State Board of Vocational Technical Education is seeking information or opinions from outside the agency in preparing to amend Chapter Thirty Five Fifteen: Rules for licensure of postsecondary vocational technical education teachers and specifically Activity Director Assistant, Franchise Restaurant Management, Textile and Apparel Occupations, and Professional Nanny (Service occupations); Area Agriculture Coordinator (Agriculture occupations); Advanced Business Communications (Business and Office occupations); Productivity Technician, Supervisory Management, Electronic Service/Sales Representative, Computerizing Small Business, Business to Business Telemarketing, Quality and Productivity Management (Marketing occupations); Artificial Intelligence, Environmental Specialist, Laser Electro Optics Technology, Metallurgical Technology, Telecommunications Systems Technician, Vibracoustics Technology, Automated Systems Technology, Automated Manufacturing Technology, Computer Aided Printed Circuit Technician, Audio Recording Specialist (Technical occupations); Collision and Property Damage Appraisal, Electronic Desktop Publishing, Security Management, Locksmithing Technician, Diesel Fuel Injection Specialist, Neon and Sign Fabrication, Plastics Composite Technology, Electric Utility Technician (Trade and Industrial occupations); Fire Technology and Administration (Fire Service occupations). 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 opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally.

Written statements should be addressed to:

Ms. Glenda Moyers
State Board of Vocational
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522 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-6517

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
520 Capitol 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 opinions shall be accepted until 4:30 p.m., Thursday, September 22, 1988. Any written material received by the State Board of Vocational Technical Education shall become part of the rulemaking record to be submitted to the Attorney General or administrative law judge in the event that the rule is adopted.

Deputy Director
State Board of Vocational
Technical Education

State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over $2,000.

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

Commodities contracts with an estimated value of $15,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Department of Administration: Materials Management Division

Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid.

Commodity: Reshape Judson Mine
Contact: Juanita Steffen 612-297-3830
Bid due date at 2pm: August 17
Agency: IRR&RB
Deliver to: Calumet
Requisition #: 43000 09852

Commodity: Microcomputer systems—rebid
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: August 17
Agency: Community College
Deliver to: Fergus Falls
Requisition #: 27142 49036 01

Commodity: Bus
Contact: Bernie Vogel 612-296-3778
Bid due date at 2pm: August 17
Agency: Academy for the Blind
Deliver to: Faribault
Requisition #: 37001 90138 01

Commodity: Shoes, canvas, athletic & casual
Contact: Dale Meyer 612-296-3773
Bid due date at 2pm: August 17
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Commodity: Uniform fabric
Contact: Linda Parkos 612-296-3725
Bid due date at 2pm: August 18
Agency: Public Safety
Deliver to: St. Paul
Requisition #: 07500 51624

Commodity: Purchase of Ricoh FT5590 or Pitney Bowes M750 only
Contact: Teresa Ryan 612-296-7556
Bid due date at 2pm: August 18
Agency: Agriculture
Deliver to: Minneapolis
Requisition #: 04133 91403

Commodity: Drug analyzer
Contact: Joseph Gibbs 612-296-3750
Bid due date at 2pm: August 18
Agency: Public Safety
Deliver to: St. Paul
Requisition #: 07300 50761

Commodity: Beverage concentrate & dispensing system
Contact: Ann Wefald 612-296-2546
Bid due date at 2pm: August 18
Agency: Oak Terrace Nursing Home
Deliver to: Minnetonka
Requisition #: Price contract

Commodity: Crushed rock salt
Contact: Jim R. Johnson 612-296-3779
Bid due date at 2pm: August 19
Agency: Transportation
Deliver to: Various
Requisition #: Price contract

Commodity: Laboratory analysis of air monitored & bulk samples
Contact: Jim R. Johnson 612-296-3779
Bid due date at 2pm: August 19
Agency: Transportation Employee Relations Departments
Deliver to: St. Paul
Requisition #: Price contract

Commodity: Xerox memorywriter maintenance contract
Contact: Don Olson 612-296-3771
Bid due date at 2pm: August 22
Agency: Various
Deliver to: Various
Requisition #: Price contract

Commodity: Packed columns
Contact: Brenda Thielen 612-296-9075
Bid due date at 2pm: August 22
Agency: Natural Resources
Deliver to: St. Paul
Requisition #: 26000 50524

State Board of Vocational Technical Education

Opinion Sought Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary 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 Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in Marketing, Health, Technical, Business and Office, and Permissive. 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. Glenda Moyers
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-9444

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-3929

Oral Statements will be received during regular business hours over the telephone at (612) 296-3929 or in person at the above address.

All statements of information and comments shall be accepted until 4:30 p.m., Wednesday, July 5, 1989. Any written material received by the State Board of Vocational Technical Education shall become part of the record to be submitted to the Attorney General or Administrative Law Judge in the event the rule is adopted.

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

NOTARY PUBLIC LAWS

Statutory requirements regarding the oath of office, necessary bond, and taking of depositions. Includes an explanation of the term of office and procedures for removal from office. Code No. 2-13. $4.00.



Jane Smith
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
My Commission Expires January 1, 1994

U.S. SMALL BUSINESS ADMINISTRATION PUBLICATIONS:

Insurance and Risk Management for Small Business	Code No. 16-50. $3.00.
Small Business Finance	Code No. 16-42. $2.00.
Starting and Managing a Small Business of Your Own	Code No. 16-40. $4.75.

TO ORDER: Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747. Minnesota residents please include 6% sales tax. On all orders, add $1.50 per order for postage and handling. Prepayment is required. Please include daytime phone. VISA/MasterCard orders accepted over phone and through mail. **Prices are subject to change.**

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Georgia: Please see pg 2906

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Published every Monday

5 June 1989

Volume 13, Number 49

Pages 2891-2922

State Board of Vocational Technical Education

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Ms. Glenda Moyers
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
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Helen Henrie, Deputy Director
State Board of Vocational
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Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Georgia: Please see pg 276

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Published twice weekly

7 August 1989

Volume 14, Number 6

Pages 265-320

~~C. is permanently disabled and unable to practice dentistry.~~ that the licensee or registrant does not practice, including on a volunteer or free basis, within the state.

Subp. 5. [Unchanged.]

3100.6200 CONDUCT UNBECOMING A LICENSEE OR REGISTRANT.

"Conduct unbecoming a person licensed to practice dentistry or dental hygiene or registered as a dental assistant or conduct contrary to the best interests of the public," as used in *Minnesota Statutes,* section 150A.08, subdivision 1, clause (6), shall include the act of a dentist, dental hygienist, registered dental assistant, or applicant in:

A. to I. [Unchanged.]

J. failing to cooperate with the board, its agents, or those working on behalf of the board as required by part ~~3100.6300~~ 3100.6350; ~~and~~

K. failing to maintain adequate safety and sanitary conditions for a dental office as specified in part 3100.6300; and

L. failing to provide access to and transfer of medical and dental records as prescribed by *Minnesota Statutes,* section 144.335.

3100.7000 ADVERTISING DENTAL SPECIALTY PRACTICE.

Subpart 1. **Specialty areas.** The following special areas of dentistry are recognized as suitable for the announcement of specialty dental practices:

A. endodontics (endodontist);

B. oral and maxillofacial surgery (oral surgeon/oral ~~and~~ maxillofacial surgeon);

C. ~~maxillofacial surgeon);~~

~~D.~~ oral pathology (oral pathologist);

~~E.~~ D. orthodontics (orthodontist);

~~F.~~ E. ~~pedodontics~~ pediatric dentistry (~~pedodontist~~ pediatric dentist);

~~G.~~ F. periodontics (periodontist);

~~H.~~ G. prosthodontics (prosthodontist); and

~~I.~~ H. public health.

Subp. 2. and 3. [Unchanged.]

3100.8700 DENTAL HYGIENISTS.

Subpart 1. **Permissible duties.** Dental hygienists may perform the following services under the general supervision of a dentist:

A. all services permitted under parts 3100.8400 to ~~3100.8600~~ 3100.8500, subpart 1;

B. complete prophylaxis to include scaling, root planing, ~~soft tissue curettage,~~ polishing of restorations, and temporary replacement of restorations;

C. to E. [Unchanged.]

Subp. 2. and 3. [Unchanged.]

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Part-time Licenses, Financial Aid Administrator, and Certain New Venture Programs

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*, Section 14.22 to 14.28. The statutory authority to adopt the rules is *Minnesota Statutes* 136C.04, Subdivision 9.

All persons have 30 days until 4:30 p.m., Tuesday, September 5, 1989, 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 either:

Glenda Moyers, Supervisor
Minnesota Technical Institute System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-5707

Georgia Pomroy, License Revision Specialist
Minnesota Technical Institute System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-0680

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 Glenda Moyers or Georgia Pomroy at the above address and phone, 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 wish to receive a copy of the adopted rule must submit the written request to either:

Glenda Moyers
Minnesota Technical Institute System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-5707

Georgia Pomroy
Minnesota Technical Institute System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-0680

Helen Henrie, Deputy Director
Minnesota Technical Institute System

Rules as Proposed (all new material)

3700.1100 FINANCIAL AID ADMINISTRATOR.

Subpart 1. **License required.** A person must be licensed as a financial aid administrator under this part if the person is responsible for any of the activities listed in this subpart:

A. serving as a primary resource person on financial aid and providing information on financing higher education to current and prospective students, parents, secondary counselors, social service agencies, and technical institute staff members;

B. completing all institutional applications and reports for program participation required by the institute, the state and federal government, or other agencies;

C. interpreting state and federal regulations for the development of policies and procedures in administering financial aid programs and services;

D. establishing uniform procedures and standards for the awarding and disbursing of financial aid and the monitoring of student academic progress;

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.

E. complying with federal, state, and local audit requirements for financial aid administrators;

F. coordinating the integration of agency funding into the awarding process; and

G. developing forms and brochures providing student consumer information regarding applications and rights and responsibilities, as well as all documents necessary for program management.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, except that the applicant need not comply with part 3515.1400, items A to D.

Subp. 3. **Educational and occupational experience requirement.** An applicant for a license as financial aid administrator must meet the requirements listed in item A, B, C, or D. The education must be from an accredited postsecondary institution.

A. 4,000 hours of verified occupational experience as a financial aid office administrator/director and a bachelor's or higher degree with a major in educational counseling and guidance, postsecondary student personnel administration, federal aid administration, or business administration.

B. 6,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director and a two-year program or a program of 90 or more quarter credits or associate degree in financial aid assistant.

C. 8,000 hours of verified occupational experience as a financial aid administrator/director.

D. 8,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director, and 60 hours of beginning or intermediate student financial aid administration workshops sponsored by professional national, state, or regional financial aid administrator associations or 15 quarter credits in student financial aid and administration theory and practice.

Subp. 4. **Initial renewal requirements.** An applicant must submit verification of completion of philosophy of vocational education and an approved human relations course before the applicant's first license renewal.

Subp. 5. **Conversion of current financial aid officers.**

A. A current financial aid officer license converts to a financial aid administrator license on the effective date of this part and upon the next renewal the applicant's license will indicate financial aid administrator.

B. Applicants verifying one year of experience within a Minnesota technical institute performing the duties listed in part 3700.0350, subpart 1, within five years before the effective date of this part are eligible for a license as a financial aid administrator.

3700.1400 PART-TIME INSTRUCTOR LICENSURE.

.....

3700.1410 LICENSES FOR PART-TIME CONTINUOUS OR PART-TIME GENERAL STUDIES INSTRUCTIONAL PERSONNEL.

Subpart 1. **Listed here.** An applicant for a license to teach, part-time, in a postsecondary continuous program or general studies courses shall meet the requirements in this part if the applicant is not licensed to teach the offering full time. The requirements are in addition to the requirements for a particular license (listed in the part that covers that particular license).

Subp. 2. **Who must be licensed.** A person holding a position as a part-time continuous program or part-time general studies instructor must be licensed according to this part if the person is not licensed for full-time instruction in the offering. A part-time continuous program or part-time general studies instructor is responsible for teaching credit or clock hours course content that has been identified for incorporation into an approved continuous program by a qualified full-time continuous program or general studies instructor.

Subp. 3. **Scope of practice.** Part-time personnel licensed in this part cannot provide more than 270 clock hours or 12 quarter credits of instruction in a fiscal year.

Subp. 4. **Length of issuance.** Initial licenses are granted for five years upon submission of an application bearing the signature of a recommending authorized postsecondary administrator as evidence of completion of six clock hours of teacher training. Five-year renewals are granted upon submission of an application bearing the signature of a recommending authorized administrator as evidence of completion of 24 clock hours of teacher training and maintenance of currency in the respective field of licensure.

Subp. 5. **General requirements.** The applicant:

A. must complete six clock hours of teaching techniques as determined by the local technical institute administrator before issuance of initial license;

B. must get the signature of the recommending local authorized postsecondary technical institute administrator; and

C. need not comply with the human relations and teacher education sequence provisions in parts 3315.1400, 3515.2100, 3515.5700, and 3515.5800.

3700.1415 PART-TIME CONTINUOUS PROGRAM INSTRUCTOR LICENSE.

Subpart 1. **Listed here.** An applicant for a license to teach part-time in a continuous program must meet the requirements in this part and part 3700.1410.

Subp. 2. **Specific license requirements.** An applicant must meet the requirements in item A, B, C, or D.

A. The applicant must verify meeting the full-time requirements for licensure in the specific field including the recency requirements without regard to parts 3515.1400 and 3515.2100.

B. The applicant must have a bachelor's or higher degree with a major acceptable for full-time licensure. The degree must include or the applicant must add 15 quarter credits in the specific field of licensure. The recency requirement may be satisfied if the degree is received, or if any of the following are accumulated within five years of applying for the license:

(1) 15 quarter credits;

(2) 180 clock hours in the specific field of licensure content;

(3) 150 clock hours of secondary, postsecondary, business, industrial, or military teaching in the primary program content;

or

(4) 500 hours of the required occupational experience.

C. The applicant must have 4,000 hours of vendor, business, or industrial training and development experience or 4,000 hours teaching primary program content in the specific field of licensure in an accredited postsecondary, business, industrial, or military setting. A minimum of 2,000 of the required hours must be experienced within five years of applying for the license.

D. The applicant must have a minimum of one year of the technical training or education that is required for full-time licensure or is listed as a substitute for occupational experience in the requested license field and one-half of the total occupational experience as required for that license. The recency requirement of the requested license field also must be met.

3700.1420 PART-TIME GENERAL STUDIES CONTINUOUS PROGRAM LICENSE.

Subpart 1. **Listed here.** An applicant to teach in a part-time general studies continuous program area must meet the requirements in this part and part 3700.0410.

Subp. 2. **General requirements.** The applicant must have the academic preparation required for a full-time license in the field.

3709.0355 COLLISION AND PROPERTY DAMAGE APPRAISAL.

Subpart 1. **May teach.** A teacher who has a collision and property damage appraisal license may teach in the collision and property damage appraisal program and may also teach:

A. auto damage appraisal;

B. construction damage appraisal; and

C. claim representative trade knowledge.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3709.0100.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience as a multi-line insurance damage appraiser or adjuster in automotive, property, and casualty lines.

Subp. 4. **Occupational experience substitution.** The applicant may substitute the education described in item A, B, or C for up to 2,100 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. An associate or higher degree with a major in engineering, building inspection, construction supervision, automotive technician, accounting, business administration, business management, marketing, or sales may be substituted for 2,000 hours.

B. A diploma in collision and property damage appraisal, auto body repair, auto parts merchandising, automotive mechanics, marketing, carpentry, or sales may be substituted. A one-year program or 45 quarter credit program equals 1,050 hours. A two-year program or 90 quarter credit program equals 2,100 hours.

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.

C. The completion of courses for credit or clock hours in introduction to computers or microcomputers, introduction to spreadsheets, customer communications, business law, applied mathematics, construction materials, blueprint reading, real estate insurance, business correspondence, carpentry, photography, auto insurance, auto estimating collision damage, auto body shop, use of industry reference manuals, building insurance, building construction, building manuals, and building damage. One clock hour of instruction equals one clock hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or industrial setting may be substituted for 1,500 of the 2,000 hours required in part 3709.0100, subpart 1, item A, if the teaching is done during the five-year period. The teaching must be in automotive appraisal, building appraisal, auto body technician, or carpentry. Two hours of teaching equals one hour of occupational experience.

3709.0360 BUSINESS TO BUSINESS TELEMARKETING.

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

A. telecommunications marketing management;

B. telephone techniques;

C. selling techniques;

D. market research; and

E. telemarketing customer service.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3709.0100.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience.

A. At least 4,000 of the hours must be experience as a manager/supervisor staffing and training in business to business telemarketing. No substitution is allowed for these hours.

B. 4,000 hours may be in any of the following: telemarketing consultant, business or industrial telemarketing trainer, telemarketing salesperson, telephone customer service representative, direct marketing project manager that includes marketing information systems, or business to business field sales.

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, item B. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in business management, business administration, communications, marketing, or advertising may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, marketing, or advertising may be substituted for 1,000 hours. An associate degree in business to business telemarketing may be substituted for 2,000 hours.

C. A diploma in business to business telemarketing may be substituted. A one-year program or a program of 45 or more credits equals 1,050 hours. A two-year program or a program of 90 or more credits equals 2,100 hours. A two-year program in marketing, management, supervision, advertising, or sales equals 1,050 hours.

D. The completion of courses for credit or clock hours in telemarketing content. 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. **Occupational experience substitution.** Teaching experience at an accredited postsecondary institution, industrial or business setting in primary content of business to business telemarketing for 1,500 hours of the 2,000 required in part 3709.0100, subpart 1, item A. Two hours of teaching equal one hour of the occupational experience.

REPEALER. *Minnesota Rules*, parts 3515.6300, 3515.6500, 3515.6900, 3515.7000, 3515.7100, and 3515.7200, are repealed.

A person with a license issued under a part repealed in this repealer who is using the license may keep and renew the license under that part as long as the person remains employed by the person's employer on the effective date of this repealer.

In the Matter of the Proposed Adoption of the Rule of the State of Minnesota, State Board of Vocational Technical Education Governing Licensure Criteria: Postsecondary Vocational Technical Education, Financial Aid Administrator, Part-Time Preparatory (part-time continuous - part-time general studies), Collision and Property Damage Appraisal, Business to Business Telemarketing, Rules 3700.1100, 3700.1400 to 3700.1420, 3709.0355, 3709.0360

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

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 1st th day of August, 1989.

That on the 1st th day of August, 1989, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice of Intent to Adopt A Rule Without a Public Hearing for Financial Aid Administrator, Part-Time Preparatory (part-time continuous - part-time general studies), Collision and Property Damage Appraisal, Business to Business Telemarketing Rules 3700.1100, 3700.1400 to 3700.1420, 3709.0355, 3709.0360 by depositing in the State of Minnesota Central Mail System for United States mailing, a copy thereof, with postage prepaid, to all persons and associations on the aforementioned mailing list.

LeAnn R. VanDorsten
[Name]

Executive I
[Title]

Subscribed and sworn to before me this 1st day of August, 19 89.

Caroline E. Wisniewski

20109920.FRM

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

Mailing List for: Financial Aid Administrator
Part-Time Preparatory (part-time continuous - part-time general studies)
Collision and Property Damage Appraisal
Business to Business Telemarketing

August 1, 1989

1. Cabinet and Education Specialists (see attached list)
2. Directors (see attached)
3. Assistant Directors (see attached)
4. Adult Extension Directors (see attached)
5. Permanent Rule Making Mailing List (see attached)
6. General Advisory Committee (see attached)
7. Special Committee Members (see attached)

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Name	Ph.#	Secy.
Akemann-Chein, JoAnn	7-4390	Becky S.
Allen, Deana	6-0668	Bev S.
Anderson, Robert M.	7-1051	
Anzevino, Joy	6-3753	
Babcock, Robert	6-0672	Eileen S.
Bakken, Kendra	6-6516	
Berger, Elaine	6-5709	
Blasjo, Dick	7-3996	
Bocklund, Robert	6-0122	Linda T.
Brick, Jeff	7-3550	Donna S.
Briggs, Jerry	6-9596	Jan W.
Brown, James	6-5608	Florence M
Bruen, Bill	6-8106	Kendra B.
Carlson, Dennis	6-8135	
Cervantez, Lisa	6-3544	
Cook, Angela	7-2821	
Deines, Jeannette	6-0679	Margaret J.
Deem, Brian	6-4204	
Dickhudt, Penelope	6-2256	Peg E.
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MR.	FRED	TOWN	ST. CLOUD TECH. INST.	1540 NORTHWAY DR	ST. CLOUD, MN 56301	(612) 252-0101
MR.	MILO	LOKEN	ST. PAUL TECH. INST.	235 MARSHALL AVE	ST. PAUL, MN 55102	(612) 221-1300
MR.	PETER	MERILA	ST. PAUL TECH. INST.	235 MARSHALL AVE	ST. PAUL, MN 55102	(612) 221-1300
MS.	LINDA	THEDENS	ST. PAUL TECH. INST.	235 MARSHALL AVE	ST. PAUL, MN 55102	(612) 221-1300
MR.	BRUCE	NELSEN	STAPLES TECH. INST.	AIRPORT ROAD	STAPLES, MN 56479	(218) 894-1168

TITLE	FIRST NAME	LAST NAME	TI	ADDRESS	CITY, STATE, ZIP	PHONE
MR.	GEORGE	HALONEN	TECH. INST. OF HUTCHINSON	200 CENTURY AVE	HUTCHINSON, MN 55350	(612) 587-3636
MR.	RONALD	JONAS	TECH. INST. OF HUTCHINSON	200 CENTURY AVE	HUTCHINSON, MN 55350	(612) 587-3636
MR.	VERN	TREAT	THIEF RIVER FALLS TECH. INST.	HIGHWAY ONE EAST	THIEF RIVER FALLS, MN 56701	(218) 681-5424
MR.	KENNETH	CARLSON	WADENA TECH. INST.	405 SW COLFAX AVE	WADENA, MN 56482	(218) 631-3530
MR.	ROGER	IVERSON	WILLMAR TECH. INST.	PO BOX 1097	WILLMAR, MN 56202	(612) 235-5114
MR.	GEORGE	LAPATKA	WILLMAR TECH. INST.	PO BOX 1097	WILLMAR, MN 56202	(612) 235-5114
MR.	ROGER	RASMUSSEN	WILLMAR TECH. INST.	PO BOX 1097	WILLMAR, MN 56202	(612) 235-5114
MR.	CLIFF	KORKOWSKI	WINONA TECH. INST.	1250 HOMER ROAD	WINONA, MN 55987	(507) 454-4600

TITLE	FIRST NAME	LAST NAME	TI	ADDRESS	CITY, STATE, ZIP	PHONE
MR.	CHARLES	VAN WEY	ALBERT LEA TECH. INST.	2200 TECH DRIVE	ALBERT LEA, MN 56007	(507) 373-0656
MR.	DONALD	BLUHM	ALEXANDRIA TECH. INST.	1601 JEFFERSON	ALEXANDRIA, MN 56308	(612) 762-0221
MR.	GERALD	STUHR	ANOKA TECH. INST.	1355 WEST HIGHWAY 10	ANOKA, MN 55303	(612) 427-1880
MR.	JOHN	GEDKER	AUSTIN TECH. INST.	1900 EIGHTH AVENUE NW	AUSTIN, MN 55912	(507) 433-0600
MR.	RON	SVEDJAN	BEMIDJI TECH. INST.	ROOSEVELT AND GRANT	BEMIDJI, MN 56601	(218) 751-4137
MR.	KEVIN	KOPISCHKE	BRAINERD TECH. INST.	300 QUINCE STREET	BRAINERD, MN 56401	(218) 828-5344
MS.	DOROTHY	DODDS	DAKOTA COUNTY TECH. INST.	1300 145TH STREET EAST	ROSEMOUNT, MN 55068	(612) 423-8301
MR.	KEITH	GILBERTSON	DETROIT LAKES TECH. INST.	HIGHWAY 34 EAST	DETROIT LAKES, MN 56501	(218) 847-1341
MR.	RODGER	PALMER	DULUTH TECH. INST.	2101 TRINITY ROAD	DULUTH, MN 55811	(218) 722-2801
MR.	GALEN	CARIVEAU	EAST GRAND FORKS TECH. INST.	HIGHWAY 220 NORTH	EAST GRAND FORKS, MN 56721	(218) 773-3443
MR.	GEORGE	WALTERS	EVELETH TECH. INST.	HIGHWAY 53	EVELETH, MN 55734	(218) 744-3302
MR.	DON	OLSON	FARIBAULT TECH. INST.	1255 SOUTHWEST THIRD	FARIBAULT, MN 55021	(507) 334-3965
MR.	JIM	ROSSBACH	HENNEPIN TECHNICAL CENTERS	1820 NORTH XENIUM	MINNEAPOLIS, MN 55441	(612) 559-3535
MS.	CHARLOTTE	SKIBICKI	HIBBING TECH. INST.	2900 EAST BELTLINE	HIBBING, MN 55746	(218) 262-6185
MR.	GEORGE	HALONEN	TECH. INST. OF HUTCHINSON	200 CENTURY AVENUE	HUTCHINSON, MN 55350	(612) 587-3636
MR.	DAN	KOCER	MANKATO TECH. INST.	1920 LEE BOULEVARD	MANKATO, MN 56001	(507) 625-3441
DR.	MARY	CHARLES	MINNEAPOLIS TECH. INST.	1415 HENNEPIN AVENUE	MINNEAPOLIS, MN 55403	(612) 370-9400
MS.	ROSE	ANDERSEN	MOORHEAD TECH. INST.	1900 28TH AVE SO.	MOORHEAD, MN 56560	(218) 236-6277
MS.	JUDY	STENGEL	NORTHEAST METRO TECH. INST.	3300 CENTURY AVENUE	WHITE BEAR LAKE, MN 55110	(612) 770-2351
MS.	JERELYN	DELAK	PINE TECH. INST.	1100 FOURTH STREET	PINE CITY, MN 55063	(612) 629-6764
MR.	DAVID	ANDERSON	RED WING TECH. INST.	HIGHWAY 58 & PIONEER RD	RED WING, MN 55066	(612) 388-8271
MS.	KATHY	MONNET	ROCHESTER TECH. INST.	1926 SE SECOND STREET	ROCHESTER, MN 55904	(507) 285-8631
MR.	BOB	LARSON	ST. CLOUD TECH. INST.	1540 NORTHWAY DRIVE	ST. CLOUD, MN 56301	(612) 252-0101
MS.	LINDA	THEDENS	ST. PAUL TECH. INST.	235 MARSHALL AVE	ST. PAUL, MN 55102	(612) 221-1330
MR.	RAY	GILDOW	STAPLES TECH. INST.	AIRPORT ROAD	STAPLES, MN 56479	(218) 894-1168
MR.	ROGER	FRANSEN	STI-CANBY	1011 FIRST STREET W	CANBY, MN 56220	(507) 223-7252
MS.	CAROLYN	DONDELINGER	STI-CANBY	1011 FIRST STREET W	CANBY, MN 56220	(507) 223-7252
MS.	CAROL	RIKKE	STI-GRANITE FALLS	HIGHWAY 212 WEST	GRANITE FALLS, MN 56241	(612) 564-4511
MR.	HARLAN	LIDKE	STI-JACKSON	401 WEST STREET	JACKSON, MN 56143	(507) 847-3320
MR.	LARRY	SCHEMMEL	STI-PIPESTONE	NORTH HIAWATHA	PIPESTONE, MN 56164	(507) 825-5471
MS.	CINDY	CEDERGREN	THIEF RIVER FALLS TECH. INST.	HIGHWAY ONE EAST	THIEF RIVER FALLS, MN 56701	(218) 681-5424
MR.	JIM	BAYMLER	WADENA TECH. INST.	405 COLFAX AVENUE SW	WADENA, MN 56482	(218) 631-3530
MR.	ROGER	IVERSON	WILLMAR TECH. INST.	BOX 1097	WILLMAR, MN 56201	(612) 235-5114
MR.	JAMES	JOHNSON	WINONA TECH. INST.	1250 HOMER ROAD	WINONA, MN 55987	(507) 454-4600
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✓ = Rep of Dist Div

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MR.	DAVID	SAYRE	ALBERT LEA TECH. INST.	2200 TECH DRIVE	ALBERT LEA, MN 56007	(507) 373-0656
MR.	FRANK	STARKE	ALEXANDRIA TECH. INST.	1601 JEFFERSON	ALEXANDRIA, MN 56308	(612) 762-0221
MR.	NURI	HASSUMANI	ANOKA TECH. INST.	1355 WEST HIGHWAY 10	ANOKA, MN 55303	(612) 427-1880
MS.	MARGE	KIRCHHOFF	AUSTIN TECH. INST.	1900 EIGHTH AVE NW	AUSTIN, MN 55912	(507) 433-0600
MR.	MEL	SALBERG	BEMIDJI TECH. INST.	ROOSEVELT AND GRANT	BEMIDJI, MN 56601	(218) 751-4137
MR.	HARRY	NYSATHER	BRAINERD TECH. INST.	300 QUINCE	BRAINERD, MN 56401	(218) 828-5344
MR.	DAVID	SCHROEDER	DAKOTA COUNTY TECH. INST.	1300 E 145TH ST	ROSEMOUNT, MN 55068	(612) 423-8301
MR.	DENNIS	HOPMAN	DETROIT LAKES TECH. INST.	HIGHWAY 34 EAST	DETROIT LAKES, MN 56501	(218) 847-1341
MR.	CLIFF	WIKLUND	DULUTH TECH. INST.	2101 TRINITY ROAD	DULUTH, MN 55811	(218) 722-2801
MR.	JERRY	FOLSTROM	EAST GRAND FORKS TECH. INST.	HIGHWAY 220 NORTH	EAST GRAND FORKS, MN 56721	(218) 773-3443
DR.	HAROLD	HOGHAUG	EVELETH TECH. INST.	HIGHWAY 53	EVELETH, MN 55734	(218) 744-3302
MR.	VIRIL	LAYTON	FARIBAULT TECH. INST.	1255 SW THIRD ST	FARIBAULT, MN 55021	(507) 334-3965
MR.	ROGER	LEE	HENNEPIN TECH. CENTERS	9200 FLYING CLOUD DR.	EDEN PRAIRIE, MN 55344	(612) 944-2222
MR.	JOHN	LOBBEN	HENNEPIN TECH. CENTERS	1820 NORTH XENIUM LANE	PLYMOUTH, MN 55441	(612) 559-3535
MR.	MARTY	PATTERSON	HENNEPIN TECH. CENTERS	9000 BROOKLYN BLVD.	BROOKLYN PARK, MN 55445	(612) 425-3800
MR.	BRUCE	PERRYMAN	HIBBING TECH. INST.	2900 E BELTLINE	HIBBING, MN 55746	(218) 262-6185
MR.	JOHN	VOTCA	MANKATO TECH. INST.	1920 LEE BLVD	MANKATO, MN 56001	(507) 625-3441
MR.	DONOVAN	SCHWICHTENBERG	MINNEAPOLIS TECH. INST.	1415 HENNEPIN AVE	MINNEAPOLIS, MN 55403	(612) 370-9400
MR.	NATE	JOHNSON	MOORHEAD TECH. INST.	1900 28TH AVE SO	MOORHEAD, MN 56560	(218) 236-6277
DR.	BILL	WARNER	NORTHEAST METRO TECH. INST.	3300 CENTURY AVE NO	WHITE BEAR LAKE, MN 55110	(612) 770-2351
MR.	EUGENE	BIEVER	PINE TECH. INST.	1100 FOURTH ST	PINE CITY, MN 55063	(612) 629-6764
MR.	ED	DUNN	RED WING TECH. INST.	HWY 58 & PIONEER RD	RED WING, MN 55066	(612) 388-8271
DR.	CHARLES	HARWOOD	ROCHESTER TECH. INST.	1926 SECOND ST SE	ROCHESTER, MN 55904	(507) 285-8631
MR.	MARLIN	WACHOLZ	SOUTHWESTERN TECH. INST.	HWY 212 WEST	GRANITE FALLS, MN 56241	(612) 564-4511
MR.	DONALD	HAMERLINCK	ST. CLOUD TECH. INST.	1540 NORTHWAY DR	ST. CLOUD, MN 56301	(612) 252-0101
DR.	HARLAN	SHEELY	ST. PAUL TECH. INST.	235 MARSHALL AVE	ST. PAUL, MN 55102	(612) 221-1300
DR.	STANLEY	EDIN	STAPLES TECH. INST.	AIRPORT ROAD	STAPLES, MN 56479	(218) 894-1168
MR.	DEWAIN	ENGLUND	STI-CANBY	1011 FIRST ST W	CANBY, MN 56220	(507) 223-7252
MR.	RICHARD	POOLEY	STI-GRANITE FALLS	HWY 212 WEST	GRANITE FALLS, MN 56241	(612) 564-4511
MR.	DENNIS	FINSTAD	STI-JACKSON	401 WEST ST	JACKSON, MN 56143	(507) 847-3320
MR.	RALPH	KNAPP	STI-PIPESTONE	NORTH HIAWATHA	PIPESTONE, MN 56164	(507) 825-5471
MR.	RICHARD	LENNES	TECH. INST. OF HUTCHINSON	200 CENTURY AVE	HUTCHINSON, MN 55350	(612) 587-3636
DR.	ORLEY	GUNDERSON	THIEF RIVER FALLS TECH. INST.	HIGHWAY ONE EAST	THIEF RIVER FALLS, MN 56701	(218) 681-5424
MR.	LOWELL	RASMUSSEN	WADENA TECH. INST.	405 SW COLFAX	WADENA, MN 56482	(218) 631-3530
MR.	RON	ERPELDING	WILLMAR TECH. INST.	PO BOX 1097	WILLMAR, MN 56201	(612) 235-5114
MR.	CLIFF	KORKOWSKI	WINONA TECH. INST.	1250 HOMER ROAD	WINONA, MN 55987	(507) 454-4600