

Minnesota Attorney General: Administrative Rules Proceedings

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August 20, 2018

FILE COPY

SF-00006-05 (4/86)

DEPARTMENT : ATTORNEY GENERAL

STATE OF MINNESOTA

Office Memorandum

DATE : February 14, 1990

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 500 (55103)

PHONE :
296-6839

SUBJECT :
In the Matter of the Adopted Permanent Rule Relating to Project Discover License

The above-referenced Permanent rule has been approved as to its legality by the Attorney General on February 12, 1990.

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 the 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 " "
Charles T. Mottl " "

State Board of Vocational Technical Education

Adopted Permanent Rules Relating to Project Discover License

Rules as Adopted

3709.0350 PROJECT DISCOVER LICENSE.

Subpart 1. **May teach.** A person holding a technical college Project Discover license may teach personal development, career development, and applied issues courses in Project Discover.

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

Subp. 3. **Licensure requirements.** The applicant must have the educational and occupational experience described in items A to D. The education must be from an accredited postsecondary institution.

A. A minimum of two years of postsecondary education resulting in completion with a certificate, diploma, or degree.

B. Four thousand hours of verified experience. The experience must be from two areas or more of the areas listed in this item:

(1) counselor;

(2) support group facilitator;

(3) advocate within an educational or social service institution;

(4) human service caseworkers;

(5) employment counselor;

(6) affirmative action coordinator or officer;

(7) career counselor; and

(8) teacher in an educational institution.

C. A total of 12 quarter credits from two or more of the areas listed in this item:

(1) career development;

(2) group process;

(3) interpersonal communications;

(4) behavioral sciences;

(5) women's studies;

(6) family life education; and

(7) counseling techniques.

D. Upon the first renewal, evidence of completion of 12 hours of state sponsored workshops in teaching Project Discover.

Subp. 4. **Substitution for required experiences.** The applicant may use the substitutions as described in items A and B.

A. The applicant may substitute up to 1,000 hours of occupational experience required in subpart 3, item B, through verified volunteer activity that occurred under supervision of paid professional staff within a human service agency. This experience may be in a shelter for the homeless, battered woman program, chemical dependency program, head start program, crises center, displaced homemaker program, handicapped program for special populations, minority advocacy agency, and legal advocacy program.

B. The applicant may substitute up to six credits of educational experience as required in subpart 3, item C, at the ratio of 12 clock hours for each quarter credit in the following topics: sexual harassment, decision making techniques, personal development, stress management, group facilitation, equal opportunity/affirmative action, career assessment, assertiveness training, interpersonal communications, financial planning, and human behavior.

Subp. 5. **Recent occupational experience.** An applicant for a license to teach in Project Discover must have 1,000 hours of the occupational experience within the five years before applying for the license.

Subp. 6. **Conversion of current Project Discover instructors.** Applicants verifying the teaching of a complete session of Project Discover to include personal development, career development, and applied issues within four years before the effective date of this part and who verify completion of 12

hours of state-sponsored workshops in teaching Project Discover are eligible for a license as a Project Discover instructor.

APPROVED AS TO FORM AND LEGALITY

February 12 1990

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY M J Cassady
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

FEB 13 1990

Joan Anderson Growe
Secretary of State

1:15 pm

MJC

RULE REVIEW CHECKLIST

File No. 1662 1-30-90

DATE RECEIVED 1-24-90

REVIEW DATE 2-8-90

DUE DATE 2-12-90

APPROVED 2-12-90 mjC

DISAPPROVED _____

WITHDRAWN _____

Docket No. 05 0009 0831

ADOPTED W/O HEARING _____

EMERGENCY RULE _____

TO REVISOR: 1-30-90

REVISOR APPROVED 2-5-90

REVISOR DISAPPROVED _____

FILED W/SEC. OF STATE _____

RETURNED TO AGENCY _____

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion (if applicable)
April 3, 1989 Date published in State Register
_____ Comments - did not send any

~~✓~~ Petition for Adoption of a Rule (if applicable)

✓ Board's Authorizing Resolution
April 11, 1989 Date adopted

✓ Proposed Rule
_____ Revisor's Certificate

✓ Notice of Intent to Adopt Rule
136C.04 and 09 Statutory Authority
NA Small Business Statement
NA Expenditure of public money statement
11-15-89 Signature

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

_____ Affidavit of Mailing Notice of Intent to Adopt Rule
11-28-89 Date 30/25 days before adoption
_____ Notice attached - indicates it is attached
NO Copy of rule or summary attached

✓ Publication in State Register -
Dec 4, 1989 Date 30/25 days before adoption
see notes conflict

_____ 180-day deadline from:
✓ Effective date of law requiring rule (14.12) (both rules) NA - not mandatory
✓ end of comment period (§ 14.26) (rules without hearing) Jan 4 - Jan 24
_____ effective date of statutory authority (§ 14.29) (emergency rules)

✓ Resolution Adopting
Jan 9, 1990 Date adopted

_____ Findings of Fact, Conclusions & Order Adopting
Nov 28, 1989 Date

_____ Written requests, submissions or comments

_____ Declaration of attorney
Charles Mottet Name of SAAG representing agency

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

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

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
525 Park Street

FROM: Georgia Pomroy, License Revision Specialist

DATE: January 24, 1990

PHONE: 296-3929

SUBJECT: Document Review for Nontraditional Career Development (Project Discover)

The following documents are enclosed for your review following repeat of Items 5, 7, 8, 10 and 11 as directed to comply with the 30-day publication statute.

NONTRADITIONAL CAREER DEVELOPMENT (PROJECT DISCOVER)

The title "Nontraditional Career Development" was changed to "Project Discover" as the rule was developed.

1. Signed Notice of Intent to Solicit Outside Opinion - May 21, 1989

2. *State Register* Copy - Solicitation of Outside Opinion - April 3, 1989

3. Authorizing Resolutions for Proposed Rules - April 11, 1989

4. Copy of Proposed Rules Approved by Revisor

*5. Signed Notice of Intent to Adopt a Rule as Mailed - September 13, 1989 (original)
November 15, 1989

6. Statement of Need and Reasonableness

*7. Affidavit of Mailing - August 29, 1989 (original)
November 28, 1989 (to comply with 30-day statute)

*8. *State Register* Copy of Rules as Published with Intent to Adopt -
September 5, 1989 (original)
December 4, 1989

9. Four copies of rule as adopted and approved by Revisor of Statutes

*10. State Board's Resolution Adopting Rules - October 10, 1989 (original)
January 9, 1990

*11. Findings of Fact and Conclusions of Law - October 10, 1989 (original)
January 12, 1990 (new Findings of Fact and Conclusions of law to support December 4, 1989, publication)

12. Comments on Rule

13. Declaration by Attorney General - January 23, 1990

No comments were received on adopted rules.
No additional comments were received on the adopted rules.

*New documents to comply with 30-day publishing statute

GP:lrv
NOLTE.PD

Enclosures

Stat. Authority

136C.04 subd. 9

The State board may promulgate rules according to the provisions of chapter 14, for licensure of teaching, support, and supervisory personnel in post-secondary and adult education.

125.185 subd 4

The board of teaching may adopt rules subject to 14 to implement sections 125.04 to 125.09 and 125.181 to 125.187

Notice of Intent indicates people have until 4:30 on Jan 3 to respond - this is 30 days

Notice of Intent was mailed out on Nov 28, 89
Rule was adopted on Nov 28, 1989 according to Findings of Fact - Acting Director signed Findings of Fact on Jan 12, 1990
Rule was adopted prior to end of comment period. These were rules that were withdrawn because they did not allow 30 days to comment. I am sure the 28 of Nov was the date the rules were previously adopted. Resolution indicates the rules were adopted on Jan 9, 1990. I think this is just an error and they used the old conclusions of law

2010.0300 K (8) states that there must be a statement that the rule as adopted is needed and reasonable and that the the rule is hereby ordered to be adopted and the date which the order is signed.

This is OK the date that the order was signed was January 12, 1990

no adopted Rules

1-26-90 call Georgia Pomroy
told her we needed the adopted rules would not start counting until we got them - said she would send them
This told her about errors on Findings of Fact said it was typing mistake said would send the new one.

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 the Emerging area, Non Traditional Career Development. 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, May 9, 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: March 21 1989

20109900.FRM

Georgia Pacific 2374

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Published every Monday

3 April 1989

Volume 13, Number 40

Pages 2363-2394

MN RACING COMMISSION
11000 W. 78th St., Suite 201, Eden Prairie 55344. 612-341-7555
Minnesota Statutes 240.02.
APPOINTING AUTHORITY: Governor. Senate confirmation. COMPENSATION: $35 per diem.
VACANCY: 3 members.

The commission licenses persons to operate racetracks, conduct horse racing, conduct pari-mutuel wagering on horse racing, enforces and collects all applicable taxes and license fees, and establishes a Minnesota breeder's fund. Prescribed qualifications include Minnesota resident for five years before appointment, no more than five members of the same political party, appointees must file a bond of $100,000. Terms are staggered. Members must file with the Ethical Practices Board.

SPECIAL EDUCATION ADVISORY COUNCIL
800 Capitol Square Bldg., St. Paul 55101. 612-297-4682
Public Law 94-142.
APPOINTING AUTHORITY: Board of Education. COMPENSATION: Reimbursed for expenses.
VACANCY: 5 members, to ensure appropriate representation, special consideration will be given to parents and parent advocates, special education administrators, regular education teachers and administrators, and persons representing the above groups residing in Congressional Districts 2, 3, 4, and 6.

The council assists the state in developing plans and practices that will help assure effective and efficient implementation of special education programs for handicapped students in local school districts. The fifteen member council represents individuals involved in or concerned with the education of handicapped children, including handicapped persons, teachers, parents of handicapped children, state and local education officials and school administrators and residents of congressional districts. The council meets five times from September through June each year.

Emergency Response Commission

Announcement of Vacancies on Local Emergency Planning Committees

NOTICE IS HEREBY GIVEN that the Commission is seeking applicants representing elected officials, emergency responders, business and industry, community groups, and broadcast and print media for appointment to Local Emergency Planning Committees.

As required by the federal "Emergency Planning and Community Right-to-Know Act (Title III)," the Commission has established seven Local Emergency Planning Committees within the State of Minnesota. These committees review emergency plans for hazardous materials prepared by counties and muncipalities within each of their districts. Committees must also process requests from the public for Title III information. Application forms are available from the following:

Minnesota Emergency Response Commission
Room B-5 State Capitol
St. Paul, MN 55155
(612) 296-0488

Applications to fill vacancies on Local Emergency Planning Committees which occur each July should be submitted to the Minnesota Emergency Response Commission by May 15. Applications received after that date will be kept to fill future vacancies on the committees.

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 the Emerging area, Non Traditional Career Development. 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., Tuesday, May 9, 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

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: Pine lumber
Contact: Pam Anderson 612-296-1053
Bid due date at 2pm: April 7
Agency: Natural Resources Department
Deliver to: Silver Bay
Requisition #: 29002 17335

Commodity: Floor covering/remove & install
Contact: Pam Anderson 612-296-1053
Bid due date at 2pm: April 7
Agency: DHS—Ah Gwah Ching
Deliver to: Ah Gwah Ching
Requisition #: 55510 03378

Commodity: APV repair heating supplies
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: April 10
Agency: Administration Department: Plant Management
Deliver to: St. Paul
Requisition #: 02307 91410

Commodity: Zenith computer
Contact: Joan Breisler 612-296-9071
Bid due date at 2pm: April 10
Agency: Minnesota Health Department
Deliver to: Minneapolis
Requisition #: 12500 31054

Commodity: IBM equipment
Contact: Joan Breisler 612-296-9071
Bid due date at 2pm: April 10
Agency: Community College
Deliver to: Minneapolis
Requisition #: 27151 50923

Commodity: Bituminous hot mix—batch mixer
Contact: Joseph Gibbs 612-296-3750
Bid due date at 2pm: April 10
Agency: Transportation Department
Deliver to: Various
Requisition #: 79000 94350

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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 11th day of April 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 Non Traditional Career Development 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 11th day of April 1989.

JoAnn Cardenas Enos
President
State Board of Vocational Technical Education

Attest by one other Board Member

20109910.FRM

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Project Discover License

Rules as Proposed (all new material)

3709.0350 PROJECT DISCOVER LICENSE.

Subpart 1. **May teach.** A person holding a technical college Project Discover license may teach personal development, career development, and applied issues courses in Project Discover.

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

Subp. 3. **Licensure requirements.** The applicant must have the educational and occupational experience described in items A to D. The education must be from an accredited postsecondary institution.

A. A minimum of two years of postsecondary education resulting in completion with a certificate, diploma, or degree.

B. Four thousand hours of verified experience. The experience must be from two areas or more of the areas listed in this item:

(1) counselor;

(2) support group facilitator;

(3) advocate within an educational or social service institution;

(4) human service caseworkers;

(5) employment counselor;

(6) affirmative action coordinator or officer;

(7) career counselor; and

(8) teacher in an educational institution.

C. A total of 12 quarter credits from two or more of the areas listed in this item:

(1) career development;

(2) group process;

(3) interpersonal communications;

Approved by Revisor

(4) behavioral sciences;

(5) women's studies;

(6) family life education; and

(7) counseling techniques.

D. Twelve hours of state sponsored workshops in teaching Project Discover.

Subp. 4. **Substitution for required experiences.** The applicant may use the substitutions as described in items A and B.

A. The applicant may substitute up to 1,000 hours of occupational experience required in subpart 3, item B, through verified volunteer activity that occurred under supervision of paid professional staff within a human service agency. This experience may be in a shelter for the homeless, battered woman program, chemical dependency program, head start program, crises center, displaced homemaker program, handicapped program for special populations, minority advocacy agency, and legal advocacy program.

B. The applicant may substitute up to six credits of educational experience as required in subpart 3, item C, at the ratio of 12 clock hours for each quarter credit in the following topics: sexual harassment, decision making techniques, personal development, stress management, group facilitation, equal opportunity/affirmative action, career assessment, assertiveness training, interpersonal communications, financial planning, and human behavior.

Subp. 5. **Recent occupational experience.** An applicant for a license to teach in Project Discover must have 1,000 hours of the occupational experience within the five years before applying for the license.

Subp. 6. **Conversion of current Project Discover instructors.** Applicants verifying teaching a complete session of Project Discover to include personal development, career development, and applied issues within four years before the effective date of this part and verification of 12 hours of state sponsored workshops in teaching Project Discover within

Approved
by Revisor _____

one year after the effective date of this part are eligible for a license as a Project Discover instructor.

Approved
by Revisor _____

Office of the Revisor of Statutes
Administrative Rules

Richard J. Sands
Senior Assistant Revisor
296-2798

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

August 16, 1989

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

RE: File No. 1508

Dear Ms. Pomroy:

I am enclosing six copies of your rules, approved as to form. Please submit two copies to the State Register for publication.

If you have any questions, please call me.

Very truly yours,

Richard J. Sands

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 Project Discover, Rule 3709.0350

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., Wednesday, January 3, 1990, 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.

(4) 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.

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

Georgia Pomroy, License Revision Specialist
Minnesota Technical College 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 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. 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:

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

Helen Henrie

Helen Henrie, Deputy Director
Minnesota Technical College System

Date: 11/15/89

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 Project Discover, Rule 3709.0350

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, October 3, 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 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 College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-5707

Georgia Pomroy, License Revision Specialist
Minnesota Technical College 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 College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-5707

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

Helen Henrie, Deputy Director
Minnesota Technical College System

Sept 13 1989
(Date)

20109915.FRM

P.P. copy

Minnesota Technical Institute System

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

Campus Locations
ALBERT LEA
ALEXANDRIA
ANOKA
AUSTIN
BEMIDJI
BRAINERD
BROOKLYN PARK
CANBY
DETROIT LAKES
DULUTH
EAST GRAND FORKS
EDEN PRAIRIE
EVELETH
FARIBAULT
GRANITE FALLS
HIBBING
HUTCHINSON
JACKSON
MANKATO
MINNEAPOLIS
MOORHEAD
PINE CITY
PIPESTONE
RED WING
ROCHESTER
ROSEMOUNT
ST. CLOUD
ST. PAUL
STAPLES
THIEF RIVER FALLS
WADENA
WHITE BEAR LAKE
WILLMAR
WINONA

M E M O R A N D U M

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

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

DATE: November 29, 1989

RE: Notice of Proposed Adoption of Permanent Rules

Enclosed you will find the Notice of Proposed Adoption of Rules relating to licensure criteria 3709.0350 for new program:

Postsecondary Vocational Technical Education relating to
Project Discover

Due to the Labor Day holiday, the enclosed rules were not published for the legal 30-day period. Therefore, the rules are being republished on December 4, 1989.

GP:lv
MEMO.PD

Enclosures

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 Project Discover, Rule 3709.0350

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., Wednesday, January 3, 1990, 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 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:

Georgia Pomroy, License Revision Specialist
Minnesota Technical College 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 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:

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

Helen Henrie, Deputy Director
Minnesota Technical College System

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Project Discover License

Rules as Proposed (all new material)

3709.0350 PROJECT DISCOVER LICENSE.

Subpart 1. **May teach.** A person holding a technical college Project Discover license may teach personal development, career development, and applied issues courses in Project Discover.

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

Subp. 3. **Licensure requirements.** The applicant must have the educational and occupational experience described in items A to D. The education must be from an accredited postsecondary institution.

A. A minimum of two years of postsecondary education resulting in completion with a certificate, diploma, or degree.

B. Four thousand hours of verified experience. The experience must be from two areas or more of the areas listed in this item:

(1) counselor;

(2) support group facilitator;

(3) advocate within an educational or social service institution;

(4) human service caseworkers;

(5) employment counselor;

(6) affirmative action coordinator or officer;

(7) career counselor; and

(8) teacher in an educational institution.

C. A total of 12 quarter credits from two or more of the areas listed in this item:

(1) career development;

(2) group process;

(3) interpersonal communications;

Approved by Revisor PMM

(4) behavioral sciences;

(5) women's studies;

(6) family life education; and

(7) counseling techniques.

D. Upon the first renewal, evidence of completion of 12 hours of state sponsored workshops in teaching Project Discover.

Subp. 4. **Substitution for required experiences.** The applicant may use the substitutions as described in items A and B.

A. The applicant may substitute up to 1,000 hours of occupational experience required in subpart 3, item B, through verified volunteer activity that occurred under supervision of paid professional staff within a human service agency. This experience may be in a shelter for the homeless, battered woman program, chemical dependency program, head start program, crises center, displaced homemaker program, handicapped program for special populations, minority advocacy agency, and legal advocacy program.

B. The applicant may substitute up to six credits of educational experience as required in subpart 3, item C, at the ratio of 12 clock hours for each quarter credit in the following topics: sexual harassment, decision making techniques, personal development, stress management, group facilitation, equal opportunity/affirmative action, career assessment, assertiveness training, interpersonal communications, financial planning, and human behavior.

Subp. 5. **Recent occupational experience.** An applicant for a license to teach in Project Discover must have 1,000 hours of the occupational experience within the five years before applying for the license.

Subp. 6. **Conversion of current Project Discover instructors.** Applicants verifying the teaching of a complete session of Project Discover to include personal development, career development, and applied issues within four years before the effective date of this part and who verify completion of 12

Approved by Revisor _____

hours of state-sponsored workshops in teaching Project Discover are eligible for a license as a Project Discover instructor.

Approved by Revisor _____

MINNESOTA STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Statement of Need and Reasonableness
for Permanent Rule 3709.0350
Covering the Licensure of
Postsecondary Vocational Technical Education

Rule as Proposed:

3709.0350 Project Discover

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.

* Notation

The background information presented here first appeared in a Need and Reasonableness statement for proposed permanent rules 3709.0100 to 3709.0200 published in the State Register, November 7, 1988, Vol. 13, No. 19, and again for 3709.0280 to 3709.0340, State Register, February 6, 1989, Volume 13, No. 32, and finally 3709.0230 to 3709.0260, State Register, March 20, 1989, Volume 13, No. 38. The rules listed in this statement are a continuation of the process of development of instructor licensure for new venture programs. For the purpose of clarification the information is repeated in this part.

BACKGROUND INFORMATION

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 institute 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 Institute systems program restructuring which began in 1986. This effort converts programs to courses and then 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 an institute.

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 which is necessary to teach individual courses throughout the institute, 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.

3709.0350 PROJECT DISCOVER

Subpart 1. May teach. Project Discover is a new offering and unique in the technical college system. Therefore, there are no appropriate crossover areas for instruction and the licensure credential is valid only within Project Discover which includes personal development, career development and applied issues.

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 and educational experience requirement. A combination of occupational and educational experience is required. Two years of postsecondary education is required to assure the applicant has experienced higher education as one aspect of career development. Since this program is to identify and develop personal, career, and employment skills, it is reasonable to require an instructor to have this experience. Familiarity with higher education is necessary for the applicant to assist the student with the attitudes and skills needed to enter and complete a postsecondary program.

Experience is required in at least two areas. The areas of experience focus on human resources. The program concentrates on assisting an individual to develop needed competencies and attitudes to succeed in areas the individual may choose to pursue, as well as enable that individual to appreciate and understand the available options. By requiring two areas of experience, an instructor would have a greater breadth of skills and knowledge in human resources to provide that expertise.

Interpersonal communications skills, facilitation techniques, employment and career knowledge, and people advocacy are the

knowledge and skill areas addressed in the occupation as listed. Each of these are major components of this offering and, therefore, the required occupational experiences encompassing these components are reasonable.

Twelve quarter credits are required in specific course content. The contents as listed are the major focus areas of this offering, again identifying the areas which require special skills and knowledge. To be cognizant of the special skills required when working in human resources, the formal course content is included to assure the depth of knowledge to function in this position and is, therefore, reasonable. In addition, the content may be in clock hours as well as credits which recognizes the validity of professional organizational offerings.

Twelve hours of state sponsored workshops is a requirement. This content directly familiarizes the applicant with the Project Discover curriculum and prepares the applicant to teach this content. It is readily available at sites throughout the state and is therefore reasonable.

Subpart 4. Substitutions for required experiences.

A. Item A recognizes the validity of supervised volunteer activity in specified areas. The attitudes which may be useful in teaching this program could be developed in the many advocacy programs in the State of Minnesota. Therefore, this is a reasonable substitution.

B. Workshops are readily available by state and local organizations which relate directly to the clientele this program will receive. In addition, the workshops frequently cover content useful for the Project Discover instructor. The acceptable areas are listed and remain within the program scope as a reasonable substitution.

Subpart 5. Recent occupational experience. The recency is in the same time frame as for existing licenses. There is no change. The amount of hours correspond to some existing licenses. As a new program, it is reasonable to require hours in the middle of the two extremes of 500 to 2000 hours.

Subpart 6. License conversion. Since no license is previously available, it is reasonable to convert existing instructors to this license to avoid undue hardship for staff or administrators.

The rule will be implemented using existing procedures and should not have a fiscal impact.

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, Minnesota Rules Project Discover, 3709.0350

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 28th day of November, 1989.

That on the 28th day of November, 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 Project Discover rules 3709.0350 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 28th day of November, 1989.

Caroline E. Wisniewski

9920PD

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

RULE MAKING MAILING LIST
~~11/4/88~~ ~~3-29-89~~ 9-6-89

John Banks
Rochester Public Schools
615 SW Seventh Street
Rochester, MN 55092

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St. Cloud, MN 56301

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Moorhead, MN 56560

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Superintendent
Fertile School District #599
Fertile, MN 56540

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Minnetonka, MN 55345

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Jefferson Sr. High School
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Rose K. Reban
Business Education Dept.
St. Cloud State University
St. Cloud, MN 56301

Murray Turner, Director
Pine to Prairie Co-op Center
Red Lake Falls, MN 55092

Joleen Durken
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Assistant Vocational Director
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St. Paul, MN 55117

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Mid State Educational Co-op
100 SE 11 Street
Little Falls, MN 56345

Lynn Falk
Bemidji State University
Hickory Hall 25
1500 Birchmont Drive
Bemidji, MN 56601-2699

David Hamilton
Bemidji State University
Hickory Hall 24
1500 Birchmont Drive
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Stanley Sjodahl
Finlayson Independent School
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Finlayson, MN 55735

David R. Johnson
University of Minnesota
Pattee Hall - Room 6
150 Pillsbury Drive SE
Minneapolis, MN 55455

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, Project Discover, Rule 3709.0350

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 29th day of August, 1989.

That on the 29th 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 Project Discover rule 3709.0350 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 29th day of August, 1989.

Caroline E. Wisniewski

20109920.FRM

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

Mailing List for Project Discover

August 29, 1989

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

V = Mailing List

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Name	Ph.#	Secy.
Akemann-Chein, JoAnn	7-4390	Becky S.
Allen, Deena	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 N
Bruun, Bill	6-8106	Kendra B.
Carlson, Dennis	6-8135	
Cervantez, Lisa	6-3544	
Cook, Angela	7-2821	
Daines, Jeannette	6-0679	Margaret J.
Deem, Brian	6-4204	
Dickhudt, Penelope	6-2256	Peg E.
Doffing, Kathy	7-4415	
Dreyer, Ron	6-7501	Linda N.
Espe, Maryann	6-7451	Kathy W.
Esslinger, Julie	6-9447	Barb P.
Exley, Peg	7-1412	
Flood, Joan	6-9598	Abby G.
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Froke, Craig	6-0673	Kathy D.
Gabor, Carol	7-3797	Lisa J.
Goez, Pat	7-2720	Carol A.
Grabe, Joseph P.	6-3995	Caroline W.
Grenfell, Abby	7-1476	
Griffin, Phyllis	6-9599	
Grossbach, Sharon	6-9446	Kathy W.
Gustafson, Greg	6-0317	
Hanson, Monica	6-2430	
Henrie, Helen	7-4575	
Hoskyn, James	6-7577	Elda K.
Hyllested, Jan	6-9443	JoAnn S.
Jeffrey, Lisa	6-3755	
Johnson, Margaret	6-2423	
Johnsen, Mel	6-2421	Karen K.
Joyce, Michelle	6-3753	
Justice, Pat	6-9595	
Kedrowski, Karen	6-7590	
Kiefer, Kirby	6-9452	Alice S.
Kleis, Diane	6-3756	
Klinkenberg, Elda	6-6580	
Kortus, Carol	6-3393	
Madson, Bob	6-8113	Peg E.
McGilvrey, Judy	6-9451	Cindy S.
Mehle, Sharon	6-2355	
Mercer, John	6-4202	Marlene S.
Miller, Barbara	6-2421	
Mostrom, Kathy	6-9449	Kendra B.
Meyers, Glenda	6-9444	Kathy W.
Murray, John	6-2337	Abby G.
Naughton, Teri	6-5263	Carol K.
Neudahl, Linda	7-1477	
Newton, Florence	6-9591	
Oliver, Craig	6-0662	Jan W.
Olsen, Scott	6-0663	Barb P.
Ostrem, John	7-1482	Barb T.
Pandey, Kumar	6-7678	
Paulsen, Diane	6-8028	Linda N.
Pedersen, Greg	7-1483	Carol S.
Pederson, Kathy	6-9472	Donna S.
Perry, Dayton	6-2298	Mary Alice R.
Peterson, Barb	7-1475	
Petri, Lloyd	6-9445	JoAnn S.
Piskura, Adam	6-9442	Alice S.
Pointer, Rich	6-7486	
Powrey, Georgia	6-3929	Cindy S.
Pospisil, Dolores	6-3597	Dorothy S.
Rago-Rhodes, Lynda	7-1484	Diane K.
Read, Mary Alice	6-8029	
Rorman, Bret	6-8135	
Rosenwinkel, Howard	7-3791	Donna S.
Ross, Yvonne	6-1867	Barb M.
Rostomily, Ken	6-3092	Joy A.
Scanlon, Eileen	7-2658	
Schmahl, Jerry	6-7122	
Schmidt, Sharon	6-0643	Carol K.
Schultz, Shirley	6-6580	
Segl, Carol	7-3995	
Senn, Darla	6-6580	
Shirvani, Tony	6-9092	
Sklenar, Cindy	6-0680	
Smith, Alice	6-1412	
Smith, Dorothy	6-0681	
Smith, JoAnn	6-7403	
Sommerdorf, Marlene	6-4202	
Sommers, Joy	7-3792	Lisa J.
Sornick, Becky	6-5708	
Spencer, Peg	6-8555	Dorothy S.
Stater, Florence	6-0667	Diane K.
Steck, Bill	6-9600	Margaret J.
Stolpman, Kate	6-4291	Barb M.
Stroman, Donna	6-3388	
Sullivan, Jack	6-0664	Abby G.
Swanson, Beverly	7-1116	
Tauer, Linda	6-1419	
Templin, Jan	6-0666	Lisa J.
Thoemke, Barb	7-1478	
Vadheim, Arthur	6-3471	Joy A.
VanDorsten, LeAnn	6-3938	
Wade, Elizabeth	7-3996	
Wagner, Daniel	6-2165	Margaret J.
Walker, Shirlee	6-0669	
Walters, Woody	7-4016	Alice S.
Wangen, Nancy	6-3321	Angela C.
Weersma, Kathy	6-5707	
Weiser, Bill	7-4154	Lisa J.
Williams, Laureen	7-1478	
Wisniewski, Caroline	6-3995	
Wood, Ann	6-9590	Barb M.
Zeches, Sue	6-[illegible]	

Send add'l Bill Hoe

REPRESENTATIVES FOR LICENSURE DRAFT REVIEW

DAVID JOHNSON
624-1062
Institute on Community Integration
University of Minnesota
Room 6, Pattee Hall
150 Pillsbury Drive Southeast
Minneapolis, Minnesota 55455

(Project Discover)

July 31, 1989

include a copy of Project Discover!

Debbie Drinkard-Grovum
Bemidji Technical Institute
Roosevelt Road and Grant Avenue
Bemidji, MN 56601

Karen Halvorson
Anoka Technical Institute
1355 West Main Street
Anoka, MN 55303

Betty Gerlach
Dakota County Technical Institute
1300 East 145 Street
Rosemount, MN 55068

Bev Arntson
Moorhead Technical Institute
1900 - 28 Avenue South
Moorhead, MN 56560

Ron Matuska
Pipestone Technical Institute
North Hiawatha
Pipestone, MN 56164

Gwen Flynn
Granite Falls Technical Institute
Highway 212 West
Granite Falls, MN 56241

Evelyn Stauss
2560 Dorothy Avenue
White Bear Lake, MN 55110

Arlette Abrahamson
Thief River Falls Technical Institute
Highway #1 East
Thief River Falls, MN 56701

Don Pfeffer
Brainerd Technical Institute
300 Quince St.
Brainerd, MN 56401

Susan Graves-Johnson
Duluth Technical Institute
2101 Trinity Road
Duluth, MN 55811

Andy Hollnagel
Faribault Technical Institute
1225 S.W. 3rd Street
Faribault, MN 55021

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

Dorothy Bolander
6881 Pacific Drive S.E.
Stuart, FL 34997

Ex officio

Georgia Pomroy, License Revision Specialist
Pat Gosz, Single Parent/Homemaker Manager
Shirlee Walker, Gender Equity Manager

Georgia, Ver pg 515

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Rules edition
Published every Monday

5 September 1989

Volume 14, Number 10

Pages 505-568

(2) a copy of the most recent depreciation schedule;

(3) farm record books for the past three years or evidence of crop and livestock production;

(4) projected farm budget for the current 12 months;

(5) copies of any other legal documents that are necessary for the mediation and pertain to the farm business; and

(6) copies of FINPAC printout analysis for the farm operation where applicable.

1502.0025 COURT-SUPERVISED MEDIATION.

Subpart 1. **List of mediators.** If requested to do so by the court, the county extension agent shall provide the court with a list of mediators to be used in the selection of the mediator for court-supervised mediation.

Subp. 2. **Suspension of remedies.** The remedies of all creditors are suspended during court-supervised mediation.

1502.0026 CREDITOR NOT ATTENDING MEDIATION MEETING.

Subpart 1. **Initiating creditor.** The initiating creditor shall not file a proof of claim form in lieu of attending meetings.

Subp. 2. **Good faith.** Creditors who file claim forms are bound by the good faith requirements of the Farmer-Lender Mediation Act.

Subp. 3. **Written objection.** To object to the provisions of a mediation agreement, a creditor who files a claim form in lieu of attending mediation meetings shall serve a written objection to the terms of the agreement on the mediator and the debtor within ten days after receiving the mediation agreement. The written objection must identify the particular items in the agreement that are unacceptable and state the specific reason for rejection of each item.

Subp. 4. **New mediation.** Upon receiving the objection, the mediator shall meet again with the debtor and creditors to mediate a new agreement. Mediation meetings must take place within ten days of the receipt of the written objections to the terms of the agreement.

Subp. 5. **Required attendance.** A creditor who files an objection shall attend and participate in any meeting held under subpart 4, unless the mediator determines there is a good reason why the creditor is unable to attend.

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Project Discover License

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, October 3, 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:

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.

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

Georgia Pomroy, License Revision Specialist
Minnesota Technical College 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 College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-5707

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

Helen Henrie, Deputy Director
Minnesota Technical College System

Rules as Proposed (all new material)

3709.0350 PROJECT DISCOVER LICENSE.

Subpart 1. **May teach.** A person holding a technical college Project Discover license may teach personal development, career development, and applied issues courses in Project Discover.

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

Subp. 3. **Licensure requirements.** The applicant must have the educational and occupational experience described in items A to D. The education must be from an accredited postsecondary institution.

A. A minimum of two years of postsecondary education resulting in completion with a certificate, diploma, or degree.

B. Four thousand hours of verified experience. The experience must be from two areas or more of the areas listed in this item:

(1) counselor;

(2) support group facilitator;

(3) advocate within an educational or social service institution;

(4) human service caseworkers;

(5) employment counselor;

(6) affirmative action coordinator or officer;

(7) career counselor; and

(8) teacher in an educational institution.

C. A total of 12 quarter credits from two or more of the areas listed in this item:

(1) career development;

(2) group process;

(3) interpersonal communications;

(4) behavioral sciences;

(5) women's studies;

(6) family life education; and

(7) counseling techniques.

D. Twelve hours of state sponsored workshops in teaching Project Discover.

Subp. 4. **Substitution for required experiences.** The applicant may use the substitutions as described in items A and B.

A. The applicant may substitute up to 1,000 hours of occupational experience required in subpart 3, item B, through verified volunteer activity that occurred under supervision of paid professional staff within a human service agency. This experience may be in a shelter for the homeless, battered woman program, chemical dependency program, head start program, crises center, displaced homemaker program, handicapped program for special populations, minority advocacy agency, and legal advocacy program.

B. The applicant may substitute up to six credits of educational experience as required in subpart 3, item C, at the ratio of 12 clock hours for each quarter credit in the following topics: sexual harassment, decision making techniques, personal development, stress management, group facilitation, equal opportunity/affirmative action, career assessment, assertiveness training, interpersonal communications, financial planning, and human behavior.

Subp. 5. **Recent occupational experience.** An applicant for a license to teach in Project Discover must have 1,000 hours of the occupational experience within the five years before applying for the license.

Subp. 6. **Conversion of current Project Discover instructors.** Applicants verifying teaching a complete session of Project Discover to include personal development, career development, and applied issues within four years before the effective date of this part and verification of 12 hours of state sponsored workshops in teaching Project Discover within one year after the effective date of this part are eligible for a license as a Project Discover instructor.

Adopted Rules

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

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

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

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

Department of Commerce

Adopted Permanent Rules Relating to Bank Real Estate Loans and Audit Control Policies

The rules proposed and published at *State Register*, Volume 13, Number 42, pages 2479-2480, April 17, 1989 (13 S.R. 2479) are adopted as proposed.

Department of Commerce

Adopted Permanent Rules Relating to Sales of Securities

The rules proposed and published at *State Register*, Volume 13, Number 47, pages 2792-2796, May 22, 1989 (13 S.R. 2792) are adopted as proposed.

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.

Georgia, please see pg 1351

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



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Pages 1343-1366

Subp. 6. **Purchases for agency use.** Office supplies, capital equipment, and other materials which are consumed or used by an advertising agency and do not become an ingredient or component part of tangible personal property to be sold at retail, constitute a retail sale from the vendor to the advertising agency. An advertising agency is the consumer of such tangible personal property. Either the vendor must collect sales tax or the advertising agency must remit use tax on such purchases.

Subp. 7. **Purchases for uses in mass media placed and/or mass media prepared advertising and collateral advertising.** This rule applies to purchases that may be used repeatedly, and to materials consumed in part for rendering a service and in part for creation of tangible personal property for sale, which purchases can be separated by use. If an advertising agency makes a taxable purchase which is used, but not consumed, in both mass media placed and/or mass media prepared advertising, and collateral advertising, the purchase is not exempt from sales or use tax. The subsequent sale of collateral advertising using such a purchase is not exempt from sales and use tax because of the previous tax payment. Items such as art, photographs, and similar items may be used repeatedly in both mass-media prepared and mass-media places advertising and in collateral advertising without being physically consumed. Items so used are taxable when purchased if used in mass-media placed and mass-media prepared advertising and subsequent taxable sales of collateral advertising are not exempt. Items such as paper, illustration board, ink, paint, and similar items can be used partially for exempt uses and partially in taxable uses and the purchase price must be divided and tax paid according to the portions so used.

Subp. 8. **Advertising agency as a retailer.** When an advertising agency acts as a business other than an advertising agency, it is taxable to the same extent as any other person engaged in that other business.

Subp. 9. **Advertisers who are tax-exempt entities.** Advertisers who are tax-exempt entities may appoint advertising agencies as purchasing agents. If a valid purchasing agency appointment is made, the advertiser shall pay sales or use tax to the same extent and in the same fashion as if it had made the purchase directly. To make a valid appointment of an advertising agency as a purchasing agent, an advertiser must:

A. grant to the agent the ability to bind the principal to pay for purchases made by the agent;

B. require that the agent not purchase materials in its own name;

C. require that all contracts, purchase orders, and other similar writings of the agent shall specifically state that the principal is obligated to pay for materials purchased such that a clear disclosure of the agency relationship is made to the vendor of such materials; and

D. require that the advertising agency make no use of the property for itself or for any client other than the principal.

When dealing with advertising agencies, vendors must presume that the agency is the purchaser in the absence of an express statement on a purchase order from an advertising agency that the advertising agency is acting as an agent and that the purchase is within the scope of authority expressed in such agreement. The agency may issue exemption certificates as authorized in part 8130.3000 in the name of the principal and signed by the advertising agency as purchasing agent.

REPEALER. *Minnesota Rules*, part 8130.9200 is repealed.

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Project Discover License

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the State Board of Technical Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes* 136C.04, Subdivision 9.

All persons have 30 days until 4:30 p.m., Wednesday, January 3, 1990, 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

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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:

Georgia Pomroy, License Revision Specialist
Minnesota Technical College 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 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:

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

Helen Henrie, Deputy Director
Minnesota Technical College System

Rules as Proposed (all new material)

3709.0350 PROJECT DISCOVER LICENSE.

Subpart 1. **May teach.** A person holding a technical college Project Discover license may teach personal development, career development, and applied issues courses in Project Discover.

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

Subp. 3. **Licensure requirements.** The applicant must have the educational and occupational experience described in items A to D. The education must be from an accredited postsecondary institution.

A. A minimum of two years of postsecondary education resulting in completion with a certificate, diploma, or degree.

B. Four thousand hours of verified experience. The experience must be from two areas or more of the areas listed in this item:

(1) counselor;

(2) support group facilitator;

(3) advocate within an educational or social service institution;

(4) human service caseworkers;

(5) employment counselor;

(6) affirmative action coordinator or officer;

(7) career counselor; and

(8) teacher in an educational institution.

C. A total of 12 quarter credits from two or more of the areas listed in this item:

(1) career development;

(2) group process;

(3) interpersonal communications;

(4) behavioral sciences;

(5) women's studies;

(6) family life education; and

(7) counseling techniques.

D. Upon the first renewal, evidence of completion of 12 hours of state sponsored workshops in teaching Project Discover.

Subp. 4. **Substitution for required experiences.** The applicant may use the substitutions as described in items A and B.

A. The applicant may substitute up to 1,000 hours of occupational experience required in subpart 3, item B, through verified volunteer activity that occurred under supervision of paid professional staff within a human service agency. This experience may be in a shelter for the homeless, battered woman program, chemical dependency program, head start program, crises center, displaced homemaker program, handicapped program for special populations, minority advocacy agency, and legal advocacy program.

B. The applicant may substitute up to six credits of educational experience as required in subpart 3, item C, at the ratio of 12 clock hours for each quarter credit in the following topics: sexual harassment, decision making techniques, personal development, stress management, group facilitation, equal opportunity/affirmative action, career assessment, assertiveness training, interpersonal communications, financial planning, and human behavior.

Subp. 5. **Recent occupational experience.** An applicant for a license to teach in Project Discover must have 1,000 hours of the occupational experience within the five years before applying for the license.

Subp. 6. **Conversion of current Project Discover instructors.** Applicants verifying the teaching of a complete session of Project Discover to include personal development, career development, and applied issues within four years before the effective date of this part and who verify completion of 12 hours of state-sponsored workshops in teaching Project Discover are eligible for a license as a Project Discover instructor.

Department of State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Vocational Postsecondary Teacher Licenses; Technical Occupations

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the State Board of Technical Education intends to adopt the above-entitled as published in the *State Register* on September 25, 1989, Volume 14, Number 13, pages 840-846 rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rules is *Minnesota Statutes* 136C.04, Subdivision 9.

All persons have 30 days until 4:30 p.m., Thursday, January 4, 1990, 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:

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

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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 was published in the *State Register* on September 25, 1989, Volume 14, Number 13.

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 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:

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

Official Notices

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

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

Department of Commerce

Notice to Solicit Outside Opinion Regarding Proposed Rules for Currency Exchanges Including the Impact of Rules on Small Business

NOTICE IS HEREBY GIVEN that the Department of Commerce is seeking information or opinions from persons outside the agency to determine whether rules should be adopted in regard to the regulation of Currency Exchanges pursuant to *Minnesota Statutes*, Chapter 53A, and, if so, what those rules should be. Promulgation of these rules regarding Currency Exchanges is authorized by *Minnesota Statutes*, sections 45.023 and 53A.12.

Outside opinion is also being solicited as to how these rules will affect small businesses as defined by *Minnesota Statutes* Section 14.115, subdivision 1.

The Department of Commerce requests information and comments concerning the subject matter of these rules. Interested or affected persons or groups may submit statements of information or comment orally or in writing to:

Elissa G. Mautner
Staff Attorney
Department of Commerce
500 Metro Square Building
St. Paul, Minnesota 55101

Oral statements will be received during regular business hours over the telephone at (612) 296-9423.

All statements of information and comment shall be accepted until December 22, 1989. Any written material received by the Department of Commerce shall become a part of the record in the event that the rules are promulgated.

Dated: 18 November 1989

Michael A. Hatch
Commissioner of Commerce

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Project Discover License

Rules as Proposed (all new material)

3709.0350 PROJECT DISCOVER LICENSE.

Subpart 1. **May teach.** A person holding a technical college Project Discover license may teach personal development, career development, and applied issues courses in Project Discover.

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Subp. 3. **Licensure requirements.** The applicant must have the educational and occupational experience described in items A to D. The education must be from an accredited postsecondary institution.

A. A minimum of two years of postsecondary education resulting in completion with a certificate, diploma, or degree.

B. Four thousand hours of verified experience. The experience must be from two areas or more of the areas listed in this item:

(1) counselor;

(2) support group facilitator;

(3) advocate within an educational or social service institution;

(4) human service caseworkers;

(5) employment counselor;

(6) affirmative action coordinator or officer;

(7) career counselor; and

(8) teacher in an educational institution.

C. A total of 12 quarter credits from two or more of the areas listed in this item:

(1) career development;

(2) group process;

(3) interpersonal communications;

Approved by Revisor

(4) behavioral sciences;

(5) women's studies;

(6) family life education; and

(7) counseling techniques.

D. Upon the first renewal, evidence of completion of 12 hours of state sponsored workshops in teaching Project Discover.

Subp. 4. **Substitution for required experiences.** The applicant may use the substitutions as described in items A and B.

A. The applicant may substitute up to 1,000 hours of occupational experience required in subpart 3, item B, through verified volunteer activity that occurred under supervision of paid professional staff within a human service agency. This experience may be in a shelter for the homeless, battered woman program, chemical dependency program, head start program, crises center, displaced homemaker program, handicapped program for special populations, minority advocacy agency, and legal advocacy program.

B. The applicant may substitute up to six credits of educational experience as required in subpart 3, item C, at the ratio of 12 clock hours for each quarter credit in the following topics: sexual harassment, decision making techniques, personal development, stress management, group facilitation, equal opportunity/affirmative action, career assessment, assertiveness training, interpersonal communications, financial planning, and human behavior.

Subp. 5. **Recent occupational experience.** An applicant for a license to teach in Project Discover must have 1,000 hours of the occupational experience within the five years before applying for the license.

Subp. 6. **Conversion of current Project Discover instructors.** Applicants verifying the teaching of a complete session of Project Discover to include personal development, career development, and applied issues within four years before the effective date of this part and who verify completion of 12

Approved
by Revisor _____

hours of state-sponsored workshops in teaching Project Discover are eligible for a license as a Project Discover instructor.

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Project Discover License

AGENCY: State Board of Vocational Technical Education

MINNESOTA RULES: Chapter 3709

The attached rules are approved for publication in the State Register

Paul M. Marinac
Assistant Deputy Revisor

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 3709.0350, Project Discover	FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

Notice of the State Board of Vocational Technical Education intent to adopt the above-entitled rule was published in the *State Register* on December 4, 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 November 28, 1989. The statement of need and reasonableness was prepared before the notice of intent to adopt a rule without a public hearing was mailed to all persons on the rulemaking mailing list and published in the *State Register*, and was available to the public.

All persons were given the opportunity to submit comment on the rule for 30 days after notice of the proposed rulemaking. No requests for a public hearing on the rule were received by the agency. No comments or submissions on the rule were received by the agency.

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

Based on the comments and evidence in the record before the agency, I find the following: The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as 3709.0350 Postsecondary Vocational Teaching Licenses, Project Discover are adopted this 12th day of January, 1990, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes, section 136C.04, Subdivision 9.

Helen Henrie 1/12/90

Helen Henrie Date
Acting Director
State Board of Vocational Technical Education

9930PD

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 3709.0350, Project Discover	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 December 4, 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 November 28, 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. (5) No requests for a public hearing on the rule were received by the agency. (7) No comments or submissions on the rule were received by the agency.

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

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

NOW, THEREFORE, IT IS ORDERED that the rule identified as 3709.0350 (9) Postsecondary Vocational Teaching Licenses, Project Discover are adopted this 28th day of November, 1989, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes, section 136C.04, Subdivision 9.

Helen Henrie 11/12/90
Helen Henrie Date
Acting Director
State Board of Vocational Technical Education

9930PD

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, rule for New Venture, Project Discover, 3709.0350	FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

Notice of the State Board of Vocational Technical Education intent to adopt the above-entitled rule was published in the *State Register* on September 5, 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 29, 1989. The statement of need and reasonableness was prepared before the notice of intent to adopt a rule without a public hearing was mailed to all persons on the rulemaking mailing list and published in the *State Register*, and was available to the public.

All persons were given the opportunity to submit comment on the rule for 30 days after notice of the proposed rulemaking. There was one request for a public hearing. Therefore, the agency did not receive requests for a public hearing from 25 or more persons. One comment and one request for a statement of need and reasonableness were received by the agency.

No requests for submission to the Attorney General were made.

Based on the comments and evidence in the record before the agency, I find the following: The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as 3709.0350 Postsecondary Vocational Teaching Licenses, Project Discover is adopted this 10th day of October, 1989, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes, section 136C.04, Subdivision 9.

Helen Henrie 10/10/89
Helen Henrie Date
Deputy Director
State Board of Vocational Technical Education

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NORTHEAST METRO TECHNICAL COLLEGE

RECD SEP 12 1989

"...caring about career development"

September 11, 1989

Glenda Moyers, Supervisor
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul MN 55101

Dear Glenda:

I am responding to the notice to adopt rules for Project Discover license 3709.0350.

I strongly oppose the criteria listed for Project Discover personnel. The requirements are much too narrow for this type of project. The requirements as stated are weighted heavily toward people with counseling backgrounds. This is not appropriate as it limits a variety of people with a variety of other experiences who could perform the job functions successfully.

Northeast Metro Technical College has offered Project Discover successfully for several years. During that time, we have employed two Project Discover staff who were highly successful. However, neither would meet the requirements as stated.

I do not feel this project should require a license. If one is necessary it should be written to include people with backgrounds other than counseling.

Sincerely,

Bill Warner
Director
cc: Georgia Pomroy

NORTHEAST
METRO
TECHNICAL
COLLEGE

"... caring about career development"

September 14, 1989

Glenda Moyers
Minnesota Technical College System
100 Capitol Square Building
550 Cedar St.
St. Paul, MN 55101

Dear Ms. Moyers:

RE: PROJECT DISCOVER LICENSE

After reviewing the requirements and need for a Project Discover license, I recommend that a public hearing be held to discuss the formal need. We already have licensure and instructors in a variety of areas to cover major parts of the program (Math and Communications), as well as, staff that are qualified as Support Service Managers and Counselors. When the program is offered for only 12 credits, it would appear that a permanent license specializing in Project Discover is not essential nor advisable.

Sincerely,

Earl Brunberg

Earl Brunberg
Assistant Director/Registrar

EB:cp

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

AUTHORIZING RESOLUTION FOR ADOPTION OF A RULE WITHOUT A PUBLIC HEARING

I, J. B. Daniel, 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 January, 1990, 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, for Project Discover rule 3709.0350 is approved and adopted, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes 136C.04, Subdivision 9. Helen Henrie, Interim State 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 9th day of January, 1990.

J. B. Daniel

Officer of the Board

Allan T. Olson

Attest by one other Board member

9925PD

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 10th day of October, 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, for Project Discover rule 3709.0350 are approved and adopted, 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 10th day of October, 1989.

JoAnn Cardenas Enos
Officer of the Board

Douglas Brookton
Attest by one other Board member

20109925.FRM

In the Matter of the Adoption of the
Rule of the State Board of Vocational
Technical Education Governing 3709.0350
Postsecondary Vocational Licensure,
Project Discover

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 .0831.

Charles T. Mottl
Assistant Attorney General

Dated: 1/23/90

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