

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

Resubmitted Rules

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RULE REVIEW CHECKLIST

File No. 1670

Docket No. 05-0009.0831

DATE RECEIVED 2-26-90

ADOPTED W/O HEARING X

REVIEW DATE 3-7-90

EMERGENCY RULE _____

DUE DATE 3-12-90

To Revisor: 2-27-90

REVISOR APPROVED RC 3-7-90

APPROVED 3-8-90

REVISOR DISAPPROVED _____

DISAPPROVED _____

FILED W/SEC. OF STATE 3-12-90

WITHDRAWN _____

RETURNED TO AGENCY _____

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4 Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion (if applicable)
June 5, 1989 Date published in State Register
_____ Comments

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

✓ Board's Authorizing Resolution
June 20, 1989 Date adopted

✓ Proposed Rule
✓ Revisor's Certificate

✓ Notice of Intent to Adopt Rule
136C.04 subd 4 Statutory Authority
NA ~~Small Business Statement~~
NA ~~Expenditure of public money statement~~
Nov 27, 89 Signature

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

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
Nov 28, 89 Date (30)/25 days before adoption
✓ Notice attached
_____ Copy of rule or summary attached

✓ Publication in State Register
Dec 11, 89 Date (30)/25 days before adoption

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

✓ Resolution Adopting
Feb 13, 1990 Date adopted

_____ Findings of Fact, Conclusions & Order Adopting
Feb 14, 1990 Date

_____ ~~Written requests, submissions or comments~~

✓ Declaration of attorney
Charles Mottl Name of SAAG representing agency

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

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

State Board of Vocational Technical Education

Adopted Permanent Rules Relating to Business and Office Occupations

Rules as Adopted

3700.0305 ACCOUNTING LICENSE.

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

A. to E. [Unchanged.]

F. payroll;

G. to I. [Unchanged.]

J. introduction to computers; and

K. personal or individual income tax.

Subp. 2. [Unchanged.]

Subp. 3. **Educational and occupational experience requirement.** The applicant must have nine quarter credits in principles of accounting, six quarter credits in intermediate accounting, and 8,000 hours of occupational experience in one or more of the areas listed in items A to E with a minimum of 2,000 of the hours as a public or private staff accountant. There is no substitution for these hours. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. city finance officer;

C. controller or assistant controller;

D. internal, external, or government auditor; and

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

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

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

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

B. [Unchanged.]

C. A diploma in accounting or with an accounting prefix may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0310 BOOKKEEPING CLERK LICENSE.

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

A. to C. [Unchanged.]

D. automated bookkeeping; and

E. payroll.

Subp. 2. [Unchanged.]

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

A. to C. [Unchanged.]

D. accounts payable/receivable/cost clerk;

E. audit clerk;

F. bookkeeper;

G. city finance officer;

H. controller or assistant controller;

I. payroll bookkeeper or clerk;

J. internal, external, or government auditor; and

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

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

A. A bachelor's or higher degree with a major in any business field may be substituted for 4,000 hours.

B. An associate degree in any business field may be substituted for 2,000 hours.

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

D. [Unchanged.]

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

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. and 2. [Unchanged.]

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

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

A. to F. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in banking, banking and finance, or credit and finance may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. and 2. [Unchanged.]

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

financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. There is no substitution for these hours. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2:

A. to G. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in banking, banking and finance, accounting, or credit and finance may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0325 BUSINESS OFFICE MANAGEMENT LICENSE.

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

A. to M. [Unchanged.]

Subp. 2. [Unchanged.]

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

A. to E. [Unchanged.]

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

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

B. [Unchanged.]

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

D. [Unchanged.]

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

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

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

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

A. to F. [Unchanged.]

G. filing/indexing;

H. machine transcription;

I. bookkeeping principles;

J. introduction to computers;

K. word processing; and

L. records management.

Subp. 2. [Unchanged.]

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

A. and B. [Unchanged.]

C. clerk typist; and

D. word processing secretary.

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

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

B. An associate degree in professional office management or any secretarial field may be substituted for 2,000 hours.

C. A diploma in any secretarial field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0335 MEDICAL SECRETARIAL LICENSE.

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

A. and B. [Unchanged.]

C. records management;

D. to J. [Unchanged.]

K. filing/indexing;

L. machine transcription;

M. bookkeeping principles;

N. introduction to computers; and

O. word processing.

Subp. 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 4,000 hours as a medical secretary. There is no

substitution allowed for these hours in subpart 4, items A to D. The remaining hours may be in any secretarial field. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2 and must be in medical secretarial experience.

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

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

B. An associate degree in any secretarial field may be substituted for 2,000 hours.

C. A diploma in any secretarial field or admissions records technician may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0340 LEGAL SECRETARIAL LICENSE.

Subpart 1. **May teach.** A teacher who has a legal secretarial license may teach in the legal secretary, word processing secretary, clerk typist, receptionist, clerical data

entry, legal administrative secretary, general secretary, and administrative secretary programs and may also teach courses in:

A. to I. [Unchanged.]

J. filing/indexing;

K. bookkeeping principles;

L. business law;

M. introduction to computers; and

N. word processing.

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

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 4,000 hours as a legal secretary. There is no substitution allowed for these hours in subpart 4, items A to D. The remaining hours may be in any secretarial field. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2 and must be in legal secretarial experience.

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

A. [Unchanged.]

B. An associate degree in any secretarial field may be substituted for 2,000 hours.

C. A diploma in any secretarial field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

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

3700.0350 PURCHASING AND INVENTORY MANAGEMENT LICENSE.

Subpart 1. and 2. [Unchanged.]

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

A. to F. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in purchasing or inventory management may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

the occupational experience required in part 3700.0300, subpart 2.

3700.0360 COURT REPORTING LICENSE.

Subpart 1. and 2. [Unchanged.]

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

A. official court reporter; and

B. freelance court reporter.

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

A. and B. [Unchanged.]

C. A diploma in court reporting approved by the National Shorthand Reporters Association may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0365 PERSONNEL ASSISTANT LICENSE.

Subpart 1. **May teach.** A teacher who has a personnel

assistant license may teach in the personnel assistant program and may also teach courses in:

A. job seeking and keeping skills; and

B. employee services and relations.

Subp. 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager/supervisor, assistant manager/supervisor, or personnel assistant in a personnel or human resources department. The 8,000 hours must include the 2,000 required under part 3700.0300, subpart 2.

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

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

B. [Unchanged.]

C. A diploma or certificate in a personnel assistant program may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0370 COMPUTER PROGRAMMING LICENSE.

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

A. to C. [Unchanged.]

D. microcomputer programming and operations;

E. to H. [Unchanged.]

I. system analysis and design;

J. programming languages.

Subp. 2. [Unchanged.]

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

A. computer programmer;

B. systems analyst;

C. data communications programmer;

D. data base programmer; and

E. systems programmer.

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

A. A baccalaureate or higher degree with a major in business administration, management information systems, or computer science may be substituted for 4,000 hours.

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

C. A diploma in computer programming may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a

program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in computer: mainframe or minicomputer systems, programming, or operations may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

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

3700.0375 COMPUTER OPERATIONS LICENSE.

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

A. and B. [Unchanged.]

C. introduction to computers;

D. job control language;

E. to G. [Unchanged.]

H. computer literacy.

Subp. 2. [Unchanged.]

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

A. computer operator;

B. computer operations manager;

C. computer systems software support; and

D. computer operations analyst.

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

A. A baccalaureate or higher degree with a major in business administration, management information systems, or computer science may be substituted for 4,000 hours.

B. An associate degree in computer operations or programmer may be substituted for 2,000 hours.

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

D. The completion of courses for credit or clock hours for credit in computer mainframe or minicomputer systems, programming, or operations may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

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

3700.0376 FINANCIAL AID ASSISTANT.

Subpart 1. to 4. [Unchanged.]

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution in

financial aid assistant for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

3700.0377 MICROCOMPUTER SUPPORT SPECIALIST.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of business application occupational experience in two or more of the following areas: installation of and troubleshooting computers, computer trainer in a business or industrial setting, or programming. A minimum of 4,000 of these hours must be in microcomputers. The remaining experience may be in a nonmicrocomputer environment in any of the three areas described in this subpart. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2 and must be microcomputer experience.

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

A. and B. [Unchanged.]

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

D. [Unchanged.]

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

the occupational experience required in part 3700.0300, subpart 2.

3700.0378 ADVANCED BUSINESS TECHNOLOGY.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in planning, designing, networking, engineering, managing, or installing and maintaining two or more of items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2.

A. mainframe, minicomputers, or microcomputer systems analysis and operation in a business setting;

B. voice communications system; and

C. data communications system.

Subp. 4. [Unchanged.]

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience in primary core program content at an accredited postsecondary institution, or at an industrial or military setting in advanced business communications, microcomputer, telephony, data communications, or network design for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

3700.0379 OFFICE INFORMATION PROCESSING SPECIALIST.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in word processing supervisory responsibilities in an end user environment where systems and technical staff interact with nontechnical employees. This experience must include applications design involvement from conception to implementation and consisting of identifying office tasks, needs identification, development of software and hardware solutions, selection of staff who will use the system, and training of end users. The 8,000 hours must include the 2,000 hours required

under part 3700.0300, subpart 2.

Subp. 4. [Unchanged.]

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

REPEALER. Minnesota Rules, part 3700.0355, is repealed.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

MAR 12 1990

Joan Anderson Growe
Secretary of State

11:45 AM

APPROVED AS TO LEGALITY
March 8, 1990

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY Charlene M. Hatcher
SPECIAL ASSISTANT ATTORNEY GENERAL

2nd submitting

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 vocational education.

Notice of Intent

missing E (11) - proposed rule is attached or obtaining a free copy. Indicates was published in State Reg on Aug 21, 1989 (original publication

1st notice of Intent sent copy of rules Called Georgia - she said they mailed out rules the 1st time so they were not going to mail them out again

30 days } indicates have until Jan 10 to comment published in Reg. Dec 11

SF-00006-05 (4/86)

DEPARTMENT : ATTORNEY GENERAL

STATE OF MINNESOTA

Office Memorandum

DATE : March 12, 1990

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

FROM : CHARLENE HATCHER
Special Assistant Attorney General
525 Park Street, Suite 404 (55103)

PHONE : 296-9422

SUBJECT : In the Matter of the Adopted Permanent Rule Relating to Business and Office Occupations

The above-referenced Permanent rule has been approved as to its legality by the Attorney General on March 8, 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.

CH:bbl
Enclosures
cc: William Brown, Chief Judge (memo only)
MaryAnn Hruby " "
Charles Mottl " "

Office of the Revisor of Statutes
Administrative Rules

Paul M. Marinac
Assistant Deputy Revisor
296-0948

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

August 22, 1989

RECD AUG 23 1989

Georgia Pomroy, License Rule Revision Manager
State Board of Vocational Technical Education
100 Capitol Square Building
St. Paul, MN 55101

RE: File No. 1506

Dear Ms. Pomroy:

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

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

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

Very truly yours,

Paul M. Marinac

DEPARTMENT OF THE STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of the Rules of the State of Minnesota, State Board of Vocational Technical Education, Governing Business and Office rules, 3700.0305 to 3700.0379

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 as published in the *State Register* on August 21, 1989, Volume 14, Number 8, Pages 364-375, 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 10, 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.

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. (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:

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.

A copy of the proposed rule was published in the *State Register* on August 21, 1989, Volume 14, Number 8, Pages 364-375.

(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:

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: Nov 27 1989
9915BO

original

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 Business and Office, Rules 3700.0305 to 3700.0379

Original Rejected

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

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

All persons have 30 days until 4:30 p.m., Tuesday, September 19, 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

Helen Henrie, Deputy Director
Minnesota Technical College System

8/2/89
(Date)

20109915.FRM

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

Office Memorandum

TO: Patricia Nolte

FROM: Georgia Pomroy, License Revision Specialist

DATE: February 26, 1990

PHONE: 296-3929

SUBJECT: Document Review for Business and Office Rules 3700.0305 to 3700.0379

The enclosed documents are prepared for your review. The rules were published in the *State Register* a second time on December 11, 1989, to comply with the 30-day publishing rule.

I hope these rules are finally complete.

BUSINESS AND OFFICE RULES 3700.0305 TO 3700.0379

1. Signed Notice of Intent to Solicit Outside Opinion - May 25, 1989

2. *State Register* Copy - Solicitation of Outside Opinion - June 5, 1989

3. Authorizing Resolutions for Proposed Rules - June 20, 1989

4. Copy of Proposed Rules Approved by Revisor

**5. Signed Notice of Intent to Adopt a Rule as Mailed -
original notice August 2, 1989 (rejected)
second notice to comply with 30-day comment period signed November 27, 1989

6. Statement of Need and Reasonableness

**7. Affidavit of Mailing - August 16, 1989
second affidavit of mailing signed November 28, 1989

**8. *State Register* Copy of Rules as Published with Intent to Adopt - August 21, 1989
published additional 30-day comment period - December 11, 1989

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

10. State Board's Resolution Adopting Rules - February 13, 1990

11. Findings of Fact and Conclusions of Law - February 14, 1990

12. Declaration by Attorney General - February 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
MOTTL.O13

Enclosures

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary Technical Education Personnel.

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

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

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

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

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

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

Helen Henrie

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

Date: May 25, 1989

20109900.FRM

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Published every Monday

5 June 1989

Volume 13, Number 49

Pages 2891-2922

State Board of Vocational Technical Education

Opinion Sought Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary Technical Education Personnel

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

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

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

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

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

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

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

NOTARY PUBLIC LAWS

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



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

U.S. SMALL BUSINESS ADMINISTRATION PUBLICATIONS:

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

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

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

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CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

I, JoAnn Cardenas Enos, do hereby certify that I am a member and the President of the State Board of Vocational Technical Education, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Vocational Technical Education duly and properly called and held on the 20th day of June 1989 that a quorum was present, and that a majority of those present voted for the resolution which has not been rescinded or modified.

> "RESOLVED, that Helen Henrie, Deputy State Director of the Minnesota Technical Institute System is hereby granted the authority and directed to sign and to give the Notice of Board's Intent to Adopt a rule without a public hearing governing Post-Secondary Vocational Licensure of personnel for Permanent rules for Marketing, Health, Technical, Business and Office, and Permissive to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the *State Register* and to perform any and all acts incidental thereto."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 20th day of June 1989.

JoAnn Cardenas Enos
President
State Board of Vocational Technical Education

Attest by one other Board Member

20109910.FRM

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 3700.0305 to 3700.0379 Business and Office Rules

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 Business and Office rules 3700.0305 to 3700.0379 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

9920BO

CAROLINE E. WISNIEWSKI
NOTARY PUBLIC-MINNESOTA
DAKOTA COUNTY
MY COMMISSION EXPIRES MARCH 23, 1991

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 27, 1989

RE: Notice of Proposed Adoption of Permanent Rules

Enclosed you will find the Notice of Proposed Adoption of Rules relating to licensure criteria 3700.0305 to 3700.0379.

Postsecondary Vocational Technical Education relating to
Business and Office Occupations

The enclosed Notice of Intent to Adopt a Rule Without a Hearing for Business and Office occupations was not published for the legal 30-day period. The Notice is being republished on December 11, 1989.

GP:lrv
MEMO.BO

Enclosures

An Equal Opportunity EDUCATOR and EMPLOYER

DEPARTMENT OF THE STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of the Rules of the State of Minnesota, State Board of Vocational Technical Education, Governing Business and Office rules, 3700.0305 to 3700.0379

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 as published in the *State Register* on August 21, 1989, Volume 14, Number 8, Pages 364-375, 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 10, 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.

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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 was published in the *State Register* on August 21, 1989, Volume 14, Number 8, Pages 364-375.

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:

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

9915BO

RULE MAKING MAILING LIST
~~11/4/88~~ ~~3-29-89~~ ~~6-8-89~~ 9-6-89

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

Larry Fraser
Hutchinson Technical Institute
200 Century Avenue
Hutchinson, MN 55350

Lydell Taylor
St. Cloud Area Learning Center
309 North 12 Street
St. Cloud, MN 55301

Thomas R. Braun
Internship Director
101 Headley Hall
St. Cloud State University
St. Cloud, MN 56301

Gary R. Callister
Northfield High School
1400 South Division Street
Northfield, MN 55057

William H. Kemp
College of Industry
St. Cloud State University
St. Cloud, MN 56301

Gary Engberg
Northeast Metro TI
3300 Century Avenue North
White Bear Lake, MN 55110

William R. Lundell
456 W. Bay View Drive
Roseville, MN 55113

William R. Force
14445 Diamond Path
Rosemount, MN 55068

Stephanie Meinke
Farmington High School
800 Denmark Avenue
Farmington, MN 55024

James W. Hinck, Director
Carver-Scott Cooperative Ctr
401 East Fourth Street
Chaska, MN 55318

Cliff Helling
ISD #281
4701 Zealand Avenue North
New Hope, MN 55428

Clinton C. Kasma
Hopkins School District #270
1001 Highway 7
Hopkins, MN 55343

Donna Barnes
Executive Director
Minnesota Vocational Assoc.
3554 White Bear Avenue
White Bear Lake, MN 55110

Linda Zahradka
Northeast Metro TI
3300 Century Avenue North
White Bear Lake, MN 55110

Mary W. Hallquist
Home Economics Department
Concordia College
Moorhead, MN 56560

Rolf W. Parsons
Northeast Metro TI
3300 Century Avenue North
White Bear Lake, MN 55110

June C. Roos
St. Cloud Technical Institute
1540 Northway Drive
St. Cloud, MN 56301

Rollie Boldt
Thief River Falls TI
Highway One East
Thief River Falls, MN 56701

Karen O'Brien, Director
Dakota Co. Vocational Center
1300 - 145 Street East
Rosemount, MN 55068

Ron McKeever
Dakota County TI
1300 - 145 Street East
Rosemount, MN 55068

Ronald J. Rubado, Director
Tri-County Co-op Center
Box 657
Grand Rapids, MN 55744

Lynn Steenblock
NISWI-NAYAWSHING Co-op Center
S. 13 Street & William
Montevideo, MN 56265

George VonDrashek
IDS 622
2055 E. Larpenteur Avenue
Maplewood, MN 55109

Ralph Miller
Martin County Vocational Center
900 Johnson Street
Fairmont, MN 56031

William Scherer
675 Southview Drive
Hutchinson, MN 55350

Gary McLean
University of Minnesota
420 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Carl Montzka, Director
South Central Vocational Ctr
304 North Main
Blue Earth, MN 56013

Cliff Wiklund, Director
Duluth Vocational Education
Lake Avenue & Second Street
Duluth, MN 55802

Cathryn Odden
Control Data
8100 - 34 Avenue South
Minneapolis, MN 55440

Wade T. Swenson
Dept. of Industrial Studies
Moorhead State University
Moorhead, MN 56560

LeRoy G. Mackove
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Osakis, MN 56360

Vernon A. Nordaune
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Sister Johnetta Maher
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Loretta Wolthuis
Home Economics Department
Mankato State University
Mankato, MN 56001

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St. Paul, MN 55102

Glenn Cleveland
Burnsville High School
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Burnsville, MN 55337

Lynn Salisbury, Director
Oak Lane Vocational Center
430 NW Eighth Street
Cambridge, MN 55008

Dean Rolfs
Minneapolis Public Schools
807 Northeast Broadway
Minneapolis, MN 55413-2398

Marilou Henderlite
Mahtomedi High School
8000 - 75 Street North
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Ilene Olson
Box 104
Rush City, MN 55069

Anthony J. Stauber
ISD #709
Lake Avenue & Second Street
Duluth, MN 55811

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University of Minnesota
320 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Jerome Moss, Jr.
University of Minnesota
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

David J. Pucel
University of Minnesota
R460 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Charles Hopkins
University of Minnesota
420 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Judith Lambrecht
University of Minnesota
420 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

David C. Bjorkquist
University of Minneosta
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Shirley Davis
Esko Public Schools
ISD #99
Esko, MN 55733

Stephen Miletich
University of Minnesota
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Richard Swanson
University of Minnesota
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Clinton Bucher
343 - 24 Avenue NE
Minneapolis, MN 55418

David Reed, Director
Office of Policy Analysis
Department of Energy
9th Floor, American Center Bldg
INTER OFFICE

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Vernon A. Schultz, Supervisor
Special Education
St. Paul Schools
360 Colborne Street
St. Paul, MN 55102

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Jim Mills, Coordinator
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Hutchinson, MN 55350

Robert Hall
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Staples, MN 56479

Roger Lindroos, Director
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Wadena, MN 56482

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Mankato State University
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Mankato, MN 56001

Leo D. Morgan, Sr.
Winona State University
Winona, MN 55987

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Doris Frace
Bloomington Education Centers
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Bloomington, MN 55420

Jim Gregar
Mankato State University
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Mankato, MN 56001

Phillip L. Tenney
MN Assoc of Secondary School
Principals
1910 W. County Road B, #109
Roseville, MN 55113

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Minnesota Education Association
41 Sherburne Avenue
St. Paul, MN 55103

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St. Cloud State University
St. Cloud, MN 56301

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ISD 916
3300 Century Avenue North
White Bear Lake, MN 55110

Vernon M. Vick
Roseville Area Schools
1252 West County Road B2
Roseville, MN 55113

Brian Ingualson
Director of Vocational Educ.
ISD 14, 6000 W. Moore Lake Dr.
Fridley, MN 55432

Fran Dexter
Business Education Dept.
Moorhead State University
Box 241
Moorhead, MN 56560

W. D. Lindberg
Superintendent
Fertile School District #599
Fertile, MN 56540

Vern Thoreson
Vocational Director
Minnetonka High School
18301 Highway 7
Minnetonka, MN 55345

Gerrie Driessen
Secondary Vocational Director
11299 Hanson Boulevard NW
Coon Rapids, MN 55433

Ellsworth R. Holm
Jefferson Sr. High School
Alexandria, MN 56308

Darrell J. Bormann
Faribault Senior High School
3300 Southwest Ninth Avenue
Faribault, MN 55021

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
732 Capitol Square Building
INTER OFFICE

Dr. D. Hedtke
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St. Paul, MN 55117

Loren Boyum
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
Bemidji, MN 56601-2699

Stanley Sjodahl
Finlayson Independent School
6495 Lake Street
Finlayson, MN 55735

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

original

original - signed

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, Business and Office Rules 3700.0305 to 3700.0379

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 16th day of August, 1989.

That on the 16th 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 Business and Office rules 3700.0305 to 3700.0379 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 16th 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 Business and Office

August 16, 1989

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

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Name	Ph.#	Secy.
Akamatsu-Chein, JoAnn	7-4390	Becky S.
Allen, Deanna	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
Bruen, Bill	6-8106	Kendra B.
Carlson, Dennis	6-8135	
Cervantez, Lisa	6-3544	
Cook, Angela	7-2821	
Deines, Jeanette	6-0679	Margaret J.
Deem, Brian	6-4204	
Dickhudt, Penelope	6-2256	Peg E.
Doffing, Kathy	7-4415	
Dreyer, Bart	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.
Frantz, Steve	6-1417	Becky S.
Froke, Craig	6-0673	Kathy D.
Gabor, Carol	7-3797	Lisa J.
Goez, Pat	7-2720	Carol A.
Graba, Joseph P.	6-3995	Caroline W.
Grenfell, Abby	7-1476	
Griffin, Phyllis	6-9599	
Groesbach, 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.
Murrey, John	6-2337	Abby G.
Naughton, Teri	6-5263	Carol K.
Neudahl, Linda	7-1477	

Name	Ph.#	Secy.
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	
Poyroy, Georgia	6-3929	Cindy S.
Pospesel, Dolores	6-3597	Dorothy S.
Rago-Rhodes, Lynda	7-1484	Diane K.
Reed, 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	
Schaubhut, Jerry	6-7122	
Schmidt, Sharon	6-0443	Carol K.
Schultz, Shirley	6-6580	
Segl, Carol	7-3995	
Senn, Darla	6-6580	
Shirvani, Tony	6-9092	
Skiener, 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	
Vadnais, 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	6-0345	

Georgia, please copy 1382

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



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~~7840.1100~~ 7690.1100 RESPONSES; WRITTEN RECORD.

~~When a contested case hearing is not required.~~ The ~~Public Utilities Commission~~ department may order written responses to comments, oral argument, negotiations, settlement conferences, formal hearing, or other procedures ~~as~~ it ~~deems~~ considers necessary or helpful to enable it to review, analyze, and select appropriate programs under *Minnesota Statutes*, section 216B.241. Written papers or summaries of oral meetings for each proceeding filed with the ~~Public Utilities Commission~~ department must also be served upon participants and ~~will~~ become part of the record upon which the ~~Public Utilities Commission~~ department will decide the case.

~~7840.1150~~ 7690.1200 APPROVAL, DISAPPROVAL, OR MODIFICATION.

Subpart 1. **Determination of significant investment.** The ~~commission~~ department shall determine whether a proposed program or modified program will result in significant investments in and expenditures for energy conservation improvements. In making this determination, the ~~commission~~ department shall consider the following information, which must be included in a public utility's filing:

[For text of items A to I, see M.R. 1989]

Subp. 2. **Approval.** On determining that the proposed program or modified program will result in significant investments in and expenditures for energy conservation improvements, the ~~commission~~ department shall approve the proposed or modified program.

Subp. 3. **Disapproval and modification.** On determining that the proposed program or modified program will not result in significant investments in and expenditures for energy conservation improvements, the ~~commission~~ department shall disapprove the proposed program or modified program and ~~order~~ require a program that will result in significant investments in and expenditures for energy conservation improvements.

~~7840.1200~~ 7690.1300 ~~DISAPPROVAL; ORDER~~ DECISION.

When the ~~Public Utilities Commission~~ department approves, disapproves, or modifies a program, project, or evaluation plan, it shall set forth its reasons in a written ~~order~~ decision within 30 days from the date comments are due on the department's proposed decision specified under part 7690.1000. If the department's decision will not be issued within this 30-day period, the department shall notify the parties on the service list specified in part 7690.0800 of the date by which a decision will be issued.

~~7840.1300~~ 7690.1400 PROPOSED PROGRAM CHANGES.

Upon its own motion or upon the motion of a utility or other person, the ~~Public Utilities Commission~~ department may add a new project or modify, expand, or terminate an existing conservation improvement program or utility renewable resource pilot program before the program's expiration date. The moving party must ~~notify all~~ give notice of the motion to the participants in the affected utility's conservation improvement program case or utility renewable resource pilot program case of the motion. Interested persons must be allowed 15 days to submit comments on the proposed program changes. A change may be ordered to make a project more effective, to reach more participants, to reduce unnecessary or ineffective expenditures, to expand, change, or reduce the geographic area or target group that the project covers, or to change the time period during which the project would be in effect.

7690.1500 PETITION TO COMMISSION.

Petitions to the Public Utilities Commission to modify or revoke a department decision to require a program are governed by *Minnesota Statutes*, section 216B.241, subdivision 2.

REPEALER. *Minnesota Rules*, parts 7840.1000 and 7840.1400 are repealed.

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Business and Office Occupations

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the State Board of Vocational Technical Education intends to adopt the above-entitled rule as published in the *State Register* on August 21, 1989, Volume 14, Number 8, Pages 364-375, 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 10, 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:

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 was published in the *State Register* on August 21, 1989, Volume 14, Number 8, Pages 364-375.

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:

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

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.

Bureau of Mediation Services

Adopted Permanent Rules Relating to Arbitration Roster

The rules proposed and published at *State Register*, Volume 14, Number 2, pages 50-59, July 10, 1989 (14 S.R. 50) are adopted with the following modifications:

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.

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



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21 August 1989

Volume 14, Number 8

Pages 353-440

Subp. 5. **Restrictions on use of funds.** No grant funds shall be used to finance activities not included in the grant agreement. If it is determined that an improper use of funds has occurred, the ~~office~~ division will take whatever action is necessary to recover improperly spent funds.

Subp. 6. **Suspension of payments.** The ~~office~~ division shall suspend payments of funds to grant recipients that are not in compliance with applicable state and federal laws, rules, and regulations. Grant recipients must return funds that are improperly expended.

Subp. 7. [Unchanged.]

4300.3200 RECORD KEEPING AND MONITORING.

Subpart 1. **Financial records.** Grant recipients shall maintain financial records that identify the source and application of funds for grant supported activities. These records must contain information about grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, income, and other information required by the ~~office~~ division under the responsibilities it assumes under Code of Federal Regulations, title 24, section 570.497~~, clause~~ (b). Financial records, supporting documents, statistical records, and all other records pertinent to a grant must be retained by the grant recipient for three years from the date of submitting the final financial report. No such records or documents may be disposed of while audits, claims, or litigations involving the records are in progress.

Subp. 2. [Unchanged.]

Subp. 3. **Financial status report.** Grant recipients shall file financial status reports at the close of each reporting period as designated by the ~~office~~ division and shall file a final financial report before grant close out. Financial status reports must be on forms prescribed by the ~~office~~ division. The ~~office~~ division may not require these reports more often than quarterly.

Subp. 4. **Performance report.** Grant recipients shall also file performance reports at the close of each reporting period as designated by the ~~office~~ division and shall file a final performance report before grant close out. Performance reports shall be on forms prescribed by the ~~office~~ division. The ~~office~~ division may not require these reports more often than quarterly.

Subp. 5. **Access to records.** Representatives of the ~~office~~ department, either the state auditor or legislative auditor as is appropriate, and federal auditors shall have access to all books, records, accounts, reports, files, and other papers, things, or property belonging to grant recipients which are related to the administration of grants and necessary for audits and monitoring compliance with parts 4300.0100 to 4300.3200.

REPEALER. *Minnesota Rules*, part 4300.1400, subparts 1 and 3, are repealed.

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Business and Office Occupations

Notice of Intent to Adopt a Rule Without a Public Hearing

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

All persons have 30 days until 4:30 p.m., Tuesday, September 19, 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 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) 296-5705

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, Supervisor
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-5705

Georgia Pomroy, License Revision Specialist
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

3700.0305 ACCOUNTING LICENSE.

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

A. to E. [Unchanged.]

F. payroll ~~and personal finance~~;

G. to I. [Unchanged.]

J. introduction to ~~computer operations~~ computers; and

K. personal or individual income tax.

Subp. 2. [Unchanged.]

Subp. 3. **Educational and occupational experience requirement.** The applicant must have nine quarter credits in principles of accounting, six quarter credits in intermediate accounting, and 8,000 hours of occupational experience in one or more of the areas listed in items A to ~~F~~ E with a minimum of 2,000 of the hours as a public or private staff accountant. There is no substitution for these hours. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. ~~accountant manager;~~

~~C.~~ city finance officer;

~~D.~~ C. controller or assistant controller;

~~E.~~ D. internal, external, or government auditor; and

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

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

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

B. [Unchanged.]

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

C. A diploma in accounting or with an accounting prefix may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0310 BOOKKEEPING CLERK LICENSE.

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

A. to C. [Unchanged.]

D. automated bookkeeping; and

E. payroll ~~and personal finance; and~~

~~F. personal or individual income tax~~.

Subp. 2. [Unchanged.]

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

A. to C. [Unchanged.]

D. accounts payable/receivable/cost clerk;

E. ~~accounts receivable clerk;~~

~~F.~~ audit clerk;

~~G.~~ F. bookkeeper;

~~H.~~ G. city finance officer;

~~I.~~ H. controller or assistant controller;

~~J.~~ I. payroll bookkeeper or clerk;

~~K.~~ J. internal, external, or government auditor; and

~~L. billing clerk;~~

~~M. cost clerk; and~~

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

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

A. A bachelor's or higher degree ~~in accounting, business education, or business administration~~ with a major in any business field may be substituted for 4,000 hours.

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

C. A diploma in ~~accounting or bookkeeping~~ any business field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. and 2. [Unchanged.]

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

A. to F. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in banking, banking and finance, or credit and finance may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. There is no substitution for these hours. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2:

A. to G. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in banking, banking and finance, accounting, or credit and finance may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0325 BUSINESS ~~ADMINISTRATIVE~~ OFFICE MANAGEMENT LICENSE.

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

A. to M. [Unchanged.]

Subp. 2. [Unchanged.]

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.

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

A. to E. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in business ~~administrative~~ office management or business supervision may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

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

A. to F. [Unchanged.]

G. ~~filing~~ filing/indexing;

H. machine transcription;

I. ~~secretarial accounting~~ bookkeeping principles;

J. introduction to ~~computer operations~~ computers; ~~and~~

K. word processing; and

L. records management.

Subp. 2. [Unchanged.]

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

A. and B. [Unchanged.]

C. clerk typist; and

D. word processing secretary~~;~~.

~~E. correspondence specialist; and~~

~~F. clerical data entry.~~

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

A. A bachelor's or higher degree with a major in administrative office management, office management, office systems management, business education, or business ~~management~~ administration/management may be substituted for 4,000 hours.

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

C. A diploma in ~~the areas of administrative, clerical, correspondence, legal, medical, or general secretarial; office information processing; or word processing~~ any secretarial field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0335 MEDICAL SECRETARIAL LICENSE.

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

A. and B. [Unchanged.]

C. ~~medical shorthand~~ records management;

D. to J. [Unchanged.]

K. ~~filing~~ filing/indexing;

L. machine transcription;

M. ~~secretarial accounting~~ bookkeeping principles;

N. introduction to ~~computer operations~~ computers; and

O. word processing.

Subp. 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience ~~in the areas listed in items A and B,~~ with a minimum of ~~2,000~~ 4,000 hours ~~in each~~ as a medical secretary. There is no substitution allowed for these hours in subpart 4, items A to D. The remaining hours may be in any secretarial field. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2~~:~~ and must be in medical secretarial experience.

~~A. medical secretary; and~~

~~B. administrative medical assistant.~~

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

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

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

C. A diploma in ~~medical~~ any secretarial~~,~~ field or admissions records technician~~, or general secretarial program~~ may be substituted ~~for 1,050 hours~~. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program ~~may be substituted for~~ or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0340 LEGAL SECRETARIAL ~~OCCUPATIONS~~ LICENSE.

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

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A. to I. [Unchanged.]

J. ~~filing~~ filing/indexing;

K. ~~secretarial accounting~~ bookkeeping principles;

L. business law;

M. introduction to ~~computer operations~~ computers; and

N. word processing.

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

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience~~:~~ with a minimum of 4,000 ~~of the~~ hours ~~must be~~ as a legal secretary. There is no substitution allowed for these hours in subpart 4, items A to D. The remaining hours may be in ~~one or more of the areas listed in items A to C~~ any secretarial field. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2~~:~~ and must be in legal secretarial experience.

~~A. legal typist;~~

~~B. legal stenographer; and~~

~~C. legal word processor.~~

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

A. [Unchanged.]

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

C. A diploma in ~~legal secretarial occupations, secretarial occupations, or word processing~~ any secretarial field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0350 PURCHASING ~~OR~~ AND INVENTORY MANAGEMENT LICENSE.

Subpart 1. and 2. [Unchanged.]

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

A. to F. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in purchasing or inventory management may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution or in an industrial or military setting in purchasing or inventory management for

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

3700.0360 COURT REPORTING LICENSE.

Subpart 1. and 2. [Unchanged.]

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

A. official court reporter; and

B. freelance court reporter.

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

A. and B. [Unchanged.]

C. A diploma in court reporting approved by the National Shorthand Reporters Association may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0365 PERSONNEL ASSISTANT LICENSE.

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

A. ~~business math and machines;~~

~~B.~~ job seeking and keeping skills;

~~C. office management;~~

~~D. office procedures;~~

~~E. filing;~~ and

~~F.~~ B. employee services and relations.

Subp. 2. [Unchanged.]

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

~~A. personnel;~~

~~B. human resources;~~

~~C. labor relations;~~

~~D. employee benefits;~~

~~E. employee development; and~~

~~F. employment specialist.~~

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

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

B. [Unchanged.]

C. A diploma or certificate in a personnel assistant program may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0370 COMPUTER PROGRAMMING LICENSE.

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

A. to C. [Unchanged.]

D. microcomputer ~~keyboarding~~ programming and ~~printing~~ operations;

E. to H. [Unchanged.]

I. system analysis and design;

J. programming languages.

Subp. 2. [Unchanged.]

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

A. computer ~~programming~~ programmer;

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

C. data communications programmer;

D. data base programmer ~~analyst~~; and

E. ~~programmer operator; and~~

~~F.~~ systems programmer.

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

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

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

C. A diploma in computer programming ~~or data processing~~ may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in ~~management information systems or business~~ computer; mainframe or minicomputer systems, programming, or operations may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

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

3700.0375 COMPUTER OPERATIONS ~~LICENSES~~ LICENSE.

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

A. and B. [Unchanged.]

C. ~~microcomputer keyboarding and printing~~ introduction to computers;

D. ~~management information systems processing management and supervision~~ job control language;

E. to G. [Unchanged.]

H. ~~systems analysis~~ computer literacy.

Subp. 2. [Unchanged.]

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

A. computer operator;

B. ~~data processing~~ computer operations manager;

C. ~~lead computer operator;~~

~~D. management information systems manager or operator~~ computer systems software support; and

~~E.~~ D. computer operations analyst~~, consultant, or supervisor; and~~

~~F. program or systems operator~~.

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

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

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

C. A diploma in computer operations ~~or data processing with computer operations~~ may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in ~~business or management information systems~~ computer mainframe or minicomputer systems, programming, or operations may be substituted. One ~~hours~~ hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

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

3700.0376 FINANCIAL AID ASSISTANT.

Subpart 1. to 4. [Unchanged.]

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Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution in financial aid assistant for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

3700.0377 MICROCOMPUTER SUPPORT SPECIALIST.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of business application occupational experience in two or more of the following areas ~~with~~: installation of and troubleshooting computers, computer trainer in a business or industrial setting, or programming. A minimum of ~~2,000~~ 4,000 of ~~the~~ these hours must be in microcomputers: ~~installation of and troubleshooting computers, computer training in a business or industrial setting, or programming~~. The remaining experience may be in a nonmicrocomputer environment in any of the three areas described in this subpart. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2 and must be microcomputer experience.

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

A. and B. [Unchanged.]

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

D. [Unchanged.]

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

3700.0378 ADVANCED BUSINESS TECHNOLOGY.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in planning, designing, networking, engineering, managing, or ~~installation~~ installing and ~~maintenance in~~ maintaining two or more of items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2.

A. ~~computer system analysis and operation in a business setting of~~ mainframe, minicomputers, or ~~microcomputers~~ microcomputer systems analysis and operation in a business setting;

B. voice communications system; and

C. data communications system.

Subp. 4. [Unchanged.]

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience in primary core program content at an accredited postsecondary institution, or at an industrial or military setting in advanced business communications, microcomputer, telephony, data communications, or network design for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

3700.0379 OFFICE INFORMATION PROCESSING SPECIALIST.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experienc requirement.** The applicant must have 8,000 hours of occupational experience in word processing supervisory responsibilities in an end user environment where systems and technical staff interact with nontechnical employees. This experience must include applications design involvement from conception to implementation and consisting of identifying office tasks, needs identification, development of software and hardware solutions, selection of staff who will use the system, and training of end users. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2.

Subp. 4. [Unchanged.]

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution, or in an industrial or military setting in general office typist, general secretarial

office information processing specialist, or word processing for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

REPEALER. *Minnesota Rules*, part 3700.0355, is repealed.

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 Labor and Industry

Adopted Permanent Rules Relating to Workers' Compensation; Qualified Rehabilitation Consultant Registration Fees

The rules proposed and published at *State Register*, Volume 13, Number 34, pages 2039-2041, February 21, 1989 (13 S.R. 2039) are adopted as proposed.

Pollution Control Agency

Adopted Permanent Rules Relating to Low-Level Radioactive Waste Generator Fees

The rules proposed and published at *State Register*, Volume 13, Number 46, pages 2750-2751, May 15, 1989 (13 S.R. 2750) are adopted as proposed.

Commissioners' Orders

Department of Natural Resources

Commissioner's Order No. 2342: Establishment and Description of Deer and Bear Registration Blocks, Superseding Commissioner's Orders Nos. 2219 and 2287

PURSUANT TO AUTHORITY VESTED IN ME by *Minnesota Statutes* Sec. 97B.305, Sec. 97B.311, and other applicable law, I, Joseph N. Alexander, Commissioner of Natural Resources, hereby establish and prescribe the following system of deer and bear registration blocks.

Section 1. A series of registration blocks for the registration of deer and bear is hereby established. These registration blocks are designated and described by the registration block numbers and boundaries set forth in this section. Additional regulations concerning the registration of deer and bear is provided in those Commissioner's Orders regulating the taking of deer and bear.

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

AUTHORIZING RESOLUTION FOR ADOPTION OF A RULE WITHOUT A PUBLIC HEARING

I, F. 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 13th day of February, 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 Business and Office rules 3700.0305 to 3700.0379 are approved and adopted and rule 3700.0355 is repealed, 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 13th day of February, 1990.

F. B. Daniel

Officer of the Board

Alan F. Olson

Attest by one other Board member

9925BO

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 3700.0305 to 3700.0379, Business and Office Occupations	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 11, 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. 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 rules identified as 3700.0305 to 3700.0379 Postsecondary Vocational Teaching Licenses, Business and Office occupations, are adopted and rule 3700.0355 is repealed this 14th day of February, 1990, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes, section 136C.04, Subdivision 9.

(9)

Helen Henrie 2/14/90

Helen Henrie — Date
Interim State Director
State Board of Vocational Technical Education

9930BO

In the Matter of the Adoption of the Rule of the State Board of Vocational Technical Education Governing 3700.0305 to 3700.0379 Postsecondary Vocational Licensure, Business and Office Occupations

DECLARATION OF COUNSEL

I Charles T. Mottl, Assistant Attorney General, do hereby declare that I have examined the above captioned rule, and the supporting rulemaking record, and that, based on my examination, the Administrative Procedure Act and Minnesota Rules, chapter 2010 have been followed. Any exceptions are listed below. For Attorney General billing purposes, the four-digit docket client code is 0831.

Assistant Attorney General

Dated: February 23, 1990

20109935.FRM

MINNESOTA STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

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

The statutory authority for the State Board of Vocational Technical Education to promulgate these rules is contained in Minnesota Statues Section 136C.04, Subd. 9, 1986.

Rules as Proposed:

Minnesota rules 3700.0305 to 3700.0355

Postsecondary vocational license modifications Business and Office Occupational area.

Authority of the State Board of Vocational Technical Education to promulgate these rules is found in Minnesota Statutes section 136C.04, subd. 9, 1986, Power and Duties of the Board which states:

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

BACKGROUND INFORMATION

The first revision of Business and Office rules for instructors took place in 1987. The State Board of Vocational Technical Education approved adoption of the first revised permanent licensure rules for Business and Office Occupations on December 14, 1987. The modifications to the rules revised on that date are represented in this Statement of Need and Reasonableness. The Board authorized the solicitation of outside opinion on May 25, 1989, and this intent appeared in the State Register on June 5, 1989. The proposed rules were mailed to interested parties on August 16, 1989, and published in the State Register August 21, 1989. The Board's resolution adopting these rules occurred October 10, 1989.

GENERAL INFORMATION

The Business and Office rules have been in effect for well over a year. An attempt has been made to change ambiguous language as well as intent that is not clear. In addition, some changes have been incorporated which allows for additional experience required in order to teach restructured content which has changed since the original rules have been implemented.

BUSINESS AND OFFICE OCCUPATIONS RULES 3700.0305 TO 3700.0355

3700.0305 Accounting license
3700.0310 Bookkeeping Clerk license
3700.0315 Banking and Finance Operations license
3700.0320 Banking and Finance Operations/Agriculture license
3700.0325 Business Office Management license
3700.0330 Administrative Support license
3700.0335 Medical Secretarial license
3700.0340 Legal Secretarial license
3700.0350 Purchasing and Inventory Management license
3700.0360 Court Reporting license
3700.0365 Personnel Assistant license
3700.0370 Computer Programming license
3700.0375 Computer Operations license
3700.0376 Financial Aid Assistant license
3700.0378 Advanced Business Technology license
3700.0379 Office Information Processing Specialist license

To review for the purpose of clarity, 3700.0305 through 3700.0379 specifies requirements for each individual license as follows:

Subpart 1. May teach. Lists programs and courses which the license holder may teach.

Subpart 2. Other requirements. Refers to 3700.0100 and 3700.0300.

Subpart 3. Occupational area requirements. Specifies number of hours and specific occupational areas acceptable for instructor licensure in the occupational program.

Subpart 4. Substitution for occupational experience. Degrees, diplomas or coursework is identified which enables the applicant to substitute specific educational experience for a designated number of occupational hours.

Subpart 5. Substitution for recent occupational experience. Identifies relevant current teaching experience which can substitute for a portion of the recency requirement of 3700.0300, Subpart 2.

SPECIFIC LICENSURE RULE MODIFICATIONS

3700.0305. ACCOUNTING LICENSE.

Subpart 1. May teach. There are no changes in items A to E. Item F, "payroll and personal finance" has been changed to read only "payroll." It was determined that an individual that came into the accounting program with the educational and occupational experience required in subpart 3 would not have the experience necessary to do personal finance. Therefore, it was reasonable to remove "personal finance" from the crossover areas in this license. In items G to I there are no changes. Item J, "introduction to computer operations" was changed to read

"introduction to computers." Computer operations could imply that an individual was doing activities far beyond the scope of an accounting license. Therefore, for the purpose of clarity it was reasonable to change this to computers. Item K, unchanged.

Subpart 2. Unchanged.

Subpart 3. Educational and occupational experience. This subpart was modified and changed to add educational experience. As the programs were restructured, Accounting I and II have been added as credits to be offered in a variety of programs in addition to accounting. Therefore, to assure that an individual has the breadth and depth of knowledge to teach the accounting as required in the new curriculum, they must have a minimum of nine quarter credits in Principles of Accounting and six quarter credits in Intermediate Accounting. Due to the change in curriculum this is a reasonable addition to this license. The second change in subpart 3 occurs with a minimum of 2000 hours as a public or private staff accountant with no substitution for these hours. This was inserted due to the ambiguous language in the original license which did not make it clear that this experience could not be substituted. The 8000 hours must include the 2000 hours required under 3700.0300, subpart 2. The change was made to assure that the applicant was aware that the recency requirement must be included. Item A was unchanged. Item B, account "manager" was eliminated. An accountant, whether or not they were a manager of accounting or in another position, would clearly indicate that accounting experience was acceptable. The other items were not changed.

Subpart 4, Item A was amended to read "with a major in." The original rule indicated that a bachelor's degree had to be in accounting or business administration. It is more correct to say "a major in" and, therefore, this is a reasonable change. Item C was amended to include "or a program of 45 or more credits" inserted after a one-year program and "or a program of 90 or more credits" inserted after a two-year program. This is a reasonable change since restructuring within the technical college system will put many programs on a credit basis. Item D was unchanged.

Subpart 5 was amended to include teaching experience in primary program content. That was necessary since many instructors will teach material within their program that does not have a direct relationship to the primary content of their program. To insure, for instance, that an instructor has recent experience in the field, only primary program content is reasonable.

3700.0310 BOOKKEEPING CLERK LICENSE

Clerk was added to the bookkeeping license to make clear this program is to teach bookkeeping clerks.

Subpart 1, Items A to C and D are unchanged. Item E eliminated personal finance and eliminated F, personal or individual income tax. It is unrealistic to expect an individual who is teaching bookkeeping clerk programs and has the type of experience as described in subpart 3 to have the knowledge and skills necessary to teach personal finance and personal or individual income tax. Therefore, it was reasonable to eliminate these two items.

In subpart 3, again the change in hours from "may" to "must" to assure that the applicant knows that there is no substitution. Recency must be part of the license application. Items A to C remain unchanged. Item D becomes accounts payable, receivable, and cost clerk. In order to assure that this clerk would have the necessary skills to teach bookkeeping as it appears in this curriculum, it was necessary to combine payable, receivable, and cost in order to have the breadth of knowledge required for this program. Therefore, E, accounts receivable clerk, L, billing clerk and M, cost clerk were eliminated. Alone they do not offer the experience required to teach this program and, therefore, the change is reasonable.

Subpart 4, Item A is amended to read "with a major in any business field." Major was included since that is how a degree is awarded rather than a specific field. In Items A, B and C the specific areas of study were changed to any business field. It is reasonable since all of the listings that come under the business field, accounting, bookkeeping, business administration, business education, have applicability to the content of this program. Item C also adds "a program of 45 or more credits" or "a program of 90 or more credits" to reflect the change within the technical college system of courses to credits. There is no change in the substance of Item C. Item D remains unchanged.

Subpart 5. Substitution for recent occupational experience. The first change is the addition of primary program content for the reasons expressed in the previous license. The teaching can be in bookkeeping - it does not have to be in advanced level bookkeeping. The program deals primarily with bookkeeping and therefore this is a reasonable substitution.

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE AND 3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURAL LICENSE.

The changes in both of these licenses are editorial.

Subpart 3 changes "may" to "must" so that the applicant will know that the 2000 hours of recency must be in the required field of occupational experience.

Subpart 4, A. Adds "with a major in" since that is how a bachelor's degree is awarded. A baccalaureate or bachelor's degree would be with a major rather than in a specific area of economics, management and finance, etc. Item C adds "or a program of 45 or more credits" and "or a program of 90 or more credits". This recognizes the restructuring that has occurred in

the technical college system. Since not all programs are restructured, an applicant has an option of one-year program or, if the program is
restructured, defining the number of credits to
equal a program.

Subpart 5. The teaching experience must be in primary program content. That is so the applicant will not be confused with teaching peripheral core knowledge which is common to many programs, as being an acceptable substitute for recent occupational experience. It is reasonable to require the teaching experience to be in primary program content since it will substitute for recent occupational experience.

3700.0325 BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.

The title has been changed in this license to read "Business Office Management" license. It was confusing since the purpose of the program is office management. It is reasonable to assume that office management is more descriptive of the actual program for which this license is written. The other changes within the license reflect either the change from administrative to office or the changes as indicated in the previous two licenses.

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

Subpart 1. Item A to F are unchanged. Item G has been changed to filing/indexing to represent the actual course offered within the core content of these programs. Item I has been changed from "secretarial accounting" to "bookkeeping principles." Again this represents the actual course content offered. J, "introduction to computer operations," has been changed to "introduction to computers," again to represent the actual course titles. Therefore, these are reasonable changes. L has been added, "records management." At the time that these rules were first promulgated, records management was not as yet defined as a course. It is now a course in this program. Therefore, it is a reasonable addition.

Subpart 3. Occupational experience requirement. Items E and F have been eliminated from appropriate occupational experience. Item E, correspondent specialist, is not a title that is commonly recognized in business and industry. Therefore, that title was eliminated. Item F, clerical data entry, was confused with data entry which is primarily a position in which an individual will enter data only. This experience is not adequate to teach the broad program of administrative support. Therefore, it was a logical deletion. In addition, if an individual actually did data entry and worked in the capacity of clerk typist, merely using the computer as the instrument, that individual would come under Item C. Elimination of Item E and Item F is therefore reasonable.

Subpart 4, Item A. "Business management" has been changed to "business administration/management" to be sure that all appropriate majors were included. Therefore, it is a reasonable

change. Items B and C changes the education to any secretarial field. This is essentially the same since the previous license spelled out each and every secretarial field. By saying any secretarial field, we eliminate the possibility of overlooking a particular area. The other changes in this rule which deal with "may" to "must", primary program content, and number of credits are the same as in the previous licenses for the same reasons.

3700.0335 MEDICAL SECRETARIAL LICENSE.

Subpart 1. The items changed in subpart 1 reflect the changes in course titles as a result of restructuring. Item C, medical shorthand, is not a course offered within the medical secretarial program. "Records management" is now a course, and has been included. "Filing" has been changed to "filing/indexing," "secretarial accounting" changed to "bookkeeping principles," "introduction to computer operations" is changed to "introduction to computers." These changes reflect the actual courses offered within the program and is therefore reasonable.

Subpart 3 lists the increase in hours of 2000 to 4000 as a medical secretary and defines more clearly for the applicant and the hiring authority the intent of no substitution for the experience as a medical secretary. Since the experience of being a medical secretary would be inclusive, whether it were a medical secretary or administrative medical secretary, Item A and B were eliminated which is reasonable. The increase to 4000 hours followed one year of implementation of these rules in which it was discovered the majority of applicants indeed had larger amounts of experience than was required by rule. In addition, since the emphasis of this program is on the medical aspect of secretarial work, it was felt the minimum of 4000 hours was a reasonable substitution. The remaining changes are the same as those that appeared in previous licenses. "May" to "must", the number of quarter hours expressed, and primary program content.

3700.0340 LEGAL SECRETARIAL OCCUPATIONS LICENSE.

Occupations has been eliminated from this language since it does not appear in any of the other rules as published. Again the changes in subpart 1, Items A through N relate primarily to program titles that have appeared since these rules were promulgated. J, "filing" changed to "filing/indexing," K, "secretarial accounting" to "bookkeeping principles," M, "introduction to computer operations" reading "introduction to computers." There is not substantial change other than the wording which reflects the restructured course titles. The occupational experience reflects the same changes which occurred in medical secretarial. The legal secretarial experience is increased from 2000 to 4000 hours since applicants in the past year have all had in excess of 4000 hours. In addition, since the primary focus of this program is in the legal aspect of secretarial experience, it was felt that at least half of this experience should be in legal and, therefore, it is a reasonable requirement. In addition, the remaining hours may be in any

secretarial field. The base of knowledge prior to the emphasis on legal will be in the secretarial skills. Therefore, its reasonable to allow secretarial experience to qualify the applicant for a portion of the occupational experience. Therefore, legal stenographer and legal word processor were eliminated as experience.

Subpart 4. The changes in this subpart reflect the changes that occurred in subpart 3. Since there is 4000 hours minimal in legal secretarial, these substitutions then would be for the general secretarial experience. Therefore, the wording was changed to represent any secretarial field and is, therefore, a reasonable change. The other changes within this license are the same as those for the previous licenses which indicate "may" to "must", number of credits required, primary program content.

3700.0350 PURCHASING AND INVENTORY MANAGEMENT LICENSE; 3700.0360 COURT REPORTING LICENSE.

Both of these licenses have only the editorial changes reflected in other licenses which include changing "may" to "must", adding "with a major", adding "or a program of" and stipulating the number of credits required and the addition of primary program content.

3700.0365 PERSONNEL ASSISTANT LICENSE.

The crossover areas in this license have been eliminated in Item A, "business math and machines," Item C, "office management," Item D, "office procedures," and Item E, "filing." The purpose of removing these items of crossover is that an individual coming in as a personnel manager may not have the skills required to do general office procedures. In addition, personnel assistant was added in subpart 3 since the applicant may indeed have long experience as a personnel assistant and should have the skills, knowledge and attitudes required to teach in the personnel assistant program. Therefore, this appears to be a reasonable addition. Items A to F were changed to read "a personnel or human resources department", thereby eliminating the possibility of overlooking an area in personnel or human resources. All the Items A to F would be inclusive in that statement. This is, therefore, a reasonable change. The other changes within this license are the same as reflected in previous licenses.

3700.0370 COMPUTER PROGRAMMING.

The changes which occur in subpart 1, Items A through J reflect the restructuring that has occurred in the past year regarding course development and titles. D, "microcomputer keyboarding and printing" has been changed to "microcomputer programming and operations." I, "systems analysis" and design has been added. These are, therefore, reasonable additions.

Subpart 3. Occupational experience requirement. In order to assure the intent of the rule that the experience be in mainframe or minicomputer environments, this was added to the license. The complex statement of computer related occupations, etc. has been eliminated. The experiences listed in Items A to F have been changed as follows: "computer programming" to "programmer"; "programmer or administrative data base" to "systems analyst"; "data base analyst" to "data base programmer"; and F, "systems programmer." These reflect titles rather than activities and they reflect titles commonly accepted within the industry. The other titles, those eliminated were more vague or ambiguous. Therefore, this is a reasonable modification.

Subpart 4, Item A was changed to read "a major in business administration, management information systems or computer science." Again, this was felt to be more all-encompassing rather than narrowing down and perhaps forgetting a particular area. B was modified in the same way. C changed from "data processing" to "computer programming" and this is reasonable since this is the focus of the program. D refers again to mainframe or minicomputer systems so as not to confuse the applicant that might be operating in a different arena. Therefore, this is a reasonable clarification. The other changes within this license pertain to the same changes made in previous licenses for the same reasons.

3700.0375 COMPUTER OPERATIONS LICENSE.

Subpart 1. May teach. Again the changes made in Items A through H are due to the changes in the titles of programs rather than change in the contents of the license. The changes are similar to what occurred in the previous license. C, "microcomputer keyboarding and printing" was changed to "introduction to microcomputers." D, "management information systems, processing management and supervision" has been changed to "job control language" and H, "systems analysis" to "computer literacy." The level the previous titles represented was too sophisticated for the level of experience required for the initial granting of this license and, therefore, the change is reasonable.

Subpart 3. In occupational experience again it is specified as mainframe or minicomputers since this is the area of study that is the program. The activities of occupation Items A through E are specified. B, "data processing" has been changed to read "computer operations manager." C, "lead computer operator" was eliminated since that is a title that is not recognizable in business. D, "management systems manager or operator" was changed to read "computer systems software support." "Computer consultant or supervisor" was changed to "operations analyst." F, "program or systems operator" was eliminated as redundant in view of the modifications that were made. It is felt that the new titles are more clearly understood and recognized by business. Therefore, this is a reasonable substitution.

Subpart 4. Substitution for occupational experience. Items A, B, C and D have been changed in the same way that the previous license has been changed and for the same reasons. The only addition is operations. Since this is a computer operations license it is reasonable to include operations experience as an appropriate experience.

3700.0376 FINANCIAL AID ASSISTANT.

The only changes in this license were editorial. Thre are no content changes in accordance with previous licenses.

3700.0377 MICROCOMPUTER SUPPORT SPECIALIST.

Subpart 3. Occupational experience requirement. The change that occurred with "installation of and troubleshooting computers, computer training in a business or industrial setting, or programming" are reflected primarily in punctuation and placement in the sentence to provide more clarity to the applicant. The hours were changed from 2000 to 4000 and indicate that they must be in microcomputers since this is the focus of the program. Therefore, this is a reasonable change. The remaining experience, however, may be in a non-microcomputer environment in any of the areas previously mentioned. Since some of those activities would assist with a peripheral content of the program, this is a reasonable substitution. The recency experience, however, must be in microcomputer and since this relatively new in our industry this is reasonable. The other changes within this license are those that are primarily editorial and reflected in previous licenses.

3700.0378 ADVANCED BUSINESS TECHNOLOGY.

The changes in subpart 3 are editorial. The content remains the same. The other changes are the same that occurred in all the other licenses and are also editorial.

3700.0379 OFFICE INFORMATION PROCESSING SPECIALIST.

The changes in this license are editorial and reflected in the previous rules and for the same reasons.

3700.0355. The conversion chart has been repealed. Since the changes would all have been made in the past year it is no longer a necessary part of this format.

Office of the Revisor of Statutes

Administrative Rules

Paul M. Marinac
Assistant Deputy Revisor
296-0948

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

August 1, 1989

Georgia Pomroy, License Rule Revision Manager
State Board of Vocational Technical Education
100 Capitol Square Building
St. Paul, MN 55101

RE: File No. 1506

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,

Paul M. Marinac

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Business and Office Occupations

Rules as Proposed

3700.0305 ACCOUNTING LICENSE.

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

A. to E. [Unchanged.]

F. payroll ~~and personal finance~~;

G. to I. [Unchanged.]

J. introduction to ~~computer operations~~ computers; and

K. personal or individual income tax.

Subp. 2. [Unchanged.]

Subp. 3. **Educational and occupational experience requirement.** The applicant must have nine quarter credits in principles of accounting, six quarter credits in intermediate accounting, and 8,000 hours of occupational experience in one or more of the areas listed in items A to ~~F~~ E with a minimum of 2,000 of the hours as a public or private staff accountant. There is no substitution for these hours. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. ~~accountant-manager;~~

~~C.~~ city finance officer;

~~D.~~ C. controller or assistant controller;

~~E.~~ D. internal, external, or government auditor; and

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

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in

subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

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

B. [Unchanged.]

C. A diploma in accounting or with an accounting prefix may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0310 BOOKKEEPING CLERK LICENSE.

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

A. to C. [Unchanged.]

D. automated bookkeeping; and

E. payroll ~~and personal finance; and~~

~~F. personal or individual income tax.~~

Subp. 2. [Unchanged.]

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

3700.0300, subpart 2:

A. to C. [Unchanged.]

D. accounts payable/receivable/cost clerk;

~~E. accounts-receivable-clerk;~~

~~F.~~ audit clerk;

~~G.~~ F. bookkeeper;

~~H.~~ G. city finance officer;

~~I.~~ H. controller or assistant controller;

~~J.~~ I. payroll bookkeeper or clerk;

~~K.~~ J. internal, external, or government auditor; and

~~L. billing clerk;~~

~~M. cost clerk; and~~

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

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

A. A bachelor's or higher degree ~~in accounting, business education, or business administration~~ with a major in any business field may be substituted for 4,000 hours.

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

C. A diploma in ~~accounting or bookkeeping~~ any business field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

an industrial or military setting in ~~advanced-level~~ bookkeeping or accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. and 2. [Unchanged.]

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

A. to F. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in banking, banking and finance, or credit and finance may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution or in an industrial or military setting in banking and

finance/agriculture, banking and finance operations or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. There is no substitution for these hours. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2:

A. to G. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in banking, banking and finance, accounting, or credit and finance may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

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

3700.0325 BUSINESS ~~ADMINISTRATIVE~~ OFFICE MANAGEMENT LICENSE.

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

A. to M. [Unchanged.]

Subp. 2. [Unchanged.]

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

A. to E. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in business ~~administrative~~ office

management or business supervision may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

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

A. to F. [Unchanged.]

G. ~~filing~~ filing/indexing;

H. machine transcription;

I. ~~secretarial-accounting~~ bookkeeping principles;

J. introduction to ~~computer-operations~~ computers; ~~and~~

K. word processing; and

L. records management.

Subp. 2. [Unchanged.]

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

A. and B. [Unchanged.]

C. clerk typist; and

D. word processing secretary~~;~~.

~~E.--correspondence-specialist;-and~~

~~F.--clerical-data-entry.~~

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

A. A bachelor's or higher degree with a major in administrative office management, office management, office systems management, business education, or business ~~management~~ administration/management may be substituted for 4,000 hours.

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

C. A diploma in ~~the-areas-of-administrative;-clerical;-correspondence;-legal;-medical;-or-general-secretarial;-office-information-processing;-or-word-processing~~ any secretarial field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0335 MEDICAL SECRETARIAL LICENSE.

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

A. and B. [Unchanged.]

C. ~~medical-shorthand~~ records management;

D. to J. [Unchanged.]

K. ~~filing~~ filing/indexing;

L. machine transcription;

M. ~~secretarial-accounting~~ bookkeeping principles;

N. introduction to ~~computer-operations~~ computers; and

O. word processing.

Subp. 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience ~~in the-areas-listed-in-items-A-and-B,~~ with a minimum of ~~2,000~~ 4,000 hours ~~in-each~~ as a medical secretary. There is no substitution allowed for these hours in subpart 4, items A to D. The remaining hours may be in any secretarial field. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2~~.~~ and must be in medical secretarial experience.

~~A.--medical-secretary;-and~~

~~B.--administrative-medical-assistant.~~

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

A. A bachelor's or higher degree with a major in administrative office management, office management, office systems management, business education, or medical records

administration may be substituted for 4,000 hours.

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

C. A diploma in ~~medical~~ any secretarial~~,~~ field or admissions records technician~~, or general secretarial program~~ may be substituted ~~for 1,050 hours~~. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program ~~may be substituted for~~ or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0340 LEGAL SECRETARIAL ~~OCCUPATIONS~~ LICENSE.

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

A. to I. [Unchanged.]

J. ~~filing~~ filing/indexing;

K. ~~secretarial accounting~~ bookkeeping principles;

L. business law;

M. introduction to ~~computer operations~~ computers; and

N. word processing.

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

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

applicant must have 8,000 hours of occupational experience~~.~~ with a minimum of 4,000 ~~of the~~ hours ~~must be~~ as a legal secretary. There is no substitution allowed for these hours in subpart 4, items A to D. The remaining hours may be in ~~one or more of the areas listed in items A to C~~ any secretarial field. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2~~.~~ and must be in legal secretarial experience.

~~A. legal typist;~~

~~B. legal stenographer; and~~

~~C. legal word processor.~~

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

A. [Unchanged.]

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

C. A diploma in ~~legal secretarial occupations, secretarial occupations, or word processing~~ any secretarial field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

required in part 3700.0300, subpart 2.

3700.0350 PURCHASING ~~OR~~ AND INVENTORY MANAGEMENT LICENSE.

Subpart 1. and 2. [Unchanged.]

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

A. to F. [Unchanged.]

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

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

B. [Unchanged.]

C. A diploma in purchasing or inventory management may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0360 COURT REPORTING LICENSE.

Subpart 1. and 2. [Unchanged.]

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

A. official court reporter; and

B. freelance court reporter.

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

A. and B. [Unchanged.]

C. A diploma in court reporting approved by the National Shorthand Reporters Association may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

3700.0365 PERSONNEL ASSISTANT LICENSE.

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

A. ~~business-math-and-machines;~~

B. job seeking and keeping skills;

~~C.--office-management;~~

~~D.--office-procedures;~~

~~E.--filing;~~ and

~~F.~~ B. employee services and relations.

Subp. 2. [Unchanged.]

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

~~A.--personnel;~~

~~B.--human-resources;~~

~~C.--labor-relations;~~

~~D.--employee-benefits;~~

~~E.--employee-development;-and~~

~~F.--employment-specialist.~~

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

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

B. [Unchanged.]

C. A diploma or certificate in a personnel assistant program may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. [Unchanged.]

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

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

3700.0370 COMPUTER PROGRAMMING LICENSE.

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

A. to C. [Unchanged.]

D. microcomputer ~~keyboarding~~ programming and ~~printing~~ operations;

E. to H. [Unchanged.]

I. system analysis and design;

J. programming languages.

Subp. 2. [Unchanged.]

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

A. computer ~~programming~~ programmer;

B. ~~programmer,~~ systems analyst~~,-or-administrator-of data-bases~~;

C. data communications programmer;

D. data base programmer ~~analyst~~; and

E. ~~programmer-operator,-and~~

~~F.~~ systems programmer.

Subp. 4. **Substitution for occupational experience.** The

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

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

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

C. A diploma in computer programming ~~or data processing~~ may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in ~~management information systems or business~~ computer: mainframe or minicomputer systems, programming, or operations may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

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

3700.0375 COMPUTER OPERATIONS ~~LICENSES~~ LICENSE.

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

A. and B. [Unchanged.]

C. ~~microcomputer-keyboarding-and-printing~~ introduction to computers;

D. ~~management-information-systems-processing management-and-supervision~~ job control language;

E. to G. [Unchanged.]

H. ~~systems-analysis~~ computer literacy.

Subp. 2. [Unchanged.]

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

A. computer operator;

B. ~~data-processing~~ computer operations manager;

C. ~~lead-computer-operator;~~

~~D.--management-information-systems-manager-or-operator~~ computer systems software support; and

~~E.~~ D. computer operations analyst~~,-consultant,-or supervisor,-and~~

~~F.--program-or-systems-operator.~~

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

A. A baccalaureate or higher degree with a major in business~~,-computer-management-information-systems,-business-data processing,-computer-science,-or-systems analysis~~ administration, management information systems, or

computer science may be substituted for 4,000 hours.

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

C. A diploma in computer operations ~~or data processing with computer operations~~ may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in ~~business or management information systems~~ computer mainframe or minicomputer systems, programming, or operations may be substituted. One ~~hours~~ hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

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

3700.0376 FINANCIAL AID ASSISTANT.

Subpart 1. to 4. [Unchanged.]

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution in financial aid assistant for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

3700.0377 MICROCOMPUTER SUPPORT SPECIALIST.

Subpart 1. and 2. [Unchanged.]

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

applicant must have 8,000 hours of business application occupational experience in two or more of the following areas ~~with~~: installation of and troubleshooting computers, computer trainer in a business or industrial setting, or programming. A minimum of ~~2,000~~ 4,000 of ~~the~~ these hours must be in microcomputers~~:--installation-of-and-troubleshooting-computers, computer-training-in-a-business-or-industrial-setting,-or programming~~. The remaining experience may be in a nonmicrocomputer environment in any of the three areas described in this subpart. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2 and must be microcomputer experience.

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

A. and B. [Unchanged.]

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

D. [Unchanged.]

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

3700.0378 ADVANCED BUSINESS TECHNOLOGY.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in planning, designing, networking, engineering, managing, or ~~installation~~ installing and ~~maintenance in~~ maintaining two or more of items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2.

A. ~~computer system analysis and operation in a business setting of~~ mainframe, minicomputers, or ~~microcomputers~~ microcomputer systems analysis and operation in a business setting;

B. voice communications system; and

C. data communications system.

Subp. 4. [Unchanged.]

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience in primary core program content at an accredited postsecondary institution, or at an industrial or military setting in advanced business communications, microcomputer, telephony, data communications, or network design for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

3700.0379 OFFICE INFORMATION PROCESSING SPECIALIST.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in word processing supervisory responsibilities in an end user environment where systems and technical staff interact with nontechnical employees. This experience must include applications design involvement from conception to implementation and consisting of identifying office tasks, needs identification, development of software and hardware solutions, selection of staff who will use the system, and training of end users. The 8,000 hours ~~may~~ must include the 2,000 hours required under part 3700.0300, subpart 2.

Subp. 4. [Unchanged.]

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

REPEALER. Minnesota Rules, part 3700.0355, is repealed.

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Business and Office Occupations

AGENCY: State Board of Vocational Technical Education

MINNESOTA RULES: Chapter 3700

The attached rules are approved for publication in the State Register

Paul M. Marinac
Assistant Deputy Revisor