

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

DEPARTMENT: Office of the Attorney General **STATE OF MINNESOTA**

OFFICE MEMORANDUM

DATE: June 14, 1990

TO: KENNETH L. PEATROSS, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square Building
550 Cedar Street (55101)

FROM: MARTHA J. CASSERLY
Special Assistant Attorney General
525 Park Street, Suite 500 (55103)

PHONE: 296-6839

SUBJECT: In the Matter of the Adopted Permanent Rule Relating to Secondary Vocational Licensure; Counselor and School Nurse Licensure

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

Enclosed is your copy of the approved rule. This office has already filed two copies with the Secretary of State, who will forward one copy to the Revisor of Statutes. The fourth is being retained by this division of the Attorney General's Office for its records.

Also enclosed are any petitions, requests, submissions or comments along with any extra copies of documents which you submitted to the Attorney General.

Your next step is to arrange for publication of the Notice of Adoption in the State Register. In a day or two, you should receive from the Revisor's Office three copies of the notice of adoption of your rule. You should submit two copies of the Notice of Adoption to the State Register for publication. A permanent rule without a hearing does not become effective until five days after a notice of adoption is published in the State Register in accordance with Minn. Stat. § 14.27. An emergency rule becomes effective five working days after approval by the Attorney General; however, the agency must publish a notice in the State Register in accordance with Minn. Stat. § 14.34.

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

MJC:bbl
Enclosures
cc: William Brown, Chief Judge (memo only)
MaryAnn Hruby " "
Bernard E. Johnson " "

MINNESOTA BOARD OF TEACHING
KENNETH L. PEATROSS
EXECUTIVE SECRETARY

608 CAPITOL SQUARE BUILDING
550 CEDAR STREET
ST. PAUL, MINNESOTA 55101
(612) 296-2415

TO: Martha Casserly
Office of the Attorney General

FROM: Kenneth L. Peatross
Executive Secretary
Minnesota Board of Teaching

SUBJECT: Rules of the Board of Teaching Adopted Without a Public Hearing

DATE: June 12, 1990

Adopted rules, Parts 8750.0010 through 8750.4200 on pages 1 through 28 are essentially the same as current rules of the State Board of Education. It is necessary for the Minnesota Board of Teaching to adopt these rules to implement licensure standards and procedures for secondary vocational teachers. The same set of rules remain in effect for the State Board of Education to enable it to issue licenses for secondary vocational directors and supervisors who remain under the authority of the Minnesota State Board of Education.

The Revisor's instruction to renumber the parts listed on pages 28 through 30 are the same rules that were adopted in prior years by the State Board of Education. These rules governing the licensure of school counselors, school nurses, and secondary vocational teachers are now being transferred to the Minnesota Board of Teaching in accordance with 1989 legislation.

The adopted rules are not new rules. They were previously adopted by the State Board of Education. The only changes being proposed at this time are technical language changes and terminology related to the 1989 legislation which established authority for the Board of Teaching to license school counselors, school nurses, and secondary vocational teachers who were previously under the licensure authority of the State Board of Education.

KLP:ngr

cc: Bernard E. Johnson
Special Assistant Attorney General

RULE REVIEW CHECKLIST

File No. 1709 Docket No. 05.0009.0771

DATE RECEIVED 5-29-90 ADOPTED W/O HEARING X

REVIEW DATE 6-7-90 EMERGENCY RULE _____

DUE DATE 6-12-90 To Revisor: 6-1-90

REVISOR APPROVED 6-4-90

APPROVED 6-12-90 mjc REVISOR DISAPPROVED _____

DISAPPROVED _____ FILED W/SEC. OF STATE _____

WITHDRAWN _____ RETURNED TO AGENCY _____

✓ Rule as adopted (4 copies)

_____ Notice to Solicit Outside Information/Opinion (if applicable)
- _____ Date published in State Register
- _____ Comments

_____ Petition for Adoption of a Rule (if applicable)

✓ Board's Authorizing Resolution
Feb 16, 1990 Date adopted

✓ Proposed Rule
- ✓ Revisor's Certificate

_____ Notice of Intent to Adopt Rule
- 125.05 subd 1 Statutory Authority 125.185 subd 4 and 125.03 subd 1
- _____ Small Business Statement
- _____ Expenditure of public money statement
- March 26, 1990 Signature

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

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
- March 30, 1990 Date 30/25 days before adoption
- ✓ Notice attached
- _____ Copy of rule or summary attached

✓ Publication in State Register
March 26, 1990 Date 30/25 days before adoption

see notes 180-day deadline from:
- _____ Effective date of law requiring rule (14.12) (both rules) new material did not meet deadline
- ✓ end of comment period (§ 14.26) (rules without hearing)
- _____ effective date of statutory authority (§ 14.29) (emergency rules)

✓ Resolution Adopting
May 25, 1990 Date adopted

✓ Findings of Fact, Conclusions & Order Adopting
May 25, 1990 Date

✓ Written requests, submissions or comments

✓ Declaration of attorney
Bernard E. Johnson Name of SAAG representing agency

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

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

Board of Teaching

Adopted Permanent Rules Relating to Secondary Vocational Licensure; Counselor and School Nurse Licensure

Rules as Adopted

8750.0010 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to this chapter.

Subp. 2. **Accredited out of state institution.** "Accredited out of state institution" means a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 3. **Approved Minnesota institution.** "Approved Minnesota institution" means a Minnesota institution approved by the Board of Teaching under part 8700.7600 to prepare persons for teacher licensure.

Subp. 4. **Technical college.** "Technical college" means a technical college operated by the State Board of Vocational Technical Education.

Subp. 5. **Category of practice.** "Category of practice" for secondary vocational licensure means an assignment, program, or a component of a program for which licensure is required by this chapter.

Subp. 6. **Clock hour.** "Clock hour" means 60 minutes of actual instruction or supervised group activities.

Subp. 7. **Course.** "Course" means for the purpose of licensing for vocational staff, a planned, separate unit of instruction in a subject area.

Subp. 8. **Credit.** "Credit" means a quarter college credit from an accredited college. Unless otherwise stated in this chapter, one quarter credit equals 12 clock hours.

Subp. 9. **DD Form 214.** "DD Form 214" means the form verifying separation from military service obtained from the separating authority upon release from active service.

Subp. 10. **Degree.** Unless otherwise stated, "degree" means a four year baccalaureate degree from a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 11. **Dictionary of Occupational Titles.** "Dictionary of Occupational Titles" is published by the Employment and Training Administration of the United States Department of Labor. The fourth edition was published in 1977. The fourth edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The book is available in the Minneapolis public library and in local public libraries throughout the state. It is not subject to frequent change.

Subp. 12. **Director.** "Director" means a local vocational administrator and includes assistant directors.

Subp. 13. **Directory of the American Association of State Colleges of Agriculture and Renewable Resources.** "Directory of the American Association of State Colleges of Agriculture and Renewable Resources" identifies the state colleges of agriculture and renewable resources in the United States which are not a part of the National Association of State Universities and Land Grant Colleges. The directory is incorporated by reference. The directory is available at the State Law Library. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The directory is subject to frequent change.

Subp. 14. **Education degree.** "Education degree" means a baccalaureate or higher degree from an accredited college or university in an educational field with at least 27 quarter

credits in professional education courses and including at least six quarter credits of student teaching.

Subp. 15. **Electromechanical technology.** "Electromechanical technology" means design, service, and repair of any equipment that includes both electrical-electronic controls and mechanical, hydraulic, or pneumatic operating systems, such as automated production equipment, robots, and computer peripherals.

Subp. 16. **Emphasis area.** "Emphasis area" means the position titles or duties that are most directly related to the occupation in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 17. **Endorsement.** "Endorsement" means a change in an applicant's existing license that allows the person to function in an additional category of practice or in a different time allotment such as part-time, full-time, or substitute.

Subp. 18. **Equivalent.** "Equivalent," in relation to educational or technical training requirements, means equal in content as verified by a written statement provided to the personnel licensing section by staff:

A. from the department of education;

B. from the corresponding department chair from an institution accredited to provide education or training in the area stated as a licensure requirement; or

C. from the vocational service coordinator named by an approved Minnesota institution approved to offer a licensing program for vocational teacher education.

Subp. 19. **Full-time educational service.** "Full-time educational service" means, for the purpose of evaluating educational service, 1,080 hours annually.

Subp. 20. **Full-time occupational service.** "Full-time occupational service" means, for the purpose of evaluating occupational service, 2,000 hours annually (for example, eight hours daily, five days per week, 50 weeks per year).

Subp. 21. **Hardship.** "Hardship" has the meaning given in

part 8750.6200, subpart 2.

Subp. 22. **Home economics program designee.** "Home economics program designee" means, for consumer and homemaking and service occupations licensure, the individual from an approved teacher education institution who is designated by the state program specialist to verify that requirements for approved courses or technical credits have been met.

Subp. 23. **Human relations program.** "Human relations program" means a program approved by the Board of Teaching that is designed to meet the human relations requirements under part 8750.3500 for licensure of Minnesota educational personnel.

Subp. 24. **Lapsed license.** "Lapsed license" means a Minnesota vocational license expired for at least one fiscal year (July 1 to June 30).

Subp. 25. **Leave.** "Leave" means a preplanned experience relevant to the area of licensure being sought. A leave consists of a structured experience, including a written educational objective, taken in an agency, business, or industry, exclusive of the applicant's current educational employment.

Subp. 26. **Licensing program for vocational teacher education.** "Licensing program for vocational teacher education" means a course or courses in vocational education offered at an approved Minnesota institution.

Subp. 27. **Local vocational administrator or administrator.** "Local vocational administrator" or "administrator" means the licensed vocational administrator who has the major responsibility for duties including budget, curriculum, and supervision in vocational education at the secondary level for a district, center, or technical college. The superintendent is the authorized local administrator in the absence of a licensed vocational administrator. For licensure of vocational staff serving in a nonpublic school, the chief executive officer of the nonpublic school or a designee may be authorized by the personnel licensing section to recommend licensure.

For staff serving in Minnesota correctional institutions, an individual authorized by the Department of Corrections may be authorized by the personnel licensing section to recommend licensure.

Subp. 28. **National Ag Occupations Competency Study.** "National Ag Occupations Competency Study" means a publication with the formal title "Identifying and Validating Essential Competencies Needed for Entry and Advancement in Major Agriculture and Agribusiness Occupations." It is incorporated by reference to the extent it is referred to in this chapter. The study is by David R. McClay and is dated May 16, 1978. It is published by the United States Department of Health and Human Services, Office of Education, Occupational and Adult Education Branch, and is for sale by the Superintendent of Documents, United States Government Printing Office, Washington, DC 20402. It is available for inspection at the Department of Education, Secondary Vocational Section, 637 Capitol Square Building, 550 Cedar Street, Saint Paul, Minnesota 55101, and at the Government Documents Section, Room 409, Wilson Library, University of Minnesota, 309 19th Avenue South, Minneapolis, Minnesota 55454. It is available at local public libraries through interlibrary loan. It is not subject to frequent change.

Subp. 29. **Occupational experience.** "Occupational experience" has the meaning given in part 8750.4000.

Subp. 30. **Occupational Outlook Handbook.** "Occupational Outlook Handbook" is published by the United States Department of Labor, Bureau of Labor Statistics, Bulletin 2250. The latest edition was published in April 1986. The latest edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The handbook is available in public libraries throughout the state. It is subject to frequent change.

Subp. 31. **Personnel licensing section.** "Personnel licensing section" means the personnel licensing section of the State Department of Education.

Subp. 32. **Regular five year vocational license.** "Regular five year vocational license" means a five year continuing license that is subject to continuing education requirements for renewal.

Subp. 33. **Related areas.** "Related areas" refers to position titles or duties that are associated with a category of practice, but are indirectly related to occupations in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 34. **Secondary vocational staff assignment report.** "Secondary vocational staff assignment report" means form #ED00375 that verifies from local districts that an assigned staff person is eligible for aid.

Subp. 35. **Secondary vocational teacher education core.** "Secondary vocational teacher education core" means the following six courses included in the teacher education sequence and offered through an approved Minnesota institution: introduction to vocational teaching, vocational methods, vocational course construction, vocational tests and measurements, philosophy of vocational education, and the teaching internship.

Subp. 36. **Secondary vocational teacher education sequence.** "Secondary vocational teacher education sequence" means the sequence and time frame for completion of the secondary vocational teacher education core and the human relations requirement given in parts 8750.3250 to 8750.3350.

Subp. 37. **Short term need for a teacher substitute.** "Short term need for a teacher substitute" means a period in which the maximum substitute assignment does not exceed 30 consecutive working days in one assignment or an annual total of 270 hours which is one-fourth of full-time employment as a substitute.

Subp. 38. **Teacher educator.** "Teacher educator" means a faculty member who teaches professional vocational courses and is certified as a vocational teacher educator according to the

requirements of the Joint Council for Vocational Teacher Educators.

Subp. 39. **Vocational education degree.** "Vocational education degree" means a baccalaureate or higher degree with a major in agriculture education, business education, home economics education, marketing education, industrial or industrial arts education, or vocational education. The degree must include the courses in the secondary vocational teacher education core and must meet all other requirements in the definition of "education degree" in subpart 14.

Subp. 40. **Vocational or cooperative center.** "Vocational or cooperative center" means a vocational or cooperative center approved by the State Board of Education.

Subp. 41. **Vocational program areas.** "Vocational program areas" means the occupational areas of agriculture, business occupations, health occupations, home economics/service occupations, marketing, and trade and industrial occupations.

WHO MUST BE LICENSED

8750.0020 HOW THIS CHAPTER APPLIES.

This chapter governs the procedure for licensure, as well as the duties, and the educational, technical, and occupational experience requirements for secondary vocational instructional and supportive personnel who are required to be licensed by the Board of Teaching. When this chapter conflicts with chapter 3515 or 3517, this chapter governs for secondary vocational personnel.

Parts 8750.0040 to 8750.0073 set out duties that cause a person to need a license issued under this chapter.

Parts 8750.0082 to 8750.0090 set out the process of applying for a license.

Parts 8750.0200 to 8750.2140 set out the educational, technical, and occupational requirements that a person must meet to be licensed in a particular category of practice.

Parts 8750.3000 to 8750.3650 give more information about general education requirements, including the vocational teacher

education sequence. Those parts set out the different types and amounts of education requirements for the different entrance licenses and renewals, regular five-year licenses, and reactivations of lapsed licenses.

Parts 8750.4000 to 8750.4200 set out the different ways of satisfying occupational experience requirements.

Parts 8750.6000 to 8750.6500 set out the conditions under which a person may be granted a part-time resource specialist license, limited license, substitute license, or letter of approval.

Parts 8750.7000 to 8750.7300 set out the requirements for renewals of nonadministrative, nonsupervisory five-year licenses.

Parts 8750.8000 to 8750.8400 govern the work of local vocational relicensure committees.

Parts 8750.9000 to 8750.9700 govern the approval of programs for teacher education.

FORMS AND APPLICATIONS

8750.0082 FORMS; FEES; EVALUATION; AND VALIDITY.

Subpart 1. **Application forms.** Application forms for secondary vocational licensure are available from local school districts and from the personnel licensing section.

Subp. 2. **Fees.** License fees are set by the Board of Teaching and are nonrefundable except according to part 8700.0600. For each application for vocational licensure, relicensure, or endorsement, the applicant shall pay the fee set by the Board of Teaching. However, if a vocational renewal and an endorsement are submitted to be reviewed simultaneously, both must be processed on the same fee.

Subp. 3. **Evaluating the credentials.** When an applicant submits credentials for licensure, the personnel licensing section shall evaluate them for compliance with this chapter. The section issues licenses for existing secondary vocational categories of practice.

Subp. 4. **License validity.** A license becomes valid on the date approved by the personnel licensing section. An individual

must hold a valid Minnesota license in the corresponding category of practice before receiving payment for services. Requests for corrections of omissions on licenses must be made to the section within a calendar year of the date of issuance. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license to the personnel licensing section immediately for correction. A license must bear the date of issuance. A license expires the specified number of years from the July 1 nearest the date licensure was approved, except as provided in part 8750.0090. Renewal applications must be accepted by the personnel licensing section after January 1 of the year of expiration.

8750.0085 REQUIRED SIGNATURES.

Subpart 1. **When signature is not needed.** Except where otherwise stated in subpart 2 and in this chapter, an entrance licensure application accompanied by all required credentials need not be signed by an authorized local vocational administrator to be processed.

Subp. 2. **When signature is required.** Applications for the following licenses must be signed by the authorized local vocational administrator:

A. renewal of a regular entrance license;

B. renewal of a license issued under the vocational teacher education sequence in parts 8750.3000 to 8750.3500;

C. initial or renewed limited license; and

D. initial or renewed substitute or part-time resource specialist license.

A person who applies for renewal of an entrance license or a license issued under the vocational teacher education sequence, and who has not been employed in a Minnesota vocational program during the licensure period, shall contact an approved Minnesota teacher educator in the licensure field or an authorized local vocational administrator for consultation and

for signature of the renewal recommendation.

8750.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.

Subpart 1. **Endorsements in areas related to current license.** When an applicant applies for endorsement in an area similar to one in which the applicant is already licensed under this chapter, the section shall give the endorsement the same expiration date as the one on the applicant's existing license, if the applicant has met current licensure requirements to hold full licensure in the endorsed category of practice.

Subp. 2. **Multiple expiration dates.** Under certain conditions, to correlate multiple expiration dates, a licensee may apply a year early to renew a category of practice on a five-year vocational continuing license. The licensee may take this step if another similar full-time category on the license is due for renewal, and if the licensee has completed and verified the usual renewal requirements a year early. Except for administrators and supervisors, applicants must have renewal requirements approved and verified by the local vocational relicensure committee.

GENERAL REQUIREMENTS

8750.3000 QUALIFICATION FOR LICENSURE.

A person required to hold a license shall meet licensure requirements in this chapter for each category in which the person practices.

An applicant shall meet the educational, technical, and occupational experience requirements in parts 8750.0200 to 8750.2140 for each licensure category of practice sought.

8750.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.

Subpart 1. **Who may use the sequence.** An applicant may complete the secondary vocational teacher education sequence in order to satisfy the educational requirements for licensure if the requirements in parts 8750.0200 to 8750.2140 for the applicant's category of practice permit. The applicant must complete at least three quarter credits in each of the core

courses at an approved Minnesota institution, or in equivalent courses that meet the broad objectives of the teacher education core at an accredited out-of-state institution. The broad objectives of courses in the teacher education core are stated in part 8750.3170.

The applicant must also meet the technical and occupational experience requirements in the part that governs the chosen category of practice.

Subp. 2. **Core courses.** The following courses, consisting of at least three credits each, make up the secondary vocational teacher education core:

A. introduction to vocational teaching;

B. vocational methods;

C. vocational course construction;

D. vocational tests and measurements;

E. philosophy of vocational education; and

F. teaching internship.

Subp. 3. **Nonapproved institutions.** When an applicant's teacher education coursework for core courses has been completed at an institution other than a Minnesota institution approved to offer this vocational coursework and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, the section may refer the applicant's evidence to an appropriate vocational program specialist or to the vocational service coordinator named by a Minnesota institution approved to offer this vocational coursework. The person who receives the evidence shall determine whether the courses are equivalent.

Equivalency must be determined from one or more of the following types of evidence:

A. transcripts of credits from teacher education institutions;

B. documents certifying extent of effort in terms of hours of effort and completion of experience; and

C. course outlines that include course description and course objectives.

Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a licensure requirement.

8750.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION CORE.

Subpart 1. **Introduction to vocational teaching (also called foundations for vocational-technical teaching).** The broad objectives of a course in introduction to vocational teaching are:

A. to identify the mission, goals, structure, and trends of vocational education in Minnesota, and its relationship to other educational systems;

B. to describe the goals of an institution and program in which the teacher is prepared to teach;

C. to identify the learning styles, characteristics, and special needs of the student populations for which instruction will be implemented, including referral resources;

D. to identify the content and the instructional objectives of a vocational program;

E. to develop unit structure and lesson plans specifying the instructional procedure and learning activities consistent with the practices in the institution in which the individual will teach;

F. to choose and design instructional materials to implement vocational learning activities;

G. to demonstrate an ability to deliver instruction through a variety of methods consistent with current trends;

H. to evaluate student learning, using performance- and knowledge-based instruments;

I. to describe the professional role of a vocational teacher within the context of school and community;

J. to identify the role of advisory committees in vocational education;

K. to identify the role and operation of student organizations in vocational programs;

L. to identify classroom laboratory management, safety procedures, and discipline principles and techniques; and

M. to identify the legal implications of teacher-student relationships.

Subp. 2. **Vocational methods (also called methods of instruction in vocational-technical education).** The broad objectives of a course in vocational methods are:

A. to identify unique characteristics of learners and the processes by which people learn;

B. to determine appropriate individual and group methods of instruction that create an environment to motivate and manage student development;

C. to identify the advantages and disadvantages of alternative methods of instruction for vocational educators;

D. to demonstrate the ability to use various instructional methods to enhance learning in vocational education;

E. to prepare lesson plans that use effective models and audiovisual materials including the latest technology;

F. to apply instructional techniques and resources that are effective with diverse vocational education populations;

G. to analyze personal teaching strengths, weaknesses, and effectiveness through feedback mechanisms;

H. to identify and differentiate methods for teaching, and the evaluation of learning in the affective, cognitive, and psychomotor domains;

I. to develop a plan for utilizing student organizations as a strategy to deliver the content of courses; and

J. to develop a system to collect and catalog resource materials for vocational instruction in the student's area of specialization.

Subp. 3. **Vocational course construction (also called course development in vocational-technical education).** The broad objectives of a course in vocational course construction

are:

A. to develop vocational program descriptions, course descriptions, and a listing of expected learner outcomes;

B. to identify instructional content using appropriate alternative methods such as task, content analysis, or occupational methods;

C. to examine and use alternative sources of existing instructional program content;

D. to prepare general and specific vocational instructional objectives, appropriate to students' needs;

E. to sequence the instructional objectives within the course of study;

F. to identify and be able to use alternative methods of organizing and managing content and learning activities, considering the course objectives and individual needs of students;

G. to develop lesson plans taking into account the unique needs of the students in vocational education;

H. to develop an evaluation plan for a vocational course and course units;

I. to demonstrate a systematic course development process showing continuity from mission of institution to a specific lesson plan; and

J. to demonstrate the need to use vocational advisory committees in developing and delivering the content of the course.

Subp. 4. **Vocational tests and measurements (also called evaluation of student performance in vocational-technical education).** The broad objectives of a course in vocational tests and measurements are:

A. to identify the purposes and functions of vocational education evaluation and assessment;

B. to differentiate between measurement and evaluation;

C. to design a vocational course evaluation plan that specifies the objectives of instruction and how they will be

evaluated;

D. to define and contrast characteristics of evaluation such as reliability, validity, and utility;

E. to interpret standardized test data;

F. to identify the purposes and functions of various evaluation techniques used in vocational education;

G. to prepare lesson plans that include test items that measure student attainment of performance oriented objectives;

H. to structure a test according to the tenets of good test construction;

I. to develop and demonstrate appropriate techniques for the evaluation of performance tasks;

J. to analyze the effectiveness of vocational education evaluation instruments, such as performance evaluation;

K. to interpret student progress using a variety of approaches such as norm- or criterion-referenced methods;

L. to apply alternative methods of documenting student progress; and

M. to interpret different methods of measuring student performance and giving feedback as diagnostic tools to improve learning.

Subp. 5. **Philosophy of vocational education (also called principles and practices of vocational-technical education).** The broad objectives of a course in the philosophy of vocational education are:

A. to identify the current purposes and goals of vocational education, its relationship to all education and to federal and state legislation;

B. to identify the current purposes and goals, policies, rules, and state plan for vocational education in Minnesota;

C. to describe the process used to develop and modify the Minnesota state plan for vocational-technical education;

D. to describe the socioeconomic settings and .

conditions that create the need for vocational education, career education, and career development;

E. to explain the relationships of theories of work to the history and development of vocational-technical education;

F. to identify the relationship between legislation and policy concerning vocational education and federal and state financing and accountability;

G. to identify the recipients of vocational education with respect to age, grade levels, socioeconomic groups, special needs, sex, geographic location, occupational goals, and need for vocational education;

H. to identify and describe the different institutions, public and private, in which vocational programs are offered and the people they serve;

I. to describe the cooperative relationships of vocational educators with labor, industry and business, job services, other agencies for employment, other teachers, and advisory committees;

J. to identify the common and unique characteristics of the different fields of vocational education, including integration of student organizations;

K. to explain the purposes and nature of vocational secondary, postsecondary, and extension programs;

L. to identify the professional organizations to which vocational educators belong and the values of participation in professional activities;

M. to describe the relationship of vocational education with other educational systems, local school boards, local administration, and state administration;

N. to develop an awareness of the implications of external groups such as licensing boards, accreditation agencies, and unions;

O. to explain the purpose and nature of cooperative and supervised community-based programs such as internships and customized training; and

P. to help the student develop a personal philosophy of vocational education.

8750.3420 COURSE EQUIVALENTS.

Institutions outside Minnesota may make arrangements with the personnel licensing section for a determination of equivalent educational requirements.

8750.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.

When an applicant has completed coursework that is not included in part 8750.3150, subpart 2, to meet a licensure requirement and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, in consultation with the appropriate secondary vocational specialist, the following procedure applies:

A. The section may refer the case to a vocational service coordinator designated by a Minnesota institution approved to offer vocational coursework or to a department chair designated by the appropriate secondary vocational specialist in the category of practice for which licensure is sought. The chair must be from an institution accredited to offer coursework that meets licensure requirements.

B. If no department chair is available, the appropriate state secondary vocational program specialist shall name an appropriate teacher educator.

C. The chair or coordinator shall submit a written statement verifying that the proposed coursework substitution is or is not equivalent to coursework stated as a licensure requirement.

D. Equivalency must be determined from one or more of the following types of evidence:

(1) transcripts of credits from accredited institutions;

(2) documents certifying extent of effort in terms of hours of effort and completion of experience; and

(3) course outlines that include course description and course objectives.

E. Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a license requirement.

F. Exception: Two years of active participation as an advisor in the appropriate vocational student organization substitutes for the two required credits in integrating the appropriate vocational student organization into the curriculum. The participation must be verified by the state program specialist responsible for the appropriate vocational student organization and must be within the five years just before the date the license is issued.

8750.3500 HUMAN RELATIONS REQUIREMENT.

Subpart 1. **Human relations program.** Vocational personnel as described in this part must meet the human relations requirement by completing a human relations program approved by the Minnesota Board of Teaching. All or part of the human relations requirements may be met by substituting earlier experiences or programs when they are verified as equivalent by the administrator of an approved Minnesota human relations program. Requests to substitute and to verify equivalency must be submitted by the applicant to the administrator of an approved human relations program.

Subp. 2. **Who must meet the requirement.** Except where otherwise stated in this chapter, in order to be licensed, renew a license, or reactivate a lapsed license, vocational personnel must complete the human relations requirement if they work at least half time on the vocational license. "Half time" means three hours daily on a 36-week or longer basis, or five hours daily on a 20-week or longer basis.

Subp. 3. **Exemption for less than half time.** Vocational personnel who work less than half time on the vocational license and want an exemption from the human relations requirement must submit verification of eligibility for the exemption from the authorized local vocational administrator.

Subp. 4. **Initial entrance license.** New personnel who are

submitting their first applications for full-time vocational licensing and who have completed all applicable requirements except human relations, are eligible for an entrance license to allow time to complete the human relations program. Only one vocational license that entitles the licensee to work full time may be granted to an applicant who has not met the human relations requirement. The human relations requirements must be met before any license renewal or endorsement is made.

8750.3650 ENDORSEMENTS.

An applicant adding a licensure category must meet current educational, technical, and occupational experience requirements for an entrance license in the category to be added.

OCCUPATIONAL EXPERIENCE

8750.4000 OCCUPATIONAL EXPERIENCE.

Subpart 1. **Definition.** Except where otherwise stated in this chapter, "occupational experience" means work experience, paid in money, outside of education or teaching, that demonstrates success in the occupational emphasis areas and related areas specified in the category of practice for which the applicant is seeking licensure. At least 500 hours of work experience must be in one or more emphasis areas within the five-year period immediately before the date the license is to be issued.

Subp. 2. **Secondary vocational nonoccupational staff.** Special needs staff of a local school district shall accumulate occupational experience, outside education or teaching, in a job or jobs specified in parts 8750.0200 to 8750.1440 and 8750.1800 to 8750.2140 within the program emphasis areas or related areas.

Subp. 3. **Verification.** Verification of occupational experience for a salaried employee must be provided on work verification forms by the applicant's employer. It must include place of employment, length and dates of employment, total number of hours employed, job classification, description of job duties, and a specific statement of success. If the employer has died or cannot be located because of a transfer, or if the

business has closed, the same information may be verified by:

A. the applicant's immediate supervisor during the employment period; or

B. a coworker of similar status during the employment period and appropriate tax or social security records of the applicant.

If a supervisor or coworker verifies the experience, the applicant shall document reasonable previous efforts to obtain verification from the actual employer.

Applicants who receive W-2 salary forms as owners or managers of their own privately held corporations must be considered self-employed, and they are governed by part 8750.4100.

Verification of occupational experience is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 4. **Military experience.** The personnel licensing section shall accept occupational experience obtained in the military if it is verified by a DD Form 214 and corresponding military assignment or review records that verify and identify the experience as within the emphasis areas or related areas in parts 8750.0200 to 8750.1440 or 8750.1800 to 8750.2140. Verified military experience shall be accepted for up to two-thirds of the total required occupational hours. The military hours may be applied toward hours in related areas, but not toward the required hours in the emphasis area and they do not meet the recency requirements. The remaining one-third of the required hours must be accumulated in the typical civilian setting for the category of practice sought in order to ensure that the applicant is familiar with the usual job environment for the specific category of practice.

8750.4100 SELF-EMPLOYMENT EXPERIENCE.

Subpart 1. **How to qualify.** Occupational experience obtained through self-employment in emphasis areas or related areas in parts 8750.0200 to 8750.2140 meets the occupational

experience requirements if:

A. self-employment hours are paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records; and

B. self-employment hours have been earned within the corresponding business or industry setting for the specific category of practice sought, as verified by evidence documenting that the self-employed business exists, is licensed if required by law or rule, and complies with laws or rules that regulate the business or industry.

Subp. 2. **Exception for nontraditional experience.** When self-employment hours have been obtained in designated emphasis or related areas, but within a different occupational setting, or as part of a different occupational role, than that commonly associated with the emphasis area for which the license is valid, the self-employment hours do not count:

A. toward the required hours in the emphasis area; and

B. toward more than two-thirds of the total required hours.

To be acceptable in related areas, the nontraditional self-employment hours must constitute paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records verifying the information requested in part 8750.4000, subpart 3.

Subp. 3. **Verification.** Verification based on Department of Revenue tax records named in subpart 1 or 2 must be documented as follows:

A. The Department of Revenue tax reports and appropriate backup records must be reviewed by the applicant's certified public accountant, attorney, tax preparer, banker, or similar professional business representative who is substantially engaged in business practices and business record keeping.

B. The reviewing professional shall determine and

verify duties and commensurate number of hours of paid employment consistent with declared income in the reviewed revenue documents and applicable to requirements of these licensure rules.

C. The reviewing professional must verify results of the review on a standard affidavit form provided by the personnel licensing section.

Subp. 4. **Fraud.** Verification of self-employment is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 5. **Employment on nonsalary status.** When occupational experience hours in emphasis areas and related areas specified in parts 8750.0200 to 8750.2140 have been obtained through any employment that has not resulted in issuing a W-2 statement, the applicant must be considered a self-employed independent contractor, and this part applies.

8750.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.

Subpart 1. **Who may use.** Except where otherwise stated in this part and in parts 8750.0200 to 8750.2140, an applicant may use the following alternative experiences to meet occupational experience requirements. The alternatives may not be used by nonbaccalaureate applicants who have completed less than a two year program in the category of practice.

Subp. 2. **Directed occupational experience.** For each two hours of the regular occupational experience requirement, an applicant may substitute one hour of preplanned occupational experience directed through a licensing program for vocational teacher education that has been approved as specified in part 8750.9100. The personnel licensing section, in consultation with the appropriate vocational program specialists, may make arrangements with colleges and universities to provide directed work experience supervision. Out of state colleges not eligible for the program approval process may get approval by verifying to the section and the appropriate state program specialist a program that meets the criteria, including evaluation, used to

evaluate Minnesota programs in directed occupational experience. The supervisor directing the out-of-state internship must possess professional qualifications equivalent to those required of a Minnesota internship supervisor who is eligible for authorization under item A.

The directed occupational experience must meet the following criteria for approval:

A. Except for out of state colleges, the experience must be directed by an internship supervisor who must be a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators.

B. The training station must be approved by the internship supervisor prior to approval of the training plan and employment.

C. The applicant's training plan and agreement must be developed prior to employment and must be kept on file by the teacher education institution for five years.

D. One copy of the work verification form must be made part of the applicant's permanent record maintained by the teacher education institution.

E. The experience must be paid work.

F. The training plan and agreement must:

(1) contain objectives that are individualized to meet the needs of the applicant;

(2) identify the specific learning outcomes, projects, and project evaluations that the applicant needs;

(3) place the applicant in a position that satisfies occupational experience criteria in the part governing the applicant's chosen category of practice;

(4) place the applicant in a position that satisfies the conditions of employment specified in part 8750.4000, except that self employment is not permitted;

(5) establish a reporting process for the internship experience;

(6) establish a means of evaluating the internship experience.

G. An applicant must be visited two or more times per quarter, once during a summer session. When this is not possible, a designee can be identified by the internship supervisor with communication with the state program specialist.

H. The ratio of clock hours of work to collegiate credits must be at least 40 to 1.

Subp. 3. **Competency based occupational exam.** An applicant may submit evidence of successful completion of a competency based occupational exam preapproved by the Board of Teaching. The personnel licensing section shall accept the evidence as proof of occupational competency in place of two-thirds of the total occupational experience requirements, including the most recent 500 hours. The exam must have been completed within five years of the date the license is issued. This alternative form of occupational experience must not be used when the competency based occupational exam is the same exam taken by the applicant to obtain licensure to practice in the particular occupation. In this subpart, "successful completion" means scoring within one standard deviation below the mean score supplied by the agency providing the competency based exam.

Subp. 4. **Updating industrial experience.** An updating experience conducted in the appropriate business or industry setting, or within a formal technical training setting in appropriate business, industry, or appropriate postsecondary education, may be substituted for the required 500 hours of occupational experience within the past five years in the emphasis area. The experience must be completed within the five year period just before the date that the license is to be issued. The experience must consist of one or a combination of the following:

A. Six quarter credits, involving at least 120 clock hours of work by the applicant, preapproved through the program approval process in part 8750.9100. Each quarter credit substitutes for 80 occupational experience hours. This experience must meet the following criteria for approval:

(1) The experience must be directed by a

supervisor who is a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators. The supervisor must:

(a) assess the applicant's work experience, background, and vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore choices for updating experience;

(c) advise the applicant by developing an updating program plan in cooperation with the business or industry that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to opportunities in employment for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply the technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) A copy of the applicant's updating program must be kept on file by the teacher education institution for five years, with an abstract of the program made a part of the applicant's permanent record.

B. 120 clock hours of technical training in the emphasis area preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist, or by a department chair, designated by the secondary vocational program specialist, of an approved Minnesota college. Each technical training hour substitutes for four occupational experience hours. This updating industrial experience option must meet the following criteria for approval:

(1) The person directing the experience must:

(a) assess the applicant's work experience and background, as well as vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore technical training options;

(c) help the applicant develop an updating program plan in cooperation with the business, industry, or technical training sponsor that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to employment opportunities for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) An abstract of the applicant's updating program must be made a part of the applicant's permanent licensure file.

Subp. 5. **Community based training.** For up to 500 hours of the occupational experience, including the required 500 recent hours, an applicant may substitute an unpaid direct training experience in the traditional setting for the program emphasis area. The training experience must be preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist or by the corresponding department chair of an approved Minnesota college in consultation with the appropriate secondary vocational program specialist. Three hours of training substitutes for one occupational experience hour.

Subp. 6. **Funded Minnesota technical college vocational teaching.** An applicant who seeks to add an existing secondary vocational category of practice to a valid postsecondary vocational license in the same category of practice may substitute Minnesota technical college teaching within the past five years in that category of practice for the required recent 500 hours in an emphasis area. One year (1,080 hours) of vocationally funded teaching substitutes for the prerequisite 500 hours.

Subp. 7. **Teacher coordinator endorsement.** Unless otherwise stated in this chapter, when an applicant is applying for an endorsement to add teacher coordinator to a current, valid teaching license within the same vocational program area, or to add special needs teacher coordinator to a valid service area teaching license, the 500 hour recency requirement does not apply if:

A. the applicant has verified the total required appropriate hours specified for teacher coordinator licensure;

B. the applicant met the recency requirement to

obtain the preceding category of practice; and

C. the applicant has taught on a vocational license at least one year (1,080 hours) within the past five in a vocationally funded occupational program in the same vocational program area.

REVISOR'S INSTRUCTION.

A. The revisor shall renumber the parts listed in column A with the part numbers listed in column B and correct internal references.

A	B
3510.4100	8700.8000
3510.4200	8700.8010
3510.4300	8700.8020
3510.4400	8700.8030
3510.4500	8700.8040
3510.4600	8700.8050
3510.4700	8700.8060
3510.4800	8700.8070
3510.4900	8700.8080
3510.5100	8700.8090
3510.5200	8700.8110
3510.5300	8700.8120
3510.5400	8700.8130
3510.5500	8700.8140
3510.5600	8700.8150
3510.5700	8700.8160
3510.5800	8700.8170
3510.6000	8700.8180
3510.6100	8700.8190
3510.6400	8700.9000
3510.6500	8700.9010
3510.6600	8700.9020
3510.6700	8700.9030
3517.0030	8750.0030
3517.0040	8750.0040
3517.0050	8750.0050
3517.0060	8750.0060
3517.0070	8750.0070
3517.0071	8750.0071
3517.0072	8750.0072
3517.0073	8750.0073
3517.0200	8750.0200
3517.0220	8750.0220
3517.0240	8750.0240
3517.0260	8750.0260
3517.0300	8750.0300
3517.0320	8750.0320
3517.0330	8750.0330
3517.0350	8750.0350
3517.0370	8750.0370
3517.0390	8750.0390
3517.0410	8750.0410
3517.0430	8750.0430

1	3517.0460	8750.0460
2	3517.0500	8750.0500
3	3517.0520	8750.0520
4	3517.0600	8750.0600
5	3517.0620	8750.0620
6	3517.0700	8750.0700
7	3517.0720	8750.0720
8	3517.0740	8750.0740
9	3517.0760	8750.0760
10	3517.0780	8750.0780
11		
12	3517.0800	8750.0800
13	3517.0820	8750.0820
14	3517.0840	8750.0840
15	3517.0860	8750.0860
16	3517.0880	8750.0880
17	3517.0890	8750.0890
18	3517.0900	8750.0900
19	3517.0920	8750.0920
20	3517.1000	8750.1000
21	3517.1100	8750.1100
22	3517.1120	8750.1120
23		
24	3517.1200	8750.1200
25	3517.1220	8750.1220
26	3517.1240	8750.1240
27	3517.1260	8750.1260
28	3517.1280	8750.1280
29	3517.1300	8750.1300
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34	3517.1380	8750.1380
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37	3517.1440	8750.1440
38	3517.1500	8750.1500
39	3517.1520	8750.1520
40	3517.1540	8750.1540
41	3517.1560	8750.1560
42	3517.1580	8750.1580
43	3517.1600	8750.1600
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45	3517.1700	8750.1700
46	3517.1800	8750.1800
47	3517.1820	8750.1820
48	3517.1840	8750.1840
49	3517.1860	8750.1860
50	3517.1880	8750.1880
51	3517.1900	8750.1900
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54	3517.1940	8750.1940
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56	3517.1960	8750.1960
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58	3517.2000	8750.2000
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63	3517.2100	8750.2100
64	3517.2120	8750.2120
65	3517.2140	8750.2140
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67	3517.3050	8750.3050
68	3517.3100	8750.3100
69	3517.3200	8750.3200
70	3517.3250	8750.3250
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3517.3620	8750.3620
3517.3800	8750.3800
3517.6000	8750.6000
3517.6100	8750.6100
3517.6200	8750.6200
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3517.9700	8750.9700

B. The revisor shall change the terms "State Board of Education," "Commissioner of Education," and similar terms to "State Board of Teaching," and similar terms, wherever the terms appear in the rule parts listed in item A, column B. In addition, the revisor shall make appropriate cross-reference changes in the renumbered parts.

The revisor shall change the term "board" in renumbered part 8750.6200, subpart 5, to "personnel licensing section."

APPROVED AS TO FORM AND LEGALITY

June 12 1990

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY MJ Cassely
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

JUN 13 1990 11:40 P.M.

Joan Anderson Growe
Secretary of State

State of Minnesota
Board of Teaching

Statement of Need and Reasonableness
for Proposed Rules Chapter 8750, Parts 8700.8000-8700.8190 and 8700.9000-8700.9030

Concerning: The proposed adoption of rules relating to secondary vocational licensure; counselor and school nurse licensure.

The statutory authority for the State Board of Teaching to promulgate these rules is set forth in Minnesota Statutes, Section 125.05, subd. 1 and Section 125.185, subd. 4. The 1989 Minnesota Legislature amended Minnesota Statutes, Section 125.03 to include secondary vocational teachers, school counselors, and school nurses in the definition of teachers for the purpose of licensure. Minnesota Statutes, Section 125.05, subd. 1 establishes authority for the Board of Teaching to license teachers as defined in Section 125.03, subd. 1.

RULES AS PROPOSED

Minnesota Rules, Chapter 8750 Secondary Vocational Licensure

The proposed rules, parts 8750.0010-8750.9700 are necessary to implement licensure standards and procedures for secondary vocational teachers. The 1989 Minnesota legislature amended Minnesota Statutes, Section 125.03 to include secondary vocational teachers within the authority of the State Board of Teaching for the purpose of licensure.

The proposed rules, parts 8750.0010-8750.0090 include definitions and information about who must be licensed. Parts 8750.0200-8750.2140 set forth the educational, technical and occupational requirements for specific categories of practice. Parts 8750.3000-8750.9700 relate to general education requirements, different types of licenses, and teacher education program approval.

The proposed rules are essentially the same as rules of the Minnesota Board of Education which were adopted in 1987 through the rulemaking procedure of Minnesota Statutes Chapter 14. A notice of intent to adopt the rules was published at 11 S.R. 1140 on December 29, 1986, the rules were adopted by the Minnesota Board of Education on April 14, 1987 and became effective on July 8, 1987. Therefore, the rules were in effect prior to the transfer of authority required by Minnesota Statutes, Section 125.05, subd. 1 and the 1989 amendment to Minnesota Statutes, Section 125.03. The only changes being proposed at this time are technical language changes and terminology that relates to these laws, which establish authority for the State Board of Teaching to license secondary vocational teachers.

Minnesota Rules, Parts 8700.8000-8700.8190 and 8700.9000-8700.9030 Counselor and School Nurse Licensure

The instruction to the revisor is to change rule numbers and terminology to reflect the authority for the State Board of Teaching to license school counselors and school nurses.

These rules are the same as those in effect prior to the transfer of authority required by Minnesota Statutes, Section 125.05, subd. 1 and the 1989 amendment to Minnesota Statutes, Section 125.03. The only changes being proposed at this time are those that relate to these laws, which establish authority for the State Board of Teaching to license school counselors and school nurses.

FISCAL STATEMENT

The State Board of Teaching estimates that the proposed rules will not require an expenditure of public monies by all local bodies of an amount which exceeds $100,000 in either of the two years immediately following adoption of the proposed rules.

SMALL BUSINESS

These proposed rules will not directly affect small business within the meaning of Minnesota Statutes, Section 14.115.

Subp. 5. **Construction of rule.** Nothing in subparts 1 to 4 shall prohibit a person from holding or applying for a license in any subject or field upon surrender of a license in another subject or field.

MS s 125.05 subd 1; 125.185 subd 4

8 SR 244

8700.0502 PROVISIONAL LICENSES; TEACHING IN UNLICENSED SUBJECTS OR FIELDS.

Subpart 1. **Authority to issue provisional licenses; scope of rule.** The Board of Teaching may issue provisional licenses that permit a teacher to teach in related subjects or fields for which the teacher is not currently licensed. This part applies only to those subjects or fields for which provisional licensure is not specifically authorized by license rules.

Subp. 2. **Criteria for issuance.** The Board of Teaching shall issue provisional licenses authorized by subpart 1 if it finds that the following conditions are met:

A. the superintendent of schools of the employing school district requests a provisional license under this part and Minnesota Statutes, section 125.05, subdivision 6;

B. the superintendent of schools of the employing school district verifies in writing that:

(1) no teacher holding a teaching license in a subject or field for which a provisional license is requested has applied for the vacant position which has been advertised at least statewide, and found to be acceptable for employment; and

(2) no teacher holding a teaching license in the subject or field for which a provisional license is requested has been placed on unrequested leave by the school district and wishes to resume teaching in that subject or field; and

C. the teacher for whom the request is made holds a current Minnesota license granted by the Board of Teaching valid for teaching in another subject or field; and

D. the teacher for whom the provisional license is requested has completed a minimum of 15 quarter credits of the approved licensure program in the subject or field for which a provisional license is requested and has been recommended for provisional licensure by the college or university maintaining the approved program.

Subp. 3. **Application procedure.** The applicant must submit a completed endorsement application containing the verification required in subpart 2, official transcripts, and the required processing fee.

Subp. 4. **Duration of provisional license.** A provisional license issued under this part is valid for no more than two school years and is nonrenewable.

MS s 125.05 subds 1,6; 125.185 subd 4

12 SR 412

8700.0600 FEES.

Effective July 1, 1983, each application for the issuance and/or renewal of a license to teach shall be accompanied by a processing fee in the amount of $40. The fees shall be paid to

the commissioner of education who shall deposit them with the state treasurer, as provided by law, and report each month to the commissioner of finance the amount of fees collected.

The fee shall be nonrefundable for applicants not qualifying for a license, except the fee is refundable when the applicant for a license already holds the license for which application is made and that license does not expire in the year the application is submitted.

MS s 125.05; 125.08; 125.185

8700.0700 PROCEDURES FOR THE REVOCATION OR SUSPENSION OF ALL TEACHING LICENSES.

Subpart 1. **Statutory requirements.** Licenses shall be revoked or suspended pursuant to the provisions of Minnesota Statutes, sections 125.09, and 125.185, or part 8700.7500.

Subp. 2. **Revocation.** Revocation shall include the cancellation or repeal of a teaching license and/or renewal privilege. Revocation shall disqualify a person from teaching, or performing any other function, which is permitted on the basis of holding a license issued pursuant to the rules of the Board of Teaching. Revocation shall be final, except that a person whose license has been revoked may petition the Board of Teaching for a license pursuant to part 8700.0800, subpart 1.

Subp. 3. **Suspension.** Suspension shall include the temporary withdrawal of a teaching license and/or renewal privilege. Suspension shall disqualify a person from teaching or performing any other function which is permitted on the basis of holding a license issued pursuant to the rules of the Board of Teaching. The length of each suspension and any terms and conditions attached thereto shall be determined by the Board of Teaching upon the consideration of the following factors:

A. the activity of the individual which led to the license suspension; and

B. any relevant mitigating factors which the individual may interpose on his or her behalf; and

C. the prior teaching record of the individual; and

D. other similar factors.

Unless otherwise provided by the Board of Teaching, a revocation or suspension applies to each license or renewal privilege held by the individual at the time final action is taken by the Board of Teaching. A person whose license or renewal privilege has been suspended or revoked shall be ineligible to be issued any other license by the Board of Teaching during the pendency of the suspension or revocation.

MS s 125.09; 125.185

8700.0800 ISSUANCE OR REINSTATEMENT OF A LICENSE AFTER A REVOCATION OR SUSPENSION.

Subpart 1. **After revocation.** A person whose teaching license or renewal privilege has been revoked by the Board of Teaching may apply for and shall be granted an entrance license upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled, and upon meeting current licensure standards.

Subp. 2. **After suspension.** A person whose teaching license or renewal privilege has been suspended by the Board of

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MS s 125.09

8700.0900 CONTIN

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The executive secretaries serving the remaining boards are hired by those boards and are in the unclassified civil service, except for part-time executive secretaries, who are not required to be in the unclassified service. Boards not requiring full-time executive secretaries may employ them on a part-time basis. To the extent practicable, the sharing of part-time executive secretaries by boards being serviced by the same department is encouraged. Persons providing services to those boards not listed in this subdivision, except executive secretaries of the boards and employees of the attorney general, are classified civil service employees of the department servicing the board. To the extent practicable, the commissioner shall ensure that staff services are shared by the boards being serviced by the department. If necessary, a board may hire part-time, temporary employees to administer and grade examinations.

Subd. 4. Two or more health-related licensing boards or two or more non-health-related licensing boards may hold joint rule making proceedings on proposed rules relating to similar subject matters.

History: *1973 c 638 s 64; 1975 c 136 s 48; 1975 c 271 s 6; 1976 c 222 s 2,27; 1977 c 444 s 13,14; 1982 c 595 s 1; 1983 c 269 s 1; 1983 c 289 s 114 subd 1; 1984 c 655 art 1 s 92; 1985 c 247 s 24; 1986 c 444; 1986 c 464 s 2; 1987 c 347 art 1 s 21; 1987 c 404 s 156; 1988 c 667 s 27*

214.05 [Repealed, 1977 c 444 s 21]

214.06 FEES; LICENSE RENEWALS.

Subdivision 1. Notwithstanding any law to the contrary, the commissioner of health as authorized by section 214.13, all health-related licensing boards and all non-health-related licensing boards shall by rule, with the approval of the commissioner of finance, adjust any fee which the commissioner of health or the board is empowered to assess a sufficient amount so that the total fees collected by each board will as closely as possible equal anticipated expenditures during the fiscal biennium, as provided in section 16A.128. For members of an occupation registered after July 1, 1984 by the commissioner of health under the provisions of section 214.13, the fee established must include an amount necessary to recover, over a five-year period, the commissioner's direct expenditures for adoption of the rules providing for registration of members of the occupation. All fees received shall be deposited in the state treasury. Fees received by health-related licensing boards must be credited to the special revenue fund. Any balance remaining in the special revenue fund at the end of each fiscal year, after payment of health-related licensing board expenses including salaries, attorney general fees, and indirect costs, must be credited to the public health fund.

Subd. 2. Notwithstanding any law to the contrary, each health-related and non-health-related licensing board shall promulgate rules providing for the renewal of licenses. The rules shall specify the period of time for which a license is valid, procedures and information required for renewal, and renewal fees to be set pursuant to subdivision 1.

History: *1973 c 638 s 67; 1974 c 406 s 85; 1976 c 222 s 3; 1977 c 305 s 45; 1977 c 444 s 15; 1980 c 614 s 100; 1981 c 357 s 69; 1983 c 301 s 165; 1984 c 654 art 5 s 58; 1Sp1985 c 9 art 2 s 24; 1987 c 370 art 1 s 1*

214.07 REPORTS.

Subdivision 1. **Board reports.** The health-related licensing boards and the non-health-related licensing boards shall prepare reports by October 1 of each even-numbered year. Copies of the reports shall be delivered to the legislature in accordance with section 3.195, and to the governor. Copies of the reports of the health-related licensing boards shall also be delivered to the commissioner of health. The reports shall contain the following information relating to the two-year period ending the previous June 30:

(a) a general statement of board activities;

(b) the number of
board members in mee
(c) the receipts anc
(d) the names of b
appointment and reapp
(e) the names and j
(f) a brief summar
period with appropriate
(g) the number of p
the board as of June 30
(h) the locations an
(i) the number of pe
groups showing age categ
(j) the number of p
examinations referred to
sex, and states of residen
(k) the number of pe
examinations referred to
sex, and states of residenc
(l) the number of pers
were licensed or registerec
with the reasons for the lic
subdivided by age categori
(m) the number of pe
licenses or registrations we
brief statements of the reas
(n) the number of writt
by the executive secretary o
ing services for the board (1
the board is empowered to
required by section 214.10;
(o) a summary, by sp
communications referred to
or dispositions thereof pursu
(p) any other objective
useful in reviewing board ac

Subd. 2. **Summary of**
even-numbered year, the co
licensing boards and the co
health-related boards shall pre
by subdivision 1, clauses (b)
the boards the preceding yea
also specify the staff and ser
summary reports shall be dis
to the governor.

History: *1975 c 136 s 49; 433 s 27*

214.08 FISCAL YEAR.

All health-related boards
year system employed by the s

History: *1975 c 136 s 50*

MINNESOTA BOARD OF TEACHING
KENNETH L. PEATROSS
EXECUTIVE SECRETARY

608 CAPITOL SQUARE BUILDING
550 CEDAR STREET
ST. PAUL, MINNESOTA 55101
(612) 296-2415

TO: Patty Nolte, Legal Assistant
Office of the Attorney General

FROM: Kenneth L. Peatross, Executive Secretary K.L. Peatross
Minnesota Board of Teaching

SUBJECT: Rules of the Board of Teaching Adopted Without a Public Hearing

DATE: May 29, 1990

Enclosed for your review are the documents related to the adoption of rules of the Board of Teaching adopted without a public hearing. The documents enclosed are those required by the Office of the Attorney General for adoption of rules without a public hearing.

The Board did not seek information and opinions from those outside the agency. Therefore, no Notice of Intent to Solicit Outside Opinion was published at State Register.

If I can provide any additional information relative to these rules, please contact me.

KLP:ngr

Attachments

AUTHORIZATION TO PROCEED WITH ADOPTION OF RULES
WITHOUT A PUBLIC HEARING

RESOLVED, that Kenneth L. Peatross, Executive Secretary of the Minnesota Board of Teaching, be and hereby is granted the authority and directed to sign and to give the Notice of the Board's Intent to Adopt Rules Without a Public Hearing governing secondary vocational licensure; counselor, and school nurse licensure, to all persons who have registered their names with the Board for that purpose and publish the Notice and rules in the State Register, and to perform any and all acts incidental thereto.

CERTIFICATE OF BOARD'S
AUTHORIZING RESOLUTION

I, Dale R. Rapp, do hereby certify that I am Chairman of the Minnesota Board of Teaching, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete and correct copy of a resolution adopted at a meeting of the Board duly and properly called and held on the 16th day of February, 1990; that a quorum was present at said meeting; and that a majority of those present voted for the resolution; that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

RESOLVED, that Kenneth L. Peatross, Executive Secretary of the Minnesota Board of Teaching, be and hereby is granted the authority and directed to sign and to give the Notice of the Board's Intent to Adopt Rules Without a Public Hearing governing secondary vocational licensure; counselor, and school nurse licensure, to all persons who have registered their names with the Board for that purpose and publish the Notice and rules in the State Register, and to perform any and all acts incidental thereto.

WITNESS WHEREOF, I have hereunto subscribed my name this 16th day of February, 1990.

Dale R. Rapp
Chairman, Minnesota Board of Teaching

Julie A. Jagusch
Attest by One Other Officer

STATE OF MINNESOTA
STATE BOARD OF TEACHING

In the Matter of the Proposed Rules of the State Board of Teaching Governing Secondary Vocational Licensure, Counselor and School Nurse Licensure

AFFIDAVIT REGARDING COMMENTS RECEIVED PURSUANT TO NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

Kenneth L. Peatross, being duly sworn on oath deposes and says:

1. That Kenneth L. Peatross is the person named in the Notice of Intent to Adopt Rules Without a Public Hearing (14 S. R., March 26, 1990) as the person to receive comments on the Board's intent to adopt rules concerning the above-entitled subject.

2. That the comment period set forth in the notice terminated at 4:30 p.m. on April 25, 1990.

3. That the following comments were received by the Board:

   The Board of Teaching received three comments during to 30-day comment period. In summary, the comments were:

   1. Oak-Land Vocational Center - Comments raised concern regarding licensure requirements for trade and industrial instructors and identifying hardships that the requirements would create.

   2. Douglas Webster - another comment on trade and industrial requirements that are an unnecessary burden on instructors.

   3. Independent School District 196 - concern requirements regulating small engine repair.

Kenneth L Peatross

Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

Subscribed and sworn to before me

this 29th day of May, 1990.

Nancy G Ringold

Notary Public

NANCY G. RINGOLD
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
MY COMMISSION EXPIRES APRIL 17, 1995

INDEPENDENT SCHOOL DISTRICT 196
14445 DIAMOND PATH
ROSEMOUNT, MINNESOTA 55068-4199
612-423-9479

CURRICULUM DEPARTMENT

4/6/90

KEnneth L. Peatross, Ex. Sec.
Minnesota Bd. of Teaching
608 Capitol Square - 550 Cedar
St Paul, Mn 55101

Dear Mr. Peatross:

As per your NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING concerning the MINNESOTA BOARD OF TEACHING, I am writing to you concerning the rules requiring Auto Mechanics teachers to obtain 500 hours of experience in small engines by 1992.

Our auto mechanics teacher has been teaching the course for over 20 years. He does not teach small engines at Rosemount High School and we are not interested in having him teach it. We are very satisfied with his performance in teaching auto mechanics.

At this point in time, our auto mechanics teacher, Mr. Richard Rabanus, does not intend to get relicensed in auto mechanics with this new requirement of 500 hours of work experience by 1992 in small engines. For him to get this experience, he must take classes at Fairbault Vocational school, which is over an hours drive from his home. He would have to take several classes in small engines....

Mr. Rabanus is well known in the auto mechanics profession; he has been on a weekly Twin Cities Radio Show answering questions from call-in listeners and he has taken his students to three national contests sponsored by Chrystler Corporation.

I believe experts in their field should be grandfathered in to the new regulations. He has been working in the auto mechanics field during his summers picking up new ideas and has received an internship from the State Department for a three week experience to update himself in his chosen field.

If you do not change this rule, or grandfather him in, we will not have a Vocationally Licensed Auto Mechanics Program at Rosemount High School. This would be a great disappointment to us.

Sincerely,

Jerry Cassem

Jerry Cassem
Vocational Director
District 196, Rosemount, Minn.



Oak Land Vocational Center

SERVING YOUTH FROM
CAMBRIDGE, PRINCETON AND ST. FRANCIS

LYNN B. SALISBURY, DIRECTOR

430 N. W. 8TH AVENUE
CAMBRIDGE, MN. 55008
612-689-2020

April 24, 1990

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, Minnesota 55101

Dear Mr. Peatross:

The matter of the Proposed Adoption of Permanent Rules of the Minnesota Board of Teaching Governing Secondary Vocational Licensure, specifically that portion which deals with licensure requirements for T and I instructors and technical tutors, I the undersigned request a public hearing on the rules. Both of these areas identified create excessive hardship for persons employed in these capacities and the school districts employing them.

Sincerely,

Debra L. Hagen

Debra Hagen
3060 Holly Street South
Cambridge, Minnesota 55008



April 20, 1990

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, Mn 55101

Dear Mr. Peatross:

I the undersigned am requesting a public hearing on proposed adoption of permanent rules of the Minnesota Board of Teaching governing Secondary Vocational Licensure. I believe the licensure requirements for T&I and Special Needs are unrealistic and place an unnecessary burden on instructors and restricts the pool of qualified candidates for Secondary Vocational teaching positions.

Sincerely,

Douglas Webster
701 West Second
Hastings,Mn 55033

RECEIVED
APR 24 1990
MN. BOARD OF TEACHING

STATE OF MINNESOTA

BOARD OF TEACHING

In the matter of the Proposed Adoption of the rules of the State Board of Teaching Governing Secondary Vocational Licensure; Counselor and School Nurse Licensure

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING THE RULES WITHOUT A PUBLIC HEARING

(1) Notice of the Board's intent to adopt the above-entitled rules were published in the State Register on March 26, 1990, and were sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, section 14.14, subdivision 1a and 14.22 on March 23, 1990.

(2) The statement of need and reasonableness was prepared before the notice of intent to adopt rules 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 comments on the rules for 30 days after notice of proposed rulemaking. (5) The agency received two requests for a public hearing. Therefore, the agency did not receive request for a public hearing from 25 or more persons which were not withdrawn.

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

Based on the comments and evidence in the record before the agency, the Board of Teaching finds the following:

(8) The above-captioned rules are needed and reasonable.

NOW THEREFORE, IT IS ORDERED that the rules identified as Chapter 8750 Secondary Vocational Licensure, Parts 8700.8000-8700.8190 School Counselor Licensure, and 8700.9000-8700.9030 School Nurse Licensure are adopted this 25th day of May, 1990, pursuant to authority vested in the Board by Minnesota Statutes, section 125.05, subd. 1, and 125.185, subd. 4, and Section 125.03, subd. 1, as amended by the 1989 Minnesota Legislature.

May 25, 1990

(9) Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

RESOLUTION

RESOLVED, that the rules relating to Chapter 8750 Secondary Vocational Licensure, Parts 8700.8000-8700.8190 School Counselor Licensure, and 8700.9000-8700.9030 School Nurse Licensure are approved and adopted, pursuant to authority vested in the Board by Minnesota Statutes, section 125.05, subd. 1, and 125.185, subd. 4, and Section 125.03, subd. 1 as amended by the 1989 Minnesota Legislature. Kenneth L. Peatross, the executive secretary of the Board, is authorized to sign the findings of fact, conclusions, and order adopting the rules and further is authorized to modify the rules if necessary to obtain the approval of the rules by the attorney general and to perform the necessary acts to provide that the rules shall have the force and effect of law.

CERTIFICATE OF THE

MINNESOTA BOARD OF TEACHING

RESOLUTION ADOPTING THE RULES

I, Dale R. Rapp, do hereby certify that I am a member and the chairman of the Board of Teaching, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the Board, duly and properly called and held on the 25th day of May, 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 Chapter 8750 Secondary Vocational Licensure, Parts 8700.8000-8700.8190 School Counselor Licensure, and 8700.9000-8700.9030 School Nurse Licensure are approved and adopted, pursuant to authority vested in the Board by Minnesota Statutes, section 125.05, subd. 1, and 125.185, subd. 4, and Section 125.03, subd. 1 as amended by the 1989 Minnesota Legislature. Kenneth L. Peatross, the executive secretary of the Board, is authorized to sign the findings of fact, conclusions, and order adopting the rules and further is authorized to modify the rules if necessary to obtain the approval of the rules by the attorney general and to perform the necessary acts to provide that the rules shall have the force and effect of law."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 25th day of May, 1990.

Dale R. Rapp

Chairman of the Board

Jean Carlstrom

Attest by one other Board member

Stat Authority

125.05 subd 1

The authority to license teachers as defined in section 125.03, subd 1 is vested in the board of teaching except that the authority to license supervisory personnel...

125.185 subd 4

The board shall adopt rules to license public school teachers and interns to chapter 14. (1989)

125.03 subd 1

The term "teachers" for the purpose of licensure, means all persons employed in a public school (1989)

Statement of need and Reasonableness

very poor and weak

even though the 1989 Legislature amended rules to include Secondary Vocational teachers, school counselors and school nurses in their definitions of teachers for purpose of licensure nothing stated why they are reasonable

Board of Teaching

Proposed Permanent Rules Relating to Secondary Vocational Licensure; Counselor and School Nurse Licensure

Rules as Proposed (all new material)

8750.0010 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to this chapter.

Subp. 2. **Accredited out of state institution.** "Accredited out of state institution" means a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 3. **Approved Minnesota institution.** "Approved Minnesota institution" means a Minnesota institution approved by the Board of Teaching under part 8700.7600 to prepare persons for teacher licensure.

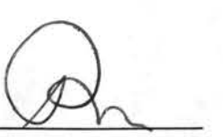
Subp. 4. **Technical college.** "Technical college" means a technical college operated by the State Board of Vocational Technical Education.

Subp. 5. **Category of practice.** "Category of practice" for secondary vocational licensure means an assignment, program, or a component of a program for which licensure is required by this chapter.

Subp. 6. **Clock hour.** "Clock hour" means 60 minutes of actual instruction or supervised group activities.

Subp. 7. **Course.** "Course" means for the purpose of licensing for vocational staff, a planned, separate unit of instruction in a subject area.

Subp. 8. **Credit.** "Credit" means a quarter college credit from an accredited college. Unless otherwise stated in this chapter, one quarter credit equals 12 clock hours.

Approved by Revisor 

Subp. 9. **DD Form 214.** "DD Form 214" means the form verifying separation from military service obtained from the separating authority upon release from active service.

Subp. 10. **Degree.** Unless otherwise stated, "degree" means a four year baccalaureate degree from a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 11. **Dictionary of Occupational Titles.** "Dictionary of Occupational Titles" is published by the Employment and Training Administration of the United States Department of Labor. The fourth edition was published in 1977. The fourth edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The book is available in the Minneapolis public library and in local public libraries throughout the state. It is not subject to frequent change.

Subp. 12. **Director.** "Director" means a local vocational administrator and includes assistant directors.

Subp. 13. **Directory of the American Association of State Colleges of Agriculture and Renewable Resources.** "Directory of the American Association of State Colleges of Agriculture and Renewable Resources" identifies the state colleges of agriculture and renewable resources in the United States which are not a part of the National Association of State Universities and Land Grant Colleges. The directory is incorporated by reference. The directory is available at the State Law Library. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The directory is subject to frequent change.

Subp. 14. **Education degree.** "Education degree" means a baccalaureate or higher degree from an accredited college or university in an educational field with at least 27 quarter

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credits in professional education courses and including at least six quarter credits of student teaching.

Subp. 15. **Electromechanical technology.** "Electromechanical technology" means design, service, and repair of any equipment that includes both electrical-electronic controls and mechanical, hydraulic, or pneumatic operating systems, such as automated production equipment, robots, and computer peripherals.

Subp. 16. **Emphasis area.** "Emphasis area" means the position titles or duties that are most directly related to the occupation in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 17. **Endorsement.** "Endorsement" means a change in an applicant's existing license that allows the person to function in an additional category of practice or in a different time allotment such as part-time, full-time, or substitute.

Subp. 18. **Equivalent.** "Equivalent," in relation to educational or technical training requirements, means equal in content as verified by a written statement provided to the personnel licensing section by staff:

A. from the department of education;

B. from the corresponding department chair from an institution accredited to provide education or training in the area stated as a licensure requirement; or

C. from the vocational service coordinator named by an approved Minnesota institution approved to offer a licensing program for vocational teacher education.

Subp. 19. **Full-time educational service.** "Full-time educational service" means, for the purpose of evaluating educational service, 1,080 hours annually.

Subp. 20. **Full-time occupational service.** "Full-time occupational service" means, for the purpose of evaluating occupational service, 2,000 hours annually (for example, eight hours daily, five days per week, 50 weeks per year).

Subp. 21. **Hardship.** "Hardship" has the meaning given in

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part 8750.6200, subpart 2.

Subp. 22. **Home economics program designee.** "Home economics program designee" means, for consumer and homemaking and service occupations licensure, the individual from an approved teacher education institution who is designated by the state program specialist to verify that requirements for approved courses or technical credits have been met.

Subp. 23. **Human relations program.** "Human relations program" means a program approved by the Board of Teaching that is designed to meet the human relations requirements under part 8750.3500 for licensure of Minnesota educational personnel.

Subp. 24. **Lapsed license.** "Lapsed license" means a Minnesota vocational license expired for at least one fiscal year (July 1 to June 30).

Subp. 25. **Leave.** "Leave" means a preplanned experience relevant to the area of licensure being sought. A leave consists of a structured experience, including a written educational objective, taken in an agency, business, or industry, exclusive of the applicant's current educational employment.

Subp. 26. **Licensing program for vocational teacher education.** "Licensing program for vocational teacher education" means a course or courses in vocational education offered at an approved Minnesota institution.

Subp. 27. **Local vocational administrator or administrator.** "Local vocational administrator" or "administrator" means the licensed vocational administrator who has the major responsibility for duties including budget, curriculum, and supervision in vocational education at the secondary level for a district, center, or technical college. The superintendent is the authorized local administrator in the absence of a licensed vocational administrator. For licensure of vocational staff serving in a nonpublic school, the chief executive officer of the nonpublic school or a designee may be authorized by the personnel licensing section to recommend licensure.

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For staff serving in Minnesota correctional institutions, an individual authorized by the Department of Corrections may be authorized by the personnel licensing section to recommend licensure.

Subp. 28. **National Ag Occupations Competency Study.** "National Ag Occupations Competency Study" means a publication with the formal title "Identifying and Validating Essential Competencies Needed for Entry and Advancement in Major Agriculture and Agribusiness Occupations." It is incorporated by reference to the extent it is referred to in this chapter. The study is by David R. McClay and is dated May 16, 1978. It is published by the United States Department of Health and Human Services, Office of Education, Occupational and Adult Education Branch, and is for sale by the Superintendent of Documents, United States Government Printing Office, Washington, DC 20402. It is available for inspection at the Department of Education, Secondary Vocational Section, 637 Capitol Square Building, 550 Cedar Street, Saint Paul, Minnesota 55101, and at the Government Documents Section, Room 409, Wilson Library, University of Minnesota, 309 19th Avenue South, Minneapolis, Minnesota 55454. It is available at local public libraries through interlibrary loan. It is not subject to frequent change.

Subp. 29. **Occupational experience.** "Occupational experience" has the meaning given in part 8750.4000.

Subp. 30. **Occupational Outlook Handbook.** "Occupational Outlook Handbook" is published by the United States Department of Labor, Bureau of Labor Statistics, Bulletin 2250. The latest edition was published in April 1986. The latest edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The handbook is available in public libraries throughout the state. It is subject to frequent change.

Subp. 31. **Personnel licensing section.** "Personnel licensing section" means the personnel licensing section of the State Department of Education.

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Subp. 32. **Regular five year vocational license.** "Regular five year vocational license" means a five year continuing license that is subject to continuing education requirements for renewal.

Subp. 33. **Related areas.** "Related areas" refers to position titles or duties that are associated with a category of practice, but are indirectly related to occupations in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 34. **Secondary vocational staff assignment report.** "Secondary vocational staff assignment report" means form #ED00375 that verifies from local districts that an assigned staff person is eligible for aid.

Subp. 35. **Secondary vocational teacher education core.** "Secondary vocational teacher education core" means the following six courses included in the teacher education sequence and offered through an approved Minnesota institution: introduction to vocational teaching, vocational methods, vocational course construction, vocational tests and measurements, philosophy of vocational education, and the teaching internship.

Subp. 36. **Secondary vocational teacher education sequence.** "Secondary vocational teacher education sequence" means the sequence and time frame for completion of the secondary vocational teacher education core and the human relations requirement given in parts 8750.3250 to 8750.3350.

Subp. 37. **Short term need for a teacher substitute.** "Short term need for a teacher substitute" means a period in which the maximum substitute assignment does not exceed 30 consecutive working days in one assignment or an annual total of 270 hours which is one-fourth of full-time employment as a substitute.

Subp. 38. **Teacher educator.** "Teacher educator" means a faculty member who teaches professional vocational courses and is certified as a vocational teacher educator according to the

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requirements of the Joint Council for Vocational Teacher Educators.

Subp. 39. **Vocational education degree.** "Vocational education degree" means a baccalaureate or higher degree with a major in agriculture education, business education, home economics education, marketing education, industrial or industrial arts education, or vocational education. The degree must include the courses in the secondary vocational teacher education core and must meet all other requirements in the definition of "education degree" in subpart 14.

Subp. 40. **Vocational or cooperative center.** "Vocational or cooperative center" means a vocational or cooperative center approved by the State Board of Education.

Subp. 41. **Vocational program areas.** "Vocational program areas" means the occupational areas of agriculture, business occupations, health occupations, home economics/service occupations, marketing, and trade and industrial occupations.

WHO MUST BE LICENSED

8750.0020 HOW THIS CHAPTER APPLIES.

This chapter governs the procedure for licensure, as well as the duties, and the educational, technical, and occupational experience requirements for secondary vocational instructional and supportive personnel who are required to be licensed by the Board of Teaching. When this chapter conflicts with chapter 3515 or 3517, this chapter governs for secondary vocational personnel.

Parts 8750.0040 to 8750.0073 set out duties that cause a person to need a license issued under this chapter.

Parts 8750.0082 to 8750.0090 set out the process of applying for a license.

Parts 8750.0200 to 8750.2140 set out the educational, technical, and occupational requirements that a person must meet to be licensed in a particular category of practice.

Parts 8750.3000 to 8750.3650 give more information about general education requirements, including the vocational teacher

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education sequence. Those parts set out the different types and amounts of education requirements for the different entrance licenses and renewals, regular five-year licenses, and reactivations of lapsed licenses.

Parts 8750.4000 to 8750.4200 set out the different ways of satisfying occupational experience requirements.

Parts 8750.6000 to 8750.6500 set out the conditions under which a person may be granted a part-time resource specialist license, limited license, substitute license, or letter of approval.

Parts 8750.7000 to 8750.7300 set out the requirements for renewals of nonadministrative, nonsupervisory five-year licenses.

Parts 8750.8000 to 8750.8400 govern the work of local vocational relicensure committees.

Parts 8750.9000 to 8750.9700 govern the approval of programs for teacher education.

FORMS AND APPLICATIONS

8750.0082 FORMS; FEES; EVALUATION; AND VALIDITY.

Subpart 1. **Application forms.** Application forms for secondary vocational licensure are available from local school districts and from the personnel licensing section.

Subp. 2. **Fees.** License fees are set by the Board of Teaching and are nonrefundable except according to part 8700.0600. For each application for vocational licensure, relicensure, or endorsement, the applicant shall pay the fee set by the Board of Teaching. However, if a vocational renewal and an endorsement are submitted to be reviewed simultaneously, both must be processed on the same fee.

Subp. 3. **Evaluating the credentials.** When an applicant submits credentials for licensure, the personnel licensing section shall evaluate them for compliance with this chapter. The section issues licenses for existing secondary vocational categories of practice.

Subp. 4. **License validity.** A license becomes valid on the date approved by the personnel licensing section. An individual

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must hold a valid Minnesota license in the corresponding category of practice before receiving payment for services. Requests for corrections of omissions on licenses must be made to the section within a calendar year of the date of issuance. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license to the personnel licensing section immediately for correction. A license must bear the date of issuance. A license expires the specified number of years from the July 1 nearest the date licensure was approved, except as provided in part 8750.0090. Renewal applications must be accepted by the personnel licensing section after January 1 of the year of expiration.

8750.0085 REQUIRED SIGNATURES.

Subpart 1. **When signature is not needed.** Except where otherwise stated in subpart 2 and in this chapter, an entrance licensure application accompanied by all required credentials need not be signed by an authorized local vocational administrator to be processed.

Subp. 2. **When signature is required.** Applications for the following licenses must be signed by the authorized local vocational administrator:

A. renewal of a regular entrance license;

B. renewal of a license issued under the vocational teacher education sequence in parts 8750.3000 to 8750.3500;

C. initial or renewed limited license; and

D. initial or renewed substitute or part-time resource specialist license.

A person who applies for renewal of an entrance license or a license issued under the vocational teacher education sequence, and who has not been employed in a Minnesota vocational program during the licensure period, shall contact an approved Minnesota teacher educator in the licensure field or an authorized local vocational administrator for consultation and

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for signature of the renewal recommendation.

8750.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.

Subpart 1. **Endorsements in areas related to current license.** When an applicant applies for endorsement in an area similar to one in which the applicant is already licensed under this chapter, the section shall give the endorsement the same expiration date as the one on the applicant's existing license, if the applicant has met current licensure requirements to hold full licensure in the endorsed category of practice.

Subp. 2. **Multiple expiration dates.** Under certain conditions, to correlate multiple expiration dates, a licensee may apply a year early to renew a category of practice on a five-year vocational continuing license. The licensee may take this step if another similar full-time category on the license is due for renewal, and if the licensee has completed and verified the usual renewal requirements a year early. Except for administrators and supervisors, applicants must have renewal requirements approved and verified by the local vocational relicensure committee.

GENERAL REQUIREMENTS

8750.3000 QUALIFICATION FOR LICENSURE.

A person required to hold a license shall meet licensure requirements in this chapter for each category in which the person practices.

An applicant shall meet the educational, technical, and occupational experience requirements in parts 8750.0200 to 8750.2140 for each licensure category of practice sought.

8750.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.

Subpart 1. **Who may use the sequence.** An applicant may complete the secondary vocational teacher education sequence in order to satisfy the educational requirements for licensure if the requirements in parts 8750.0200 to 8750.2140 for the applicant's category of practice permit. The applicant must complete at least three quarter credits in each of the core

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courses at an approved Minnesota institution, or in equivalent courses that meet the broad objectives of the teacher education core at an accredited out-of-state institution. The broad objectives of courses in the teacher education core are stated in part 8750.3170.

The applicant must also meet the technical and occupational experience requirements in the part that governs the chosen category of practice.

Subp. 2. **Core courses.** The following courses, consisting of at least three credits each, make up the secondary vocational teacher education core:

A. introduction to vocational teaching;

B. vocational methods;

C. vocational course construction;

D. vocational tests and measurements;

E. philosophy of vocational education; and

F. teaching internship.

Subp. 3. **Nonapproved institutions.** When an applicant's teacher education coursework for core courses has been completed at an institution other than a Minnesota institution approved to offer this vocational coursework and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, the section may refer the applicant's evidence to an appropriate vocational program specialist or to the vocational service coordinator named by a Minnesota institution approved to offer this vocational coursework. The person who receives the evidence shall determine whether the courses are equivalent.

Equivalency must be determined from one or more of the following types of evidence:

A. transcripts of credits from teacher education institutions;

B. documents certifying extent of effort in terms of hours of effort and completion of experience; and

C. course outlines that include course description and course objectives.

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Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a licensure requirement.

8750.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION CORE.

Subpart 1. **Introduction to vocational teaching (also called foundations for vocational-technical teaching).** The broad objectives of a course in introduction to vocational teaching are:

A. to identify the mission, goals, structure, and trends of vocational education in Minnesota, and its relationship to other educational systems;

B. to describe the goals of an institution and program in which the teacher is prepared to teach;

C. to identify the learning styles, characteristics, and special needs of the student populations for which instruction will be implemented, including referral resources;

D. to identify the content and the instructional objectives of a vocational program;

E. to develop unit structure and lesson plans specifying the instructional procedure and learning activities consistent with the practices in the institution in which the individual will teach;

F. to choose and design instructional materials to implement vocational learning activities;

G. to demonstrate an ability to deliver instruction through a variety of methods consistent with current trends;

H. to evaluate student learning, using performance- and knowledge-based instruments;

I. to describe the professional role of a vocational teacher within the context of school and community;

J. to identify the role of advisory committees in vocational education;

K. to identify the role and operation of student organizations in vocational programs;

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L. to identify classroom laboratory management, safety procedures, and discipline principles and techniques; and

M. to identify the legal implications of teacher-student relationships.

Subp. 2. **Vocational methods (also called methods of instruction in vocational-technical education).** The broad objectives of a course in vocational methods are:

A. to identify unique characteristics of learners and the processes by which people learn;

B. to determine appropriate individual and group methods of instruction that create an environment to motivate and manage student development;

C. to identify the advantages and disadvantages of alternative methods of instruction for vocational educators;

D. to demonstrate the ability to use various instructional methods to enhance learning in vocational education;

E. to prepare lesson plans that use effective models and audiovisual materials including the latest technology;

F. to apply instructional techniques and resources that are effective with diverse vocational education populations;

G. to analyze personal teaching strengths, weaknesses, and effectiveness through feedback mechanisms;

H. to identify and differentiate methods for teaching, and the evaluation of learning in the affective, cognitive, and psychomotor domains;

I. to develop a plan for utilizing student organizations as a strategy to deliver the content of courses; and

J. to develop a system to collect and catalog resource materials for vocational instruction in the student's area of specialization.

Subp. 3. **Vocational course construction (also called course development in vocational-technical education).** The broad objectives of a course in vocational course construction

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are:

A. to develop vocational program descriptions, course descriptions, and a listing of expected learner outcomes;

B. to identify instructional content using appropriate alternative methods such as task, content analysis, or occupational methods;

C. to examine and use alternative sources of existing instructional program content;

D. to prepare general and specific vocational instructional objectives, appropriate to students' needs;

E. to sequence the instructional objectives within the course of study;

F. to identify and be able to use alternative methods of organizing and managing content and learning activities, considering the course objectives and individual needs of students;

G. to develop lesson plans taking into account the unique needs of the students in vocational education;

H. to develop an evaluation plan for a vocational course and course units;

I. to demonstrate a systematic course development process showing continuity from mission of institution to a specific lesson plan; and

J. to demonstrate the need to use vocational advisory committees in developing and delivering the content of the course.

Subp. 4. **Vocational tests and measurements (also called evaluation of student performance in vocational-technical education).** The broad objectives of a course in vocational tests and measurements are:

A. to identify the purposes and functions of vocational education evaluation and assessment;

B. to differentiate between measurement and evaluation;

C. to design a vocational course evaluation plan that specifies the objectives of instruction and how they will be

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evaluated;

D. to define and contrast characteristics of evaluation such as reliability, validity, and utility;

E. to interpret standardized test data;

F. to identify the purposes and functions of various evaluation techniques used in vocational education;

G. to prepare lesson plans that include test items that measure student attainment of performance oriented objectives;

H. to structure a test according to the tenets of good test construction;

I. to develop and demonstrate appropriate techniques for the evaluation of performance tasks;

J. to analyze the effectiveness of vocational education evaluation instruments, such as performance evaluation;

K. to interpret student progress using a variety of approaches such as norm- or criterion-referenced methods;

L. to apply alternative methods of documenting student progress; and

M. to interpret different methods of measuring student performance and giving feedback as diagnostic tools to improve learning.

Subp. 5. **Philosophy of vocational education (also called principles and practices of vocational-technical education).** The broad objectives of a course in the philosophy of vocational education are:

A. to identify the current purposes and goals of vocational education, its relationship to all education and to federal and state legislation;

B. to identify the current purposes and goals, policies, rules, and state plan for vocational education in Minnesota;

C. to describe the process used to develop and modify the Minnesota state plan for vocational-technical education;

D. to describe the socioeconomic settings and

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conditions that create the need for vocational education, career education, and career development;

E. to explain the relationships of theories of work to the history and development of vocational-technical education;

F. to identify the relationship between legislation and policy concerning vocational education and federal and state financing and accountability;

G. to identify the recipients of vocational education with respect to age, grade levels, socioeconomic groups, special needs, sex, geographic location, occupational goals, and need for vocational education;

H. to identify and describe the different institutions, public and private, in which vocational programs are offered and the people they serve;

I. to describe the cooperative relationships of vocational educators with labor, industry and business, job services, other agencies for employment, other teachers, and advisory committees;

J. to identify the common and unique characteristics of the different fields of vocational education, including integration of student organizations;

K. to explain the purposes and nature of vocational secondary, postsecondary, and extension programs;

L. to identify the professional organizations to which vocational educators belong and the values of participation in professional activities;

M. to describe the relationship of vocational education with other educational systems, local school boards, local administration, and state administration;

N. to develop an awareness of the implications of external groups such as licensing boards, accreditation agencies, and unions;

O. to explain the purpose and nature of cooperative and supervised community-based programs such as internships and customized training; and

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P. to help the student develop a personal philosophy of vocational education.

8750.3420 COURSE EQUIVALENTS.

Institutions outside Minnesota may make arrangements with the personnel licensing section for a determination of equivalent educational requirements.

8750.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.

When an applicant has completed coursework that is not included in part 8750.3150, subpart 2, to meet a licensure requirement and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, in consultation with the appropriate secondary vocational specialist, the following procedure applies:

A. The section may refer the case to a vocational service coordinator designated by a Minnesota institution approved to offer vocational coursework or to a department chair designated by the appropriate secondary vocational specialist in the category of practice for which licensure is sought. The chair must be from an institution accredited to offer coursework that meets licensure requirements.

B. If no department chair is available, the appropriate state secondary vocational program specialist shall name an appropriate teacher educator.

C. The chair or coordinator shall submit a written statement verifying that the proposed coursework substitution is or is not equivalent to coursework stated as a licensure requirement.

D. Equivalency must be determined from one or more of the following types of evidence:

(1) transcripts of credits from accredited institutions;

(2) documents certifying extent of effort in terms of hours of effort and completion of experience; and

(3) course outlines that include course description and course objectives.

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E. Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a license requirement.

F. Exception: Two years of active participation as an advisor in the appropriate vocational student organization substitutes for the two required credits in integrating the appropriate vocational student organization into the curriculum. The participation must be verified by the state program specialist responsible for the appropriate vocational student organization and must be within the five years just before the date the license is issued.

8750.3500 HUMAN RELATIONS REQUIREMENT.

Subpart 1. **Human relations program.** Vocational personnel as described in this part must meet the human relations requirement by completing a human relations program approved by the Minnesota Board of Teaching. All or part of the human relations requirements may be met by substituting earlier experiences or programs when they are verified as equivalent by the administrator of an approved Minnesota human relations program. Requests to substitute and to verify equivalency must be submitted by the applicant to the administrator of an approved human relations program.

Subp. 2. **Who must meet the requirement.** Except where otherwise stated in this chapter, in order to be licensed, renew a license, or reactivate a lapsed license, vocational personnel must complete the human relations requirement if they work at least half time on the vocational license. "Half time" means three hours daily on a 36-week or longer basis, or five hours daily on a 20-week or longer basis.

Subp. 3. **Exemption for less than half time.** Vocational personnel who work less than half time on the vocational license and want an exemption from the human relations requirement must submit verification of eligibility for the exemption from the authorized local vocational administrator.

Subp. 4. **Initial entrance license.** New personnel who are

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submitting their first applications for full-time vocational licensing and who have completed all applicable requirements except human relations, are eligible for an entrance license to allow time to complete the human relations program. Only one vocational license that entitles the licensee to work full time may be granted to an applicant who has not met the human relations requirement. The human relations requirements must be met before any license renewal or endorsement is made.

8750.3650 ENDORSEMENTS.

An applicant adding a licensure category must meet current educational, technical, and occupational experience requirements for an entrance license in the category to be added.

OCCUPATIONAL EXPERIENCE

8750.4000 OCCUPATIONAL EXPERIENCE.

Subpart 1. **Definition.** Except where otherwise stated in this chapter, "occupational experience" means work experience, paid in money, outside of education or teaching, that demonstrates success in the occupational emphasis areas and related areas specified in the category of practice for which the applicant is seeking licensure. At least 500 hours of work experience must be in one or more emphasis areas within the five-year period immediately before the date the license is to be issued.

Subp. 2. **Secondary vocational nonoccupational staff.** Special needs staff of a local school district shall accumulate occupational experience, outside education or teaching, in a job or jobs specified in parts 8750.0200 to 8750.1440 and 8750.1800 to 8750.2140 within the program emphasis areas or related areas.

Subp. 3. **Verification.** Verification of occupational experience for a salaried employee must be provided on work verification forms by the applicant's employer. It must include place of employment, length and dates of employment, total number of hours employed, job classification, description of job duties, and a specific statement of success. If the employer has died or cannot be located because of a transfer, or if the

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business has closed, the same information may be verified by:

A. the applicant's immediate supervisor during the employment period; or

B. a coworker of similar status during the employment period and appropriate tax or social security records of the applicant.

If a supervisor or coworker verifies the experience, the applicant shall document reasonable previous efforts to obtain verification from the actual employer.

Applicants who receive W-2 salary forms as owners or managers of their own privately held corporations must be considered self-employed, and they are governed by part 8750.4100.

Verification of occupational experience is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 4. **Military experience.** The personnel licensing section shall accept occupational experience obtained in the military if it is verified by a DD Form 214 and corresponding military assignment or review records that verify and identify the experience as within the emphasis areas or related areas in parts 8750.0200 to 8750.1440 or 8750.1800 to 8750.2140. Verified military experience shall be accepted for up to two-thirds of the total required occupational hours. The military hours may be applied toward hours in related areas, but not toward the required hours in the emphasis area and they do not meet the recency requirements. The remaining one-third of the required hours must be accumulated in the typical civilian setting for the category of practice sought in order to ensure that the applicant is familiar with the usual job environment for the specific category of practice.

8750.4100 SELF-EMPLOYMENT EXPERIENCE.

Subpart 1. **How to qualify.** Occupational experience obtained through self-employment in emphasis areas or related areas in parts 8750.0200 to 8750.2140 meets the occupational

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experience requirements if:

A. self-employment hours are paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records; and

B. self-employment hours have been earned within the corresponding business or industry setting for the specific category of practice sought, as verified by evidence documenting that the self-employed business exists, is licensed if required by law or rule, and complies with laws or rules that regulate the business or industry.

Subp. 2. **Exception for nontraditional experience.** When self-employment hours have been obtained in designated emphasis or related areas, but within a different occupational setting, or as part of a different occupational role, than that commonly associated with the emphasis area for which the license is valid, the self-employment hours do not count:

A. toward the required hours in the emphasis area; and

B. toward more than two-thirds of the total required hours.

To be acceptable in related areas, the nontraditional self-employment hours must constitute paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records verifying the information requested in part 8750.4000, subpart 3.

Subp. 3. **Verification.** Verification based on Department of Revenue tax records named in subpart 1 or 2 must be documented as follows:

A. The Department of Revenue tax reports and appropriate backup records must be reviewed by the applicant's certified public accountant, attorney, tax preparer, banker, or similar professional business representative who is substantially engaged in business practices and business record keeping.

B. The reviewing professional shall determine and

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verify duties and commensurate number of hours of paid employment consistent with declared income in the reviewed revenue documents and applicable to requirements of these licensure rules.

C. The reviewing professional must verify results of the review on a standard affidavit form provided by the personnel licensing section.

Subp. 4. **Fraud.** Verification of self-employment is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 5. **Employment on nonsalary status.** When occupational experience hours in emphasis areas and related areas specified in parts 8750.0200 to 8750.2140 have been obtained through any employment that has not resulted in issuing a W-2 statement, the applicant must be considered a self-employed independent contractor, and this part applies.

8750.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.

Subpart 1. **Who may use.** Except where otherwise stated in this part and in parts 8750.0200 to 8750.2140, an applicant may use the following alternative experiences to meet occupational experience requirements. The alternatives may not be used by nonbaccalaureate applicants who have completed less than a two year program in the category of practice.

Subp. 2. **Directed occupational experience.** For each two hours of the regular occupational experience requirement, an applicant may substitute one hour of preplanned occupational experience directed through a licensing program for vocational teacher education that has been approved as specified in part 8750.9100. The personnel licensing section, in consultation with the appropriate vocational program specialists, may make arrangements with colleges and universities to provide directed work experience supervision. Out of state colleges not eligible for the program approval process may get approval by verifying to the section and the appropriate state program specialist a program that meets the criteria, including evaluation, used to

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evaluate Minnesota programs in directed occupational experience. The supervisor directing the out-of-state internship must possess professional qualifications equivalent to those required of a Minnesota internship supervisor who is eligible for authorization under item A.

The directed occupational experience must meet the following criteria for approval:

A. Except for out of state colleges, the experience must be directed by an internship supervisor who must be a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators.

B. The training station must be approved by the internship supervisor prior to approval of the training plan and employment.

C. The applicant's training plan and agreement must be developed prior to employment and must be kept on file by the teacher education institution for five years.

D. One copy of the work verification form must be made part of the applicant's permanent record maintained by the teacher education institution.

E. The experience must be paid work.

F. The training plan and agreement must:

(1) contain objectives that are individualized to meet the needs of the applicant;

(2) identify the specific learning outcomes, projects, and project evaluations that the applicant needs;

(3) place the applicant in a position that satisfies occupational experience criteria in the part governing the applicant's chosen category of practice;

(4) place the applicant in a position that satisfies the conditions of employment specified in part 8750.4000, except that self employment is not permitted;

(5) establish a reporting process for the internship experience;

(6) establish a means of evaluating the internship experience.

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G. An applicant must be visited two or more times per quarter, once during a summer session. When this is not possible, a designee can be identified by the internship supervisor with communication with the state program specialist.

H. The ratio of clock hours of work to collegiate credits must be at least 40 to 1.

Subp. 3. **Competency based occupational exam.** An applicant may submit evidence of successful completion of a competency based occupational exam preapproved by the Board of Teaching. The personnel licensing section shall accept the evidence as proof of occupational competency in place of two-thirds of the total occupational experience requirements, including the most recent 500 hours. The exam must have been completed within five years of the date the license is issued. This alternative form of occupational experience must not be used when the competency based occupational exam is the same exam taken by the applicant to obtain licensure to practice in the particular occupation. In this subpart, "successful completion" means scoring within one standard deviation below the mean score supplied by the agency providing the competency based exam.

Subp. 4. **Updating industrial experience.** An updating experience conducted in the appropriate business or industry setting, or within a formal technical training setting in appropriate business, industry, or appropriate postsecondary education, may be substituted for the required 500 hours of occupational experience within the past five years in the emphasis area. The experience must be completed within the five year period just before the date that the license is to be issued. The experience must consist of one or a combination of the following:

A. Six quarter credits, involving at least 120 clock hours of work by the applicant, preapproved through the program approval process in part 8750.9100. Each quarter credit substitutes for 80 occupational experience hours. This experience must meet the following criteria for approval:

(1) The experience must be directed by a

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supervisor who is a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators. The supervisor must:

(a) assess the applicant's work experience, background, and vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore choices for updating experience;

(c) advise the applicant by developing an updating program plan in cooperation with the business or industry that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to opportunities in employment for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply the technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) A copy of the applicant's updating program must be kept on file by the teacher education institution for five years, with an abstract of the program made a part of the applicant's permanent record.

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B. 120 clock hours of technical training in the emphasis area preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist, or by a department chair, designated by the secondary vocational program specialist, of an approved Minnesota college. Each technical training hour substitutes for four occupational experience hours. This updating industrial experience option must meet the following criteria for approval:

(1) The person directing the experience must:

(a) assess the applicant's work experience and background, as well as vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore technical training options;

(c) help the applicant develop an updating program plan in cooperation with the business, industry, or technical training sponsor that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to employment opportunities for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply technology currently used in the specific industry.

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(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) An abstract of the applicant's updating program must be made a part of the applicant's permanent licensure file.

Subp. 5. **Community based training.** For up to 500 hours of the occupational experience, including the required 500 recent hours, an applicant may substitute an unpaid direct training experience in the traditional setting for the program emphasis area. The training experience must be preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist or by the corresponding department chair of an approved Minnesota college in consultation with the appropriate secondary vocational program specialist. Three hours of training substitutes for one occupational experience hour.

Subp. 6. **Funded Minnesota technical college vocational teaching.** An applicant who seeks to add an existing secondary vocational category of practice to a valid postsecondary vocational license in the same category of practice may substitute Minnesota technical college teaching within the past five years in that category of practice for the required recent 500 hours in an emphasis area. One year (1,080 hours) of vocationally funded teaching substitutes for the prerequisite 500 hours.

Subp. 7. **Teacher coordinator endorsement.** Unless otherwise stated in this chapter, when an applicant is applying for an endorsement to add teacher coordinator to a current, valid teaching license within the same vocational program area, or to add special needs teacher coordinator to a valid service area teaching license, the 500 hour recency requirement does not apply if:

A. the applicant has verified the total required appropriate hours specified for teacher coordinator licensure;

B. the applicant met the recency requirement to

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obtain the preceding category of practice; and

C. the applicant has taught on a vocational license at least one year (1,080 hours) within the past five in a vocationally funded occupational program in the same vocational program area.

REVISOR'S INSTRUCTION.

A. The revisor shall renumber the parts listed in column A with the part numbers listed in column B and correct internal references.

A	B
3510.4100	8700.8000
3510.4200	8700.8010
3510.4300	8700.8020
3510.4400	8700.8030
3510.4500	8700.8040
3510.4600	8700.8050
3510.4700	8700.8060
3510.4800	8700.8070
3510.4900	8700.8080
3510.5100	8700.8090
3510.5200	8700.8110
3510.5300	8700.8120
3510.5400	8700.8130
3510.5500	8700.8140
3510.5600	8700.8150
3510.5700	8700.8160
3510.5800	8700.8170
3510.6000	8700.8180
3510.6100	8700.8190
3510.6400	8700.9000
3510.6500	8700.9010
3510.6600	8700.9020
3510.6700	8700.9030
3517.0030	8750.0030
3517.0040	8750.0040
3517.0050	8750.0050
3517.0060	8750.0060
3517.0070	8750.0070
3517.0071	8750.0071
3517.0072	8750.0072
3517.0073	8750.0073
3517.0200	8750.0200
3517.0220	8750.0220
3517.0240	8750.0240
3517.0260	8750.0260
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3517.0350	8750.0350
3517.0370	8750.0370
3517.0390	8750.0390
3517.0410	8750.0410
3517.0430	8750.0430

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1	3517.0460	8750.0460
2	3517.0500	8750.0500
3	3517.0520	8750.0520
4	3517.0600	8750.0600
5	3517.0620	8750.0620
6	3517.0700	8750.0700
7	3517.0720	8750.0720
8	3517.0740	8750.0740
9	3517.0760	8750.0760
10	3517.0780	8750.0780
11		
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13	3517.0820	8750.0820
14	3517.0840	8750.0840
15	3517.0860	8750.0860
16	3517.0880	8750.0880
17	3517.0890	8750.0890
18	3517.0900	8750.0900
19	3517.0920	8750.0920
20	3517.1000	8750.1000
21	3517.1100	8750.1100
22	3517.1120	8750.1120
23		
24	3517.1200	8750.1200
25	3517.1220	8750.1220
26	3517.1240	8750.1240
27	3517.1260	8750.1260
28	3517.1280	8750.1280
29	3517.1300	8750.1300
30	3517.1320	8750.1320
31	3517.1340	8750.1340
32	3517.1360	8750.1360
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35	3517.1400	8750.1400
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37	3517.1440	8750.1440
38	3517.1500	8750.1500
39	3517.1520	8750.1520
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41	3517.1560	8750.1560
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43	3517.1600	8750.1600
44		
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46	3517.1800	8750.1800
47	3517.1820	8750.1820
48	3517.1840	8750.1840
49	3517.1860	8750.1860
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51	3517.1900	8750.1900
52	3517.1920	8750.1920
53	3517.1930	8750.1930
54	3517.1940	8750.1940
55		
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60	3517.2040	8750.2040
61	3517.2060	8750.2060
62	3517.2080	8750.2080
63	3517.2100	8750.2100
64	3517.2120	8750.2120
65	3517.2140	8750.2140
66		
67	3517.3050	8750.3050
68	3517.3100	8750.3100
69	3517.3200	8750.3200
70	3517.3250	8750.3250
71	3517.3300	8750.3300

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3517.3550	8750.3550
3517.3600	8750.3600
3517.3620	8750.3620
3517.3800	8750.3800
3517.6000	8750.6000
3517.6100	8750.6100
3517.6200	8750.6200
3517.6300	8750.6300
3517.6500	8750.6500
3517.7000	8750.7000
3517.7100	8750.7100
3517.7200	8750.7200
3517.7300	8750.7300
3517.8000	8750.8000
3517.8100	8750.8100
3517.8200	8750.8200
3517.8300	8750.8300
3517.8400	8750.8400
3517.9000	8750.9000
3517.9100	8750.9100
3517.9200	8750.9200
3517.9300	8750.9300
3517.9400	8750.9400
3517.9500	8750.9500
3517.9600	8750.9600
3517.9700	8750.9700

B. The revisor shall change the terms "State Board of Education," "Commissioner of Education," and similar terms to "State Board of Teaching," and similar terms, wherever the terms appear in the rule parts listed in item A, column B. In addition, the revisor shall make appropriate cross-reference changes in the renumbered parts.

The revisor shall change the term "board" in renumbered part 8750.6200, subpart 5, to "personnel licensing section."

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Secondary Vocational Licensure; Counselor and School Nurse Licensure

AGENCY: Board of Teaching

MINNESOTA RULES: Chapter 8750

The attached rules are approved for publication in the State Register

Paul M. Marinac
Assistant Deputy Revisor

MINNESOTA BOARD OF TEACHING

In the matter of the Proposed Adoption of Permanent Rules of the Minnesota Board of Teaching Governing Secondary Vocational Licensure, Counselor, and School Nurse Licensure

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

(1) Notice is hereby given that the State Board of Teaching intends to adopt the above-entitled rules without a public hearing following the procedures set forth in the Administrative Procedures 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, sections 125.05, subd. 1., 125.185, subd. 4., and 125.03, subd. 1.

(2) All persons have 30 days in which to submit comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Comment is encouraged. (3) Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rules 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 changes proposed.
(7) If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20.

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

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

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

(11) The rules proposed for adoption relate to the transfer of authority from the State Board of Education to the State Board of

Teaching to license secondary vocational teachers, school counselors, and school nurses, as required by Minnesota Statutes, section 125.05, subd. 1 and the 1989 amendments to Minnesota Statutes, section 125.03. A free copy of the proposed rules is available upon request from:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

(12) A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

(9) If no hearing is required, upon adoption of the rules, the rules and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rules, must submit a written request to:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

March 26, 1990
Date

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

STATE OF MINNESOTA
BOARD OF TEACHING

In the matter of the Proposed Adoption of the Rules of the State Board of Teaching Governing Permanent Rules Relating to Secondary Vocational Licensure; Counselor; and School Nurse Licensure

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

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

Kenneth L. Peatross, 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 Teaching rulemaking mailing list is accurate, complete and current as of this 30th day of March, 1990.

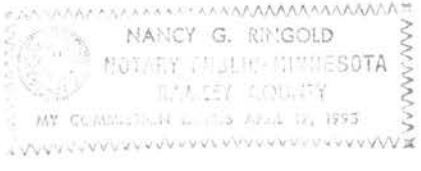
That on the 30th day of March, 1990, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice of Intent to Adopt Rules Without a Public Hearing by depositing in the State of Minnesota Central Mail System for United States mailing, a copy thereof, with postage prepaid, to all persons and associations on the aforementioned mailing list.

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

Subscribed and sworn to before me

this 30th day of March, 1990.

Nancy G. Ringold
Notary Public



Teaching to license secondary vocational teachers, school counselors, and school nurses, as required by Minnesota Statutes, section 125.05, subd. 1 and the 1989 amendments to Minnesota Statutes, section 125.03. A free copy of the proposed rules is available upon request from:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

If no hearing is required, upon adoption of the rules, the rules and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rules, must submit a written request to:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

March 26, 1990
Date



Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

STATE OF MINNESOTA
BOARD OF TEACHING

In the matter of the Proposed Adoption of the Rules of the State Board of Teaching Governing Permanent Rules Relating to Secondary Vocational Licensure; Counselor; and School Nurse Licensure

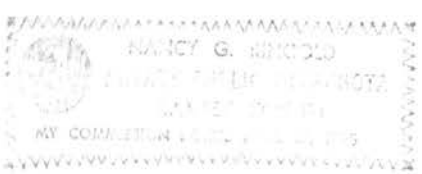
AFFIDAVIT OF ADDITIONAL NOTICE OF THE MINNESOTA BOARD OF TEACHING MAILING LIST

I hereby certify that in addition to the notice required for persons on the Minnesota Board of Teaching rulemaking mailing list of persons who have specifically requested notice of rulemaking proceedings, a notice of the rules as proposed was mailed to school superintendents, deans and chairs of colleges/departments of education, continuing education chairs, persons who have registered their names with the Minnesota Board of Teaching to receive minutes and agenda, and persons and organizations who have expressed specific interest in the proposed rules and who have participated in the development of the proposed rules.

Kenneth L. Peatross
Executive Secretary
MINNESOTA BOARD OF TEACHING

Subscribed and sworn to before me
this 30th day of March, 1990.

Notary Public



STATE OF MINNESOTA
BOARD OF TEACHING

In the matter of the Proposed Adoption of the Rules of the State Board of Teaching Governing Permanent Rules Relating to Secondary Vocational Licensure; Counselor; and School Nurse Licensure

AFFIDAVIT OF MAILING

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

Richard Fitzpatrick being sworn says:

That on the 30th day of March, 1990, at the City of St. Paul, County of Ramsey, State of Minnesota, I served the attached Notice of Intent to Adopt a Rule Without a Public Hearing by depositing in the State of Minnesota Central Mail System for the United States mailing at said City of St. Paul, a copy thereof, properly enveloped, with postage prepaid, to all persons and associations named on the certified list (see attached Certificate) who have requested that their names be placed on file with the Minnesota Board of Teaching for the purpose of receiving notice of the proposed adoption of rules by the Minnesota Board of Teaching.

Richard Fitzpatrick

Subscribed and sworn to before me

this 30th day of March, 1990.

Nancy G. Ringold
Notary Public

NANCY G. RINGOLD
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
MY COMMISSION EXPIRES APRIL 17, 1995

SUPERINTENDENT
BRECKENRIDGE
SCHOOL DISTRICT 01-0846
13TH ST. & DOUGLAS AVE.
BRECKENRIDGE MN 56520

SUPERINTENDENT
LEWISTON
SCHOOL DISTRICT 01-0857
BOX 741
LEWISTON MN 55952

SUPERINTENDENT
ANNANDALE
SCHOOL DISTRICT 01-0876
BOX 190
ANNANDALE MN 55302

SUPERINTENDENT
HOWARD LAKE
SCHOOL DISTRICT 01-0880
BOX 708
HOWARD LAKE MN 55349

SUPERINTENDENT
ROCKFORD
SCHOOL DISTRICT 01-0883
BOX 9
ROCKFORD MN 55373

SUPERINTENDENT
CLARKFIELD
SCHOOL DISTRICT 01-0892
1204 11TH AVE., BOX 338
CLARKFIELD MN 56223

SUPERINTENDENT
WOOD LAKE
SCHOOL DISTRICT 01-0896
WOOD LAKE MN 56297

SUPERINTENDENT
WALDORF-PEMBERTON
SCHOOL DISTRICT 01-0913
BOX 218
WALDORF MN 56091

SUPERINTENDENT
ROTHSAY
SCHOOL DISTRICT 01-0850
BOX 247
ROTHSAY MN 56579

SUPERINTENDENT
ST. CHARLES
SCHOOL DISTRICT 01-0858
HIGHWAY 14 E.
ST. CHARLES MN 55972

SUPERINTENDENT
BUFFALO
SCHOOL DISTRICT 01-0877
214 N.E. 1ST AVE.
BUFFALO MN 55313

SUPERINTENDENT
MAPLE LAKE
SCHOOL DISTRICT 01-0881
133 MOLAND AVE., BOX K
MAPLE LAKE MN 55358

SUPERINTENDENT
ST. MICHAEL-ALBERTVILLE
SCHOOL DISTRICT 01-0885
BOX 10
ST. MICHAEL MN 55376

SUPERINTENDENT
ECHO
SCHOOL DISTRICT 01-0893
BOX 246
ECHO MN 56237

SUPERINTENDENT
CAMBRIDGE-ISANTI
SCHOOL DISTRICT 01-0911
430 N.W. 8TH AVE.
CAMBRIDGE MN 55008

SUPERINTENDENT
ULEN-HITTERDAL
SCHOOL DISTRICT 01-0914
BOX 339
ULEN MN 56585

SUPERINTENDENT
CAMPBELL-TINTAH
SCHOOL DISTRICT 01-0852
BOX 8
CAMPBELL MN 56522

SUPERINTENDENT
WINONA
SCHOOL DISTRICT 01-0861
654 HUFF
WINONA MN 55987

SUPERINTENDENT
DELANO
SCHOOL DISTRICT 01-0879
700 ELM AVE. E.
DELANO MN 55328

SUPERINTENDENT
MONTICELLO
SCHOOL DISTRICT 01-0882
BOX 897
MONTICELLO MN 55362

SUPERINTENDENT
CANBY
SCHOOL DISTRICT 01-0891
307 1ST ST. W.
CANBY MN 56220

SUPERINTENDENT
GRANITE FALLS
SCHOOL DISTRICT 01-0894
450 9TH AVE.
GRANITE FALLS MN 56241

SUPERINTENDENT
MILACA
SCHOOL DISTRICT 01-0912
500 S.W. 4TH ST.
MILACA MN 56353

SUPERINTENDENT
CHANDLER-LAKE WILSON
SCHOOL DISTRICT 01-0918
BOX 98
CHANDLER MN 56122

SUPERINTENDENT
GREY EAGLE
SCHOOL DISTRICT 01-0791
GREY EAGLE
MN 56336

SUPERINTENDENT
LONG PRAIRIE
SCHOOL DISTRICT 01-0792
205 2ND ST. S.
LONG PRAIRIE
MN 56347

SUPERINTENDENT
STAPLES
SCHOOL DISTRICT 01-0793
3RD ST.
STAPLES
MN 56479

SUPERINTENDENT
BROWNS VALLEY
SCHOOL DISTRICT 01-0801
BOX N
BROWNS VALLEY
MN 56219

SUPERINTENDENT
WHEATON
SCHOOL DISTRICT 01-0803
1700 3RD AVE. S.
WHEATON
MN 56296

SUPERINTENDENT
ELGIN-MILLVILLE
SCHOOL DISTRICT 01-0806
70 1ST ST. S.E.
ELGIN
MN 55932

SUPERINTENDENT
MAZEPPA
SCHOOL DISTRICT 01-0809
425 CHESTNUT ST.
MAZEPPA
MN 55956

SUPERINTENDENT
PLAINVIEW
SCHOOL DISTRICT 01-0810
500 W. BROADWAY
PLAINVIEW
MN 55964

SUPERINTENDENT
WABASHA
SCHOOL DISTRICT 01-0811
611 BROADWAY AVE.
WABASHA
MN 55981

SUPERINTENDENT
LAKE CITY
SCHOOL DISTRICT 01-0813
P.O. BOX 454
LAKE CITY
MN 55041

SUPERINTENDENT
VERNDALE
SCHOOL DISTRICT 01-0818
BOX G
VERNDALE
MN 56481

SUPERINTENDENT
WADENA
SCHOOL DISTRICT 01-0819
BOX 151
WADENA
MN 56482

SUPERINTENDENT
SEBEKA
SCHOOL DISTRICT 01-0820
200 1ST ST. N.W.
SEBEKA
MN 56477

SUPERINTENDENT
MENAHGA
SCHOOL DISTRICT 01-0821
BOX 160
MENAHGA
MN 56464

SUPERINTENDENT
NEW RICHLAND
SCHOOL DISTRICT 01-0827
BOX 427
NEW RICHLAND
MN 56072

SUPERINTENDENT
WASECA
SCHOOL DISTRICT 01-0829
501 ELM AVE. E.
WASECA
MN 56093

SUPERINTENDENT
JANESVILLE
SCHOOL DISTRICT 01-0830
110 E. 3RD ST.
JANESVILLE
MN 56048

SUPERINTENDENT
FOREST LAKE
SCHOOL DISTRICT 01-0831
6100 210TH ST. N.
FOREST LAKE
MN 55025

SUPERINTENDENT
MAHTOMEDI
SCHOOL DISTRICT 01-0832
814 MAHTOMEDI AVE.
MAHTOMEDI
MN 55115

SUPERINTENDENT
SOUTH WASHINGTON COUNTY
SCHOOL DISTRICT 01-0833
8040 80TH ST. S.
COTTAGE GROVE
MN 55016

SUPERINTENDENT
STILLWATER
SCHOOL DISTRICT 01-0834
1875 GREELEY ST. S.
STILLWATER
MN 55082

SUPERINTENDENT
BUTTERFIELD
SCHOOL DISTRICT 01-0836
BOX 189
BUTTERFIELD
MN 56120

SUPERINTENDENT
MADELIA
SCHOOL DISTRICT 01-0837
320 BUCK AVE. S.E.
MADELIA
MN 56062

SUPERINTENDENT
ST. JAMES
SCHOOL DISTRICT 01-0840
10TH AVE. N.
ST. JAMES
MN 56081

SUPERINTENDENT
BRECKENRIDGE

SUPERINTENDENT
BOTHSAY

SUPERINTENDENT
CAMPBELL-TINTAH

SUPERINTENDENT
ARLINGTON
SCHOOL DISTRICT 01-0731
BOX 1000
ARLINGTON MN 55307

SUPERINTENDENT
GAYLORD
SCHOOL DISTRICT 01-0732
BOX 356
GAYLORD MN 55334

SUPERINTENDENT
GIBBON
SCHOOL DISTRICT 01-0733
323 E. 11TH ST.
GIBBON MN 55335

SUPERINTENDENT
HENDERSON
SCHOOL DISTRICT 01-0734
107 N. 8TH ST.
HENDERSON MN 56044

SUPERINTENDENT
WINTHROP
SCHOOL DISTRICT 01-0735
N. COTTONWOOD ST.
WINTHROP MN 55396

SUPERINTENDENT
BELGRADE-ELROSA
SCHOOL DISTRICT 01-0736
BOX 339
BELGRADE MN 56312

SUPERINTENDENT
BROOTEN
SCHOOL DISTRICT 01-0737
BOX 39
BROOTEN MN 56316

SUPERINTENDENT
HOLDINGFORD
SCHOOL DISTRICT 01-0738
HOLDINGFORD MN 56340

SUPERINTENDENT
KIMBALL
SCHOOL DISTRICT 01-0739
BOX 368
KIMBALL MN 55353

SUPERINTENDENT
MELROSE
SCHOOL DISTRICT 01-0740
546 N. 5TH AVE. E.
MELROSE MN 56352

SUPERINTENDENT
PAYNESVILLE
SCHOOL DISTRICT 01-0741
795 W. HIGHWAY 23
PAYNESVILLE MN 56362

SUPERINTENDENT
ST. CLOUD
SCHOOL DISTRICT 01-0742
628 ROOSEVELT RD.
ST. CLOUD MN 56301

SUPERINTENDENT
SAUK CENTRE
SCHOOL DISTRICT 01-0743
9TH & STATE RD.
SAUK CENTRE MN 56378

SUPERINTENDENT
ALBANY
SCHOOL DISTRICT 01-0745
BOX 330
ALBANY MN 56307

SUPERINTENDENT
SARTELL
SCHOOL DISTRICT 01-0748
BOX 328
SARTELL MN 56377

SUPERINTENDENT
COLD SPRING
SCHOOL DISTRICT 01-0750
ROCORI HIGH SCHOOL
COLD SPRING MN 56320

SUPERINTENDENT
BLOOMING PRAIRIE
SCHOOL DISTRICT 01-0756
202 4TH AVE. N.W.
BLOOMING PRAIRIE MN 55917

SUPERINTENDENT
OWATONNA
SCHOOL DISTRICT 01-0761
515 W. BRIDGE ST.
OWATONNA MN 55060

SUPERINTENDENT
ELLENDALE
SCHOOL DISTRICT 01-0762
BOX 428
ELLENDALE MN 56026

SUPERINTENDENT
MEDFORD
SCHOOL DISTRICT 01-0763
BOX 33
MEDFORD MN 55049

SUPERINTENDENT
HANCOCK
SCHOOL DISTRICT 01-0768
BOX 367
HANCOCK MN 56244

SUPERINTENDENT
MORRIS
SCHOOL DISTRICT 01-0769
201 S. COLUMBIA AVE.
MORRIS MN 56267

SUPERINTENDENT
CHOKIO-ALBERTA
SCHOOL DISTRICT 01-0771
BOX 36
CHOKIO MN 56221

SUPERINTENDENT
KERKHOVEN-MURDOCK-SUNBURG
SCHOOL DISTRICT 01-0775
KERKHOVEN MN 56252

SUPERINTENDENT
BENSON
SCHOOL DISTRICT 01-0777

SUPERINTENDENT
APPLETON

SUPERINTENDENT
BERTHA-HEWITT

SUPERINTENDENT
NORTHFIELD
SCHOOL DISTRICT 01-0659
301 UNION ST.
NORTHFIELD MN 55057

SUPERINTENDENT
MAGNOLIA
SCHOOL DISTRICT 01-0669
BOX 40
MAGNOLIA MN 56158

SUPERINTENDENT
LUVERNE
SCHOOL DISTRICT 01-0670
BOX 278
LUVERNE MN 56156

SUPERINTENDENT
HILLS-BEAVER CREEK
SCHOOL DISTRICT 01-0671
BOX 547
HILLS MN 56138

SUPERINTENDENT
BADGER
SCHOOL DISTRICT 01-0676
BOX 68
BADGER MN 56714

SUPERINTENDENT
GREENBUSH
SCHOOL DISTRICT 01-0678
BOX 70
GREENBUSH MN 56726

SUPERINTENDENT
ROSEAU
SCHOOL DISTRICT 01-0682
509 3RD ST. NE.
ROSEAU MN 56751

SUPERINTENDENT
WARROAD
SCHOOL DISTRICT 01-0690
510 CEDAR AVE.
WARROAD MN 56763

SUPERINTENDENT
AURORA
SCHOOL DISTRICT 01-0691
601 N. 1ST ST. W.
AURORA MN 55705

SUPERINTENDENT
BABBITT
SCHOOL DISTRICT 01-0692
SOUTH DR.
BABBITT MN 55706

SUPERINTENDENT
BIWABIK
SCHOOL DISTRICT 01-0693
601 N. 1ST ST. W.
AURORA MN 55705

SUPERINTENDENT
CHISHOLM
SCHOOL DISTRICT 01-0695
300 S.W. 3RD AVE.
CHISHOLM MN 55719

SUPERINTENDENT
ELY
SCHOOL DISTRICT 01-0696
600 E. HARVEY ST.
ELY MN 55731

SUPERINTENDENT
EVELETH
SCHOOL DISTRICT 01-0697
801 JONES ST.
EVELETH MN 55734

SUPERINTENDENT
FLOODWOOD
SCHOOL DISTRICT 01-0698
BOX 287
FLOODWOOD MN 55736

SUPERINTENDENT
GILBERT
SCHOOL DISTRICT 01-0699
SUMMIT ST.
GILBERT MN 55741

SUPERINTENDENT
HERMANTOWN
SCHOOL DISTRICT 01-0700
4190 UGSTAD RD.
DULUTH MN 55811

SUPERINTENDENT
HIBBING
SCHOOL DISTRICT 01-0701
8TH AVE. E. & 21ST ST.
HIBBING MN 55746

SUPERINTENDENT
PROCTOR
SCHOOL DISTRICT 01-0704
131 9TH AVE.
PROCTOR MN 55810

SUPERINTENDENT
VIRGINIA
SCHOOL DISTRICT 01-0706
TECHNICAL BLDG.
VIRGINIA MN 55792

SUPERINTENDENT
NETT LAKE
SCHOOL DISTRICT 01-0707
RURAL STATION
NETT LAKE MN 55772

SUPERINTENDENT
TOWER-SOUDAN
SCHOOL DISTRICT 01-0708
BOX 469
TOWER MN 55790

SUPERINTENDENT
DULUTH
SCHOOL DISTRICT 01-0709
LAKE AVE. & 2ND ST.
DULUTH MN 55802

SUPERINTENDENT
ST. LOUIS COUNTY
SCHOOL DISTRICT 01-0710
731 3RD ST. S.
VIRGINIA MN 55792

SUPERINTENDENT
MOUNTAIN IRON-BUHL
SCHOOL DISTRICT 01-0712
BOX 527

SUPERINTENDENT
BELLE PLAINE
SCHOOL DISTRICT 01-0716

SUPERINTENDENT
JORDAN
SCHOOL DISTRICT 01-0717

SUPERINTENDENT
FISHER
SCHOOL DISTRICT 01-0600
BOX 37
FISHER MN 56723

SUPERINTENDENT
FOSSTON
SCHOOL DISTRICT 01-0601
E. HWY. 2
FOSSTON MN 56542

SUPERINTENDENT
MCINTOSH
SCHOOL DISTRICT 01-0603
MCINTOSH MN 56556

SUPERINTENDENT
MENTOR
SCHOOL DISTRICT 01-0604
MENTOR MN 56736

SUPERINTENDENT
CYRUS
SCHOOL DISTRICT 01-0611
BOX 40
CYRUS MN 56323

SUPERINTENDENT
GLENWOOD
SCHOOL DISTRICT 01-0612
N.E. 2ND AVE.
GLENWOOD MN 56334

SUPERINTENDENT
STARBUCK
SCHOOL DISTRICT 01-0614
500 JOHN ST.
STARBUCK MN 56381

SUPERINTENDENT
VILLARD
SCHOOL DISTRICT 01-0615
BOX 66
VILLARD MN 56385

SUPERINTENDENT
MOUNDS VIEW
SCHOOL DISTRICT 01-0621
2959 HAMLINE AVE. N.
ST. PAUL MN 55113

SUPERINTENDENT
NORTH ST. PAUL-MAPLEWOOD
SCHOOL DISTRICT 01-0622
2055 E. LARPENTEUR AVE.
MAPLEWOOD MN 55109

SUPERINTENDENT
ROSEVILLE
SCHOOL DISTRICT 01-0623
1251 W. COUNTY RD. B-2
ROSEVILLE MN 55113

SUPERINTENDENT
WHITE BEAR LAKE
SCHOOL DISTRICT 01-0624
2399 CEDAR AVE.
WHITE BEAR LAKE MN 55110

SUPERINTENDENT
ST. PAUL
SCHOOL DISTRICT 01-0625
360 COLBORNE ST.
ST. PAUL MN 55102

SUPERINTENDENT
OKLEE
SCHOOL DISTRICT 01-0627
OKLEE MN 56742

SUPERINTENDENT
PLUMMER
SCHOOL DISTRICT 01-0628
628 MINN. AVE.
PLUMMER MN 56748

SUPERINTENDENT
RED LAKE FALLS
SCHOOL DISTRICT 01-0630
BOX 399
RED LAKE FALLS MN 56750

SUPERINTENDENT
BELVIEW
SCHOOL DISTRICT 01-0631
BOX 8
BELVIEW MN 56214

SUPERINTENDENT
LAMBERTON
SCHOOL DISTRICT 01-0633
BOX 278
LAMBERTON MN 56152

SUPERINTENDENT
MILROY
SCHOOL DISTRICT 01-0635
BOX 10
MILROY MN 56263

SUPERINTENDENT
MORGAN
SCHOOL DISTRICT 01-0636
BOX 188
MORGAN MN 56266

SUPERINTENDENT
REDWOOD FALLS
SCHOOL DISTRICT 01-0637
4TH & LINCOLN
REDWOOD FALLS MN 56283

SUPERINTENDENT
SANBORN
SCHOOL DISTRICT 01-0638
BOX 98
SANBORN MN 56083

SUPERINTENDENT
WABASSO
SCHOOL DISTRICT 01-0640
1333 MAY ST.
WABASSO MN 56293

SUPERINTENDENT
WALNUT GROVE
SCHOOL DISTRICT 01-0641
WALNUT GROVE MN 56180

SUPERINTENDENT
BIRD ISLAND
SCHOOL DISTRICT 01-0646
BOX 460

SUPERINTENDENT
BUFFALO LAKE
SCHOOL DISTRICT 01-0647
BOX 228

SUPERINTENDENT
DANUBE
SCHOOL DISTRICT 01-0648

ERINTENDENT
ON
CHOOL DISTRICT
157
ON

01-0531

MN 55920

SUPERINTENDENT
DOVER-EYOTA
SCHOOL DISTRICT
BOX 268
EYOTA

01-0533

MN 55934

SUPERINTENDENT
STEWARTVILLE
SCHOOL DISTRICT
500 4TH ST. S.W.
STEWARTVILLE

01-0534

MN 55976

ERINTENDENT
CHESTER
CHOOL DISTRICT
S.W. 7TH ST.
CHESTER

01-0535

MN 55902

SUPERINTENDENT
BATTLE LAKE
SCHOOL DISTRICT
BOX 1280
BATTLE LAKE

01-0542

MN 56515

SUPERINTENDENT
DEER CREEK
SCHOOL DISTRICT
BOX 235
DEER CREEK

01-0543

MN 56527

ERINTENDENT
RGUS FALLS
CHOOL DISTRICT
FRIBERG AVE.
RGUS FALLS

01-0544

MN 56537

SUPERINTENDENT
HENNING
SCHOOL DISTRICT
BOX 15
HENNING

01-0545

MN 56551

SUPERINTENDENT
PARKERS PRAIRIE
SCHOOL DISTRICT
BOX 46
PARKERS PRAIRIE

01-0547

MN 56361

PERINTENDENT
LICAN RAPIDS
SCHOOL DISTRICT
X V
LICAN RAPIDS

01-0548

MN 56572

SUPERINTENDENT
PERHAM
SCHOOL DISTRICT
200 5TH ST. S.E.
PERHAM

01-0549

MN 56573

SUPERINTENDENT
UNDERWOOD
SCHOOL DISTRICT
200 SOUTHERN AVE.
UNDERWOOD

01-0550

MN 56586

PERINTENDENT
W YORK MILLS
SCHOOL DISTRICT
X 218
W YORK MILLS

01-0553

MN 56567

SUPERINTENDENT
GOODRIDGE
SCHOOL DISTRICT
BOX 195
GOODRIDGE

01-0561

MN 56725

SUPERINTENDENT
THIEF RIVER FALLS
SCHOOL DISTRICT
ZEH & LABREE
THIEF RIVER FALLS

01-0564

MN 56701

PERINTENDENT
SKOV
SCHOOL DISTRICT
X 250
SKOV

01-0566

MN 55704

SUPERINTENDENT
FINLAYSON
SCHOOL DISTRICT
6495 LAKE ST.
FINLAYSON

01-0570

MN 55735

SUPERINTENDENT
HINCKLEY
SCHOOL DISTRICT
BOX 308
HINCKLEY

01-0573

MN 55037

PERINTENDENT
ANDSTONE
SCHOOL DISTRICT
OURT AVE. & 5TH ST., BOX 260
ANDSTONE

01-0576

MN 55072

SUPERINTENDENT
WILLOW RIVER
SCHOOL DISTRICT
BOX 66
WILLOW RIVER

01-0577

MN 55795

SUPERINTENDENT
PINE CITY
SCHOOL DISTRICT
1400 6TH ST. S.
PINE CITY

01-0578

MN 55063

PERINTENDENT
DGERTON
SCHOOL DISTRICT
OX 28
DGERTON

01-0581

MN 56128

SUPERINTENDENT
JASPER
SCHOOL DISTRICT
BOX 308
JASPER

01-0582

MN 56144

SUPERINTENDENT
PIPESTONE
SCHOOL DISTRICT
400 2ND AVE. S.W.
PIPESTONE

01-0583

MN 56164

PERINTENDENT
UTHTON
SCHOOL DISTRICT

01-0584

SUPERINTENDENT
CLIMAX
SCHOOL DISTRICT

01-0592

SUPERINTENDENT
CROOKSTON
SCHOOL DISTRICT
415 JACKSON AVE.

01-0593

SUPERINTENDENT
LYLE
SCHOOL DISTRICT 01-0497
BOX 38
LYLE MN 55953

SUPERINTENDENT
LEROY
SCHOOL DISTRICT 01-0499
BOX N
LEROY MN 55951

SUPERINTENDENT
SOUTHLAND
SCHOOL DISTRICT 01-0500
ADAMS MN 55909

SUPERINTENDENT
SLAYTON
SCHOOL DISTRICT 01-0504
2420 28TH ST.
SLAYTON MN 56172

SUPERINTENDENT
FULDA
SCHOOL DISTRICT 01-0505
401 COLLEGE AVE., BOX 247
FULDA MN 56131

SUPERINTENDENT
NICOLLET
SCHOOL DISTRICT 01-0507
BOX 108
NICOLLET MN 56074

SUPERINTENDENT
ST. PETER
SCHOOL DISTRICT 01-0508
803 DAVIS ST. (HWY. 22 NORTH)
ST. PETER MN 56082

SUPERINTENDENT
ADRIAN
SCHOOL DISTRICT 01-0511
BOX 40
ADRIAN MN 56110

SUPERINTENDENT
BREWSTER
SCHOOL DISTRICT 01-0513
BOX 309
BREWSTER MN 56119

SUPERINTENDENT
ELLSWORTH
SCHOOL DISTRICT 01-0514
BOX 8
ELLSWORTH MN 56129

SUPERINTENDENT
ROUND LAKE
SCHOOL DISTRICT 01-0516
445 HARRISON ST.
ROUND LAKE MN 56167

SUPERINTENDENT
WORTHINGTON
SCHOOL DISTRICT 01-0518
BOX 878
WORTHINGTON MN 56187

SUPERINTENDENT
ADA
SCHOOL DISTRICT 01-0521
105 E. 4TH AVE.
ADA MN 56510

SUPERINTENDENT
BORUP
SCHOOL DISTRICT 01-0522
BOX 8
BORUP MN 56519

SUPERINTENDENT
GARY
SCHOOL DISTRICT 01-0523
BOX 100
GARY MN 56545

SUPERINTENDENT
HALSTAD
SCHOOL DISTRICT 01-0524
HALSTAD MN 56548

SUPERINTENDENT
HENDRUM
SCHOOL DISTRICT 01-0525
BOX 39
HENDRUM MN 56550

SUPERINTENDENT
TWIN VALLEY
SCHOOL DISTRICT 01-0526
408 MAIN, BOX 420
TWIN VALLEY MN 56584

SUPERINTENDENT
BYRON
SCHOOL DISTRICT 01-0531
BOX 157
BYRON MN 55920

SUPERINTENDENT
DOVER-EYOTA
SCHOOL DISTRICT 01-0533
BOX 268
EYOTA MN 55934

SUPERINTENDENT
STEWARTVILLE
SCHOOL DISTRICT 01-0534
500 4TH ST. S.W.
STEWARTVILLE MN 55976

SUPERINTENDENT
ROCHESTER
SCHOOL DISTRICT 01-0535
615 S.W. 7TH ST.
ROCHESTER MN 55902

SUPERINTENDENT
BATTLE LAKE
SCHOOL DISTRICT 01-0542
BOX 1280
BATTLE LAKE MN 56515

SUPERINTENDENT
DEER CREEK
SCHOOL DISTRICT 01-0543
BOX 235
DEER CREEK MN 56527

SUPERINTENDENT
FERGUS FALLS
SCHOOL DISTRICT 01-0544
600 FRIBERG AVE.

SUPERINTENDENT
HENNING
SCHOOL DISTRICT 01-0545
BOX 15

SUPERINTENDENT
PARKERS PRAIRIE
SCHOOL DISTRICT 01-0547
BOX 46

NEWFOLDEN
SCHOOL DISTRICT 01-0441
BOX 277
NEWFOLDEN MN 56738

OSLO
SCHOOL DISTRICT 01-0442
OSLO MN 56744

STEPHEN
SCHOOL DISTRICT 01-0443
BOX 68
STEPHEN MN 56757

SUPERINTENDENT
STRANDQUIST
SCHOOL DISTRICT 01-0444
BOX 9
STRANDQUIST MN 56758

SUPERINTENDENT
WARREN
SCHOOL DISTRICT 01-0446
224 E. BRIDGE ST.
WARREN MN 56762

SUPERINTENDENT
GRYGLA
SCHOOL DISTRICT 01-0447
BOX 18
GRYGLA MN 56727

SUPERINTENDENT
CEYLON
SCHOOL DISTRICT 01-0451
301 W. GRANT
CEYLON MN 56121

SUPERINTENDENT
EAST CHAIN
SCHOOL DISTRICT 01-0453
ROUTE 1
BLUE EARTH MN 56013

SUPERINTENDENT
FAIRMONT
SCHOOL DISTRICT 01-0454
115 S. PARK ST.
FAIRMONT MN 56031

SUPERINTENDENT
SHERBURN
SCHOOL DISTRICT 01-0456
308 4TH ST. - BOX 268
WELCOME MN 56181

SUPERINTENDENT
TRIMONT
SCHOOL DISTRICT 01-0457
MARTIN CO. WEST CENTRAL OFFICE
WELCOME MN 56181

SUPERINTENDENT
TRUMAN
SCHOOL DISTRICT 01-0458
BOX 276
TRUMAN MN 56088

SUPERINTENDENT
WELCOME
SCHOOL DISTRICT 01-0459
WELCOME MN 56181

SUPERINTENDENT
GRANADA-HUNTLEY
SCHOOL DISTRICT 01-0460
BOX 17
GRANADA MN 56039

SUPERINTENDENT
COSMOS
SCHOOL DISTRICT 01-0461
320 N. SATURN ST.
COSMOS MN 56228

SUPERINTENDENT
EDEN VALLEY
SCHOOL DISTRICT 01-0463
BOX 100
EDEN VALLEY MN 55329

SUPERINTENDENT
GROVE CITY
SCHOOL DISTRICT 01-0464
BOX 278
GROVE CITY MN 56243

SUPERINTENDENT
LITCHFIELD
SCHOOL DISTRICT 01-0465
901 GILMAN AVE. N.
LITCHFIELD MN 55355

SUPERINTENDENT
DASSEL-COKATO
SCHOOL DISTRICT 01-0466
HIGHWAY 12 & CO. RD. 100
COKATO MN 55321

SUPERINTENDENT
ISLE
SCHOOL DISTRICT 01-0473
BOX 25
ISLE MN 56342

SUPERINTENDENT
PRINCETON
SCHOOL DISTRICT 01-0477
606 S. 3RD ST.
PRINCETON MN 55371

SUPERINTENDENT
ONAMIA
SCHOOL DISTRICT 01-0480
BOX B
ONAMIA MN 56359

SUPERINTENDENT
LITTLE FALLS
SCHOOL DISTRICT 01-0482
1001 S.E. 5TH AVE.
LITTLE FALLS MN 56345

SUPERINTENDENT
MOTLEY
SCHOOL DISTRICT 01-0483
BOX 268
MOTLEY MN 56466

SUPERINTENDENT
PIERZ
SCHOOL DISTRICT 01-0484
PIERZ MN 56364

SUPERINTENDENT
ROYALTON
SCHOOL DISTRICT 01-0485
BOX 5

SUPERINTENDENT
SWANVILLE
SCHOOL DISTRICT 01-0486
BOX 98

SUPERINTENDENT
LAKE OF THE WOODS
SCHOOL DISTRICT
BOX 310
BAUDETTE
01-0390
MN 56623

SUPERINTENDENT
LESUEUR
SCHOOL DISTRICT
901 E. FERRY ST.
LESUEUR
01-0393
MN 56058

SUPERINTENDENT
HENDRICKS
SCHOOL DISTRICT
200 E. LINCOLN
HENDRICKS
01-0402
MN 56136

SUPERINTENDENT
VERDI
SCHOOL DISTRICT
BOX 58
VERDI
01-0408
MN 56179

SUPERINTENDENT
COTTONWOOD
SCHOOL DISTRICT
BOX 107
COTTONWOOD
01-0412
MN 56229

SUPERINTENDENT
LYND
SCHOOL DISTRICT
BOX 64
LYND
01-0415
MN 56157

SUPERINTENDENT
BROWNTON
SCHOOL DISTRICT
BOX 99, 335 3RD ST. S.
BROWNTON
01-0421
MN 55312

SUPERINTENDENT
LESTER PRAIRIE
SCHOOL DISTRICT
HICKORY AVE. & 2ND ST. N.
LESTER PRAIRIE
01-0424
MN 55354

SUPERINTENDENT
WINSTED

SUPERINTENDENT
CLEVELAND
SCHOOL DISTRICT
BOX 310
CLEVELAND
01-0391
MN 56017

SUPERINTENDENT
MONTGOMERY
SCHOOL DISTRICT
101 2ND ST. N.E.
MONTGOMERY
01-0394
MN 56069

SUPERINTENDENT
IVANHOE
SCHOOL DISTRICT
BOX 9
IVANHOE
01-0403
MN 56142

SUPERINTENDENT
TYLER
SCHOOL DISTRICT
100 STRONG ST.
TYLER
01-0409
MN 56178

SUPERINTENDENT
MARSHALL
SCHOOL DISTRICT
401 S. SARATOGA ST.
MARSHALL
01-0413
MN 56258

SUPERINTENDENT
TRACY
SCHOOL DISTRICT
934 PINE ST.
TRACY
01-0417
MN 56175

SUPERINTENDENT
GLENCOE
SCHOOL DISTRICT
1621 E. 16TH ST.
GLENCOE
01-0422
MN 55336

SUPERINTENDENT
SILVER LAKE
SCHOOL DISTRICT
SILVER LAKE
01-0425
MN 55381

SUPERINTENDENT
MAHNOMEN
01-0432

SUPERINTENDENT
LECENTER
SCHOOL DISTRICT
150 W. TYRONE ST.
LECENTER
01-0392
MN 56057

SUPERINTENDENT
WATERVILLE
SCHOOL DISTRICT
500 E. PAQUIN ST.
WATERVILLE
01-0395
MN 56096

SUPERINTENDENT
LAKE BENTON
SCHOOL DISTRICT
101 GARFIELD ST.
LAKE BENTON
01-0404
MN 56149

SUPERINTENDENT
BALATON
SCHOOL DISTRICT
330 3RD ST.
BALATON
01-0411
MN 56115

SUPERINTENDENT
MINNEOTA
SCHOOL DISTRICT
504 N. MONROE ST.
MINNEOTA
01-041
MN 5626

SUPERINTENDENT
RUSSELL
SCHOOL DISTRICT
3RD & PRAIRIE
RUSSELL
01-041
MN 5616

SUPERINTENDENT
HUTCHINSON
SCHOOL DISTRICT
30 GLEN ST. N.
HUTCHINSON
01-042
MN 5535

SUPERINTENDENT
STEWART
SCHOOL DISTRICT
BOX 99
STEWART
01-042
MN 5538

SUPERINTENDENT
WAUBUN
SCHOOL DISTRICT
01-04

HOUSTON
SCHOOL DISTRICT 01-0294
306 W. ELM ST.
HOUSTON MN 55943

SPRING GROVE
SCHOOL DISTRICT 01-0297
BOX 626
SPRING GROVE MN 55974

CALEDONIA
SCHOOL DISTRICT 01-0299
W. MAIN ST.
CALEDONIA MN 55921

SUPERINTENDENT
LACRESCENT
SCHOOL DISTRICT 01-0300
510 S. OAK ST.
LACRESCENT MN 55947

SUPERINTENDENT
AKELEY
SCHOOL DISTRICT 01-0301
BOX 129
AKELEY MN 56433

SUPERINTENDENT
LAPORTE
SCHOOL DISTRICT 01-0306
ROUTE 1, BOX 1
LAPORTE MN 56461

SUPERINTENDENT
NEVIS
SCHOOL DISTRICT 01-0308
BOX 183
NEVIS MN 56467

SUPERINTENDENT
PARK RAPIDS
SCHOOL DISTRICT 01-0309
BOX 591
PARK RAPIDS MN 56470

SUPERINTENDENT
BRAHAM
SCHOOL DISTRICT 01-0314
BOX 488
BRAHAM MN 55006

SUPERINTENDENT
COLERAINE
SCHOOL DISTRICT 01-0316
BOX 195
COLERAINE MN 55722

SUPERINTENDENT
DEER RIVER
SCHOOL DISTRICT 01-0317
DEER RIVER MN 56636

SUPERINTENDENT
GRAND RAPIDS
SCHOOL DISTRICT 01-0318
820 N. POKEGAMA AVE.
GRAND RAPIDS MN 55744

SUPERINTENDENT
NASHWAUK-KEEWATIN
SCHOOL DISTRICT 01-0319
400 2ND ST.
NASHWAUK MN 55769

SUPERINTENDENT
JACKSON
SCHOOL DISTRICT 01-0324
1128 N. HIGHWAY
JACKSON MN 56143

SUPERINTENDENT
LAKEFIELD
SCHOOL DISTRICT 01-0325
BOX 338
LAKEFIELD MN 56150

SUPERINTENDENT
SIOUX VALLEY
SCHOOL DISTRICT 01-0328
ROUTE 2
LAKE PARK IA 51347

SUPERINTENDENT
HERON LAKE-OKABENA
SCHOOL DISTRICT 01-0330
BOX 578
HERON LAKE MN 56137

SUPERINTENDENT
MORA
SCHOOL DISTRICT 01-0332
400 E. MAPLE
MORA MN 55051

SUPERINTENDENT
OGILVIE
SCHOOL DISTRICT 01-0333
BOX 160
OGILVIE MN 56358

SUPERINTENDENT
ATWATER
SCHOOL DISTRICT 01-0341
3RD & WYOMING
ATWATER MN 56209

SUPERINTENDENT
NEW LONDON-SPICER
SCHOOL DISTRICT 01-0345
BOX 430
NEW LONDON MN 56273

SUPERINTENDENT
RAYMOND
SCHOOL DISTRICT 01-0346
309 DAY ST.
RAYMOND MN 56282

SUPERINTENDENT
WILLMAR
SCHOOL DISTRICT 01-0347
611 W. 5TH ST.
WILLMAR MN 56201

SUPERINTENDENT
HALLOCK
SCHOOL DISTRICT 01-0351
BOX 670
HALLOCK MN 56728

SUPERINTENDENT
HUMBOLDT
SCHOOL DISTRICT 01-0352
BOX 54
HUMBOLDT MN 56731

SUPERINTENDENT
KARLSTAD
SCHOOL DISTRICT 01-0353
BOX 178
KARLSTAD MN 56732

SUPERINTENDENT
KENNEDY
SCHOOL DISTRICT 01-0354
BOX 9
KENNEDY MN 56733

SCHOOL DISTRICT 01-0242
BOX 99
ALDEN MN 56009

SCHOOL DISTRICT 01-0243
BOX 13
EMMONS MN 56029

SCHOOL DISTRICT 01-0244
BOX 155
FREEBORN MN 56032

SUPERINTENDENT
GLENVILLE
SCHOOL DISTRICT 01-0245
230 5TH ST. S.E.
GLENVILLE MN 56036

SUPERINTENDENT
CANNON FALLS
SCHOOL DISTRICT 01-0252
820 E. MINNESOTA ST.
CANNON FALLS MN 55009

SUPERINTENDENT
GOODHUE
SCHOOL DISTRICT 01-0253
510 3RD AVE.
GOODHUE MN 55027

SUPERINTENDENT
KENYON
SCHOOL DISTRICT 01-0254
401 FOREST
KENYON MN 55946

SUPERINTENDENT
PINE ISLAND
SCHOOL DISTRICT 01-0255
BOX 398
PINE ISLAND MN 55963

SUPERINTENDENT
RED WING
SCHOOL DISTRICT 01-0256
6TH & N. PARK
RED WING MN 55066

SUPERINTENDENT
WANAMINGO
SCHOOL DISTRICT 01-0258
BOX 75, RT. 1
WANAMINGO MN 55983

SUPERINTENDENT
ZUMBROTA
SCHOOL DISTRICT 01-0260
425 CHESTNUT ST.
MAZEPPA MN 55956

SUPERINTENDENT
ASHBY
SCHOOL DISTRICT 01-0261
BOX C
ASHBY MN 56309

SUPERINTENDENT
BARRETT
SCHOOL DISTRICT 01-0262
411 FIRST S.E.
ELBOW LAKE MN 56531

SUPERINTENDENT
ELBOW LAKE
SCHOOL DISTRICT 01-0263
411 1ST ST. S.E.
ELBOW LAKE MN 56531

SUPERINTENDENT
HERMAN-NORCROSS
SCHOOL DISTRICT 01-0264
HERMAN MN 56248

SUPERINTENDENT
HOFFMAN
SCHOOL DISTRICT 01-0265
BOX 306
HOFFMAN MN 56339

SUPERINTENDENT
HOPKINS
SCHOOL DISTRICT 01-0270
1001 STATE HWY. 7
HOPKINS MN 55343

SUPERINTENDENT
BLOOMINGTON
SCHOOL DISTRICT 01-0271
8900 PORTLAND AVE. S.
BLOOMINGTON MN 55420

SUPERINTENDENT
EDEN PRAIRIE
SCHOOL DISTRICT 01-0272
8100 SCHOOL RD.
EDEN PRAIRIE MN 55344

SUPERINTENDENT
EDINA
SCHOOL DISTRICT 01-0273
5701 NORMANDALE RD.
EDINA MN 55424

SUPERINTENDENT
MINNETONKA
SCHOOL DISTRICT 01-0276
261 SCHOOL AVE.
EXCELSIOR MN 55331

SUPERINTENDENT
WESTONKA
SCHOOL DISTRICT 01-0277
5600 LYNWOOD BLVD.
MOUND MN 55364

SUPERINTENDENT
ORONO
SCHOOL DISTRICT 01-0278
685 OLD CRYSTAL BAY RD.
LONG LAKE MN 55356

SUPERINTENDENT
OSSEO
SCHOOL DISTRICT 01-0279
11200 93RD AVE. N.
MAPLE GROVE MN 55369

SUPERINTENDENT
RICHFIELD
SCHOOL DISTRICT 01-0280
7001 HARRIET AVE. S.
RICHFIELD MN 55423

SUPERINTENDENT
ROBBINSDALE
SCHOOL DISTRICT 01-0281
4148 WINNETKA AVE. N.
NEW HOPE MN 55427

SUPERINTENDENT
ST. ANTHONY-NEW BRIGHTON
SCHOOL DISTRICT 01-0282
3303 33RD AVE. N.E.
ST. ANTHONY MN 55418

SCHOOL DISTRICT 01-0222
BOX 300
KIESTER MN 56051

SCHOOL DISTRICT 01-0223
BOX 218
MINNESOTA LAKE MN 56068

SCHOOL DISTRICT 01-0224
250 2ND AVE. S.W.
WELLS MN 56097

SUPERINTENDENT
WINNEBAGO
SCHOOL DISTRICT 01-0225
BOX 65
WINNEBAGO MN 56098

SUPERINTENDENT
CHATFIELD
SCHOOL DISTRICT 01-0227
HIGHWAY 52 NORTH
CHATFIELD MN 55923

SUPERINTENDENT
HARMONY
SCHOOL DISTRICT 01-0228
145 MAIN AVE. S.
HARMONY MN 55939

SUPERINTENDENT
LANESBORO
SCHOOL DISTRICT 01-0229
101 RIDGEVIEW
LANESBORO MN 55949

SUPERINTENDENT
PETERSON
SCHOOL DISTRICT 01-0232
BOX 3
PETERSON MN 55962

SUPERINTENDENT
PRESTON-FOUNTAIN
SCHOOL DISTRICT 01-0233
700 CHATFIELD AVE.
PRESTON MN 55965

SUPERINTENDENT
RUSHFORD
SCHOOL DISTRICT 01-0234
BOX 627
RUSHFORD MN 55971

SUPERINTENDENT
WYKOFF
SCHOOL DISTRICT 01-0236
BOX 96
WYKOFF MN 55990

SUPERINTENDENT
SPRING VALLEY
SCHOOL DISTRICT 01-0237
BOX 72
SPRING VALLEY MN 55975

SUPERINTENDENT
MABEL-CANTON
SCHOOL DISTRICT 01-0238
316 W. FILLMORE AVE.
MABEL MN 55954

SUPERINTENDENT
BLUE EARTH
SCHOOL DISTRICT 01-0240
EAST 6TH ST.
BLUE EARTH MN 56013

SUPERINTENDENT
ALBERT LEA
SCHOOL DISTRICT 01-0241
211 W. RICHWAY DR.
ALBERT LEA MN 56007

SUPERINTENDENT
ALDEN
SCHOOL DISTRICT 01-0242
BOX 99
ALDEN MN 56009

SUPERINTENDENT
EMMONS
SCHOOL DISTRICT 01-0243
BOX 13
EMMONS MN 56029

SUPERINTENDENT
FREEBORN
SCHOOL DISTRICT 01-0244
BOX 155
FREEBORN MN 56032

SUPERINTENDENT
GLENVILLE
SCHOOL DISTRICT 01-0245
230 5TH ST. S.E.
GLENVILLE MN 56036

SUPERINTENDENT
CANNON FALLS
SCHOOL DISTRICT 01-0252
820 E. MINNESOTA ST.
CANNON FALLS MN 55009

SUPERINTENDENT
GOODHUE
SCHOOL DISTRICT 01-0253
510 3RD AVE.
GOODHUE MN 55027

SUPERINTENDENT
KENYON
SCHOOL DISTRICT 01-0254
401 FOREST
KENYON MN 55946

SUPERINTENDENT
PINE ISLAND
SCHOOL DISTRICT 01-0255
BOX 398
PINE ISLAND MN 55963

SUPERINTENDENT
RED WING
SCHOOL DISTRICT 01-0256
6TH & N. PARK
RED WING MN 55066

SUPERINTENDENT
WANAMINGO
SCHOOL DISTRICT 01-0258
BOX 75, RT. 1
WANAMINGO MN 55983

SUPERINTENDENT
ZUMBROTA
SCHOOL DISTRICT 01-0260
425 CHESTNUT ST.
MAZEPPA MN 55956

SUPERINTENDENT
ASHBY
SCHOOL DISTRICT 01-0261
BOX C
ASHBY MN 56309

SUPERINTENDENT
MOORHEAD
SCHOOL DISTRICT 01-0152
810 4TH AVE. S.
MOORHEAD MN 56560

SUPERINTENDENT
GONVICK
SCHOOL DISTRICT 01-0158
BOX 119
GONVICK MN 56644

SUPERINTENDENT
CLEARBROOK
SCHOOL DISTRICT 01-0161
BOX 8
CLEARBROOK MN 56634

SUPERINTENDENT
BAGLEY
SCHOOL DISTRICT 01-0162
308 N. BAGLEY AVE.
BAGLEY MN 56621

SUPERINTENDENT
COOK COUNTY
SCHOOL DISTRICT 01-0166
BOX F
GRAND MARAIS MN 55604

SUPERINTENDENT
MOUNTAIN LAKE
SCHOOL DISTRICT 01-0173
450 12TH ST.
MOUNTAIN LAKE MN 56159

SUPERINTENDENT
WESTBROOK
SCHOOL DISTRICT 01-0175
BOX 128
WESTBROOK MN 56183

SUPERINTENDENT
WINDOM
SCHOOL DISTRICT 01-0177
BOX C-177
WINDOM MN 56101

SUPERINTENDENT
STORDEN-JEFFERS
SCHOOL DISTRICT 01-0178
BOX 69
STORDEN MN 56174

SUPERINTENDENT
BRAINERD
SCHOOL DISTRICT 01-0181
300 QUINCE ST.
BRAINERD MN 56401

SUPERINTENDENT
CROSBY
SCHOOL DISTRICT 01-0182
711 POPLAR ST.
CROSBY MN 56441

SUPERINTENDENT
PEQUOT LAKES
SCHOOL DISTRICT 01-0186
BOX 368
PEQUOT LAKES MN 56472

SUPERINTENDENT
BURNSVILLE
SCHOOL DISTRICT 01-0191
100 RIVER RIDGE COURT
BURNSVILLE MN 55337

SUPERINTENDENT
FARMINGTON
SCHOOL DISTRICT 01-0192
510 WALNUT ST.
FARMINGTON MN 55024

SUPERINTENDENT
LAKEVILLE
SCHOOL DISTRICT 01-0194
8670 210TH ST. W.
LAKEVILLE MN 55044

SUPERINTENDENT
RANDOLPH
SCHOOL DISTRICT 01-0195
BOX 38, 29110 DAVISSON AVE.
RANDOLPH MN 55065

SUPERINTENDENT
ROSEMOUNT-APPLE VALLEY-EAGAN
SCHOOL DISTRICT 01-0196
14445 DIAMOND PATH
ROSEMOUNT MN 55068

SUPERINTENDENT
WEST ST. PAUL
SCHOOL DISTRICT 01-0197
1897 DELAWARE AVE.
WEST ST. PAUL MN 55118

SUPERINTENDENT
INVER GROVE
SCHOOL DISTRICT 01-0199
9875 INVER GROVE TR. E.
INVER GROVE HEIGHTS MN 55075

SUPERINTENDENT
HASTINGS
SCHOOL DISTRICT 01-0200
9TH & VERMILLION ST.
HASTINGS MN 55033

SUPERINTENDENT
CLAREMONT
SCHOOL DISTRICT 01-0201
BOX C
CLAREMONT MN 55924

SUPERINTENDENT
DODGE CENTER
SCHOOL DISTRICT 01-0202
BOX 40
DODGE CENTER MN 55927

SUPERINTENDENT
HAYFIELD
SCHOOL DISTRICT 01-0203
BOX D
HAYFIELD MN 55940

SUPERINTENDENT
KASSON-MANTORVILLE
SCHOOL DISTRICT 01-0204
BOX 158
KASSON MN 55944

SUPERINTENDENT
NEW ULM
SCHOOL DISTRICT 01-0088
400 S. PAYNE
NEW ULM MN 56073

SUPERINTENDENT
CLOQUET
SCHOOL DISTRICT 01-0094
509 CARLTON AVE.
CLOQUET MN 55720

SUPERINTENDENT
ESKO
SCHOOL DISTRICT 01-0099
ESKO MN 55733

SUPERINTENDENT
WACONIA
SCHOOL DISTRICT 01-0110
24 S. WALNUT ST.
WACONIA MN 55387

SUPERINTENDENT
BACKUS
SCHOOL DISTRICT 01-0114
BOX 47
BACKUS MN 56435

SUPERINTENDENT
PINE RIVER
SCHOOL DISTRICT 01-0117
BOX 610
PINE RIVER MN 56474

SUPERINTENDENT
CLARA CITY
SCHOOL DISTRICT 01-0126
BOX 590
CLARA CITY MN 56222

SUPERINTENDENT
MONTEVIDEO
SCHOOL DISTRICT 01-0129
3RD ST. & EUREKA AVE.
MONTEVIDEO MN 56265

SUPERINTENDENT
TAYLORS FALLS
SCHOOL DISTRICT 01-0140

SUPERINTENDENT
BARNUM
SCHOOL DISTRICT 01-0091
BOX 227
BARNUM MN 55707

SUPERINTENDENT
CROMWELL
SCHOOL DISTRICT 01-0095
CROMWELL MN 55726

SUPERINTENDENT
WRENSHALL
SCHOOL DISTRICT 01-0100
BOX 53
WRENSHALL MN 55797

SUPERINTENDENT
WATERTOWN-MAYER
SCHOOL DISTRICT 01-0111
BOX 368
WATERTOWN MN 55388

SUPERINTENDENT
CASS LAKE
SCHOOL DISTRICT 01-0115
RT. 3, BOX 4
CASS LAKE MN 56633

SUPERINTENDENT
REMER
SCHOOL DISTRICT 01-0118
ROUTE 1, BOX A
REMER MN 56672

SUPERINTENDENT
MAYNARD
SCHOOL DISTRICT 01-0127
BOX 276
MAYNARD MN 56260

SUPERINTENDENT
NORTH BRANCH
SCHOOL DISTRICT 01-0138
320 MAIN ST.
NORTH BRANCH MN 55056

SUPERINTENDENT
CHISAGO LAKES
SCHOOL DISTRICT 01-0141

SUPERINTENDENT
CARLTON
SCHOOL DISTRICT 01-0093
BOX 310
CARLTON MN 55718

SUPERINTENDENT
MOOSE LAKE
SCHOOL DISTRICT 01-0097
413 BIRCH AVE.
MOOSE LAKE MN 55767

SUPERINTENDENT
NORWOOD
SCHOOL DISTRICT 01-0108
531 CENTRAL AVE.
NORWOOD MN 55368

SUPERINTENDENT
CHASKA
SCHOOL DISTRICT 01-0112
1700 CHESTNUT
CHASKA MN 55318

SUPERINTENDENT
PILLAGER
SCHOOL DISTRICT 01-0116
BOX 38
PILLAGER MN 56473

SUPERINTENDENT
WALKER
SCHOOL DISTRICT 01-0119
WALKER MN 56484

SUPERINTENDENT
MILAN
SCHOOL DISTRICT 01-0128
BOX 180
MILAN MN 56262

SUPERINTENDENT
RUSH CITY
SCHOOL DISTRICT 01-0139
BOX 566
RUSH CITY MN 55069

SUPERINTENDENT
GLYNDON

XXXX XXXXX XXXXXXXXXX XXXXXXXX XXXXX XXX
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XXXX XXXXX XXXXXX XXXX XXXXXXX XXXXXXX
XXXX XXXXX X TASK # 982 XXXXXXXXX
XXXX XXXXX XXXXXXXXXX XXXXX XXXXXXXXX
XXXX XXXXX XXXXXXXXX XXXXXXXXXXXXXXX
XXXX XXXXX XXXXXXXXX XXXXXXXXXXXXXXX

SUPERINTENDENT
AITKIN
SCHOOL DISTRICT 01-0001
306 2ND ST. N.W.
AITKIN MN 56431

SUPERINTENDENT
HILL CITY
SCHOOL DISTRICT 01-0002
500 IONE AVE.
HILL CITY MN 55748

SUPERINTENDENT
MCGREGOR
SCHOOL DISTRICT 01-0004
MAIN ST., BOX 160
MCGREGOR MN 55760

SUPERINTENDENT
ANOKA-HENNEPIN
SCHOOL DISTRICT 01-0011
11299 HANSON BLVD. N.W.
COON RAPIDS MN 55433

SUPERINTENDENT
CENTENNIAL
SCHOOL DISTRICT 01-0012
4707 NORTH RD.
CIRCLE PINES MN 55014

SUPERINTENDENT
COLUMBIA HEIGHTS
SCHOOL DISTRICT 01-0013
1400 49TH AVE. N.E.
COLUMBIA HEIGHTS MN 55421

SUPERINTENDENT
FRIDLEY
SCHOOL DISTRICT 01-0014
6000 W. MOORE LAKE DR.
FRIDLEY MN 55432

SUPERINTENDENT
ST. FRANCIS
SCHOOL DISTRICT 01-0015
3325 BRIDGE ST.
ST. FRANCIS MN 55070

SUPERINTENDENT
SPRING LAKE PARK
SCHOOL DISTRICT 01-0016
8000 HWY. 65 N.E.
SPRING LAKE PARK MN 55432

SUPERINTENDENT
AUDUBON
SCHOOL DISTRICT 01-0021
BOX 338
AUDUBON MN 56511

SUPERINTENDENT
DETROIT LAKES
SCHOOL DISTRICT 01-0022
702 LAKE AVE.
DETROIT LAKES MN 56501

SUPERINTENDENT
FRAZEE
SCHOOL DISTRICT 01-0023
BOX 186
FRAZEE MN 56544

SUPERINTENDENT
LAKE PARK
SCHOOL DISTRICT 01-0024
BOX 479
LAKE PARK MN 56554

SUPERINTENDENT
PINE POINT
SCHOOL DISTRICT 01-0025
BOX 61
PONSFORD MN 56575

SUPERINTENDENT
BEMIDJI
SCHOOL DISTRICT 01-0031
201 15TH ST. N.W.
BEMIDJI MN 56601

SUPERINTENDENT
BLACKDUCK
SCHOOL DISTRICT 01-0032
BLACKDUCK MN 56630

SUPERINTENDENT
KELLIHER
SCHOOL DISTRICT 01-0036
BOX 259
KELLIHER MN 56650

SUPERINTENDENT
RED LAKE
SCHOOL DISTRICT 01-0038
REDLAKE MN 56671

SUPERINTENDENT
SAUK RAPIDS
SCHOOL DISTRICT 01-0047
BOX 520
SAUK RAPIDS MN 56379

SUPERINTENDENT
FOLEY
SCHOOL DISTRICT 01-0051
520 DEWEY ST.
FOLEY MN 56329

SUPERINTENDENT
BEARDSLEY
SCHOOL DISTRICT 01-0057
BOX N
BROWNS VALLEY MN 56219

SUPERINTENDENT
CLINTON
SCHOOL DISTRICT 01-0058

SUPERINTENDENT
GRACEVILLE
SCHOOL DISTRICT 01-0060

SUPERINTENDENT
ORTONVILLE
SCHOOL DISTRICT 01-0062

MARSHA JOHNSON
CONTINUING EDUCATION CHAIRPERSON
ADA PUBLIC SCHOOLS
10[illegible] E. 4TH AVE.
ADA MN 56510

PEGGY JOHNSON
CONTINUING EDUCATION CHAIRPERSON
AKELEY PUBLIC SCHOOLS
BOX 129
AKELEY MN 56433

CURT SHEELY
CONTINUING EDUCATION CHAIRPERSON
ALDEN PUBLIC SCHOOLS
BOX 99
ALDEN MN 56009

SUZANNE BURMAN
CONTINUING EDUCATION CHAIRPERSON
AMBOY-GOOD THUNDER PUBLIC SCHOOLS
BOX 70
AMBOY MN 56010

RICHARD WALKER
CONTINUING EDUCATION CHAIRPERSON
APPLETON PUBLIC SCHOOLS
128 S. HERING ST.
APPLETON MN 56208

DORIS BOLTON
CONTINUING EDUCATION CHAIRPERSON
ASHBY PUBLIC SCHOOLS
BOX C
ASHBY MN 56309

DIANE JORDAN
CONTINUING EDUCATION CHAIRPERSON
AUDUBON PUBLIC SCHOOLS
BOX 338
AUDUBON MN 56511

MARSHA LINDEMANN
CONTINUING EDUCATION CHAIRPERSON
ADRIAN PUBLIC SCHOOLS
BOX 40
ADRIAN MN 56110

DONNA M SMIEJA
CONTINUING EDUCATION CHAIRPERSON
ALBANY PUBLIC SCHOOLS
BOX 350
ALBANY MN 56307

JIM VOLLRATH
CONTINUING EDUCATION CHAIRPERSON
ALEXANDRIA PUBLIC SCHOOLS
BOX 308
ALEXANDRIA MN 56308

SUSAN WEILER
CONTINUING EDUCATION CHAIRPERSON
ANNANDALE PUBLIC SCHOOLS
BOX 190
ANNANDALE MN 55302

MARION PAGNAC
CONTINUING EDUCATION CHAIRPERSON
ARGYLE PUBLIC SCHOOLS
BOX 279
ARGYLE MN 56713

JOHN PETERSON
CONTINUING EDUCATION CHAIRPERSON
ASKOV PUBLIC SCHOOLS
BOX 250
ASKOV MN 55704

MARK K ANDERSON
CONTINUING EDUCATION CHAIRPERSON
AURORA PUBLIC SCHOOLS
601 N. 1ST ST. W.
AURORA MN 55705

ROBERT JOHNSTON

MARY RETTIG
CONTINUING EDUCATION CHAIRPERSON
AITKIN PUBLIC SCHOOLS
306 2ND ST. N.W.
AITKIN MN 56431

JAMES MUNYER
CONTINUING EDUCATION CHAIRPERSON
ALBERT LEA PUBLIC SCHOOLS
211 W. RICHWAY DR.
ALBERT LEA MN 56007

DAVE SCHROEDER
CONTINUING EDUCATION CHAIRPERSON
ALVARADO PUBLIC SCHOOLS
BOX 816
ALVARADO MN 56710

ROBERT ZASKE
CONTINUING EDUCATION CHAIRPERSON
ANOKA-HENNEPIN PUBLIC SCHOOLS
11299 HANSON BLVD. N.W.
COON RAPIDS MN 55433

DAN HISLOP
CONTINUING EDUCATION CHAIRPERSON
ARLINGTON PUBLIC SCHOOLS
BOX 1000
ARLINGTON MN 55307

PAMELA KYLLINGSTAD
CONTINUING EDUCATION CHAIRPERSON
ATWATER PUBLIC SCHOOLS
3RD & WYOMING
ATWATER MN 56209

THERESA DUELLMAN
CONTINUING EDUCATION CHAIRPERSON
AUSTIN PUBLIC SCHOOLS
202 4TH AVE. N.E.
AUSTIN MN 55912

LEANNE JOHNSON

ASHBY MN 56309

DIANE JORDAN
CONTINUING EDUCATION CHAIRPERSON
AUDUBON PUBLIC SCHOOLS
BOX 338

AUDUBON MN 56511

RAMONA WEAVER
CONTINUING EDUCATION CHAIRPERSON
BABBITT PUBLIC SCHOOLS
SOUTH DR.

BABBITT MN 55706

DENNIS WIENS
CONTINUING EDUCATION CHAIRPERSON
BAGLEY PUBLIC SCHOOLS
308 N. BAGLEY AVE.

BAGLEY MN 56621

STANLEY VEE
CONTINUING EDUCATION CHAIRPERSON
BARNUM PUBLIC SCHOOLS
BOX 227

BARNUM MN 55707

MURRAY SMART
CONTINUING EDUCATION CHAIRPERSON
BEARDSLEY PUBLIC SCHOOLS
BOX N

BROWNS VALLEY MN 56219

JON LOGELIN
CONTINUING EDUCATION CHAIRPERSON
BELLE PLAINE PUBLIC SCHOOLS
220 S. MARKET ST.

BELLE PLAINE MN 56011

BARB EUDIEKIS
CONTINUING EDUCATION CHAIRPERSON
BEMIDJI PUBLIC SCHOOLS
201 15TH ST. N.W.

BEMIDJI MN 56601

GINNIE LEINES
CONTINUING EDUCATION CHAIRPERSON
BIG LAKE PUBLIC SCHOOLS
701 MINNESOTA AVE.

BIG LAKE MN 55309

ASKOV MN 55704

MARK K ANDERSON
CONTINUING EDUCATION CHAIRPERSON
AURORA PUBLIC SCHOOLS
601 N. 1ST ST. W.

AURORA MN 55705

ROBERT JOHNSTON
CONTINUING EDUCATION CHAIRPERSON
BACKUS PUBLIC SCHOOLS
BOX 47

BACKUS MN 56435

KAY KATCHUK
CONTINUING EDUCATION CHAIRPERSON
BALATON PUBLIC SCHOOLS
330 3RD ST.

BALATON MN 56115

RICHARD BOYACK
CONTINUING EDUCATION CHAIRPERSON
BARRETT PUBLIC SCHOOLS
411 FIRST S.E.

ELBOW LAKE MN 56531

SHARON SORENSON
CONTINUING EDUCATION CHAIRPERSON
BECKER PUBLIC SCHOOLS
12000 HANCOCK ST.

BECKER MN 55308

JOEL HERDER
CONTINUING EDUCATION CHAIRPERSON
BELLINGHAM PUBLIC SCHOOLS
BOX 6155

BELLINGHAM MN 56212

ROBERT VAN TASSEL
CONTINUING EDUCATION CHAIRPERSON
BENSON PUBLIC SCHOOLS
1400 MONTANA AVE.

BENSON MN 56215

TERRI TUMA
CONTINUING EDUCATION CHAIRPERSON
BIRD ISLAND PUBLIC SCHOOLS
BOX 460

BIRD ISLAND MN 55310

ATWATER MN 56209

THERESA DUELLMAN
CONTINUING EDUCATION CHAIRPERSON
AUSTIN PUBLIC SCHOOLS
202 4TH AVE. N.E.

AUSTIN MN 55912

LEANNE JOHNSON
CONTINUING EDUCATION CHAIRPERSON
BADGER PUBLIC SCHOOLS
BOX 68

BADGER MN 56714

LEE SKALLERUD
CONTINUING EDUCATION CHAIRPERSON
BARNESVILLE PUBLIC SCHOOLS
BOX 189

BARNESVILLE MN 56514

GEORGE HAUSSKE
CONTINUING EDUCATION CHAIRPERSON
BATTLE LAKE PUBLIC SCHOOLS
BOX 1280

BATTLE LAKE MN 56515

SCOTT GIBSON
CONTINUING EDUCATION CHAIRPERSON
BELGRADE-ELROSA PUBLIC SCHOOLS
BOX 339

BELGRADE MN 56312

BOB HELWIG
CONTINUING EDUCATION CHAIRPERSON
BELVIEW PUBLIC SCHOOLS
BOX 8

BELVIEW MN 56214

CATHERINE RIEWER
CONTINUING EDUCATION CHAIRPERSON
BERTHA-HEWITT PUBLIC SCHOOLS

BERTHA MN 56437

CAROLYN RISSE
CONTINUING EDUCATION CHAIRPERSON
BIWABIK PUBLIC SCHOOLS
601 N. 1ST ST. W.

AURORA MN 55705

VERDENE ANDERSON
CONTINUING EDUCATION CHAIRPERSON
BLUE EARTH PUBLIC SCHOOLS
EAST 6TH ST.
BLUE EARTH MN 56013

JOHN HURLEY
CONTINUING EDUCATION CHAIRPERSON
BRAINERD PUBLIC SCHOOLS
300 QUINCE ST.
BRAINERD MN 56401

GEORGE LOUDENSLAGER
CONTINUING EDUCATION CHAIRPERSON
BREWSTER PUBLIC SCHOOLS
BOX 309
BREWSTER MN 56119

DON LUNDELL
CONTINUING EDUCATION CHAIRPERSON
BROOTEN PUBLIC SCHOOLS
BOX 39
BROOTEN MN 56316

LORI HENRY
CONTINUING EDUCATION CHAIRPERSON
BROWNTON PUBLIC SCHOOLS
BOX 99, 335 3RD ST. S.
BROWNTON MN 55312

THOMAS TREETER
CONTINUING EDUCATION CHAIRPERSON
BURNSVILLE PUBLIC SCHOOLS
100 RIVER RIDGE COURT
BURNSVILLE MN 55337

JANA DITTMER
CONTINUING EDUCATION CHAIRPERSON
CALEDONIA PUBLIC SCHOOLS
W. MAIN ST.
CALEDONIA MN 55921

JUDITH DILLON
CONTINUING EDUCATION CHAIRPERSON
CANBY PUBLIC SCHOOLS
307 1ST ST. W.
CANBY MN 56220

GAIL REFF
CONTINUING EDUCATION CHAIRPERSON

DEBRA A JACOBSON
CONTINUING EDUCATION CHAIRPERSON
BORUP PUBLIC SCHOOLS
BOX 8
BORUP MN 56519

VICKI CARLSON
CONTINUING EDUCATION CHAIRPERSON
BRANDON PUBLIC SCHOOLS
BOX 135
BRANDON MN 56315

WENDY NICKEL
CONTINUING EDUCATION CHAIRPERSON
BRICELYN PUBLIC SCHOOLS
BOX 277
BRICELYN MN 56014

DEBRA MORTENSON
CONTINUING EDUCATION CHAIRPERSON
BROWERVILLE PUBLIC SCHOOLS
BOX 135
BROWERVILLE MN 56438

CANDACE CORNELIUS
CONTINUING EDUCATION CHAIRPERSON
BUFFALO PUBLIC SCHOOLS
214 N.E. 1ST AVE.
BUFFALO MN 55313

SHARI OPDAHL
CONTINUING EDUCATION CHAIRPERSON
BUTTERFIELD PUBLIC SCHOOLS
BOX 139
BUTTERFIELD MN 56120

SCOTT SHOLUND
CONTINUING EDUCATION CHAIRPERSON
CAMBRIDGE-ISANTI PUBLIC SCHOOLS
430 N.W. 8TH AVE.
CAMBRIDGE MN 55008

BRUCE HALVERSON
CONTINUING EDUCATION CHAIRPERSON
CANNON FALLS PUBLIC SCHOOLS
820 E. MINNESOTA ST.
CANNON FALLS MN 55009

JERI WATTERS
CONTINUING EDUCATION CHAIRPERSON

JAMES ZAK
CONTINUING EDUCATION CHAIRPERSON
BRAHAM PUBLIC SCHOOLS
BOX 488
BRAHAM MN 55006

ALAN DAHLMAN
CONTINUING EDUCATION CHAIRPERSON
BRECKENRIDGE PUBLIC SCHOOLS
13TH ST. & DOUGLAS AVE.
BRECKENRIDGE MN 56520

WAYNE FINLEY
CONTINUING EDUCATION CHAIRPERSON
BROOKLYN CENTER PUBLIC SCHOOLS
6500 HUMBOLDT AVE. N.
BROOKLYN CENTER MN 55430

SCOTT SAGEHORN
CONTINUING EDUCATION CHAIRPERSON
BROWNS VALLEY PUBLIC SCHOOLS
BOX N
BROWNS VALLEY MN 56219

JIM ENDRES
CONTINUING EDUCATION CHAIRPERSON
BUFFALO LAKE PUBLIC SCHOOLS
BOX 278
BUFFALO LAKE MN 55314

HARVEY BERGH
CONTINUING EDUCATION CHAIRPERSON
BYRON PUBLIC SCHOOLS
BOX 157
BYRON MN 55920

PAT MESSERSCHMIDT
CONTINUING EDUCATION CHAIRPERSON
CAMPBELL-TINTAH PUBLIC SCHOOLS
BOX 8
CAMPBELL MN 56522

STEVE THERIAN
CONTINUING EDUCATION CHAIRPERSON
CARLTON PUBLIC SCHOOLS
BOX 310
CARLTON MN 55718

PAM BROLSMA
CONTINUING EDUCATION CHAIRPERSON

CANBY PUBLIC SCHOOLS
307 1ST ST. W.

CANBY MN 56220

GAIL REFF
CONTINUING EDUCATION CHAIRPERSON
CASS LAKE PUBLIC SCHOOLS
RT. 3, BOX 4

CASS LAKE MN 56633

LYNN BULDHAUPT
CONTINUING EDUCATION CHAIRPERSON
CHANDLER-LAKE WILSON PUBLIC SCHOOLS
BOX 98

CHANDLER MN 56122

STEVEN GRAVES
CONTINUING EDUCATION CHAIRPERSON
CHISAGO LAKES PUBLIC SCHOOLS
13750 LAKE BLVD.

LINDSTROM MN 55045

BECKI CONDON
CONTINUING EDUCATION CHAIRPERSON
CLARA CITY PUBLIC SCHOOLS
BOX 590

CLARA CITY MN 56222

SUSAN STEINKE
CONTINUING EDUCATION CHAIRPERSON
CLARKFIELD PUBLIC SCHOOLS
1204 11TH AVE., BOX 338

CLARKFIELD MN 56223

PAT GALE
CONTINUING EDUCATION CHAIRPERSON
CLIMAX PUBLIC SCHOOLS
BOX 45

CLIMAX MN 56523

BRIAN ENGELKING
CONTINUING EDUCATION CHAIRPERSON
COLD SPRING PUBLIC SCHOOLS
ROCORI HIGH SCHOOL

COLD SPRING MN 56320

JANA OLSON
CONTINUING EDUCATION CHAIRPERSON
COMFREY PUBLIC SCHOOLS
BOX 68

COMFREY MN 56019

CANNON FALLS PUBLIC SCHOOL
820 E. MINNESOTA ST.

CANNON FALLS MN 55009

JERI WATTERS
CONTINUING EDUCATION CHAIRPERSON
CENTENNIAL PUBLIC SCHOOLS
4707 NORTH RD.

CIRCLE PINES MN 55014

KATHLEEN ZEVNICKN
CONTINUING EDUCATION CHAIRPERSON
CHASKA PUBLIC SCHOOLS
1700 CHESTNUT

CHASKA MN 55318

ED BECKERS
CONTINUING EDUCATION CHAIRPERSON
CHISHOLM PUBLIC SCHOOLS
300 S.W. 3RD AVE.

CHISHOLM MN 55719

JON ROSS
CONTINUING EDUCATION CHAIRPERSON
CLAREMONT PUBLIC SCHOOLS
BOX C

CLAREMONT MN 55924

LINDA NORDLUND
CONTINUING EDUCATION CHAIRPERSON
CLEARBROOK PUBLIC SCHOOLS
BOX 8

CLEARBROOK MN 56634

CHERYL TRUNNELL
CONTINUING EDUCATION CHAIRPERSON
CLINTON PUBLIC SCHOOLS
BOX 351

CLINTON MN 56225

DON AXTELL
CONTINUING EDUCATION CHAIRPERSON
COLERAINE PUBLIC SCHOOLS
BOX 195

COLERAINE MN 55722

MARC TAVERNIER
CONTINUING EDUCATION CHAIRPERSON
COOK COUNTY PUBLIC SCHOOLS
BOX F

GRAND MARAIS MN 55604

BOX 310

CARLTON MN 55718

PAM BROLSMA
CONTINUING EDUCATION CHAIRPERSON
CEYLON PUBLIC SCHOOLS
301 W. GRANT

CEYLON MN 56121

MARSHA DUFFY
CONTINUING EDUCATION CHAIRPERSON
CHATFIELD PUBLIC SCHOOLS
HIGHWAY 52 NORTH

CHATFIELD MN 55923

CHERYL SCHMIDT
CONTINUING EDUCATION CHAIRPERSON
CHOKIO-ALBERTA PUBLIC SCHOOLS
BOX 86

CHOKIO MN 56221

STEPHEN SMALLEY
CONTINUING EDUCATION CHAIRPERSON
CLARISSA PUBLIC SCHOOLS

CLARISSA MN 56440

VIRGINIA GRABOW
CONTINUING EDUCATION CHAIRPERSON
CLEVELAND PUBLIC SCHOOLS
BOX 310

CLEVELAND MN 56017

JAMES BOYD
CONTINUING EDUCATION CHAIRPERSON
CLOQUET PUBLIC SCHOOLS
509 CARLTON AVE.

CLOQUET MN 55720

CAL KNUDSON
CONTINUING EDUCATION CHAIRPERSON
COLUMBIA HEIGHTS PUBLIC SCHOOLS
1400 49TH AVE. N.E.

COLUMBIA HEIGHTS MN 55421

DONAVON BLUHM
CONTINUING EDUCATION CHAIRPERSON
COSMOS PUBLIC SCHOOLS
320 N. SATURN ST.

COSMOS MN 56228

CONTINUING EDUCATION CHAIRPERSON
COMFREY PUBLIC SCHOOLS
BOX 68.

COMFREY MN 56019

DONNA FAUTECK
CONTINUING EDUCATION CHAIRPERSON
COTTONWOOD PUBLIC SCHOOLS
BOX 107

COTTONWOOD MN 56229

GORDON SHARP
CONTINUING EDUCATION CHAIRPERSON
CROSBY PUBLIC SCHOOLS
711 POPLAR ST.

CROSBY MN 56441

LARRY JACOBS
CONTINUING EDUCATION CHAIRPERSON
DASSEL-COKATO PUBLIC SCHOOLS
HIGHWAY 12 & CO. RD. 100

COKATO MN 55321

MIKE NYNAS
CONTINUING EDUCATION CHAIRPERSON
DEER RIVER PUBLIC SCHOOLS

DEER RIVER MN 56636

ROBERT SOUKUP
CONTINUING EDUCATION CHAIRPERSON
DETROIT LAKES PUBLIC SCHOOLS
702 LAKE AVE.

DETROIT LAKES MN 56501

JAMES HOBBS
CONTINUING EDUCATION CHAIRPERSON
DOVER-EYOTA PUBLIC SCHOOLS
BOX 268

EYOTA MN 55934

RICK UTTECH
CONTINUING EDUCATION CHAIRPERSON
EAST CHAIN PUBLIC SCHOOLS
ROUTE 1

BLUE EARTH MN 56013

MARCIA PEDERSON
CONTINUING EDUCATION CHAIRPERSON
EDEN PRAIRIE PUBLIC SCHOOLS
8100 SCHOOL RD.

CONTINUING EDUCATION CHAIRPERSON
COOK COUNTY PUBLIC SCHOOLS
BOX F

GRAND MARAIS MN 55604

DEBRA LEVINSKI
CONTINUING EDUCATION CHAIRPERSON
CROMWELL PUBLIC SCHOOLS

CROMWELL MN 55726

CLAIRE HILL
CONTINUING EDUCATION CHAIRPERSON
CYRUS PUBLIC SCHOOLS
BOX 40

CYRUS MN 56323

KIRK LUEBKE
CONTINUING EDUCATION CHAIRPERSON
DAWSON PUBLIC SCHOOLS
BOX 1018

DAWSON MN 56232

PAULETTE HANSON
CONTINUING EDUCATION CHAIRPERSON
DELANO PUBLIC SCHOOLS
700 ELM AVE. E.

DELANO MN 55328

KENNETH EMERSON
CONTINUING EDUCATION CHAIRPERSON
DILWORTH PUBLIC SCHOOLS
BOX 133

DILWORTH MN 56529

CAROL BACIG
CONTINUING EDUCATION CHAIRPERSON
DULUTH PUBLIC SCHOOLS
LAKE AVE. & 2ND ST.

DULUTH MN 55802

GLEN TREMBATH
CONTINUING EDUCATION CHAIRPERSON
EAST GRAND FORKS PUBLIC SCHOOLS
BOX 151

EAST GRAND FORKS MN 56721

GARY KUNSTAL
CONTINUING EDUCATION CHAIRPERSON
EDEN VALLEY PUBLIC SCHOOLS
BOX 100

COSMOS PUBLIC SCHOOLS
320 N. SATURN ST.

COSMOS MN 56228

RENEE FISKETJON
CONTINUING EDUCATION CHAIRPERSON
CROOKSTON PUBLIC SCHOOLS
415 JACKSON AVE.

CROOKSTON MN 56716

JANET WESTBY
CONTINUING EDUCATION CHAIRPERSON
DANUBE PUBLIC SCHOOLS
301 N.E. 3RD ST.

RENVILLE MN 56284

AUDREY WARD
CONTINUING EDUCATION CHAIRPERSON
DEER CREEK PUBLIC SCHOOLS
BOX 235

DEER CREEK MN 56527

CORRINE PRESCHER
CONTINUING EDUCATION CHAIRPERSON
DELAVAN PUBLIC SCHOOLS
BOX 125

DELAVAN MN 56023

SUE PAPENFUSS
CONTINUING EDUCATION CHAIRPERSON
DODGE CENTER PUBLIC SCHOOLS
BOX 40

DODGE CENTER MN 55927

STEPHEN SMALLEY
CONTINUING EDUCATION CHAIRPERSON
EAGLE BEND PUBLIC SCHOOLS
BOX 299

EAGLE BEND MN 56446

SUE SELDEN
CONTINUING EDUCATION CHAIRPERSON
ECHO PUBLIC SCHOOLS
BOX 246

ECHO MN 56237

ALLYCE HALVERSON
CONTINUING EDUCATION CHAIRPERSON
EDGERTON PUBLIC SCHOOLS
BOX 28

JULIAN GREV
CONTINUING EDUCATION CHAIRPERSON
EDINA PUBLIC SCHOOLS
5701 NORMANDALE RD.

EDINA MN 55424

DOUGLAS WARNEKE
CONTINUING EDUCATION CHAIRPERSON
ELK RIVER PUBLIC SCHOOLS
400 SCHOOL ST.

ELK RIVER MN 55330

SUSAN RISTAU
CONTINUING EDUCATION CHAIRPERSON
ELMORE PUBLIC SCHOOLS
BOX 98

ELMORE MN 56027

NANCY ANDREE
CONTINUING EDUCATION CHAIRPERSON
ERSKINE PUBLIC SCHOOLS
HWY 2 & 59, RR 2, BOX 147-15

ERSKINE MN 56535

LARRY KLEVEN
CONTINUING EDUCATION CHAIRPERSON
EVELETH PUBLIC SCHOOLS
801 JONES ST.

EVELETH MN 55734

DONNA BEATTY
CONTINUING EDUCATION CHAIRPERSON
FARIBAULT PUBLIC SCHOOLS
2855 N.W. 1ST AVE.

FARIBAULT MN 55021

RON J SALBER
CONTINUING EDUCATION CHAIRPERSON
FERTILE-BELTRAMI PUBLIC SCHOOLS
HWY. 32 S.

FERTILE MN 56540

BOB JALONEN
CONTINUING EDUCATION CHAIRPERSON
FLOODWOOD PUBLIC SCHOOLS
BOX 287

FLOODWOOD MN 55736

J. WAHLLIN
CONTINUING EDUCATION CHAIRPERSON

RICHARD BOYACK
CONTINUING EDUCATION CHAIRPERSON
ELBOW LAKE PUBLIC SCHOOLS
411 1ST ST. S.E.

ELBOW LAKE MN 56531

MARIANNE STONE
CONTINUING EDUCATION CHAIRPERSON
ELLENDALE PUBLIC SCHOOLS
BOX 428

ELLENDALE MN 56026

BOB JALONEN
CONTINUING EDUCATION CHAIRPERSON
ELY PUBLIC SCHOOLS
600 E. HARVEY ST.

ELY MN 55731

JAN JUDER
CONTINUING EDUCATION CHAIRPERSON
ESKO PUBLIC SCHOOLS

ESKO MN 55733

GAYLE DUMMER
CONTINUING EDUCATION CHAIRPERSON
FAIRFAX PUBLIC SCHOOLS
BOX 439

FAIRFAX MN 55332

GARY BURR
CONTINUING EDUCATION CHAIRPERSON
FARMINGTON PUBLIC SCHOOLS
510 WALNUT ST.

FARMINGTON MN 55024

WILLIAM SKARICH
CONTINUING EDUCATION CHAIRPERSON
FINLAYSON PUBLIC SCHOOLS
6495 LAKE ST.

FINLAYSON MN 55735

WILLIAM SAMSA
CONTINUING EDUCATION CHAIRPERSON
FOLEY PUBLIC SCHOOLS
520 DEWEY ST.

FOLEY MN 56329

PAUL GRUPE
CONTINUING EDUCATION CHAIRPERSON

F FERDEN
CONTINUING EDUCATION CHAIRPERSON
ELGIN-MILLVILLE PUBLIC SCHOOLS
70 1ST ST. S.E.

ELGIN MN 55932

DANIEL LORANG
CONTINUING EDUCATION CHAIRPERSON
ELLSWORTH PUBLIC SCHOOLS
BOX 8

ELLSWORTH MN 56129

DAVID OLSON
CONTINUING EDUCATION CHAIRPERSON
EMMONS PUBLIC SCHOOLS
BOX 13

EMMONS MN 56029

DEBRAH BJERKE
CONTINUING EDUCATION CHAIRPERSON
EVANSVILLE PUBLIC SCHOOLS
123 2ND AVE.

EVANSVILLE MN 56326

DUANE BELSETH
CONTINUING EDUCATION CHAIRPERSON
FAIRMONT PUBLIC SCHOOLS
115 S. PARK ST.

FAIRMONT MN 56031

GALEN DEROSIER
CONTINUING EDUCATION CHAIRPERSON
FERGUS FALLS PUBLIC SCHOOLS
600 FRIBERG AVE.

FERGUS FALLS MN 56537

BONNIE NYGREN
CONTINUING EDUCATION CHAIRPERSON
FISHER PUBLIC SCHOOLS
BOX 37

FISHER MN 56723

PATRICIA STEICHEN
CONTINUING EDUCATION CHAIRPERSON
FOREST LAKE PUBLIC SCHOOLS
6100 210TH ST. N.

FOREST LAKE MN 55025

GLENNIS OLSON
CONTINUING EDUCATION CHAIRPERSON

CONTINUING EDUCATION CHAIRPERSON
GLENVILLE PUBLIC SCHOOLS
630 5TH ST. S.E.

GLENVILLE MN 56036

CONTINUING EDUCATION CHAIRPERSON
GLENWOOD PUBLIC SCHOOLS
N.E. 2ND AVE.

GLENWOOD MN 56334

CONTINUING EDUCATION CHAIRPERSON
GLYNDON PUBLIC SCHOOLS

GLYNDON MN 56547

KATHY IMLE
CONTINUING EDUCATION CHAIRPERSON
GONVICK PUBLIC SCHOOLS
BOX 119

GONVICK MN 56644

HELEN STEVENS
CONTINUING EDUCATION CHAIRPERSON
GOODHUE PUBLIC SCHOOLS
510 3RD AVE.

GOODHUE MN 55027

HELEN ANDERSON
CONTINUING EDUCATION CHAIRPERSON
GOODRIDGE PUBLIC SCHOOLS
BOX 195

GOODRIDGE MN 56725

SHERYL TRUNNELL
CONTINUING EDUCATION CHAIRPERSON
GRACEVILLE PUBLIC SCHOOLS
BOX 398

GRACEVILLE MN 56240

CAROLYN NEWKIRK
CONTINUING EDUCATION CHAIRPERSON
GRANADA-HUNTLEY PUBLIC SCHOOLS
BOX 17

GRANADA MN 56039

DALE SPROULE
CONTINUING EDUCATION CHAIRPERSON
GRAND MEADOW PUBLIC SCHOOLS
BOX 68

GRAND MEADOW MN 55936

HENRY JOHNSON
CONTINUING EDUCATION CHAIRPERSON
GRAND RAPIDS PUBLIC SCHOOLS
420 N. POKEGAMA AVE.

GRAND RAPIDS MN 55744

DAVID ROUFS
CONTINUING EDUCATION CHAIRPERSON
GRANITE FALLS PUBLIC SCHOOLS
450 9TH AVE.

GRANITE FALLS MN 56241

DEL STORDAHL
CONTINUING EDUCATION CHAIRPERSON
GREENBUSH PUBLIC SCHOOLS
BOX 70

GREENBUSH MN 56726

AUDREY SUNDQUIST
CONTINUING EDUCATION CHAIRPERSON
GREY EAGLE PUBLIC SCHOOLS

GREY EAGLE MN 56336

SHARON DEMORETT
CONTINUING EDUCATION CHAIRPERSON
GROVE CITY PUBLIC SCHOOLS
BOX 278

GROVE CITY MN 56243

MIKE GAST
CONTINUING EDUCATION CHAIRPERSON
GRYGLA PUBLIC SCHOOLS
BOX 18

GRYGLA MN 56727

GAIL LARSON
CONTINUING EDUCATION CHAIRPERSON
HALLOCK PUBLIC SCHOOLS
BOX 670

HALLOCK MN 56728

CEATA COOK
CONTINUING EDUCATION CHAIRPERSON
HALSTAD PUBLIC SCHOOLS

HALSTAD MN 56548

TIMOTHY DOLAN
CONTINUING EDUCATION CHAIRPERSON
HANCOCK PUBLIC SCHOOLS
BOX 367

HANCOCK MN 56244

DOUG CARLSON
CONTINUING EDUCATION CHAIRPERSON
HARMONY PUBLIC SCHOOLS
145 MAIN AVE. S.

HARMONY MN 55939

EDWIN LUNDBY
CONTINUING EDUCATION CHAIRPERSON
HASTINGS PUBLIC SCHOOLS
9TH & VERMILLION ST.

HASTINGS MN 55033

DALE SKALLERUD
CONTINUING EDUCATION CHAIRPERSON
HAWLEY PUBLIC SCHOOLS
BOX 608

HAWLEY MN 56549

DOUGLAS NUTE
CONTINUING EDUCATION CHAIRPERSON
HAYFIELD PUBLIC SCHOOLS
BOX 6

HAYFIELD MN 55940

CINDY MILLER
CONTINUING EDUCATION CHAIRPERSON
HECTOR PUBLIC SCHOOLS
220 3RD ST. W.

HECTOR MN 55342

NANCY MILLER
CONTINUING EDUCATION CHAIRPERSON
HENDERSON PUBLIC SCHOOLS
107 N. 8TH ST.

HENDERSON MN 56044

ORLO BASLINGTON
CONTINUING EDUCATION CHAIRPERSON
HENDRICKS PUBLIC SCHOOLS
200 E. LINCOLN

CEATA COOK
CONTINUING EDUCATION CHAIRPERSON
HENDRUM PUBLIC SCHOOLS
BOX 37

DON SEIPKES
CONTINUING EDUCATION CHAIRPERSON
HENNING PUBLIC SCHOOLS
BOX 15

KIM FLAGSTAD
CONTINUING EDUCATION CHAIRPERSON
HINCKLEY PUBLIC SCHOOLS
BOX 308

HINCKLEY MN 55037

GEORGE HOLTAN
CONTINUING EDUCATION CHAIRPERSON
HOPKINS PUBLIC SCHOOLS
1001 STATE HWY. 7

HOPKINS MN 55343

GRACE W JUHL
CONTINUING EDUCATION CHAIRPERSON
HUMBOLDT PUBLIC SCHOOLS
BOX 54

HUMBOLDT MN 56731

MARYANNE MCGUIRE
CONTINUING EDUCATION CHAIRPERSON
INVER GROVE PUBLIC SCHOOLS
9875 INVER GROVE TR. E.

INVER GROVE HEIGHTS MN 55075

WANDA SCHULTZ
CONTINUING EDUCATION CHAIRPERSON
JACKSON PUBLIC SCHOOLS
1128 N. HIGHWAY

JACKSON MN 56143

TOM JAMES
CONTINUING EDUCATION CHAIRPERSON
JORDAN PUBLIC SCHOOLS
500 SUNSET DR.

JORDAN MN 55352

FRANK GUENTHER
CONTINUING EDUCATION CHAIRPERSON
KELLIHER PUBLIC SCHOOLS
BOX 259

KELLIHER MN 56650

PAUL SENJEM
CONTINUING EDUCATION CHAIRPERSON
KENYON PUBLIC SCHOOLS
401 FOREST

KENYON MN 55946

MARGE GEHEREN

GLORIA RIMA
CONTINUING EDUCATION CHAIRPERSON
HOFFMAN PUBLIC SCHOOLS
BOX 306

HOFFMAN MN 56339

JILL DOLL
CONTINUING EDUCATION CHAIRPERSON
HOUSTON PUBLIC SCHOOLS
306 W. ELM ST.

HOUSTON MN 55943

WILLIAM CAUCHY
CONTINUING EDUCATION CHAIRPERSON
HUTCHINSON PUBLIC SCHOOLS
30 GLEN ST. N.

HUTCHINSON MN 55350

LINDA WENDLANDT
CONTINUING EDUCATION CHAIRPERSON
ISLE PUBLIC SCHOOLS
BOX 25

ISLE MN 56342

ROGER KRAUSE
CONTINUING EDUCATION CHAIRPERSON
JANESVILLE PUBLIC SCHOOLS
110 E. 3RD ST.

JANESVILLE MN 56048

RON RUUD
CONTINUING EDUCATION CHAIRPERSON
KARLSTAD PUBLIC SCHOOLS
BOX 178

KARLSTAD MN 56732

BETH MORTENSON
CONTINUING EDUCATION CHAIRPERSON
KENNEDY PUBLIC SCHOOLS
BOX 9

KENNEDY MN 56733

DEBBIE ANDERSON
CONTINUING EDUCATION CHAIRPERSON
KERKHOVEN-MURDOCK-SUNBURG PUBLIC SC

KERKHOVEN MN 56252

ROBERT PITEL

ED WESTROM
CONTINUING EDUCATION CHAIRPERSON
HOLDINGFORD PUBLIC SCHOOLS

HOLDINGFORD MN 56340

JIM NYGARD
CONTINUING EDUCATION CHAIRPERSON
HOWARD LAKE PUBLIC SCHOOLS
BOX 708

HOWARD LAKE MN 55349

PEGGY HANSON
CONTINUING EDUCATION CHAIRPERSON
INTERNATIONAL FALLS PUBLIC SCHOOLS
900 5TH ST.

INTERNATIONAL FALLS MN 56649

ROY COLMAN
CONTINUING EDUCATION CHAIRPERSON
IVANHOE PUBLIC SCHOOLS
BOX 9

IVANHOE MN 56142

ELEANOR ERKS
CONTINUING EDUCATION CHAIRPERSON
JASPER PUBLIC SCHOOLS
BOX 308

JASPER MN 56144

LYNETTE HUPPLER
CONTINUING EDUCATION CHAIRPERSON
KASSON-MANTORVILLE PUBLIC SCHOOLS
BOX 158

KASSON MN 55944

GLORIA RIMA
CONTINUING EDUCATION CHAIRPERSON
KENSINGTON PUBLIC SCHOOLS

KENSINGTON MN 56343

WENDY NICKEL
CONTINUING EDUCATION CHAIRPERSON
KIESTER PUBLIC SCHOOLS
BOX 300

KIESTER MN 56051

MARLENE T WHEELER

PAUL SENJEM
CONTINUING EDUCATION CHAIRPERSON
KENYON PUBLIC SCHOOLS
401 FOREST

KENYON MN 55946

MARGE GEHEREN
CONTINUING EDUCATION CHAIRPERSON
KIMBALL PUBLIC SCHOOLS
BOX 368

KIMBALL MN 55353

SHAWN SWEENEY
CONTINUING EDUCATION CHAIRPERSON
LAKE CITY PUBLIC SCHOOLS
P.O. BOX 454

LAKE CITY MN 55041

DIANE JORDAN
CONTINUING EDUCATION CHAIRPERSON
LAKE PARK PUBLIC SCHOOLS
BOX 479

LAKE PARK MN 56554

MICHAEL DIRKS
CONTINUING EDUCATION CHAIRPERSON
LAKEVILLE PUBLIC SCHOOLS
8670 210TH ST. W.

LAKEVILLE MN 55044

JOSEPH OKOREN
CONTINUING EDUCATION CHAIRPERSON
LANESBORO PUBLIC SCHOOLS
101 RIDGEVIEW

LANESBORO MN 55949

ERVIN RICHARDSON
CONTINUING EDUCATION CHAIRPERSON
LEROY PUBLIC SCHOOLS
BOX N

LEROY MN 55951

JOAN MAYER
CONTINUING EDUCATION CHAIRPERSON
LEWISTON PUBLIC SCHOOLS
BOX 741

LEWISTON MN 55952

STEVEN HUTCHENS
CONTINUING EDUCATION CHAIRPERSON
LITTLEFORK-BIG FALLS PUBLIC SCHOOLS

DEBBIE ANDERSON
CONTINUING EDUCATION CHAIRPERSON
KERKHOVEN-MURDOCK-SUNBURG PUBLIC SC

KERKHOVEN MN 56252

ROBERT PITEL
CONTINUING EDUCATION CHAIRPERSON
LACRESCENT PUBLIC SCHOOLS
510 S. OAK ST.

LACRESCENT MN 55947

SHIRLEY DAVIS
CONTINUING EDUCATION CHAIRPERSON
LAKE CRYSTAL PUBLIC SCHOOLS
BOX F

LAKE CRYSTAL MN 56055

KAREN SJOBLOM
CONTINUING EDUCATION CHAIRPERSON
LAKE SUPERIOR PUBLIC SCHOOLS
405 4TH AVE.

TWO HARBORS MN 55616

LEONARD RUNCK
CONTINUING EDUCATION CHAIRPERSON
LAMBERTON PUBLIC SCHOOLS
BOX 278

LAMBERTON MN 56152

JOANNE FREY
CONTINUING EDUCATION CHAIRPERSON
LAPORTE PUBLIC SCHOOLS
ROUTE 1, BOX 1

LAPORTE MN 56461

CHRISTINE BETTENDORF
CONTINUING EDUCATION CHAIRPERSON
LESTER PRAIRIE PUBLIC SCHOOLS
HICKORY AVE. & 2ND ST. N.

LESTER PRAIRIE MN 55354

SUE FENTON
CONTINUING EDUCATION CHAIRPERSON
LITCHFIELD PUBLIC SCHOOLS
901 GILMAN AVE. W.

LITCHFIELD MN 55355

ORVIS DAHLEN
CONTINUING EDUCATION CHAIRPERSON
LONG PRAIRIE PUBLIC SCHOOLS

WENDY NICKEL
CONTINUING EDUCATION CHAIRPERSON
KIESTER PUBLIC SCHOOLS
BOX 300

KIESTER MN 56051

MARLENE T WHEELER
CONTINUING EDUCATION CHAIRPERSON
LAKE BENTON PUBLIC SCHOOLS
101 GARFIELD ST.

LAKE BENTON MN 56149

SANDRA EATON
CONTINUING EDUCATION CHAIRPERSON
LAKE OF THE WOODS PUBLIC SCHOOLS
BOX 310

BAUDETTE MN 56623

DIANNE MCKINNEY
CONTINUING EDUCATION CHAIRPERSON
LAKEFIELD PUBLIC SCHOOLS
BOX 338

LAKEFIELD MN 56150

TERRY KENT
CONTINUING EDUCATION CHAIRPERSON
LANCASTER PUBLIC SCHOOLS
BOX 217

LANCASTER MN 56735

SUSAN JENSEN
CONTINUING EDUCATION CHAIRPERSON
LECENTER PUBLIC SCHOOLS
150 W. TYRONE ST.

LECENTER MN 56057

ELLEN CAUFMAN
CONTINUING EDUCATION CHAIRPERSON
LESUEUR PUBLIC SCHOOLS
901 E. FERRY ST.

LESUEUR MN 56058

GRETCHEN SYLVESTER
CONTINUING EDUCATION CHAIRPERSON
LITTLE FALLS PUBLIC SCHOOLS
1001 S.E. 5TH AVE.

LITTLE FALLS MN 56345

GREG ANTOINE
CONTINUING EDUCATION CHAIRPERSON
LUVERNE PUBLIC SCHOOLS

EROY PUBLIC SCHOOLS
OX N

EROY MN 55951

OAN MAYER
ONTINUING EDUCATION CHAIRPERSON
EWISTON PUBLIC SCHOOLS
OX 741

EWISTON MN 55952

TEVEN HUTCHENS
ONTINUING EDUCATION CHAIRPERSON
ITTLEFORK-BIG FALLS PUBLIC SCHOOLS
OX D

ITTLEFORK MN 56653

TEVEN BAUMANN
ONTINUING EDUCATION CHAIRPERSON
YLE PUBLIC SCHOOLS
OX 38

YLE MN 55953

AYLE FENSKA
ONTINUING EDUCATION CHAIRPERSON
ADELIA PUBLIC SCHOOLS
20 BUCK AVE. S.E.

ADELIA MN 56062

AVID WORKMAN
ONTINUING EDUCATION CHAIRPERSON
AHNOMEN PUBLIC SCHOOLS
OX 319

AHNOMEN MN 56557

OSEMARY KNUDSON
ONTINUING EDUCATION CHAIRPERSON
APLE LAKE PUBLIC SCHOOLS
33 MOLAND AVE., BOX K

APLE LAKE MN 55358

ELLY KONIETZKO
ONTINUING EDUCATION CHAIRPERSON
ARSHALL PUBLIC SCHOOLS
01 S. SARATOGA ST.

ARSHALL MN 56258

APK POSSINA
ONTINUING EDUCATION CHAIRPERSON
CGREGOR PUBLIC SCHOOLS
AIN ST., BOX 160

MN 55760

LESTER PRAIRIE PUBLIC SCHOOLS
HICKORY AVE. & 2ND ST. N.

LESTER PRAIRIE MN 55354

SUE FENTON
CONTINUING EDUCATION CHAIRPERSON
LITCHFIELD PUBLIC SCHOOLS
901 GILMAN AVE. N.

LITCHFIELD MN 55355

ORVIS DAHLEN
CONTINUING EDUCATION CHAIRPERSON
LONG PRAIRIE PUBLIC SCHOOLS
205 2ND ST. S.

LONG PRAIRIE MN 56347

MARK GREENWOOD
CONTINUING EDUCATION CHAIRPERSON
LYND PUBLIC SCHOOLS
BOX 64

LYND MN 56157

CARMEN VAALA
CONTINUING EDUCATION CHAIRPERSON
MADISON PUBLIC SCHOOLS
316 4TH ST.

MADISON MN 56256

MARY BICHNER
CONTINUING EDUCATION CHAIRPERSON
MAHTOMEDI PUBLIC SCHOOLS
814 MAHTOMEDI AVE.

MAHTOMEDI MN 55115

JEFF GLAD
CONTINUING EDUCATION CHAIRPERSON
MAPLETON PUBLIC SCHOOLS
101 6TH AVE. NE., BOX 565

MAPLETON MN 56065

BECKI CONDON
CONTINUING EDUCATION CHAIRPERSON
MAYNARD PUBLIC SCHOOLS
BOX 276

MAYNARD MN 56260

BEVERLY BERGER
CONTINUING EDUCATION CHAIRPERSON
MCINTOSH PUBLIC SCHOOLS

MCINTOSH MN 56556

LESUEUR PUBLIC SCHOOLS
901 E. FERRY ST.

LESUEUR MN 56058

GRETCHEN SYLVESTER
CONTINUING EDUCATION CHAIRPERSON
LITTLE FALLS PUBLIC SCHOOLS
1001 S.E. 5TH AVE.

LITTLE FALLS MN 56345

GREG ANTOINE
CONTINUING EDUCATION CHAIRPERSON
LUVERNE PUBLIC SCHOOLS
BOX 278

LUVERNE MN 56156

BARBARA AUSTIN
CONTINUING EDUCATION CHAIRPERSON
MABEL-CANTON PUBLIC SCHOOLS
316 W. FILLMORE AVE.

MABEL MN 55954

JANE COTE
CONTINUING EDUCATION CHAIRPERSON
MAGNOLIA PUBLIC SCHOOLS
BOX 40

MAGNOLIA MN 56158

JOAN CHRISTENSEN
CONTINUING EDUCATION CHAIRPERSON
MANKATO PUBLIC SCHOOLS
1000 NORTH BROAD ST.

MANKATO MN 56001

PAULETTE BENINGA
CONTINUING EDUCATION CHAIRPERSON
MARIETTA-NASSAU PUBLIC SCHOOLS
BOX 145

MARIETTA MN 56257

DEBBIE HUSBYN
CONTINUING EDUCATION CHAIRPERSON
MAZEPPA PUBLIC SCHOOLS
425 CHESTNUT ST.

MAZEPPA MN 55956

MARY OSBORNE
CONTINUING EDUCATION CHAIRPERSON
MEDFORD PUBLIC SCHOOLS
BOX 38

MEDFORD MN 55049

DDLE RIVER PUBLIC SCHOOLS
X 130
DDLE RIVER MN 56737

YLLIS BROSTROM
NTINUING EDUCATION CHAIRPERSON
LROY PUBLIC SCHOOLS
X 10
LROY MN 56263

NNE PETERSON
NTINUING EDUCATION CHAIRPERSON
NNETONKA PUBLIC SCHOOLS
1 SCHOOL AVE.
CELSIOR MN 55331

AN ILSTRUP
NTINUING EDUCATION CHAIRPERSON
NTICELLO PUBLIC SCHOOLS
X 897
NTICELLO MN 55362

BYN WALLACE
ONTINUING EDUCATION CHAIRPERSON
PA PUBLIC SCHOOLS
0 E. MAPLE
RA MN 55051

B SCHMIDT
ONTINUING EDUCATION CHAIRPERSON
RRISTOWN PUBLIC SCHOOLS
X 278
RRISTOWN MN 55052

OHN FISCHER
ONTINUING EDUCATION CHAIRPERSON
OUNDS VIEW PUBLIC SCHOOLS
959 HAMLINE AVE. N.
T. PAUL MN 55113

ONALD AROLA
ONTINUING EDUCATION CHAIRPERSON
ASHWAUK-KEEWATIN PUBLIC SCHOOLS
00 2ND ST.
ASHWAUK MN 55769

YNNE REIERSON
ONTINUING EDUCATION CHAIRPERSON
EW LONDON-SPICER PUBLIC SCHOOLS
OX 430
EW LONDON MN 56273

MILACA PUBLIC SCHOOLS
500 S.W. 4TH ST.
MILACA MN 56353

JUDY HAGEN
CONTINUING EDUCATION CHAIRPERSON
MINNEOTA PUBLIC SCHOOLS
504 N. MONROE ST.
MINNEOTA MN 56264

MELODY WINTER
CONTINUING EDUCATION CHAIRPERSON
MONTEVIDEO PUBLIC SCHOOLS
3RD ST. & EUREKA AVE.
MONTEVIDEO MN 56265

CHARLES FISHER
CONTINUING EDUCATION CHAIRPERSON
MOORHEAD PUBLIC SCHOOLS
810 4TH AVE. S.
MOORHEAD MN 56560

PAUL GRUPE
CONTINUING EDUCATION CHAIRPERSON
MORGAN PUBLIC SCHOOLS
BOX 188
MORGAN MN 56266

MARLYS MATHIOWETZ
CONTINUING EDUCATION CHAIRPERSON
MORTON PUBLIC SCHOOLS
BOX 67
MORTON MN 56270

BOB KAISER
CONTINUING EDUCATION CHAIRPERSON
MOUNTAIN IRON-BUHL PUBLIC SCHOOLS
BOX 537
MOUNTAIN IRON MN 55768

BRUCE ROBERTS
CONTINUING EDUCATION CHAIRPERSON
NETT LAKE PUBLIC SCHOOLS
RURAL STATION
NETT LAKE MN 55772

KARL TISE
CONTINUING EDUCATION CHAIRPERSON
NEW PRAGUE PUBLIC SCHOOLS
721 CENTRAL AVE. N.
NEW PRAGUE MN 56071

BOX 180
MILAN MN 56262

CATHERINE PLUYN
CONTINUING EDUCATION CHAIRPERSON
MINNESOTA LAKE PUBLIC SCHOOLS
BOX 218
MINNESOTA LAKE MN 56068

MARY KING
CONTINUING EDUCATION CHAIRPERSON
MONTGOMERY PUBLIC SCHOOLS
101 2ND ST. N.E.
MONTGOMERY MN 56069

GWEN JENSEN
CONTINUING EDUCATION CHAIRPERSON
MOOSE LAKE PUBLIC SCHOOLS
413 BIRCH AVE.
MOOSE LAKE MN 55767

GARY BRUNKO
CONTINUING EDUCATION CHAIRPERSON
MORRIS PUBLIC SCHOOLS
201 S. COLUMBIA AVE.
MORRIS MN 56267

MARGARET ROBB
CONTINUING EDUCATION CHAIRPERSON
MOTLEY PUBLIC SCHOOLS
BOX 268
MOTLEY MN 56466

WALT BEEDY
CONTINUING EDUCATION CHAIRPERSON
MOUNTAIN LAKE PUBLIC SCHOOLS
450 12TH ST.
MOUNTAIN LAKE MN 56159

JAN KELLNER
CONTINUING EDUCATION CHAIRPERSON
NEVIS PUBLIC SCHOOLS
BOX 183
NEVIS MN 56467

LANAE THORSTAD
CONTINUING EDUCATION CHAIRPERSON
NEW RICHLAND PUBLIC SCHOOLS
BOX 427
NEW RICHLAND MN 56072

AVE SCHROEDER
ONTINUING EDUCATION CHAIRPERSON
SLO PUBLIC SCHOOLS

SLO MN 56744

ICK EBERHART
ONTINUING EDUCATION CHAIRPERSON
ARK RAPIDS PUBLIC SCHOOLS
OX 591

ARK RAPIDS MN 56470

ATHLEEN KNUTESON-OLSON
ONTINUING EDUCATION CHAIRPERSON
ELICAN RAPIDS PUBLIC SCHOOLS
OX V

ELICAN RAPIDS MN 56572

OB ANDERSON
ONTINUING EDUCATION CHAIRPERSON
ETERSON PUBLIC SCHOOLS
OX 8

ETERSON MN 55962

OHN OARE
ONTINUING EDUCATION CHAIRPERSON
INE CITY PUBLIC SCHOOLS
400 6TH ST. S.

INE CITY MN 55063

EROME JOHNSON
ONTINUING EDUCATION CHAIRPERSON
INE RIVER PUBLIC SCHOOLS
OX 610

INE RIVER MN 56474

UE HAGGE
ONTINUING EDUCATION CHAIRPERSON
LUMMER PUBLIC SCHOOLS
28 MINN. AVE.

LUMMER MN 56748

OHN BUSHLACK
ONTINUING EDUCATION CHAIRPERSON
RIOR LAKE PUBLIC SCHOOLS
OX 539

RIOR LAKE MN 55372

ECKI CONDON
ONTINUING EDUCATION CHAIRPERSON
AYMOND PUBLIC SCHOOLS
09 MAY ST

KEVIN SAMSEL
CONTINUING EDUCATION CHAIRPERSON
OSSEO PUBLIC SCHOOLS
11200 93RD AVE. N.

MAPLE GROVE MN 55369

RICK SCHAFFER
CONTINUING EDUCATION CHAIRPERSON
PARKERS PRAIRIE PUBLIC SCHOOLS
BOX 46

PARKERS PRAIRIE MN 56361

JAMES BOOS
CONTINUING EDUCATION CHAIRPERSON
PEQUOT LAKES PUBLIC SCHOOLS
BOX 368

PEQUOT LAKES MN 56472

DON FIEDLER
CONTINUING EDUCATION CHAIRPERSON
PIERZ PUBLIC SCHOOLS

PIERZ MN 56364

LORRAINE AALAND
CONTINUING EDUCATION CHAIRPERSON
PINE ISLAND PUBLIC SCHOOLS
BOX 398

PINE ISLAND MN 55963

TERESA STAATZ
CONTINUING EDUCATION CHAIRPERSON
PIPESTONE PUBLIC SCHOOLS
400 2ND AVE. S.W.

PIPESTONE MN 56164

GWEN DENNY
CONTINUING EDUCATION CHAIRPERSON
PRESTON-FOUNTAIN PUBLIC SCHOOLS
700 CHATFIELD AVE.

PRESTON MN 55965

GLENN TRIDGELL
CONTINUING EDUCATION CHAIRPERSON
PROCTOR PUBLIC SCHOOLS
131 9TH AVE.

PROCTOR MN 55810

JILL SUTTON
CONTINUING EDUCATION CHAIRPERSON
RED LAKE PUBLIC SCHOOLS

CONTINUING EDUCATION CHAIRPERSON
OWATONNA PUBLIC SCHOOLS
515 W. BRIDGE ST.

OWATONNA MN 55060

CHERYL COLBERT
CONTINUING EDUCATION CHAIRPERSON
PAYNESVILLE PUBLIC SCHOOLS
795 W. HIGHWAY 23

PAYNESVILLE MN 56362

CLARENCE REUER
CONTINUING EDUCATION CHAIRPERSON
PERHAM PUBLIC SCHOOLS
200 5TH ST. S.E.

PERHAM MN 56573

DAVID VIETHS
CONTINUING EDUCATION CHAIRPERSON
PILLAGER PUBLIC SCHOOLS
BOX 38

PILLAGER MN 56473

JILL LYMBURNER
CONTINUING EDUCATION CHAIRPERSON
PINE POINT PUBLIC SCHOOLS
BOX 61

PONSFORD MN 56575

TOM ANDERSON
CONTINUING EDUCATION CHAIRPERSON
PLAINVIEW PUBLIC SCHOOLS
500 W. BROADWAY

PLAINVIEW MN 55964

MARGARET MIRON
CONTINUING EDUCATION CHAIRPERSON
PRINCETON PUBLIC SCHOOLS
606 S. 3RD ST.

PRINCETON MN 55371

LARRY NYGAARD
CONTINUING EDUCATION CHAIRPERSON
RANDOLPH PUBLIC SCHOOLS
BOX 38, 29110 DAVISSON AVE.

RANDOLPH MN 55065

DONALD SCHILL
CONTINUING EDUCATION CHAIRPERSON
RED LAKE FALLS PUBLIC SCHOOLS
BOX 399

ROBERT WEIR
CONTINUING EDUCATION CHAIRPERSON
RED WING PUBLIC SCHOOLS
6TH & N. PARK
RED WING MN 55066

JANET WESTBY
CONTINUING EDUCATION CHAIRPERSON
RENVILLE PUBLIC SCHOOLS
BOX 338
RENVILLE MN 56284

JIM KULZER
CONTINUING EDUCATION CHAIRPERSON
ROCHESTER PUBLIC SCHOOLS
615 S.W. 7TH ST.
ROCHESTER MN 55902

PAULETTE SCHWEN
CONTINUING EDUCATION CHAIRPERSON
ROSEMOUNT-APPLE VALLEY-EAGAN PUBLI
14445 DIAMOND PATH
ROSEMOUNT MN 55068

TOM SCHULTZ
CONTINUING EDUCATION CHAIRPERSON
ROUND LAKE PUBLIC SCHOOLS
445 HARRISON ST.
ROUND LAKE MN 56167

ARLENE SOMMER
CONTINUING EDUCATION CHAIRPERSON
RUSHFORD PUBLIC SCHOOLS
BOX 627
RUSHFORD MN 55971

JANET WESTBY
CONTINUING EDUCATION CHAIRPERSON
SACRED HEART PUBLIC SCHOOLS
SACRED HEART MN 56285

JOHN AUGUSTIN
CONTINUING EDUCATION CHAIRPERSON
SARTELL PUBLIC SCHOOLS
BOX 328
SARTELL MN 56377

DEAN LALONE
CONTINUING EDUCATION CHAIRPERSON

WAYNE JUNKER
CONTINUING EDUCATION CHAIRPERSON
REDWOOD FALLS PUBLIC SCHOOLS
4TH & LINCOLN
REDWOOD FALLS MN 56283

NANCY HOUTKOOPER
CONTINUING EDUCATION CHAIRPERSON
RICHFIELD PUBLIC SCHOOLS
7001 HARRIET AVE. S.
RICHFIELD MN 55423

MANFRED KIESCH
CONTINUING EDUCATION CHAIRPERSON
ROCKFORD PUBLIC SCHOOLS
BOX 9
ROCKFORD MN 55373

GERALD C BACKLUND
CONTINUING EDUCATION CHAIRPERSON
ROSEVILLE PUBLIC SCHOOLS
1251 W. COUNTY RD. B-2
ROSEVILLE MN 55113

ANNE KUKLOK
CONTINUING EDUCATION CHAIRPERSON
ROYALTON PUBLIC SCHOOLS
BOX 5
ROYALTON MN 56373

PAT MECHTENBERG
CONTINUING EDUCATION CHAIRPERSON
RUSSELL PUBLIC SCHOOLS
3RD & PRAIRIE
RUSSELL MN 56169

NADENE MOLL
CONTINUING EDUCATION CHAIRPERSON
SANBORN PUBLIC SCHOOLS
BOX 98
SANBORN MN 56083

DOROTHY MARKER
CONTINUING EDUCATION CHAIRPERSON
SAUK CENTRE PUBLIC SCHOOLS
9TH & STATE RD.
SAUK CENTRE MN 56378

CHARLENE WITHERELL
CONTINUING EDUCATION CHAIRPERSON

JANE BAKER
CONTINUING EDUCATION CHAIRPERSON
REMER PUBLIC SCHOOLS
ROUTE 1, BOX A
REMER MN 56672

JEAN SCHEU
CONTINUING EDUCATION CHAIRPERSON
ROBBINSDALE PUBLIC SCHOOLS
4148 WINNETKA AVE. N.
NEW HOPE MN 55427

DEWAYNE JENSEN
CONTINUING EDUCATION CHAIRPERSON
ROSEAU PUBLIC SCHOOLS
509 3RD ST. NE.
ROSEAU MN 56751

JOAN GROOTHUIS
CONTINUING EDUCATION CHAIRPERSON
ROTHSAY PUBLIC SCHOOLS
BOX 247
ROTHSAY MN 56579

MURIEL BUNGERT
CONTINUING EDUCATION CHAIRPERSON
RUSH CITY PUBLIC SCHOOLS
BOX 566
RUSH CITY MN 55069

JOHN MARTIN
CONTINUING EDUCATION CHAIRPERSON
RUTHTON PUBLIC SCHOOLS
BOX 8
RUTHTON MN 56170

JON STERN
CONTINUING EDUCATION CHAIRPERSON
SANDSTONE PUBLIC SCHOOLS
COURT AVE. & 5TH ST., BOX 260
SANDSTONE MN 55072

WILLIAM BENSE
CONTINUING EDUCATION CHAIRPERSON
SAUK RAPIDS PUBLIC SCHOOLS
BOX 520
SAUK RAPIDS MN 56379

LARRY SKOGERBOE
CONTINUING EDUCATION CHAIRPERSON
SHERBURN PUBLIC SCHOOLS

DEAN LALONE
CONTINUING EDUCATION CHAIRPERSON
SEBEKA PUBLIC SCHOOLS
200 1ST ST. N.W.

SEBEKA MN 56477

DAN TSCHIMPERLE
CONTINUING EDUCATION CHAIRPERSON
SILVER LAKE PUBLIC SCHOOLS

SILVER LAKE MN 55381

LARRY HANSON
CONTINUING EDUCATION CHAIRPERSON
SLEEPY EYE PUBLIC SCHOOLS
400 4TH AVE. S.W.

SLEEPY EYE MN 56085

PETER GROVER
CONTINUING EDUCATION CHAIRPERSON
SOUTHLAND PUBLIC SCHOOLS

ADAMS MN 55909

MARK SONNENBERG
CONTINUING EDUCATION CHAIRPERSON
SPRING VALLEY PUBLIC SCHOOLS
BOX 72

SPRING VALLEY MN 55975

JENNIFER RUPPRECHT
CONTINUING EDUCATION CHAIRPERSON
ST. CHARLES PUBLIC SCHOOLS
HIGHWAY 14 E.

ST. CHARLES MN 55972

CLAY OKLAND
CONTINUING EDUCATION CHAIRPERSON
ST. FRANCIS PUBLIC SCHOOLS
3325 BRIDGE ST.

ST. FRANCIS MN 55070

ARTHUR CAHILL
CONTINUING EDUCATION CHAIRPERSON
ST. LOUIS PARK PUBLIC SCHOOLS
6425 W. 33RD ST.

ST. LOUIS PARK MN 55426

RICHARD COGLEY
CONTINUING EDUCATION CHAIRPERSON

CHARLENE WITHERELL
CONTINUING EDUCATION CHAIRPERSON
SHAKOPEE PUBLIC SCHOOLS
505 S. HOLMES

SHAKOPEE MN 55379

TORI KROGER
CONTINUING EDUCATION CHAIRPERSON
SIOUX VALLEY PUBLIC SCHOOLS
ROUTE 2

LAKE PARK IA 51347

DAVID FURUSETH
CONTINUING EDUCATION CHAIRPERSON
SOUTH KOOCHICHING PUBLIC SCHOOLS
BOX 465

NORTHOME MN 56661

LYNN GIERING
CONTINUING EDUCATION CHAIRPERSON
SPRING GROVE PUBLIC SCHOOLS
BOX 626

SPRING GROVE MN 55974

LINDA SKARP
CONTINUING EDUCATION CHAIRPERSON
SPRINGFIELD PUBLIC SCHOOLS
12 SOUTH BURNS

SPRINGFIELD MN 56087

DEAN RASMUSSEN
CONTINUING EDUCATION CHAIRPERSON
ST. CLAIR PUBLIC SCHOOLS

ST. CLAIR MN 56080

JERYLD CARSTENSEN
CONTINUING EDUCATION CHAIRPERSON
ST. JAMES PUBLIC SCHOOLS
10TH AVE. N.

ST. JAMES MN 56081

DUANE CHRISTENSON
CONTINUING EDUCATION CHAIRPERSON
ST. MICHAEL-ALBERTVILLE PUBLIC SCHO
BOX 10

ST. MICHAEL MN 55376

MARK COHRS
CONTINUING EDUCATION CHAIRPERSON

LARRY SKOGERBOE
CONTINUING EDUCATION CHAIRPERSON
SHERBURN PUBLIC SCHOOLS
308 4TH ST. - BOX 268

WELCOME MN 56181

DIANE BERGERSON
CONTINUING EDUCATION CHAIRPERSON
SLAYTON PUBLIC SCHOOLS
2420 28TH ST.

SLAYTON MN 56172

CAROL RUECKERT
CONTINUING EDUCATION CHAIRPERSON
SOUTH WASHINGTON COUNTY PUBLIC SC
8040 80TH ST. S.

COTTAGE GROVE MN 55016

MARIE BRAY
CONTINUING EDUCATION CHAIRPERSON
SPRING LAKE PARK PUBLIC SCHOOLS
8000 HWY. 65 N.E.

SPRING LAKE PARK MN 55432

LEON HOULE
CONTINUING EDUCATION CHAIRPERSON
ST. ANTHONY-NEW BRIGHTON PUBLIC S
3303 33RD AVE. N.E.

ST. ANTHONY MN 55418

SUSAN DOERING
CONTINUING EDUCATION CHAIRPERSON
ST. CLOUD PUBLIC SCHOOLS
628 ROOSEVELT RD.

ST. CLOUD MN 56301

JOE TONKO
CONTINUING EDUCATION CHAIRPERSON
ST. LOUIS COUNTY PUBLIC SCHOOLS
731 3RD ST. S.

VIRGINIA MN 55792

RITA GOOD
CONTINUING EDUCATION CHAIRPERSON
ST. PAUL PUBLIC SCHOOLS
360 COLBORNE ST.

ST. PAUL MN 55102

SHELLEY PETERSON
CONTINUING EDUCATION CHAIRPERSON

CONTINUING EDUCATION CHAIRPERSON
STEPHEN PUBLIC SCHOOLS
BOX 68

STEPHEN MN 56757

NANCY JACOBSON
CONTINUING EDUCATION CHAIRPERSON
STILLWATER PUBLIC SCHOOLS
1875 GREELEY ST. S.

STILLWATER MN 55082

DIANE GROSSO
CONTINUING EDUCATION CHAIRPERSON
SWANVILLE PUBLIC SCHOOLS
BOX 98

SWANVILLE MN 56382

PATRICIA NIEMELA
CONTINUING EDUCATION CHAIRPERSON
TOWER-SOUDAN PUBLIC SCHOOLS
BOX 469

TOWER MN 55790

KATHY KRUMWIEDE
CONTINUING EDUCATION CHAIRPERSON
TRUMAN PUBLIC SCHOOLS
BOX 276

TRUMAN MN 56088

MARY AAKRE
CONTINUING EDUCATION CHAIRPERSON
ULEN-HITTERDAL PUBLIC SCHOOLS
BOX 389

ULEN MN 56585

JOHN FEUERSTEIN
CONTINUING EDUCATION CHAIRPERSON
VERDI PUBLIC SCHOOLS
BOX 58

VERDI MN 56179

THOMAS MILLER
CONTINUING EDUCATION CHAIRPERSON
VIRGINIA PUBLIC SCHOOLS
TECHNICAL BLDG.

VIRGINIA MN 55792

LYDIA THOMETZ
CONTINUING EDUCATION CHAIRPERSON
WACONIA PUBLIC SCHOOLS
24 S. WALNUT ST.

CONTINUING EDUCATION CHAIRPERSON
STEWART PUBLIC SCHOOLS
BOX 99

STEWART MN 55385

LEON C STALLS
CONTINUING EDUCATION CHAIRPERSON
STORDEN-JEFFERS PUBLIC SCHOOLS
BOX 69

STORDEN MN 56174

CARL STUELAND
CONTINUING EDUCATION CHAIRPERSON
TAYLORS FALLS PUBLIC SCHOOLS
670 WEST ST.

TAYLORS FALLS MN 55084

CHRISTIAN KAMRUD
CONTINUING EDUCATION CHAIRPERSON
TRACY PUBLIC SCHOOLS
934 PINE ST.

TRACY MN 56175

DORIS WIGER
CONTINUING EDUCATION CHAIRPERSON
TWIN VALLEY PUBLIC SCHOOLS
408 MAIN, BOX 420

TWIN VALLEY MN 56584

KAREN KITTELSON
CONTINUING EDUCATION CHAIRPERSON
UNDERWOOD PUBLIC SCHOOLS
200 SOUTHERN AVE.

UNDERWOOD MN 56586

ROBERT HEILIG
CONTINUING EDUCATION CHAIRPERSON
VERNDALE PUBLIC SCHOOLS
BOX G

VERNDALE MN 56481

CAROL KNABE
CONTINUING EDUCATION CHAIRPERSON
WABASHA PUBLIC SCHOOLS
611 BROADWAY AVE.

WABASHA MN 55981

BYRON WESTMAN
CONTINUING EDUCATION CHAIRPERSON
WADENA PUBLIC SCHOOLS
BOX 151

STEWARTVILLE PUBLIC SCHOOLS
500 4TH ST. S.W.

STEWARTVILLE MN 55976

KATHY ENGLUND
CONTINUING EDUCATION CHAIRPERSON
STRANDQUIST PUBLIC SCHOOLS
BOX 9

STRANDQUIST MN 56758

ARTHUR WELTER
CONTINUING EDUCATION CHAIRPERSON
THIEF RIVER FALLS PUBLIC SCHOOLS
ZEH & LABREE

THIEF RIVER FALLS MN 56701

RANDY TAYLOR
CONTINUING EDUCATION CHAIRPERSON
TRIMONT PUBLIC SCHOOLS
MARTIN CO. WEST CENTRAL OFFICE

WELCOME MN 56181

TOM THOMAS
CONTINUING EDUCATION CHAIRPERSON
TYLER PUBLIC SCHOOLS
100 STRONG ST.

TYLER MN 56178

NORMAN SANDBERG
CONTINUING EDUCATION CHAIRPERSON
UPSALA PUBLIC SCHOOLS

UPSALA MN 56384

KARYN CLARE
CONTINUING EDUCATION CHAIRPERSON
VILLARD PUBLIC SCHOOLS
BOX 66

VILLARD MN 56385

SHIRLEY GLADITSCH
CONTINUING EDUCATION CHAIRPERSON
WABASSO PUBLIC SCHOOLS
1333 MAY ST.

WABASSO MN 56293

MICHAEL MUEDEKING
CONTINUING EDUCATION CHAIRPERSON
WALDORF-PEMBERTON PUBLIC SCHOOLS
BOX 218

JOHN ROKKE
CONTINUING EDUCATION CHAIRPERSON
WARREN PUBLIC SCHOOLS
224 E. BRIDGE ST.
WARREN MN 56762

GARY ALVIG
CONTINUING EDUCATION CHAIRPERSON
WATERTOWN-MAYER PUBLIC SCHOOLS
BOX 368
WATERTOWN MN 55388

RITA LEHNERT
CONTINUING EDUCATION CHAIRPERSON
WAYZATA PUBLIC SCHOOLS
BOX 660
WAYZATA MN 55391

CLINETTE WOLF
CONTINUING EDUCATION CHAIRPERSON
WEST CONCORD PUBLIC SCHOOLS
BOX 38
WEST CONCORD MN 55985

BARBARA ZINS
CONTINUING EDUCATION CHAIRPERSON
WESTONKA PUBLIC SCHOOLS
5600 LYNWOOD BLVD.
MOUND MN 55364

MICHAEL NORBERG
CONTINUING EDUCATION CHAIRPERSON
WILLMAR PUBLIC SCHOOLS
611 W. 5TH ST.
WILLMAR MN 56201

ANNETTE WARD
CONTINUING EDUCATION CHAIRPERSON
WINNEBAGO PUBLIC SCHOOLS
BOX 65
WINNEBAGO MN 56098

DONNA ELSE
CONTINUING EDUCATION CHAIRPERSON
WINTHROP PUBLIC SCHOOLS
N. COTTONWOOD ST.
WINTHROP MN 55396

KERRY JUNTUNEN
CONTINUING EDUCATION CHAIRPERSON
WRENSHALL PUBLIC SCHOOLS

CAROL MERRIMAN
CONTINUING EDUCATION CHAIRPERSON
WARROAD PUBLIC SCHOOLS
510 CEDAR AVE.
WARROAD MN 56763

CELIANN CHRISTIANSON
CONTINUING EDUCATION CHAIRPERSON
WATERVILLE PUBLIC SCHOOLS
500 E. PAQUIN ST.
WATERVILLE MN 56096

MARLYS RENNICK
CONTINUING EDUCATION CHAIRPERSON
WELCOME PUBLIC SCHOOLS
WELCOME MN 56181

DIANE RAPPATH
CONTINUING EDUCATION CHAIRPERSON
WEST ST. PAUL PUBLIC SCHOOLS
1897 DELAWARE AVE.
WEST ST. PAUL MN 55118

MELANIE PETERSON
CONTINUING EDUCATION CHAIRPERSON
WHEATON PUBLIC SCHOOLS
1700 3RD AVE. S.
WHEATON MN 56296

SHARON ERVIN
CONTINUING EDUCATION CHAIRPERSON
WILLOW RIVER PUBLIC SCHOOLS
BOX 66
WILLOW RIVER MN 55795

BARBARA BAMBENEK
CONTINUING EDUCATION CHAIRPERSON
WINONA PUBLIC SCHOOLS
654 HUFF
WINONA MN 55987

SUE SELDEN
CONTINUING EDUCATION CHAIRPERSON
WOOD LAKE PUBLIC SCHOOLS
WOOD LAKE MN 56297

ROBERT IVERSON
CONTINUING EDUCATION CHAIRPERSON
WYKOFF PUBLIC SCHOOLS

LESLIE TLOUGAN
CONTINUING EDUCATION CHAIRPERSON
WASECA PUBLIC SCHOOLS
501 ELM AVE. E.
WASECA MN 56093

CRAIG ASP
CONTINUING EDUCATION CHAIRPERSON
WAUBUN PUBLIC SCHOOLS
BOX 98
WAUBUN MN 56589

DEBORAH DEGNER
CONTINUING EDUCATION CHAIRPERSON
WELLS PUBLIC SCHOOLS
250 2ND AVE. S.W.
WELLS MN 56097

JULIA GRAVES
CONTINUING EDUCATION CHAIRPERSON
WESTBROOK PUBLIC SCHOOLS
BOX 128
WESTBROOK MN 56183

RUBY KOSKI
CONTINUING EDUCATION CHAIRPERSON
WHITE BEAR LAKE PUBLIC SCHOOLS
2399 CEDAR AVE.
WHITE BEAR LAKE MN 55110

JOHN DUSCHER
CONTINUING EDUCATION CHAIRPERSON
WINDOM PUBLIC SCHOOLS
BOX C-177
WINDOM MN 56101

MARGARET EBENSPERGER
CONTINUING EDUCATION CHAIRPERSON
WINSTED PUBLIC SCHOOLS
431 4TH ST. N.
WINSTED MN 55395

MARY KRAEMER
CONTINUING EDUCATION CHAIRPERSON
WORTHINGTON PUBLIC SCHOOLS
BOX 878
WORTHINGTON MN 56187

SHARON HODNICK
CONTINUING EDUCATION CHAIRPERSON
ZUMBROTA PUBLIC SCHOOLS

BECKY BOONE
CONTINUING EDUCATION CHAIRPERSON
CIRCLE OF LIFE
BOX 447

WHITE EARTH MN 56591

MARY KARULAK
CONTINUING EDUCATION CHAIRPERSON
FOND DU LAC OJIBWAY
105 UNIVERSITY ROAD

CLOQUET MN 55720

COLLEEN FOX
CONTINUING EDUCATION CHAIRPERSON
HOLY REDEEMER
501 SOUTH WHITNEY

MARSHALL MN 56258

TERRI LAWLER
CONTINUING EDUCATION CHAIRPERSON
LOURDES
621 W. CENTER ST.

ROCHESTER MN 55902

JOAN MUNZNER
CONTINUING EDUCATION CHAIRPERSON
MOUNDS PARK ACADEMY
2051 E. LARPENTEUR AVE.

MAPLEWOOD MN 55109

KEN WHITE
CONTINUING EDUCATION CHAIRPERSON
RED SCHOOL HOUSE
643 VIRGINIA ST.

ST PAUL MN 55103

DALE FOSTER
CONTINUING EDUCATION CHAIRPERSON
ST. ANASTASIA
400 LAKE ST.

HUTCHINSON MN 55350

COLLEEN FOX
CONTINUING EDUCATION CHAIRPERSON
ST. ELOI
304 W. MCQUESTION ST.

GHENT MN 56239

TERRI LAWLER
CONTINUING EDUCATION CHAIRPERSON
ST. JOHN

JAN TURNER
CONTINUING EDUCATION CHAIRPERSON
COMMUNITY CHRISTIAN
1300 19TH AVE. S.W.

WILLMAR MN 56201

CHRISTINE BENTLEY
CONTINUING EDUCATION CHAIRPERSON
FRASER SCHOOL, INC.
2400 WEST 64TH ST.

RICHFIELD MN 55423

MARY LANNERS
CONTINUING EDUCATION CHAIRPERSON
HOLY ROSARY
546 GRANT AVE.

NORTH MANKATO MN 56001

BRIAN SULLIVAN
CONTINUING EDUCATION CHAIRPERSON
MARANATHA CHRISTIAN ACADEMY
5701 NORMANDALE RD.

EDINA MN 55424

CAROL HARDER
CONTINUING EDUCATION CHAIRPERSON
NEW LIFE CHRISTIAN
6758 BAILEY ROAD

WOODBURY MN 55119

DALE FOSTER
CONTINUING EDUCATION CHAIRPERSON
SILVER LAKE CATHOLIC
BOX 346

SILVER LAKE MN 55381

DALE FOSTER
CONTINUING EDUCATION CHAIRPERSON
ST. ANTHONY
BOX 469

WATKINS MN 55389

TERRI LAWLER
CONTINUING EDUCATION CHAIRPERSON
ST. FRANCIS
318 11TH AVE. S.E.

ROCHESTER MN 55901

COLLEEN FOX
CONTINUING EDUCATION CHAIRPERSON
ST. MARY

THERESA SEIDL
CONTINUING EDUCATION CHAIRPERSON
CONVENT OF THE VISITATION
2455 VISITATION ROAD

ST. PAUL MN 55120

KATHLEEN M BOONE
CONTINUING EDUCATION CHAIRPERSON
GROVES LEARNING CENTER
3200 HWY. 100 SOUTH

ST. LOUIS PARK MN 55416

SUSAN HUGO
CONTINUING EDUCATION CHAIRPERSON
INTERNATIONAL SCHOOL
6385 BEACH RD.

EDEN PRAIRIE MN 55344

PAULA ASMUS
CONTINUING EDUCATION CHAIRPERSON
MARSHALL H.S.
1215 RICE LAKE ROAD

DULUTH MN 55811

LINDA MERTZ
CONTINUING EDUCATION CHAIRPERSON
NEW ULM AREA CATHOLIC
515 N. STATE ST.

NEW ULM MN 56073

HENRY KRAMER
CONTINUING EDUCATION CHAIRPERSON
SOUTHWEST CHRISTIAN
550 ELIZABETH

EDGERTON MN 56128

COLLEEN FOX
CONTINUING EDUCATION CHAIRPERSON
ST. EDWARD
4TH & WASHINGTON

MINNEOTA MN 56264

LINDA MERTZ
CONTINUING EDUCATION CHAIRPERSON
ST. GEORGE
ROUTE 3, P. O. BOX 72

NEW ULM MN 56073

BETTY LARSON
CONTINUING EDUCATION CHAIRPERSON
ST. MARY

KAY MELLSTROM
CONTINUING EDUCATION CHAIRPERSON
TORAH ACADEMY
2800 JOPPA AVE.
ST LOUIS PARK MN 55426

LYNN GREEN
CONTINUING EDUCATION CHAIRPERSON
WINDWOOD ACADEMY
4101 GOLDEN VALLEY RD.
GOLDEN VALLEY MN 55422

NANCY A TITUS
CONTINUING EDUCATION CHAIRPERSON
WINONA CHRISTIAN
1363 HOMER RD.
WINONA MN 55987

RODNEY DEBOER
CONTINUING EDUCATION CHAIRPERSON
CENTRAL MINN. CHRISTIAN
BOX 98, 204 SCHOOL ST.
PRINSBURG MN 56281

MAUREAN FELLGER
CONTINUING EDUCATION CHAIRPERSON
BLAKE SCHOOLS
511 KENWOOD PARKWAY
MINNEAPOLIS MN 55403

DANIEL BJOKNE
CONTINUING EDUCATION CHAIRPERSON
FOURTH BAPTIST CHRISTIAN
2105 FREMONT AVE. N.
MINNEAPOLIS MN 55411

KENNETH GREENER
CONTINUING EDUCATION CHAIRPERSON
MINNEHAHA ACADEMY
3107 47TH AVE. S.
MINNEAPOLIS MN 55406

CHARLES KNIER
CONTINUING EDUCATION CHAIRPERSON
POWDERHORN CHRISTIAN
4500 CLINTON AVE. SOUTH
MINNEAPOLIS MN 55409

JEANNE KLEIN
CONTINUING EDUCATION CHAIRPERSON
ARCHDIOCESE OF ST. PAUL/MPLS
328 WEST KELLOGG BLVD.
ST. PAUL MN 55102

CAROL NEYS
CONTINUING EDUCATION CHAIRPERSON
DIOCESE OF CROOKSTON
ST. JOSEPH SCHOOL
RED LAKE FALLS MN 56750

SHARON PRISTASH
CONTINUING EDUCATION CHAIRPERSON
DIOCESE OF DULUTH
2327 WEST 5TH ST.
DULUTH MN 55806

LUVERN GUBBELS
CONTINUING EDUCATION CHAIRPERSON
DIOCESE OF WINONA
55 WEST SANBORN ST.
WINONA MN 55987

CONTINUING EDUCATION CHAIRPERSON
AGASSIZ VOCATIONAL CENTER
415 JACKSON ST
CROOKSTON MN 56716

CONTINUING EDUCATION CHAIRPERSON
CARVER-SCOTT COOP CNTR
401 E. 4TH ST.
CHASKA MN 55318

CONTINUING EDUCATION CHAIRPERSON
COTTONWOOD RIVER COOP CNTR
RT. 1, BOX 184
SPRINGFIELD MN 56087

CONTINUING EDUCATION CHAIRPERSON
EAST RANGE SEC. TECH. CENTER
6TH AVE. SOUTH, TECHNICAL BLDG.
VIRGINIA MN 55792

CONTINUING EDUCATION CHAIRPERSON
HIGHLAND VOC COOP CNTR
100 STRONG ST.
TYLER MN 56178

CONTINUING EDUCATION CHAIRPERSON
MARTIN COUNTY VOC CNTR
900 JOHNSON ST.
FAIRMONT MN 56031

CONTINUING EDUCATION CHAIRPERSON
NORTHWEST VOC COOP CNTR
ZEH & LA BREE
THIEF RIVER FALLS MN 56701

CONTINUING EDUCATION CHAIRPERSON
PINE TO PRAIRIE COOP CTR
BOX 250
RED LAKE FALLS MN 56750

CONTINUING EDUCATION CHAIRPERSON
PRAIRIE LAKES VOC COOP CTR
2011 NOBLES ST.
WORTHINGTON MN 56187

CONTINUING EDUCATION CHAIRPERSON
RED RVR VALLEY COOP CNTR
1505 CENTRAL AVE NW
EAST GRAND FORKS MN 56721

CONTINUING EDUCATION CHAIRPERSON
SIBLEY COUNTY COOP CNTR
BOX 340
ARLINGTON MN 55307

CONTINUING EDUCATION CHAIRPERSON
SOUTH CENTRAL VOC
EAST 6TH ST.
BLUE EARTH MN 56013

CONTINUING EDUCATION CHAIRPERSON

CONTINUING EDUCATION CHAIRPERSON

CONTINUING EDUCATION CHAIRPERSON

EUGENE LYSNE
VOCATIONAL CONTINUING ED CHAIR
ALBERT LEA PUBLIC SCHOOLS
211-W. RICHWAY DR.

ALBERT LEA MN 56007

DON ANDERSON
VOCATIONAL CONTINUING ED CHAIR
ANOKA-HENNEPIN PUBLIC SCHOOLS
11299 HANSON BLVD. N.W.

COON RAPIDS MN 55433

CHARLES ERICKSON
VOCATIONAL CONTINUING ED CHAIR
BENSON PUBLIC SCHOOLS
1400 MONTANA AVE.

BENSON MN 56215

ROBERT GRONEBERG
VOCATIONAL CONTINUING ED CHAIR
BRAINERD PUBLIC SCHOOLS
300 QUINCE ST.

BRAINERD MN 56401

REBECCA LIESER
VOCATIONAL CONTINUING ED CHAIR
CAMBRIDGE-ISANTI PUBLIC SCHOOLS
430 N.W. 8TH AVE.

CAMBRIDGE MN 55008

BERNARD DEBAR
VOCATIONAL CONTINUING ED CHAIR
COLUMBIA HEIGHTS PUBLIC SCHOOLS
1400 49TH AVE. N.E.

COLUMBIA HEIGHTS MN 55421

JAMES ANDERSON
VOCATIONAL CONTINUING ED CHAIR
DULUTH PUBLIC SCHOOLS
LAKE AVE. & 2ND ST.

DULUTH MN 55802

ROBERT OTTO
VOCATIONAL CONTINUING ED CHAIR
ELK RIVER PUBLIC SCHOOLS
400 SCHOOL ST.

ELK RIVER MN 55330

JAMES DONAHUE
VOCATIONAL CONTINUING ED CHAIR
FERGUS FALLS PUBLIC SCHOOLS

BERNARD VAN ZOMEREN
VOCATIONAL CONTINUING ED CHAIR
ALEXANDRIA PUBLIC SCHOOLS
BOX 308

ALEXANDRIA MN 56308

VIRGINIA OSMON RIEGE
VOCATIONAL CONTINUING ED CHAIR
AUSTIN PUBLIC SCHOOLS
202 4TH AVE. N.E.

AUSTIN MN 55912

ARLAN ERVASTI
VOCATIONAL CONTINUING ED CHAIR
BERTHA-HEWITT PUBLIC SCHOOLS

BERTHA MN 56437

JANET MAUER
VOCATIONAL CONTINUING ED CHAIR
BROOKLYN CENTER PUBLIC SCHOOLS
6500 HUMBOLDT AVE. N.

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STATE REGISTER

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STATE REGISTER

Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official notices, state and non-state contracts, contract awards, grants, supreme court and tax court decisions, and a monthly calendar of cases to be heard by the state supreme court.

***A Contracts Supplement* is published every Thursday and contains additional state contracts and advertised bids, and the most complete source of state contract awards available in one source.**

Printing Schedule and Submission Deadlines

Vol. 14 Issue Number	*Submission deadline for Adopted and Proposed Rules, Commissioners' Orders**	*Submission deadline for Executive Orders, Contracts, and Official Notices**	Issue Date
39	Monday 12 March	Monday 19 March	Monday 26 March
40	Monday 19 March	Monday 26 March	Monday 2 April
41	Monday 26 March	Monday 2 April	Monday 9 April
42	Monday 2 April	Monday 9 April	Monday 16 April

*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

**Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the *State Register* editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-4273.

The *STATE REGISTER* is published every Monday (Tuesday when Monday is a holiday) by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to *Minnesota Statutes* § 14.46. A *STATE REGISTER Contracts Supplement* is published every Thursday. The Monday edition is the vehicle for conveying all information about state agency rulemaking, including official notices; hearing notices; proposed, adopted and emergency rules. It also contains executive orders of the governor; commissioners' orders; state contracts and advertised bids; professional, technical and consulting contracts; non-state public contracts; state grants; decisions of the supreme and tax courts; a monthly calendar of scheduled cases before the supreme court; and other announcements. The Thursday edition contains additional state contracts and advertised bids, and the most complete listing of contract awards available in one source.

In accordance with expressed legislative intent that the *STATE REGISTER* be self-supporting, the following subscription rates have been established: the Monday edition costs $130.00 per year and includes an index issue published in August (single issues are available at the address listed above for $3.50 per copy); the combined Monday and Thursday editions cost $195.00 (subscriptions are not available for just the *Contracts Supplement*); trial subscriptions are available for $60.00, include both the Monday and Thursday edition, last for 13 weeks, and may be converted to a full subscription anytime by making up the price difference. No refunds will be made in the event of subscription cancellation.

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Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

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NOTICE: How to Follow State Agency Rulemaking in the *State Register*

The ***State Register*** is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the ***State Register***. Published every Monday, the ***State Register*** makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific ***Minnesota Rule*** chapter numbers. Every odd-numbered year the ***Minnesota Rules*** are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the ***State Register***.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the ***Official Notices*** section of the ***State Register***. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the ***State Register***. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the ***State Register*** as **Adopted Rules**. These final adopted rules are not printed in their entirety in the ***State Register,*** only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the ***State Register***, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the ***Minnesota Guidebook to State Agency Services.***

The ***State Register*** features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the ***State Register***, a subscription, the annual index, the ***Minnesota Rules*** or the ***Minnesota Guidebook to State Agency Services***, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-9747.

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Proposed Rules

Pursuant to Minn. Stat. §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

Minnesota Housing Finance Agency

Proposed Permanent Rules Relating to Loans for Family Rental Housing

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Housing Finance Agency intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes* sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes* 462A.06, Subd. 4 and 11.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

Susan K. Noren
Legal Division
Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, Minnesota 55101-1998
Telephone: (612) 296-9794

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 Susan K. Noren upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General or who wish to receive a copy of the adopted rule, must submit the written request to Susan K. Noren.

Dated: 23 March 1990

James J. Solem
Commissioner

Rules as Proposed (all new material)

4900.2700 SCOPE.

Parts 4900.2700 to 4900.2707 govern the implementation of family rental housing loan programs authorized under *Minnesota Statutes*, section 462A.21, subdivision 8b.

4900.2701 DEFINITION.

Subpart 1. **Scope.** The terms used in parts 4900.2700 to 4900.2707 have the meaning given them in this part.

Subp. 2. **Agency.** "Agency" means the Minnesota Housing Finance Agency created by *Minnesota Statutes*, sections 462A.01 to 462A.24.

Subp. 3. **Applicant.** "Applicant" means one or more entities that submit an application to the agency for a loan under a family rental housing program.

Subp. 4. **Application.** "Application" means a submittal requesting a loan from the agency for a family rental housing program.

Subp. 5. **Development.** "Development" means the housing to be constructed or rehabilitated by the applicant as described in the application.

Subp. 6. **Family rental housing.** "Family rental housing" means rental housing consisting of units with two or more bedrooms.

Subp. 7. **Family rental housing program.** "Family rental housing program" means a loan program authorized by *Minnesota Statutes*, section 462A.21, subdivision 8b, for the acquisition, rehabilitation, or new construction of family rental housing.

Subp. 8. **Loan.** "Loan" means a disbursement of funds to an eligible applicant under a family rental housing program.

4900.2702 ELIGIBLE APPLICANTS.

Subpart 1. **Property interest.** An applicant for a family rental housing program loan must, at the time of application, possess one of the following interests in the property:

A. a fee title;

B. a fee title subject to a mortgage or other lien securing a debt capable of prepayment or, at the option of the agency, subordination; or

C. a mutually binding contract or option for the purchase of fee title.

Subp. 2. **Applicant eligibility.** To be eligible for selection as a recipient of a loan from a family rental housing program, an applicant must be:

A. a Minnesota nonprofit entity as defined in part 4900.0010, subpart 21; including, but not limited to, a housing and redevelopment authority established under *Minnesota Statutes*, sections 469.001 to 469.047;

B. a town or home rule charter or statutory city in Minnesota;

C. a cooperative housing corporation as defined in part 4900.0010, subpart 8;

D. a limited dividend entity as defined in part 4900.0010, subpart 14;

E. a for profit entity to the extent authorized under *Minnesota Statutes*, section 462A.21, subdivision 8b.

4900.2703 ELIGIBLE APPLICATIONS.

The applicant must provide an application in the form prescribed by the agency. At minimum, the application shall include the following:

A. information describing the site of the proposed development including the location, present use and zoning, surrounding land uses, and physical characteristics of the site that might affect construction;

B. a description of the proposed housing development including the building type, the size and number of dwelling units, and the characteristics of the development that make it appropriate for residency by families;

C. information with respect to the market for the proposed development including reports of market surveys or analyses, documentation of need for the development, and a proposed marketing plan;

D. a description of the construction or rehabilitation to be completed including a schedule of the proposed uses of any requested loan funds and the amounts proposed to be allocated to each use;

E. a detailed budget for the development showing all development costs, operating costs, sources of financing sought or secured, proposed rent schedule, and any other sources of income; and

F. a timetable for completion of the development.

4900.2704 REQUIRED OCCUPANCY.

The dwelling units developed with loans from a family rental housing program must be occupied by families whose adjusted income at the time of initial occupancy does not exceed 60 percent of the area median income, with the area median income defined as follows: the greater of the county median income or the Minnesota nonmetro median average as either is defined by the United States Department of Housing and Urban Development.

4900.2705 ELIGIBLE UNITS.

In new construction developments, at least 80 percent of the dwelling units constructed with loan funds from a family rental housing program must have three or more bedrooms.

4900.2706 SELECTION CRITERIA.

The agency shall take the following criteria into consideration when determining whether an application and applicant will be selected for a loan from a family rental housing program:

A. the documented need for the residential housing in the proposed geographic area;

B. the ability of the applicant to proceed expeditiously with the development;

C. the applicant's prior experience in developing, owning, and operating residential housing;

D. the cost and quality of the proposed housing;

E. the geographic distribution of loan funds, to the extent that loan funds can be used to assist projects throughout the state;

F. the relationship of the proposed development to public facilities, sources of employment, and services, including public transportation, health, education, and recreation facilities;

G. the appropriateness of the development for occupancy by families; and

H. the extent to which the loan funds are combined with other sources of funding to make the development economically feasible and rents affordable for low-income families.

4900.2707 FUNDING PRIORITY.

The agency shall give funding priority to developments in which units are made affordable for families earning less than 50 percent of the area median, where the funds used to achieve lower rents are from sources other than the agency.

Preference must be given to families with children when selecting tenants for family rental housing.

Minnesota Housing Finance Agency

Proposed Permanent Rules Relating to Rental Housing Loans for Individuals

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Housing Finance Agency intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes* sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes* 462A.06, Subd. 4 and 11.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

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.

Comments or written requests for a public hearing must be submitted to:

Susan K. Noren
Legal Division
Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, Minnesota 55101-1998
Telephone: (612) 296-9794

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 Susan K. Noren upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General or who wish to receive a copy of the adopted rule, must submit the written request to Susan K. Noren.

Dated: 23 March 1990

James J. Solem
Commissioner

Rules as Proposed (all new material)

4900.2800 SCOPE.

Parts 4900.2800 to 4900.2805 govern the implementation of rental housing loan programs for individuals authorized under *Minnesota Statutes*, section 462A.21, subdivision 8c.

4900.2801 DEFINITIONS.

Subpart 1. **Scope.** The terms used in parts 4900.2800 to 4900.2805 have the meanings given them in this part.

Subp. 2. **Agency.** "Agency" means the Minnesota Housing Finance Agency created by *Minnesota Statutes*, sections 462A.01 to 462A.24.

Subp. 3. **Applicant.** "Applicant" means one or more entities that submit an application to the agency for a loan under a rental housing program for individuals.

Subp. 4. **Application.** "Application" means a submittal requesting a loan from a rental housing program for individuals.

Subp. 5. **Development.** "Development" means the housing to be constructed or rehabilitated by the applicant as described in the program application.

Subp. 6. **Loan.** "Loan" means a disbursement of funds to an eligible applicant under a rental housing program for individuals.

Subp. 7. **Rental housing for individuals.** "Rental housing for individuals" means rental housing consisting of single rooms, efficiency units, or one bedroom units.

Subp. 8. **Rental housing program for individuals.** "Rental housing program for individuals" means a loan program authorized by *Minnesota Statutes*, section 462A.21, subdivision 8c, for the acquisition or rehabilitation of rental housing for individuals.

4900.2802 ELIGIBLE APPLICANTS.

Subpart 1. **Property interest.** An applicant for a rental housing program loan for individuals must, at the time of application, possess one of the following interests in the property:

A. a fee title;

B. a fee title subject to a mortgage or other lien securing a debt capable of prepayment or, at the option of the agency, subordination; or

C. a mutually binding contract or option for the purchase of fee title.

Subp. 2. **Applicant eligibility.** To be eligible for selection as a recipient of a loan from a rental housing program for individuals, an applicant must be:

A. a Minnesota nonprofit entity as defined in part 4900.0010, subpart 21, including, but not limited to, a housing and redevelopment authority established under *Minnesota Statutes*, sections 469.001 to 469.047;

B. a town or home rule charter or statutory city in Minnesota;

C. a cooperative housing corporation as defined in part 4900.0010, subpart 8;

D. a limited dividend entity as defined in part 4900.0010, subpart 14; or

E. a for-profit entity to the extent authorized under *Minnesota Statutes*, section 462A.21, subdivision 8c.

4900.2803 ELIGIBLE APPLICATIONS.

The applicant must provide an application in the form prescribed by the agency. At a minimum, the application shall include the following:

A. information describing the site of the proposed development including the location, present use and zoning, surrounding land uses, and distance to transportation, commercial, and social services;

B. a description of the proposed housing development including the building type, the size and number of dwelling units, and the characteristics of the development that make it appropriate for residency by individuals;

C. information with respect to the market for the proposed development including reports of market surveys or analyses, documentation of need for the development, and a proposed marketing and tenant selection plan;

D. a description of the construction or rehabilitation to be completed including a schedule of the proposed uses of any requested loan funds and the amounts proposed to be allocated to each use;

E. detailed budget for the development showing all development costs, operating costs, sources of financing sought and secured, proposed rent schedule, and any other sources of income; and

F. a timetable for completion of the development.

4900.2804 REQUIRED OCCUPANCY.

The dwelling units developed with loan funds from a rental housing program for individuals must be occupied by individuals whose adjusted income at the time of the initial occupancy does not exceed 30 percent of the area median income, with the area median income defined as: the greater of the county median income or the Minnesota nonmetro median average as either is defined by the United States Department of Housing and Urban Development.

4900.2805 SELECTION CRITERIA.

The agency shall take the following criteria into consideration when determining whether an application and applicant will be selected for a loan under the program:

A. the documented need for the residential housing in the proposed geographic area;

B. the ability of the applicant to proceed expeditiously with the development;

C. the applicant's prior experience in developing, owning, and operating residential housing;

D. the cost and quality of the proposed housing;

E. geographic distribution of loan funds, to the extent that loan funds can be used to assist projects throughout the state;

F. the relationship of the proposed development to public facilities, sources of employment, and services, including public transportation, health, education, and recreation facilities;

G. the appropriateness of the development for occupancy by individuals; and

H. the extent to which the loan funds are combined with other sources of funding to make the development economically feasible and rents affordable for low income individuals.

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.

Board of Teaching

Proposed Permanent Rules Relating to Secondary Vocational Licensure; Counselor and School Nurse Licensure

Notice of Intent to Adopt Rules without a Public Hearing

NOTICE IS HEREBY GIVEN that the State Board of Teaching intends to adopt the above-entitled rules without a public hearing following the procedures set forth in the Administrative Procedures 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*, sections 125.05, subd. 1., 125.185, subd. 4., and 125.03, subd. 1.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Comment is encouraged. Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rules 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 changes proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Comment or written requests for a public hearing must be submitted to:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

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

The rules proposed for adoption relate to the transfer of authority from the State Board of Education to the State Board of Teaching to license secondary vocational teachers, school counselors, and school nurses, as required by *Minnesota Statutes*, section 125.05, subd. 1 and the 1989 amendments to *Minnesota Statutes*, section 125.03. A free copy of the proposed rules is available upon request from:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

A STATEMENT OF NEED AND REASONABLENESS that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching
608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

If no hearing is required, upon adoption of the rules, the rules and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rules, must submit a written request to:

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

608 Capitol Square
550 Cedar Street
St. Paul, MN 55101
612/296-2415

Dated: 26 March 1990

Kenneth L. Peatross, Executive Secretary
Minnesota Board of Teaching

Rules as Proposed (all new material)

8750.0010 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to this chapter.

Subp. 2. **Accredited out of state institution.** "Accredited out of state institution" means a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the *Federal Register,* volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 3. **Approved Minnesota institution.** "Approved Minnesota institution" means a Minnesota institution approved by the Board of Teaching under part 8700.7600 to prepare persons for teacher licensure.

Subp. 4. **Technical college.** "Technical college" means a technical college operated by the State Board of Vocational Technical Education.

Subp. 5. **Category of practice.** "Category of practice" for secondary vocational licensure means an assignment, program, or a component of a program for which licensure is required by this chapter.

Subp. 6. **Clock hour.** "Clock hour" means 60 minutes of actual instruction or supervised group activities.

Subp. 7. **Course.** "Course" means for the purpose of licensing for vocational staff, a planned, separate unit of instruction in a subject area.

Subp. 8. **Credit.** "Credit" means a quarter college credit from an accredited college. Unless otherwise stated in this chapter, one quarter credit equals 12 clock hours.

Subp. 9. **DD Form 214.** "DD Form 214" means the form verifying separation from military service obtained from the separating authority upon release from active service.

Subp. 10. **Degree.** Unless otherwise stated, "degree" means a four year baccalaureate degree from a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the *Federal Register,* volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 11. **Dictionary of Occupational Titles.** "Dictionary of Occupational Titles" is published by the Employment and Training Administration of the United States Department of Labor. The fourth edition was published in 1977. The fourth edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The book is available in the Minneapolis public library and in local public libraries throughout the state. It is not subject to frequent change.

Subp. 12. **Director.** "Director" means a local vocational administrator and includes assistant directors.

Subp. 13. **Directory of the American Association of State Colleges of Agriculture and Renewable Resources.** "Directory of the American Association of State Colleges of Agriculture and Renewable Resources" identifies the state colleges of agriculture and renewable resources in the United States which are not a part of the National Association of State Universities and Land Grant Colleges. The directory is incorporated by reference. The directory is available at the State Law Library. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The directory is subject to frequent change.

Subp. 14. **Education degree.** "Education degree" means a baccalaureate or higher degree from an accredited college or university in an educational field with at least 27 quarter credits in professional education courses and including at least six quarter credits of student teaching.

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Subp. 15. **Electromechanical technology.** "Electromechanical technology" means design, service, and repair of any equipment that includes both electrical-electronic controls and mechanical, hydraulic, or pneumatic operating systems, such as automated production equipment, robots, and computer peripherals.

Subp. 16. **Emphasis area.** "Emphasis area" means the position titles or duties that are most directly related to the occupation in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 17. **Endorsement.** "Endorsement" means a change in an applicant's existing license that allows the person to function in an additional category of practice or in a different time allotment such as part-time, full-time, or substitute.

Subp. 18. **Equivalent.** "Equivalent," in relation to educational or technical training requirements, means equal in content as verified by a written statement provided to the personnel licensing section by staff:

A. from the department of education;

B. from the corresponding department chair from an institution accredited to provide education or training in the area stated as a licensure requirement; or

C. from the vocational service coordinator named by an approved Minnesota institution approved to offer a licensing program for vocational teacher education.

Subp. 19. **Full-time educational service.** "Full-time educational service" means, for the purpose of evaluating educational service, 1,080 hours annually.

Subp. 20. **Full-time occupational service.** "Full-time occupational service" means, for the purpose of evaluating occupational service, 2,000 hours annually (for example, eight hours daily, five days per week, 50 weeks per year).

Subp. 21. **Hardship.** "Hardship" has the meaning given in part 8750.6200, subpart 2.

Subp. 22. **Home economics program designee.** "Home economics program designee" means, for consumer and homemaking and service occupations licensure, the individual from an approved teacher education institution who is designated by the state program specialist to verify that requirements for approved courses or technical credits have been met.

Subp. 23. **Human relations program.** "Human relations program" means a program approved by the Board of Teaching that is designed to meet the human relations requirements under part 8750.3500 for licensure of Minnesota educational personnel.

Subp. 24. **Lapsed license.** "Lapsed license" means a Minnesota vocational license expired for at least one fiscal year (July 1 to June 30).

Subp. 25. **Leave.** "Leave" means a preplanned experience relevant to the area of licensure being sought. A leave consists of a structured experience, including a written educational objective, taken in an agency, business, or industry, exclusive of the applicant's current educational employment.

Subp. 26. **Licensing program for vocational teacher education.** "Licensing program for vocational teacher education" means a course or courses in vocational education offered at an approved Minnesota institution.

Subp. 27. **Local vocational administrator or administrator.** "Local vocational administrator" or "administrator" means the licensed vocational administrator who has the major responsibility for duties including budget, curriculum, and supervision in vocational education at the secondary level for a district, center, or technical college. The superintendent is the authorized local administrator in the absence of a licensed vocational administrator. For licensure of vocational staff serving in a nonpublic school, the chief executive officer of the nonpublic school or a designee may be authorized by the personnel licensing section to recommend licensure.

For staff serving in Minnesota correctional institutions, an individual authorized by the Department of Corrections may be authorized by the personnel licensing section to recommend licensure.

Subp. 28. **National Ag Occupations Competency Study.** "National Ag Occupations Competency Study" means a publication with the formal title "Identifying and Validating Essential Competencies Needed for Entry and Advancement in Major Agriculture and Agribusiness Occupations." It is incorporated by reference to the extent it is referred to in this chapter. The study is by David R. McClay and is dated May 16, 1978. It is published by the United States Department of Health and Human Services, Office of Education, Occupational and Adult Education Branch, and is for sale by the Superintendent of Documents, United States Government Printing Office, Washington, DC 20402. It is available for inspection at the Department of Education, Secondary Vocational Section, 637 Capitol Square Building, 550 Cedar Street, Saint Paul, Minnesota 55101, and at the Government Documents Section, Room 409, Wilson Library, University of Minnesota, 309 19th Avenue South, Minneapolis, Minnesota 55454. It is available at local public libraries through interlibrary loan. It is not subject to frequent change.

Subp. 29. **Occupational experience.** "Occupational experience" has the meaning given in part 8750.4000.

Subp. 30. **Occupational Outlook Handbook.** "Occupational Outlook Handbook" is published by the United States Department of Labor, Bureau of Labor Statistics, Bulletin 2250. The latest edition was published in April 1986. The latest edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The handbook is available in public libraries throughout the state. It is subject to frequent change.

Subp. 31. **Personnel licensing section.** "Personnel licensing section" means the personnel licensing section of the State Department of Education.

Subp. 32. **Regular five year vocational license.** "Regular five year vocational license" means a five year continuing license that is subject to continuing education requirements for renewal.

Subp. 33. **Related areas.** "Related areas" refers to position titles or duties that are associated with a category of practice, but are indirectly related to occupations in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 34. **Secondary vocational staff assignment report.** "Secondary vocational staff assignment report" means form #ED00375 that verifies from local districts that an assigned staff person is eligible for aid.

Subp. 35. **Secondary vocational teacher education core.** "Secondary vocational teacher education core" means the following six courses included in the teacher education sequence and offered through an approved Minnesota institution: introduction to vocational teaching, vocational methods, vocational course construction, vocational tests and measurements, philosophy of vocational education, and the teaching internship.

Subp. 36. **Secondary vocational teacher education sequence.** "Secondary vocational teacher education sequence" means the sequence and time frame for completion of the secondary vocational teacher education core and the human relations requirement given in parts 8750.3250 to 8750.3350.

Subp. 37. **Short term need for a teacher substitute.** "Short term need for a teacher substitute" means a period in which the maximum substitute assignment does not exceed 30 consecutive working days in one assignment or an annual total of 270 hours which is one-fourth of full-time employment as a substitute.

Subp. 38. **Teacher educator.** "Teacher educator" means a faculty member who teaches professional vocational courses and is certified as a vocational teacher educator according to the requirements of the Joint Council for Vocational Teacher Educators.

Subp. 39. **Vocational education degree.** "Vocational education degree" means a baccalaureate or higher degree with a major in agriculture education, business education, home economics education, marketing education, industrial or industrial arts education, or vocational education. The degree must include the courses in the secondary vocational teacher education core and must meet all other requirements in the definition of "education degree" in subpart 14.

Subp. 40. **Vocational or cooperative center.** "Vocational or cooperative center" means a vocational or cooperative center approved by the State Board of Education.

Subp. 41. **Vocational program areas.** "Vocational program areas" means the occupational areas of agriculture, business occupations, health occupations, home economics/service occupations, marketing, and trade and industrial occupations.

WHO MUST BE LICENSED

8750.0020 HOW THIS CHAPTER APPLIES.

This chapter governs the procedure for licensure, as well as the duties, and the educational, technical, and occupational experience requirements for secondary vocational instructional and supportive personnel who are required to be licensed by the Board of Teaching. When this chapter conflicts with chapter 3515 or 3517, this chapter governs for secondary vocational personnel.

Parts 8750.0040 to 8750.0073 set out duties that cause a person to need a license issued under this chapter.

Parts 8750.0082 to 8750.0090 set out the process of applying for a license.

Parts 8750.0200 to 8750.2140 set out the educational, technical, and occupational requirements that a person must meet to be licensed in a particular category of practice.

Parts 8750.3000 to 8750.3650 give more information about general education requirements, including the vocational teacher

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education sequence. Those parts set out the different types and amounts of education requirements for the different entrance licenses and renewals, regular five-year licenses, and reactivations of lapsed licenses.

Parts 8750.4000 to 8750.4200 set out the different ways of satisfying occupational experience requirements.

Parts 8750.6000 to 8750.6500 set out the conditions under which a person may be granted a part-time resource specialist license, limited license, substitute license, or letter of approval.

Parts 8750.7000 to 8750.7300 set out the requirements for renewals of nonadministrative, nonsupervisory five-year licenses.

Parts 8750.8000 to 8750.8400 govern the work of local vocational relicensure committees.

Parts 8750.9000 to 8750.9700 govern the approval of programs for teacher education.

FORMS AND APPLICATIONS

8750.0082 FORMS; FEES; EVALUATION; AND VALIDITY.

Subpart 1. **Application forms.** Application forms for secondary vocational licensure are available from local school districts and from the personnel licensing section.

Subp. 2. **Fees.** License fees are set by the Board of Teaching and are nonrefundable except according to part 8700.0600. For each application for vocational licensure, relicensure, or endorsement, the applicant shall pay the fee set by the Board of Teaching. However, if a vocational renewal and an endorsement are submitted to be reviewed simultaneously, both must be processed on the same fee.

Subp. 3. **Evaluating the credentials.** When an applicant submits credentials for licensure, the personnel licensing section shall evaluate them for compliance with this chapter. The section issues licenses for existing secondary vocational categories of practice.

Subp. 4. **License validity.** A license becomes valid on the date approved by the personnel licensing section. An individual must hold a valid Minnesota license in the corresponding category of practice before receiving payment for services. Requests for corrections of omissions on licenses must be made to the section within a calendar year of the date of issuance. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license to the personnel licensing section immediately for correction. A license must bear the date of issuance. A license expires the specified number of years from the July 1 nearest the date licensure was approved, except as provided in part 8750.0090. Renewal applications must be accepted by the personnel licensing section after January 1 of the year of expiration.

8750.0085 REQUIRED SIGNATURES.

Subpart 1. **When signature is not needed.** Except where otherwise stated in subpart 2 and in this chapter, an entrance licensure application accompanied by all required credentials need not be signed by an authorized local vocational administrator to be processed.

Subp. 2. **When signature is required.** Applications for the following licenses must be signed by the authorized local vocational administrator:

A. renewal of a regular entrance license;

B. renewal of a license issued under the vocational teacher education sequence in parts 8750.3000 to 8750.3500;

C. initial or renewed limited license; and

D. initial or renewed substitute or part-time resource specialist license.

A person who applies for renewal of an entrance license or a license issued under the vocational teacher education sequence, and who has not been employed in a Minnesota vocational program during the licensure period, shall contact an approved Minnesota teacher educator in the licensure field or an authorized local vocational administrator for consultation and for signature of the renewal recommendation.

8750.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.

Subpart 1. **Endorsements in areas related to current license.** When an applicant applies for endorsement in an area similar to one in which the applicant is already licensed under this chapter, the section shall give the endorsement the same expiration date as the one on the applicant's existing license, if the applicant has met current licensure requirements to hold full licensure in the endorsed category of practice.

Subp. 2. **Multiple expiration dates.** Under certain conditions, to correlate multiple expiration dates, a licensee may apply a year early to renew a category of practice on a five-year vocational continuing license. The licensee may take this step if another similar full-time category on the license is due for renewal, and if the licensee has completed and verified the usual renewal requirements a year early. Except for administrators and supervisors, applicants must have renewal requirements approved and verified by the local vocational relicensure committee.

GENERAL REQUIREMENTS

8750.3000 QUALIFICATION FOR LICENSURE.

A person required to hold a license shall meet licensure requirements in this chapter for each category in which the person practices.

An applicant shall meet the educational, technical, and occupational experience requirements in parts 8750.0200 to 8750.2140 for each licensure category of practice sought.

8750.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.

Subpart 1. **Who may use the sequence.** An applicant may complete the secondary vocational teacher education sequence in order to satisfy the educational requirements for licensure if the requirements in parts 8750.0200 to 8750.2140 for the applicant's category of practice permit. The applicant must complete at least three quarter credits in each of the core courses at an approved Minnesota institution, or in equivalent courses that meet the broad objectives of the teacher education core at an accredited out-of-state institution. The broad objectives of courses in the teacher education core are stated in part 8750.3170.

The applicant must also meet the technical and occupational experience requirements in the part that governs the chosen category of practice.

Subp. 2. **Core courses.** The following courses, consisting of at least three credits each, make up the secondary vocational teacher education core:

A. introduction to vocational teaching;

B. vocational methods;

C. vocational course construction;

D. vocational tests and measurements;

E. philosophy of vocational education; and

F. teaching internship.

Subp. 3. **Nonapproved institutions.** When an applicant's teacher education coursework for core courses has been completed at an institution other than a Minnesota institution approved to offer this vocational coursework and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, the section may refer the applicant's evidence to an appropriate vocational program specialist or to the vocational service coordinator named by a Minnesota institution approved to offer this vocational coursework. The person who receives the evidence shall determine whether the courses are equivalent.

Equivalency must be determined from one or more of the following types of evidence:

A. transcripts of credits from teacher education institutions;

B. documents certifying extent of effort in terms of hours of effort and completion of experience; and

C. course outlines that include course description and course objectives.

Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a licensure requirement.

8750.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION CORE.

Subpart 1. **Introduction to vocational teaching (also called foundations for vocational-technical teaching).** The broad objectives of a course in introduction to vocational teaching are:

A. to identify the mission, goals, structure, and trends of vocational education in Minnesota, and its relationship to other educational systems;

B. to describe the goals of an institution and program in which the teacher is prepared to teach;

C. to identify the learning styles, characteristics, and special needs of the student populations for which instruction will be implemented, including referral resources;

D. to identify the content and the instructional objectives of a vocational program;

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E. to develop unit structure and lesson plans specifying the instructional procedure and learning activities consistent with the practices in the institution in which the individual will teach;

F. to choose and design instructional materials to implement vocational learning activities;

G. to demonstrate an ability to deliver instruction through a variety of methods consistent with current trends;

H. to evaluate student learning, using performance- and knowledge-based instruments;

I. to describe the professional role of a vocational teacher within the context of school and community;

J. to identify the role of advisory committees in vocational education;

K. to identify the role and operation of student organizations in vocational programs;

L. to identify classroom laboratory management, safety procedures, and discipline principles and techniques; and

M. to identify the legal implications of teacher-student relationships.

Subp. 2. **Vocational methods (also called methods of instruction in vocational-technical education).** The broad objectives of a course in vocational methods are:

A. to identify unique characteristics of learners and the processes by which people learn;

B. to determine appropriate individual and group methods of instruction that create an environment to motivate and manage student development;

C. to identify the advantages and disadvantages of alternative methods of instruction for vocational educators;

D. to demonstrate the ability to use various instructional methods to enhance learning in vocational education;

E. to prepare lesson plans that use effective models and audiovisual materials including the latest technology;

F. to apply instructional techniques and resources that are effective with diverse vocational education populations;

G. to analyze personal teaching strengths, weaknesses, and effectiveness through feedback mechanisms;

H. to identify and differentiate methods for teaching, and the evaluation of learning in the affective, cognitive, and psychomotor domains;

I. to develop a plan for utilizing student organizations as a strategy to deliver the content of courses; and

J. to develop a system to collect and catalog resource materials for vocational instruction in the student's area of specialization.

Subp. 3. **Vocational course construction (also called course development in vocational-technical education).** The broad objectives of a course in vocational course construction are:

A. to develop vocational program descriptions, course descriptions, and a listing of expected learner outcomes;

B. to identify instructional content using appropriate alternative methods such as task, content analysis, or occupational methods;

C. to examine and use alternative sources of existing instructional program content;

D. to prepare general and specific vocational instructional objectives, appropriate to students' needs;

E. to sequence the instructional objectives within the course of study;

F. to identify and be able to use alternative methods of organizing and managing content and learning activities, considering the course objectives and individual needs of students;

G. to develop lesson plans taking into account the unique needs of the students in vocational education;

H. to develop an evaluation plan for a vocational course and course units;

I. to demonstrate a systematic course development process showing continuity from mission of institution to a specific lesson plan; and

J. to demonstrate the need to use vocational advisory committees in developing and delivering the content of the course.

Subp. 4. **Vocational tests and measurements (also called evaluation of student performance in vocational-technical education).** The broad objectives of a course in vocational tests and measurements are:

A. to identify the purposes and functions of vocational education evaluation and assessment;

B. to differentiate between measurement and evaluation;

C. to design a vocational course evaluation plan that specifies the objectives of instruction and how they will be evaluated;

D. to define and contrast characteristics of evaluation such as reliability, validity, and utility;

E. to interpret standardized test data;

F. to identify the purposes and functions of various evaluation techniques used in vocational education;

G. to prepare lesson plans that include test items that measure student attainment of performance oriented objectives;

H. to structure a test according to the tenets of good test construction;

I. to develop and demonstrate appropriate techniques for the evaluation of performance tasks;

J. to analyze the effectiveness of vocational education evaluation instruments, such as performance evaluation;

K. to interpret student progress using a variety of approaches such as norm- or criterion-referenced methods;

L. to apply alternative methods of documenting student progress; and

M. to interpret different methods of measuring student performance and giving feedback as diagnostic tools to improve learning.

Subp. 5. **Philosophy of vocational education (also called principles and practices of vocational-technical education).** The broad objectives of a course in the philosophy of vocational education are:

A. to identify the current purposes and goals of vocational education, its relationship to all education and to federal and state legislation;

B. to identify the current purposes and goals, policies, rules, and state plan for vocational education in Minnesota;

C. to describe the process used to develop and modify the Minnesota state plan for vocational-technical education;

D. to describe the socioeconomic settings and conditions that create the need for vocational education, career education, and career development;

E. to explain the relationships of theories of work to the history and development of vocational-technical education;

F. to identify the relationship between legislation and policy concerning vocational education and federal and state financing and accountability;

G. to identify the recipients of vocational education with respect to age, grade levels, socioeconomic groups, special needs, sex, geographic location, occupational goals, and need for vocational education;

H. to identify and describe the different institutions, public and private, in which vocational programs are offered and the people they serve;

I. to describe the cooperative relationships of vocational educators with labor, industry and business, job services, other agencies for employment, other teachers, and advisory committees;

J. to identify the common and unique characteristics of the different fields of vocational education, including integration of student organizations;

K. to explain the purposes and nature of vocational secondary, postsecondary, and extension programs;

L. to identify the professional organizations to which vocational educators belong and the values of participation in professional activities;

M. to describe the relationship of vocational education with other educational systems, local school boards, local administration, and state administration;

N. to develop an awareness of the implications of external groups such as licensing boards, accreditation agencies, and unions;

O. to explain the purpose and nature of cooperative and supervised community-based programs such as internships and customized training; and

P. to help the student develop a personal philosophy of vocational education.

8750.3420 COURSE EQUIVALENTS.

Institutions outside Minnesota may make arrangements with the personnel licensing section for a determination of equivalent educational requirements.

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8750.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.

When an applicant has completed coursework that is not included in part 8750.3150, subpart 2, to meet a licensure requirement and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, in consultation with the appropriate secondary vocational specialist, the following procedure applies:

A. The section may refer the case to a vocational service coordinator designated by a Minnesota institution approved to offer vocational coursework or to a department chair designated by the appropriate secondary vocational specialist in the category of practice for which licensure is sought. The chair must be from an institution accredited to offer coursework that meets licensure requirements.

B. If no department chair is available, the appropriate state secondary vocational program specialist shall name an appropriate teacher educator.

C. The chair or coordinator shall submit a written statement verifying that the proposed coursework substitution is or is not equivalent to coursework stated as a licensure requirement.

D. Equivalency must be determined from one or more of the following types of evidence:

(1) transcripts of credits from accredited institutions;

(2) documents certifying extent of effort in terms of hours of effort and completion of experience; and

(3) course outlines that include course description and course objectives.

E. Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a license requirement.

F. Exception: Two years of active participation as an advisor in the appropriate vocational student organization substitutes for the two required credits in integrating the appropriate vocational student organization into the curriculum. The participation must be verified by the state program specialist responsible for the appropriate vocational student organization and must be within the five years just before the date the license is issued.

8750.3500 HUMAN RELATIONS REQUIREMENT.

Subpart 1. **Human relations program.** Vocational personnel as described in this part must meet the human relations requirement by completing a human relations program approved by the Minnesota Board of Teaching. All or part of the human relations requirements may be met by substituting earlier experiences or programs when they are verified as equivalent by the administrator of an approved Minnesota human relations program. Requests to substitute and to verify equivalency must be submitted by the applicant to the administrator of an approved human relations program.

Subp. 2. **Who must meet the requirement.** Except where otherwise stated in this chapter, in order to be licensed, renew a license, or reactivate a lapsed license, vocational personnel must complete the human relations requirement if they work at least half time on the vocational license. "Half time" means three hours daily on a 36-week or longer basis, or five hours daily on a 20-week or longer basis.

Subp. 3. **Exemption for less than half time.** Vocational personnel who work less than half time on the vocational license and want an exemption from the human relations requirement must submit verification of eligibility for the exemption from the authorized local vocational administrator.

Subp. 4. **Initial entrance license.** New personnel who are submitting their first applications for full-time vocational licensing and who have completed all applicable requirements except human relations, are eligible for an entrance license to allow time to complete the human relations program. Only one vocational license that entitles the licensee to work full time may be granted to an applicant who has not met the human relations requirement. The human relations requirements must be met before any license renewal or endorsement is made.

8750.3650 ENDORSEMENTS.

An applicant adding a licensure category must meet current educational, technical, and occupational experience requirements for an entrance license in the category to be added.

OCCUPATIONAL EXPERIENCE

8750.4000 OCCUPATIONAL EXPERIENCE.

Subpart 1. **Definition.** Except where otherwise stated in this chapter, "occupational experience" means work experience, paid in money, outside of education or teaching, that demonstrates success in the occupational emphasis areas and related areas specified in the category of practice for which the applicant is seeking licensure. At least 500 hours of work experience must be in one or more emphasis areas within the five-year period immediately before the date the license is to be issued.

Subp. 2. **Secondary vocational nonoccupational staff.** Special needs staff of a local school district shall accumulate occupational

experience, outside education or teaching, in a job or jobs specified in parts 8750.0200 to 8750.1440 and 8750.1800 to 8750.2140 within the program emphasis areas or related areas.

Subp. 3. **Verification.** Verification of occupational experience for a salaried employee must be provided on work verification forms by the applicant's employer. It must include place of employment, length and dates of employment, total number of hours employed, job classification, description of job duties, and a specific statement of success. If the employer has died or cannot be located because of a transfer, or if the business has closed, the same information may be verified by:

A. the applicant's immediate supervisor during the employment period; or

B. a coworker of similar status during the employment period and appropriate tax or social security records of the applicant.

If a supervisor or coworker verifies the experience, the applicant shall document reasonable previous efforts to obtain verification from the actual employer.

Applicants who receive W-2 salary forms as owners or managers of their own privately held corporations must be considered self-employed, and they are governed by part 8750.4100.

Verification of occupational experience is subject to *Minnesota Statutes*, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 4. **Military experience.** The personnel licensing section shall accept occupational experience obtained in the military if it is verified by a DD Form 214 and corresponding military assignment or review records that verify and identify the experience as within the emphasis areas or related areas in parts 8750.0200 to 8750.1440 or 8750.1800 to 8750.2140. Verified military experience shall be accepted for up to two-thirds of the total required occupational hours. The military hours may be applied toward hours in related areas, but not toward the required hours in the emphasis area and they do not meet the recency requirements. The remaining one-third of the required hours must be accumulated in the typical civilian setting for the category of practice sought in order to ensure that the applicant is familiar with the usual job environment for the specific category of practice.

8750.4100 SELF-EMPLOYMENT EXPERIENCE.

Subpart 1. **How to qualify.** Occupational experience obtained through self-employment in emphasis areas or related areas in parts 8750.0200 to 8750.2140 meets the occupational experience requirements if:

A. self-employment hours are paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records; and

B. self-employment hours have been earned within the corresponding business or industry setting for the specific category of practice sought, as verified by evidence documenting that the self-employed business exists, is licensed if required by law or rule, and complies with laws or rules that regulate the business or industry.

Subp. 2. **Exception for nontraditional experience.** When self-employment hours have been obtained in designated emphasis or related areas, but within a different occupational setting, or as part of a different occupational role, than that commonly associated with the emphasis area for which the license is valid, the self-employment hours do not count:

A. toward the required hours in the emphasis area; and

B. toward more than two-thirds of the total required hours.

To be acceptable in related areas, the nontraditional self-employment hours must constitute paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records verifying the information requested in part 8750.4000, subpart 3.

Subp. 3. **Verification.** Verification based on Department of Revenue tax records named in subpart 1 or 2 must be documented as follows:

A. The Department of Revenue tax reports and appropriate backup records must be reviewed by the applicant's certified public accountant, attorney, tax preparer, banker, or similar professional business representative who is substantially engaged in business practices and business record keeping.

B. The reviewing professional shall determine and verify duties and commensurate number of hours of paid employment consistent with declared income in the reviewed revenue documents and applicable to requirements of these licensure rules.

C. The reviewing professional must verify results of the review on a standard affidavit form provided by the personnel licensing section.

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Subp. 4. **Fraud.** Verification of self-employment is subject to *Minnesota Statutes*, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 5. **Employment on nonsalary status.** When occupational experience hours in emphasis areas and related areas specified in parts 8750.0200 to 8750.2140 have been obtained through any employment that has not resulted in issuing a W-2 statement, the applicant must be considered a self-employed independent contractor, and this part applies.

8750.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.

Subpart 1. **Who may use.** Except where otherwise stated in this part and in parts 8750.0200 to 8750.2140, an applicant may use the following alternative experiences to meet occupational experience requirements. The alternatives may not be used by nonbaccalaureate applicants who have completed less than a two year program in the category of practice.

Subp. 2. **Directed occupational experience.** For each two hours of the regular occupational experience requirement, an applicant may substitute one hour of preplanned occupational experience directed through a licensing program for vocational teacher education that has been approved as specified in part 8750.9100. The personnel licensing section, in consultation with the appropriate vocational program specialists, may make arrangements with colleges and universities to provide directed work experience supervision. Out of state colleges not eligible for the program approval process may get approval by verifying to the section and the appropriate state program specialist a program that meets the criteria, including evaluation, used to evaluate Minnesota programs in directed occupational experience. The supervisor directing the out-of-state internship must possess professional qualifications equivalent to those required of a Minnesota internship supervisor who is eligible for authorization under item A.

The directed occupational experience must meet the following criteria for approval:

A. Except for out of state colleges, the experience must be directed by an internship supervisor who must be a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators.

B. The training station must be approved by the internship supervisor prior to approval of the training plan and employment.

C. The applicant's training plan and agreement must be developed prior to employment and must be kept on file by the teacher education institution for five years.

D. One copy of the work verification form must be made part of the applicant's permanent record maintained by the teacher education institution.

E. The experience must be paid work.

F. The training plan and agreement must:

(1) contain objectives that are individualized to meet the needs of the applicant;

(2) identify the specific learning outcomes, projects, and project evaluations that the applicant needs;

(3) place the applicant in a position that satisfies occupational experience criteria in the part governing the applicant's chosen category of practice;

(4) place the applicant in a position that satisfies the conditions of employment specified in part 8750.4000, except that self employment is not permitted;

(5) establish a reporting process for the internship experience;

(6) establish a means of evaluating the internship experience.

G. An applicant must be visited two or more times per quarter, once during a summer session. When this is not possible, a designee can be identified by the internship supervisor with communication with the state program specialist.

H. The ratio of clock hours of work to collegiate credits must be at least 40 to 1.

Subp. 3. **Competency based occupational exam.** An applicant may submit evidence of successful completion of a competency based occupational exam preapproved by the Board of Teaching. The personnel licensing section shall accept the evidence as proof of occupational competency in place of two-thirds of the total occupational experience requirements, including the most recent 500 hours. The exam must have been completed within five years of the date the license is issued. This alternative form of occupational experience must not be used when the competency based occupational exam is the same exam taken by the applicant to obtain licensure to practice in the particular occupation. In this subpart, "successful completion" means scoring within one standard deviation below the mean score supplied by the agency providing the competency based exam.

Subp. 4. **Updating industrial experience.** An updating experience conducted in the appropriate business or industry setting, or within a formal technical training setting in appropriate business, industry, or appropriate postsecondary education, may be substituted for the required 500 hours of occupational experience within the past five years in the emphasis area. The experience must be completed within the five year period just before the date that the license is to be issued. The experience must consist of one or a combination of the following:

A. Six quarter credits, involving at least 120 clock hours of work by the applicant, preapproved through the program approval process in part 8750.9100. Each quarter credit substitutes for 80 occupational experience hours. This experience must meet the following criteria for approval:

(1) The experience must be directed by a supervisor who is a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators. The supervisor must:

(a) assess the applicant's work experience, background, and vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore choices for updating experience;

(c) advise the applicant by developing an updating program plan in cooperation with the business or industry that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to opportunities in employment for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply the technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) A copy of the applicant's updating program must be kept on file by the teacher education institution for five years, with an abstract of the program made a part of the applicant's permanent record.

B. 120 clock hours of technical training in the emphasis area preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist, or by a department chair, designated by the secondary vocational program specialist, of an approved Minnesota college. Each technical training hour substitutes for four occupational experience hours. This updating industrial experience option must meet the following criteria for approval:

(1) The person directing the experience must:

(a) assess the applicant's work experience and background, as well as vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore technical training options;

(c) help the applicant develop an updating program plan in cooperation with the business, industry, or technical training sponsor that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to employment opportunities for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply technology currently used in the specific industry.

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(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) An abstract of the applicant's updating program must be made a part of the applicant's permanent licensure file.

Subp. 5. **Community based training.** For up to 500 hours of the occupational experience, including the required 500 recent hours, an applicant may substitute an unpaid direct training experience in the traditional setting for the program emphasis area. The training experience must be preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist or by the corresponding department chair of an approved Minnesota college in consultation with the appropriate secondary vocational program specialist. Three hours of training substitutes for one occupational experience hour.

Subp. 6. **Funded Minnesota technical college vocational teaching.** An applicant who seeks to add an existing secondary vocational category of practice to a valid postsecondary vocational license in the same category of practice may substitute Minnesota technical college teaching within the past five years in that category of practice for the required recent 500 hours in an emphasis area. One year (1,080 hours) of vocationally funded teaching substitutes for the prerequisite 500 hours.

Subp. 7. **Teacher coordinator endorsement.** Unless otherwise stated in this chapter, when an applicant is applying for an endorsement to add teacher coordinator to a current, valid teaching license within the same vocational program area, or to add special needs teacher coordinator to a valid service area teaching license, the 500 hour recency requirement does not apply if:

A. the applicant has verified the total required appropriate hours specified for teacher coordinator licensure;

B. the applicant met the recency requirement to obtain the preceding category of practice; and

C. the applicant has taught on a vocational license at least one year (1,080 hours) within the past five in a vocationally funded occupational program in the same vocational program area.

REVISOR'S INSTRUCTION.

A. The revisor shall renumber the parts listed in column A with the part numbers listed in column B and correct internal references.

A	B
3510.4100	8700.8000
3510.4200	8700.8010
3510.4300	8700.8020
3510.4400	8700.8030
3510.4500	8700.8040
3510.4600	8700.8050
3510.4700	8700.8060
3510.4800	8700.8070
3510.4900	8700.8080
3510.5100	8700.8090
3510.5200	8700.8110
3510.5300	8700.8120
3510.5400	8700.8130
3510.5500	8700.8140
3510.5600	8700.8150
3510.5700	8700.8160
3510.5800	8700.8170
3510.6000	8700.8180
3510.6100	8700.8190
3510.6400	8700.9000
3510.6500	8700.9010
3510.6600	8700.9020
3510.6700	8700.9030
3517.0030	8750.0030
3517.0040	8750.0040
3517.0050	8750.0050
3517.0060	8750.0060
3517.0070	8750.0070

A	B
3517.0071	8750.0071
3517.0072	8750.0072
3517.0073	8750.0073
3517.0200	8750.0200
3517.0220	8750.0220
3517.0240	8750.0240
3517.0260	8750.0260
3517.0300	8750.0300
3517.0320	8750.0320
3517.0330	8750.0330
3517.0350	8750.0350
3517.0370	8750.0370
3517.0390	8750.0390
3517.0410	8750.0410
3517.0430	8750.0430
3517.0460	8750.0460
3517.0500	8750.0500
3517.0520	8750.0520
3517.0600	8750.0600
3517.0620	8750.0620
3517.0700	8750.0700
3517.0720	8750.0720
3517.0740	8750.0740
3517.0760	8750.0760
3517.0780	8750.0780
3517.0800	8750.0800
3517.0820	8750.0820
3517.0840	8750.0840
3517.0860	8750.0860
3517.0880	8750.0880
3517.0890	8750.0890
3517.0900	8750.0900
3517.0920	8750.0920
3517.1000	8750.1000
3517.1100	8750.1100
3517.1120	8750.1120
3517.1200	8750.1200
3517.1220	8750.1220
3517.1240	8750.1240
3517.1260	8750.1260
3517.1280	8750.1280
3517.1300	8750.1300
3517.1320	8750.1320
3517.1340	8750.1340
3517.1360	8750.1360
3517.1380	8750.1380
3517.1400	8750.1400
3517.1420	8750.1420

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A	B
3517.1440	8750.1440
3517.1500	8750.1500
3517.1520	8750.1520
3517.1540	8750.1540
3517.1560	8750.1560
3517.1580	8750.1580
3517.1600	8750.1600
3517.1700	8750.1700
3517.1800	8750.1800
3517.1820	8750.1820
3517.1840	8750.1840
3517.1860	8750.1860
3517.1880	8750.1880
3517.1900	8750.1900
3517.1920	8750.1920
3517.1930	8750.1930
3517.1940	8750.1940
3517.1960	8750.1960
3517.1980	8750.1980
3517.2000	8750.2000
3517.2020	8750.2020
3517.2040	8750.2040
3517.2060	8750.2060
3517.2080	8750.2080
3517.2100	8750.2100
3517.2120	8750.2120
3517.2140	8750.2140
3517.3050	8750.3050
3517.3100	8750.3100
3517.3200	8750.3200
3517.3250	8750.3250
3517.3300	8750.3300
3517.3350	8750.3350
3517.3400	8750.3400
3517.3550	8750.3550
3517.3600	8750.3600
3517.3620	8750.3620
3517.3800	8750.3800
3517.6000	8750.6000
3517.6100	8750.6100
3517.6200	8750.6200
3517.6300	8750.6300
3517.6500	8750.6500
3517.7000	8750.7000
3517.7100	8750.7100
3517.7200	8750.7200
3517.7300	8750.7300
3517.8000	8750.8000
3517.8100	8750.8100
3517.8200	8750.8200
3517.8300	8750.8300
3517.8400	8750.8400
3517.9000	8750.9000
3517.9100	8750.9100

A	B
3517.9200	8750.9200
3517.9300	8750.9300
3517.9400	8750.9400
3517.9500	8750.9500
3517.9600	8750.9600
3517.9700	8750.9700

B. The revisor shall change the terms "State Board of Education," "Commissioner of Education," and similar terms to "State Board of Teaching," and similar terms, wherever the terms appear in the rule parts listed in item A, column B. In addition, the revisor shall make appropriate cross-reference changes in the renumbered parts.

The revisor shall change the term "board" in renumbered part 8750.6200, subpart 5, to "personnel licensing section."

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.

Minnesota State Lottery

Adopted Permanent Rules Relating to Lottery Retailers

The rules proposed and published at *State Register*, Volume 14, Number 27, pages 1650-1657, January 2, 1990 (14 S.R. 1650) are adopted with the following modifications:

Rules as Adopted

7856.1000 DEFINITIONS.

Subpart 1. **Terms.** For purposes of this chapter and chapter 7857, the terms defined in this part have the meanings given them.

7856.2010 RETAILER APPLICATION.

Subp. 2. **Fee.** Each retailer application for an initial contract ~~and renewal of the contract~~ must be accompanied by a nonrefundable fee of $100. The initial application fee is valid for persons who reapply to be retailers and who have not previously contracted with the lottery absent any material change in the information contained in the initial application. A renewal of a contract must be accompanied by a nonrefundable fee of $20.

7856.3011 DENIAL OF APPLICATION; RECONSIDERATION.

If an application is denied, the lottery shall notify the applicant in writing of the denial along with a brief statement of the reason for denial. The applicant will be notified that the applicant may, within 30 days, request reconsideration of the application. The application may be reconsidered by filing with the lottery a written statement setting forth the applicant's legal, factual, or equitable arguments, along with any supporting documents. The lottery may request that the applicant submit additional facts or documents prior to making a decision within 45 days after receiving all necessary information. The director, after considering any additional facts or documents submitted by the applicant, will make a decision whether to deny or grant a contract to the applicant.

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7856.4020 BONDING OF RETAILERS.

The lottery shall require a bond from each lottery retailer in an amount the lottery determines, consistent with its conclusion of the financial stability of the retailer, to avoid monetary loss to the state because of the activities of a retailer in the sale of lottery tickets. The bond must be in a form provided by the lottery and through a company authorized to do business in this state and approved by the director, to take effect within 90 days of the initial contract and subsequent renewals.

7856.7010 DEPOSIT OF FUNDS.

Lottery retailers shall deposit in a separate account in a designated bank, to the credit of the lottery, all money received by the retailer from the sale of lottery tickets, less the amount retained as compensation for the sale of tickets, credit for direct payment of prizes, and money authorized to be retained for payment of prizes. The retailer will use, if possible, an account with a bank that can accept electronic funds transfer (EFT). If there is not a bank in the retailer's area that can accept electronic funds transfer, the retailer may pay the lottery in a manner agreed to by the lottery and the retailer.

Official Notices

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

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

Department of Administration

Certificate of Assumed Name for Capitol Child Care

Filed with the Office of the Secretary of State, State of Minnesota, February 28, 1990—7:55 a.m.—090747

Pursuant to Chapter 333, *Minnesota Statutes;* the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is: **Capitol Child Care**
2. The street address of the principal place of business is or will be: **671 North Robert Street, St. Paul, MN 55101**
3. The name and street address of **all** persons conducting business under the above Assumed Name.

NAME	STREET ADDRESS
Minnesota Department of Administration	**50 Sherburne Ave., St. Paul, MN 55155**
Neil Johnson	**2616 Keller Parkway, Maplewood, MN 55109**
Claudia McPeek	**1629 Innsbruck Circle West, Columbia Heights, MN 55421**

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.

Dated: 21 February 1990

James L. Pederson
Assistant Commissioner

#413777

Department of Commerce

Notice of Activation of the Minnesota Joint Underwriting Association to Insure Specified Classes of Business and Public Hearing

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes*, section 621.21, the Minnesota Joint Underwriting Association (MJUA) and the Market Assistance Plan (MAP) are activated to provide assistance to the following classes of business unable to obtain insurance from private insurers:

• Bike Rental

The MJUA and MAP are activated to provide assistance to the above classes of business for a period of 180 days following publication of this notice. A public hearing will be held, for the purpose of determining whether activation should continue beyond 180 days, at the Office of Administrative Hearings, 310–4th Avenue South, 5th Floor, Flour Exchange Building, Minneapolis, Minnesota 55415 on April 10, 1990 at 9:00 a.m. and continuing until all interested persons and groups have had an opportunity to be heard. The hearing shall be governed by *Minnesota Statutes* Sections 14.57-14.69 and by *Minnesota Rules* Parts 1400.1500-1400.8400, (1985). Questions regarding the procedure may be directed to Administrative Law Judge, Peter C. Erickson, 310 4th Avenue South, 4th Floor Summit Bank Building, Minneapolis, Minnesota 55415, telephone (612) 341-7600. The authority for this proceeding is found in Chapter 62I of *Minnesota Statutes*, specifically sections 62I.21 and 62I.22. (A copy of those sections follows this notice.)

Prior to the hearing a pre-hearing conference will be held at 9:00 a.m. on March 27, 1990, at the Office of Administrative Hearings, 310 4th Avenue South, 5th Floor Flour Exchange Building, Minneapolis, Minnesota 55415.

Minnesota Statutes, Chapter 62I, which governs the Minnesota Joint Underwriting Association provides for temporary activation for 180 days by the Commissioner of Commerce. To extend the Minnesota Joint Underwriting Association's authority beyond the 180 day period a hearing must be held. Those classes of business for which the Minnesota Joint Underwriting Association was temporarily activated, by this notice and by previously published notices, must prove, at the hearing, that they meet the statutory requirements for coverage by the Minnesota Joint Underwriting Association.

Among those requirements are:

(1) That members of those classes are unable to obtain insurance through ordinary means;

(2) That the insurance being sought is required by statute, ordinance, or otherwise required by law, or is necessary to earn a livelihood or conduct a business; and

(3) That the classes of business serve a public purpose.

The classes of business specified in this notice and previously published notices must be shown to meet the statutory requirements of the Minnesota Joint Underwriting Association's authority to provide coverage to them will end after 180 days from the date of notice of activation was published in the *State Register.*

Activation of a class of business does not guarantee coverage to any class member. Coverage of individual class members is determined by the Minnesota Joint Underwriting Association on a case by case basis once the class has been activated. The MJUA's address is: Pioneer Post Office Box 1760, St. Paul, Minnesota 55101. Their phone number is (612) 222-0484.

The Department strongly suggests that any persons affected by this hearing or otherwise interested in the proceedings familiarize themselves with the requirements of Chapter 62I and the contested case procedures prior to the hearing, that they take such other steps as are appropriate to protect their interest and that any questions they may have as to how to proceed or how to participate at the hearing be directed to the Administrative Law Judge prior to the hearing.

All interested or affected persons will have an opportunity to participate at the hearing. Questioning of agency representatives or witnesses, and of interested persons making oral statements will be allowed in the manner set forth in the Rules pertaining to contested cases (*Minnesota Rules* parts 1400.1500-1400.8400).

Anyone wishing to oppose activation beyond the 180 days for any particular class, must file a petition to intervene with the administrative law judge at least 10 days before the hearing date. If no notice to intervene is filed for a class, then the class is activated beyond the 180 day period without further action.

Minnesota Statutes chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A lobbyist is defined in *Minnesota Statutes* Section 10A.01, subdivision 11 as an individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

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The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101, telephone (612) 296-5148.

Dated: 12 March 1990

Department of Health

Outside Opinion Sought Concerning Amendment of Rules Governing the Health Care Cost Information System

NOTICE IS HEREBY GIVEN that the Department of Health is seeking information or opinions from sources outside the Department in preparing to amend rules governing the Health Care Cost Information System. The promulgation of these rules is authorized by *Minnesota Statutes*, Section 144.703, subdivision 1.

All interested persons or groups are invited to submit statements of information in writing or comment orally to:

Marianne Miller, Director
Health Economics Program
Health Systems Development Division
Department of Health
P. O. Box 9441
717 South East Delaware Street
Minneapolis, Minnesota 55440
Telephone: (612) 623-5520

All statements of information and comment shall be accepted until further notice. All written material received by the Department shall become part of the rulemaking record.

Minnesota Pollution Control Agency

Division of Ground Water and Solid Waste

Notice of Intent to Solicit Outside Information Regarding Proposed Rule Governing Self-Insurance for Solid Waste Land Disposal Facilities

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (Agency) is seeking information or opinions from outside sources in preparing to propose the amendment of rules governing self-insurance for solid waste land disposal facilities (*Minnesota Rules* Part 7035.2750). The amendment of this rule is authorized by *Minnesota Statutes* § 116.07, subd. 4h (1988), which requires the Agency to adopt rules relating to financial responsibility.

The Agency requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views in writing or orally. Written or oral statements or comments should be directed to:

Robert McCarron
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155
Telephone: (612) 296-7324

Oral statements will be received during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

All statements of information and opinion will be accepted until June 30, 1990. Any written materials received by the Agency shall become part of the rulemaking record in the event that the rule is amended.

Gerald L. Willet
Commissioner

Minnesota Pollution Control Agency

Division of Ground Water and Solid Waste

Notice of Intent to Solicit Outside Information Regarding Proposed Rule Governing Solid Waste Land Disposal Facilities' Analytical Methods for Estimating the Costs of Closure, Postclosure Care and Contingency Action and Letters of Credit

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (Agency) is seeking information or opinions from outside sources in preparing to propose the amendment of rules governing solid waste land disposal facilities' analytical methods for estimating the costs of closure, postclosure care and contingency action and letters of credit. Specifically, the rules to be amended are *Minnesota Rules* Part 7035.2685 (cost estimates) and *Minnesota Rules* Part 7035.2745 (letters of credit). The amendment of these rules are authorized by *Minnesota Statutes* §116.07, subd. 4h (1988), which requires the Agency to adopt rules relating to financial responsibility.

The Agency requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views in writing or orally. Written or oral statements or comments should be directed to:

Robert McCarron
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155
Telephone: (612) 296-7324

Oral statements will be received during regular business hours, 8:00 a.m. to 5:00 p.m., Monday though Friday.

All statements of information and opinion will be accepted until June 30, 1990. Any written materials received by the Agency shall become part of the rulemaking record in the event that the rule is amended.

Gerald L. Willet
Commissioner

Office of the Secretary of State

Notice of Vacancies in Multi-Member Agencies

NOTICE IS HEREBY GIVEN to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* 15.0597, subdivision 4. Application forms may be obtained from the Office of the Secretary of State, Open Appointments, 180 State Office Building, St. Paul MN 55155-1299; (612) 297-5845, or in person at Room 174 of the State Office Building. More specific information about these vacancies may be obtained from the agencies listed below. The application deadline is April 17, 1990.

MN BOARD OF CHIROPRACTIC EXAMINERS PEER REVIEW COMMITTEE
2700 University Ave. W., Suite 20, St. Paul 55114-1089. 612-642-0591
Minnesota Statutes 148.01-148.106

APPOINTING AUTHORITY: Executive Director, State Board of Chiropractic Examiners. COMPENSATION: $50 per day.
VACANCY: One member: must be a licensed, practicing Minnesota Chiropractor.

The committee makes determinations of whether or not certain chiropractors properly utilized services rendered or ordered appropriate treatment or service, and if the cost of treatment was unconscionable. Seven members consist of five chiropractors and two consumer members. Terms are varied.

SUBCOMMITTEE ON CHILDREN'S MENTAL HEALTH
444 Lafayette Rd., St. Paul 55155-3828. 612-297-4164
Minnesota Statutes 245.697

APPOINTING AUTHORITY: Chairman, State Advisory Council on Mental Health. COMPENSATION: $35 per diem plus expenses.
VACANCY: Three members: one must be a director or representative of a county social services department; one must be a psychiatrist with training and education in the treatment of children and adolescents with emotional disturbance; one must be a parent or relative of a child or adolescent with emotional disturbance.

The subcommittee must make recommendations to the advisory council on policies, law, regulations, and services relating to children's mental health. Members to include: commissioners or designees of Dept. of Commerce, Corrections, Education, Health,

Human Services, and State Planning; one member children's mental health advocacy group, three service providers (preadolescent, adolescent, and hospital-based), parents of emotionally disturbed children, a consumer of adolescent mental health services, educators currently serving emotionally disturbed children, people who worked with emotionally disturbed minority children, or with emotionally disturbed juvenile status offenders, social service representatives, county commissioners, advisory council members, one representative of the local corrections system, and one representative from the Minnesota District Judges Association juvenile committee. Meeting schedule not determined.

STATE COUNCIL ON VOCATIONAL TECHNICAL EDUCATION
407 Gallery Bldg., 17 W. Exchange St., St. Paul 55102. 612-296-4202
Minnesota Statutes 136C.50

APPOINTING AUTHORITY: Governor. COMPENSATION: Per diem; reimbursed for expenses.
VACANCY: Two members: One member from Congressional District One to represent small business; one member to represent business and industry. Women and people of color are encouraged to apply.

The council advises the governor, the state's education boards, the business community and the public on policy for vocational technical education. Thirteen members including seven representatives of the private sector (five from business, industry and agriculture, and two from labor) and six representatives of high schools and technical colleges among which must be representatives of career guidance and counseling, targeted populations and special education—at least one member from each congressional district.

MN BOARD ON AGING
4th Floor, Human Services Bldg., 444 Lafayette Road, St. Paul 55155-3843. 612-296-2770
Minnesota Statutes 256.975

APPOINTING AUTHORITY: Governor. COMPENSATION: $48 per diem plus expenses.
VACANCY: One member.

The board develops, coordinates, evaluates, and administers federal and state funds for programs for the aging; makes grants to 14 area agencies on aging and non-profit agencies; serves as advocate for older persons. Twenty-five members include at least one member from each congressional district. Monthly meetings. Members must file with the Ethical Practices Board.

INFORMATION POLICY ADVISORY TASK FORCE
309 Administration Bldg., 50 Sherburne Ave., St. Paul 55155. 612-296-5643
Minnesota Statutes 16B.41

APPOINTING AUTHORITY: Commissioner of Administration. COMPENSATION: Non-legislative members are reimbursed for expenses.
VACANCY: Seventeen members: See the description of this reinstated task force.

The task force advises the commissioner on the progress, needs, and recommended direction of information management for the state. Seventeen members of which two are members of the house from different political parties, appointed by the speaker of the house, and two are members of the senate, from different political parties, appointed by the senate committee on committees. The remaining thirteen members include representatives of the supreme court, executive branch, state agencies, local government, the higher education system, librarians, and private industry. Quarterly meetings.

Department of Transportation

Notice of Appointment of a State Aid Variance Committee and Notice of a Meeting of That Committee

NOTICE IS HEREBY GIVEN that the Commissioner of Transportation has appointed a State Aid Variance Committee who will conduct a meeting on Thursday, April 5, 1990, at 9:30 a.m. in the second floor conference room, St. Paul Downtown Airport, 644 Bayfield Street, St. Paul, Minnesota 55107.

This notice is given pursuant to *Minnesota Statute* 47k.705.

The purpose of this open meeting is to investigate and determine recommendations for variances from minimum State Aid Operations 8820.3400 adopted pursuant to *Minnesota Statutes* 161 and 162.

The agenda will be limited to these questions:

1. Petition of the City of Minneapolis for a variance from minimum standards for a proposed reconstruction project on C.S.A.H. 25 (West Lake Street) between Excelsior Boulevard and France Avenue South in Hennepin County so as to permit a street width of 56 feet with no parking on either side instead of the required minimum width of 58 feet with no parking on either side.

2. Petition of the County of Brown for variances from minimum standards and administrative requirements for a proposed reconstruction project on C.S.A.H. 26 from Summit Avenue in New Ulm to Flandrau State Park so as to permit a design speed of 27 miles per hour for one horizontal curve 830 feet from the intersection of CSAH 26 and Summit Avenue instead of the required minimum of 30 miles per hour and to permit the use of state aid funds for new sidewalk construction instead of for sidewalk replacement only and to permit the use of state aid funds for 100% of the storm sewer construction instead of for the storm sewer cost associated with the water contributed by the County State Aid Highway only.

3. Petition of the City of Rochester for a variance from minimum standards for a proposed sidewalk construction project on M.S.A.S. 133 (Elton Hills Drive) between Third Avenue NW and 5th Avenue NW so as to permit a street width of 60 feet, four traffic lanes and two parking lanes, instead of the required minimum of 66 feet.

4. Petition of the City of Rochester for a variance from minimum standards for a proposed sidewalk construction project on M.S.A.S. 106 (2nd Street SW) between 11th Avenue SW and 13th Avenue SW so as to permit a street width of 52 feet, four traffic lanes and one parking lane, instead of the required minimum of 56 feet.

5. Petition of the County of Watonwan for a variance from minimum standards for a proposed construction project on C.S.A.H. 1 between County Road 132 and Trunk Highway 4 so as to permit Bridge No. 5773 over the Watonwan River to remain inplace with a bridge width of 19 feet from curb to curb instead of the required minimum width of 22 feet.

6. Petition of the City of Duluth for a variance from minimum standards for a proposed resurfacing project on M.S.A.S. 152 (21st Avenue East) from Third Street to Woodland Avenue so as to permit a street width of 44 feet, four traffic lanes and no parking lanes, instead of the required minimum of 46 feet.

7. Petition of the County of Marshall for a variance from minimum standards for a proposed resurfacing project on C.S.A.H. 61 (Main Street) from Trunk Highway 1 to 5th Avenue in Oslo, Minnesota so as to permit 60 degree diagonal parking on both sides with a street width of 76 feet instead of the required minimum of 78 feet.

8. Petition of the County of Marshall for a variance from minimum standards for a proposed resurfacing project on C.S.A.H. 17 from Trunk Highway 1 to County Road 146 so as to permit Bridge No. 7456 to remain inplace with a bridge width of 21.5 feet instead of the required minimum width of 24 feet.

9. Petition of the County of Fillmore for a variance from minimum standards for a proposed resurfacing project on C.S.A.H. 17 between Trunk Highway 44 and C.S.A.H. 22 so as to permit a design speed of 30 miles per hour for one sag vertical curve at engineers station 0+00 to 2+00 and to permit a design speed of 35 miles per hour for one crest vertical curve at engineers station 2+00 to 6+50 instead of the required minimum of 40 miles per hour.

10. Petition of the County of Nobles for a variance from minimum standards for a proposed reconstruction project on C.S.A.H. 31 (3rd Avenue) from C.S.A.H. 16 to 1st Street in Lismore, Minnesota so as to permit 30 degree diagonal parking on each side with a street width of 30 feet on each side instead of 45 degree diagonal parking with a street width of 33 on each side between 3rd Street and 1st Street.

11. Petition of the City of Afton for a variance from minimum standards for a construction project on C.S.A.H. 21 in Washington County between C.S.A.H. 20 and 1/4 mile south of 45th Street South so as to permit a shoulder width of 4 feet instead of the required minimum width of 8 feet and to keep the natural drainage in its present condition, thereby requiring no minimum inslope or recovery area, instead of the required minimum 4:1 inslope and 30 foot recovery area.

The cities and counties previously listed are requested to follow the following time schedule when appearing before the Variance Committee:

- 9:30 a.m. City of Minneapolis
- 9:50 a.m. County of Brown
- 10:20 a.m. City of Rochester
- 10:45 a.m. County of Watonwan
- 11:05 a.m. City of Duluth
- 11:25 a.m. County of Marshall
- 11:55 a.m. County of Fillmore
- 1:00 p.m. County of Nobles
- 1:20 p.m. City of Afton

Dated: 19 March 1990

Leonard W. Levine
Commissioner

State Contracts and Advertised Bids

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

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

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

Awards of contracts and advertised bids for commodities and printing, as well as awards of professional, technical and consulting contracts, appear in the midweek STATE REGISTER Contracts Supplement, published every Thursday. Call (612) 296-0931 for subscription information.

Department of Administration: Materials Management Division

Contracts and Requisitions Open for Bid

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

Commodity: Fixed Cellular Telephone
Contact: Joseph Gibbs 296-3750
Bid due date at 2pm: March 29
Agency: Transportation Department
Deliver to: St. Paul
Requisition #: 79000-05276

Commodity: 4' Carbide Tipped Blade
Contact: Steve Bergstahler 296-3775
Bid due date at 2pm: March 29
Agency: Transportation Department
Deliver to: Willmar
Requisition #: 79800-03531

Commodity: Video Equipment
Contact: Pamela Anderson 296-1053
Bid due date at 4:30pm: March 28
Agency: State University
Deliver to: St. Cloud
Requisition #: 26073-21690

Commodity: Windows, Doors
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: March 29
Agency: Military Affairs Department
Deliver to: Little Falls
Requisition #: 01000-06130

Commodity: Ranger S 4 x 2 compact truck
Contact: Brenda Thielen 296-9075
Bid due date at 2pm: March 30
Agency: Human Services Treatment Center
Deliver to: Faribault
Requisition #: 55303-14313

Commodity: Flat specimen milling machine
Contact: Steve Bergstahler 296-3775
Bid due date at 4:30pm: March 30
Agency: State University
Deliver to: St. Cloud
Requisition #: 26073-21670

Commodity: Seven inch curved blades
Contact: Steve Bergstahler 296-3775
Bid due date at 4:30pm: March 30
Agency: Transportation Department
Deliver to: Willmar
Requisition #: 79800-03530

Commodity: DVP voting system
Contact: Pamela Anderson 296-1053
Bid due date at 2pm: April 2
Agency: Public Safety Department
Deliver to: St. Paul
Requisition #: 07300-67426

Commodity: Traffic counters
Contact: Pamela Anderson 296-1053
Bid due date at 2pm: April 2
Agency: Transportation Department
Deliver to: St. Paul
Requisition #: 79000-05127

Commodity: Optical mark reader
Contact: Joseph Gibbs 296-3750
Bid due date at 4:30pm: April 2
Agency: Human Services Department
Deliver to: St. Paul
Requisition #: 65000-03134-01

Commodity: Boilers
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: April 3
Agency: State University
Deliver to: Bemidji
Requisition #: 26137-05358

Commodity: Installation of building-wide local area network
Contact: Joyce Dehn 297-3830
Bid due date at 4:30pm: April 16
Agency: Administration
Deliver to: Minnesota Judicial Center
Requisition #: 02310-17773

Commodity: Boats
Contact: Steve Bergstahler 296-3775
Bid due date at 2pm: April 2
Agency: Iron Range Resources and Rehabilitation Board
Deliver to: Chisholm
Requisition #: 43000-11717

Commodity: Lathe
Contact: Steve Bergstahler 296-3775
Bid due date at 2pm: April 3
Agency: State University
Deliver to: St. Cloud
Requisition #: 26073-21613

Commodity: Copier lease
Contact: Teresa Ryan 296-7556
Bid due date at 2pm: April 3
Agency: Community College
Deliver to: Austin
Requisition #: 27139-90046

Commodity: Fluoridation equipment
Contact: Joe Gibbs 296-3750
Bid due date at 4:30pm: April 3
Agency: Health Department
Deliver to: Minneapolis
Requisition #: 12800-46446

Commodity: Pesticide waste packing, transportation and disposal service
Contact: Norma Cameron 296-3779
Bid due date at 2pm: April 24
Agency: Agriculture Department
Deliver to: Various
Requisition #: Price Contract

Commodity: Purple loosestrife control: aerial spraying
Contact: Patricia Anderson 296-3770
Bid due date at 2pm: April 18
Agency: Agriculture Department
Deliver to: Various
Requisition #: Price Contract

Commodity: Purple loosestrife control: ground appl
Contact: Patricia Anderson 296-3770
Bid due date at 2pm: April 18
Agency: Agriculture Department
Deliver to: Various
Requisition #: Price Contract

Commodity: Closed circuit TV reading systems
Contact: Ann Wefald 296-2546
Bid due date at 2pm: April 11
Agency: Service for the Blind
Deliver to: Various
Requisition #: Price Contract

Commodity: Fish dist. tanks
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: April 10
Agency: Natural Resources Department
Deliver to: Hutchinson
Requisition #: 29004-13133

Department of Administration: Print Communications Division

Printing vendors for the following printing contracts must review contract specifications in printing buyers office at 117 University Avenue, Room 134-B, St. Paul, MN.

Printing vendors NOTE: Other printing contracts can be found in the Materials Management Division listing above, and in the Professional, Technical & Consulting Contracts section immediately following this section.

Commodity: Kaleidoscope, 60M 8-page books, 8½" x 11", 1-fold, camera ready, 2-sided, 4 halftones, two focuses, no screens, saddle stitch
Contact: Printing Buyer's Office
Bids are due: March 29
Agency: Lakewood Community College
Deliver to: White Bear Lake
Requisition #: 6017

Commodity: Arbitration summaries binders, label holders, indexes, 70 books and sets, 3-ring binders, union bug required or "printed by state facilities"
Contact: Printing Buyer's Office
Bids are due: March 30
Agency: Mediation Services Bureau
Deliver to: St. Paul
Requisition #: 5850

Commodity: *Minnesota Living* booklet, 20M 24 pages + cover, 8½"x11", saddle stitch, camera ready (negs) 2-sided, 4-color
Contact: Printing Buyer's Office
Bids are due: April 3
Agency: Trade and Economic Development Department
Deliver to: St. Paul
Requisition #: 5771

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Relax. Unwind. Cut your frustrations with the *Minnesota Guidebook to State Agency Services 1987-1990.*

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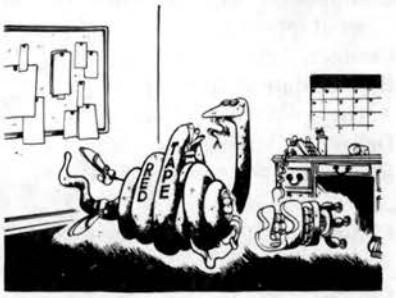

speedily getting you through the fears of license requirements, forms, fees, application and complaint filing, and even tells the length of waiting time for obtaining services.

Need to know about license requirements for your profession and for recreation? IT'S A BREEZE with the *Guidebook* on your desk. It's a treasure of information on state parks, campgrounds, state forests and wildlife management areas, historic sites, museums, art galleries, festivals, libraries, education resources, agency descriptions with names and phone numbers of real people, statistical data and historical profiles.

It's "MINNESOTA'S OWNER'S MANUAL"—the handiest, fact-filled resource that answers thousands of your questions about Minnesota and how it works. Order today before they're gone. Stop struggling with bureaucratic red tape! Stock #1-4, 640 pages. $15.00 + 90¢ tax. FAX: (612) 296-2265.

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.

Professional, Technical & Consulting Contracts

State Designer Selection Board

Request for Proposal for Two Armory Projects

To Registered Professional in Minnesota:

The State Designer Selection Board has been requested to select a designer for two Armory Projects. Design firms who wish to be considered for this project should deliver proposals on or before 4:00 p.m., April 17, 1990, to George Iwan, Executive Secretary, State Designer Selection Board, Room G-10, Administration Building, St. Paul, Minnesota 55155-1495.

The proposal must conform to the following:

1) Six copies of the proposal will be required.

2) All data must be on 8½" x 11" sheets, soft bound.

3) The cover sheet of the proposal must be clearly labeled with the project number, as listed in number 7 below, together with the designer's firm name, address, telephone number and the name of the contact person.

4) **Mandatory Proposal contents in sequence:**

a) Identity of firm and an indication of its legal status, i.e. corporation, partnership, etc. If the response is from a joint venture, this information must be provided for firms comprising the joint venture.

b) Names of the persons who would be directly responsible for the major elements of the work, including consultants, together with brief descriptions of their qualifications. If desired, identify roles that such persons played in projects which are relevant to the project at hand.

c) A commitment to enter the work promptly, if selected, by engaging the consultants, and assigning the persons named 4b above along with adequate staff to meet the requirements of work.

d) A list of State and University of Minnesota current and past commissions under contract or awarded to the prime firm(s) submitting this proposal during the three (3) years immediately preceding the date of this request for proposal. The prime firm(s) shall ***list and total*** all fees associated with these projects whether or not the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid directly to engineers or other specialty consultants employed on the projects listed pursuant to the above.

e) A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualification for the work. The graphic material must be identified. It must be work in which the personnel listed in "c" have had significant participation and their roles must be clearly described. It must be noted if the personnel named were, at the time of the work, employed by other than their present firms.

The proposal shall consist of no more than twenty (20) faces. Proposals not conforming to the parameters set forth in this request will be disqualified and discarded without further examination.

5) **Statutory Proposal Requirements:**

In accordance with the provisions of *Minnesota Statutes, 1981 Supplement,* Section 363.073; for all contracts estimated to be in excess of $50,000.00, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted.

The proposal will not be accepted unless it includes one of the following:

a) A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or

b) A statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights; or

c) A statement certifying that the firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months; or

d) A statement certifying that the firm has an application pending for a certificate of compliance.

6) Design firms wishing to have their proposals returned after the Board's review must follow one of the following procedures:

a) Enclose a self-addressed stamped postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two (2) weeks to pick up their proposals, after which time the proposals will be discarded; or

b) Enclose a self-addressed stamped mailing envelope with the proposals. When the Board has completed its review, proposals will be returned using this envelope.

In accordance with existing statute, the Board will retain one copy of each proposal submitted.

Any questions concerning the Board's procedures or their schedule for the project herein described may be referred to George Iwan at (612) 296-4656.

7a) PROJECT—06-90

National Guard Armory
Windom, Minnesota

General Description of Project: The proposed project consists of construction of a new 60-person National Guard Armory.

Project Details: The 22,200 SF building will be one story masonry construction. This building is similar to typical school construction. Basic room areas include an assembly hall, offices, classrooms, storage areas, kitchen, locker rooms, arms vault, firing range and mechanical room. Included will be all utilities, military vehicle parking, privately owned vehicle parking and security fencing. Design and construction will be required to conform to the requirements of the Minnesota State Building and Energy Codes along with all other applicable codes and standards.

Estimated Project Construction Cost: $1,666,000.00

Work to be Performed by the Designer: The work includes: topographic survey and soil test borings; the design of the complete facility; the preparation of required drawings, specifications and allied documents to include bidding documents; presiding at the bid opening; the handling of contract documents; the general supervision of the construction work for the owner; assisting in the preparation of supplemental agreements; review and approval of shop drawings and payment requests; assisting in final acceptance of the work. The specification format will be the designer's normal for commercial work, tailored to the project.

Designer's Fee for the Work: The fee for design, printing, travel, topographic survey, soil testing and supervision services is Government established on a variable scale at a percentage of the construction cost of the work. Estimated fee is 5.5%. The Department of Military Affairs will provide the designer with programming documents and Department construction standards which include space criteria, supporting facility criteria, construction standards, authorized finish schedules and use relationships.

7b) PROJECT—07-90

National Guard Armory
Montevideo, Minnesota

General Description of Project: The proposed project consists of construction of a new 100-person National Guard Armory.

Project Details: The 33,650 SF building will be one story masonry construction. This building is similar to typical school construction. Basic room areas include an assembly hall, offices, classrooms, storage areas, kitchen, locker rooms, arms vault, firing range and mechanical room. Included will be all utilities, military vehicle parking, privately owned vehicle parking and security fencing. Design and construction will be required to conform to the requirements of the Minnesota State Building and Energy Codes along with all other applicable codes and standards.

Estimated Project Construction Cost: $2,508,000.00

Work to be Performed by the Designer: The work includes: topographic survey and soil test borings; the design of the complete facility; the preparation of required drawings, specifications and allied documents to include bidding documents; the general supervision of the construction work for the owner; assisting in the preparation of supplemental agreements; review and approval of shop drawings and payment requests; assisting in final acceptance of the work. The specification format will be the designers normal for commercial work, tailored to the project.

Designer's Fee for the Work: The fee for design, printing, travel, topographic survey, soil testing and supervision services is Government established on a variable scale at a percentage of the construction cost of the work. Estimated fee is 5.5%. The Department of Military Affairs will provide the designer with programming documents and Department construction standards which include space criteria, supporting facility criteria, construction standards, authorized finish schedules and use relationships.

Mark Anderson, Chairman
State Designer Selection Board

Department of Commerce

Requests for Proposals for Consultant to Conduct a Program Audit Within the Examinations and Enforcement Divisions of the Department

The Department of Commerce (DOC) is requesting proposals from consultants with expertise in the areas of financial institutions, insurance and securities to conduct a program/procedure audit of the DOC's examinations and enforcement divisions with specific emphasis placed on the issue of solvency. It is anticipated that the product of this audit will be a report and recommendations which (a) reviews the DOC's process of conducting examinations and (b) reviews the current policies, procedures and practices of the DOC's Enforcement Division and recommends methods for the development and implementation of a Market Conduct Team.

Scope of Project

The audit for each of the specified divisions will involve interviewing DOC personnel, observing field examinations of regulated industries conducted by DOC field examiners, reviewing examination and desk audit procedures, reviewing the complaint process, developing formal criteria to implement each of the recommendations and develop a Market Conduct Team Program in the Enforcement Division.

Project Start and Completion Dates

The project will begin no later than May 1, 1990 and the final report will be due no later than June 30, 1990.

Project Costs

It is anticipated that the cost of this project will not exceed $75,000.00 for professional services and expenses.

A copy of the Request for Proposal is available upon request. All inquiries and requests should be directed to:

Mr. Paul Cassidy
Minnesota Department of Commerce
133 East Seventh Street
St. Paul, Minnesota 55101
Phone: (612) 297-1118

All proposals must be submitted to the DOC no later than 4:30 p.m., Friday, April 20, 1990.

Minnesota Historical Society

Advertisement for Bids for Reprinting, Manufacturing, and Delivery of *Northern Lights: The Story of Minnesota's Past*

BIDS

Sealed bids for the reprinting, manufacturing, and delivery of the Minnesota Historical Society's *Northern Lights: The Story of Minnesota's Past*, in accordance with specifications prepared by the Minnesota Historical Society, will be received in the office of the Contract Officer, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, MN 55101 until 2:00 p.m., Central Daylight Time, on April 10, 1990, at which time the bids will be publicly opened and read aloud. Bids received after 2:00 p.m., April 10, 1990, will be returned unopened.

BID SECURITY

Each proposal must be accompanied by a cash deposit, cashier's check, certified check, or corporate surety bond of a surety company duly authorized to do business in Minnesota, in the sum of not less than 5% of the total bid, payable without condition to the Minnesota Historical Society, which is submitted as bid security.

SPECIFICATIONS

Copies of bidding documents for preparation of bids may be obtained by contacting Mark Schwartz, Contract Officer, Minnesota Historical Society, 1500 Mississippi St., St. Paul, MN 55101, (612) 296-2155.

CONDITIONS OF BIDS

The Minnesota Historical Society reserves the right to accept or reject any or all bids and to waive any irregularities therein. No bid may be withdrawn within thirty (30) days after the scheduled closing time for the receipt of bids.

Department of Human Services

Long Term Care Management Division

Request for Proposal to Develop an Assessment Instrument that Identifies the Negotiated Rate Service Needs of Minnesota Supplemental Aid (MSA) and General Assistance (GA) Negotiated Rate Clients, to Determine the Costs of Providing Those Services, and to Make Recommendations Regarding the Design of a Statewide System of Rates and Payments for Negotiated Rate Services

This is a request for proposal (RFP) to develop a very basic assessment instrument that will identify the negotiated rate residential service needs of individual MSA or GA clients, to determine the cost of providing those services in various settings and geographic areas of the state, and to make recommendations regarding the design of an efficient, responsive statewide system of rates and payments for negotiated rate services. Final project deliverables are due by June 30, 1991.

The total cost of the development of the assessment instrument, identification of the costs of providing negotiated rate services, and making recommendations regarding the design of a statewide system cannot exceed $200,000.

Proposals must be submitted to Barb Case, Long Term Care Management Division at the address below. Three copies of the proposal must be submitted and sealed in a mailing envelope or package with the responder's name and address clearly marked on the outside and postmarked no later than April 6, 1990.

Each copy of the proposal must be signed by an authorized member of the contracting firm. Prices and terms of the proposal as stated by the respondent must be valid for the length of the project.

For a more detailed explanation of this request for proposal, contact:

Barb Case
Long Term Care Management Division
Minnesota Department of Human Services
444 Lafayette Road
Saint Paul, Minnesota 55155-3844
612/296-6963

Department of Human Services

Managed Health Care Division

Extension of Deadline for Submission of Proposal for Prepaid Health Plans

In the February 5, 1990 issue of *The State Register*, the Department of Human Services requested proposals for becoming a Medicaid Health Plan. The effective date of the contract will be July 1, 1990.

The deadline for submission of proposals has been extended until Wednesday, April 25, 1990 at 4:30 p.m.

Please direct all inquiries and proposal responses to:

Ann Rogers
Department of Human Services
Managed Health Care Division
St. Paul, Minnesota 55155-3854
Phone: (612) 296-1724

Department of Human Services

Operations Analysis/Welfare Reform Division

Announcement of Request for Proposals for Professional and Technical Services for the Demonstration Design of the Minnesota Family Investment Plan

The Minnesota Department of Human Services (DHS), Operations Analysis/Welfare Reform Division, is announcing the availability of a Request for Proposals (RFP) for qualified parties to provide professional and technical services for the design of the demonstration of the Minnesota Family Investment Plan (MFIP).

MFIP is a comprehensive welfare reform proposal. As currently planned, MFIP will operate in two field trials, or demonstration sites, beginning in 1993. The demonstration will run for five or more years, during which time the program will be evaluated and costs and benefits will be assessed. The evaluation will be used to instruct a decision on whether to implement MFIP statewide.

The party selected from this RFP will work as an extension of DHS staff and will be responsible for designing the demonstration and planning the evaluation. DHS staff has completed some general work on these topics. The party selected will be responsible for three main tasks:

1. Assist DHS in negotiations with the U.S. Department of Health and Human Services and the U.S. Department of Agriculture, providing input on technical matters related to the demonstration design. This includes assistance with the final draft of the demonstration and evaluation plan which will be submitted to the federal agencies.

2. Formulate the research and demonstration parameters for MFIP. Prepare an RFP for an independent evaluator for the MFIP field trials which incorporates these parameters.

3. Provide ongoing technical assistance to DHS during the course of the project.

Bidders should have experience in demonstration design and the design of controlled social science experiments.

The project will run through December 31, 1998. The party selected must be available through this date, although the most intensive work is expected to take place in the first two years (July 1, 1990 through June 30, 1992). This RFP covers only the first year of the project, July 1, 1990 though June 30, 1991. DHS estimates that $100,000 will be available for this RFP, covering services provided during the first year of the project.

Completed proposals must be received by DHS no later than 4:30 p.m. on April 30, 1990.

Parties interested in this solicitation may obtain a full RFP by contacting:

Charles Johnson
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3838
(612) 297-4727

State Board of Investment

Request for Professional Money Management Services for Pension Assets and Other Accounts

The Minnesota Board of Investment (SBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing either equity or fixed income assets for the SBI are asked to contact the following address for additional information:

Douglas Gorence, Manager
External Investment Program
Minnesota State Board of Investment
Room 105—MEA Building
55 Sherburne Avenue
St. Paul, Minnesota 55155

Iron Range Resources & Rehabilitation Board

Request for Proposals to Plan and Develop a 50th Year Anniversary of the Board

The Iron Range Resources and Rehabilitation Board requests proposals from qualified professional consultants to plan and develop a 50th Anniversary Program for the calendar year 1991, which will promote the progress/accomplishments of the IRRRB and the Taconite Tax Relief Area over the past 50 years. By highlighting past accomplishments, the agency hopes to create future opportunities for the region.

Background

In 1941, the Legislature created the IRRRB to develop the remaining resources in the Iron Range region, now statutorily defined as the Taconite Tax Relief Area. Since 1941, the IRRRB has delivered a variety of different projects and programs designed to further develop and diversify the economy of this region. These programs have included: financing start-up or expanding businesses; awarding grants to communities for infrastructure, recreation, tourism and mineland reclamation; and various internal initiatives which support community and economic development within the region.

Project Scope and Work Program

The IRRRB requests that respondents address the following general areas of consideration, explaining in detail their proposed plans to accomplish stated objectives in each field. Respondents should estimate the total time and total cost allotted for each area of consideration, correspondingly breaking down each general area into specific tasks and detailing the respective time and money needed to accomplish each specific task.

General area of consideration:

1. Promote/enhance the image of the IRRRB and northeastern Minnesota.

2. Increase awareness about the IRRRB by explaining what the IRRRB has done, what we are doing now and what we are planning to further develop the Taconite Tax Relief Area.

3. Describe the history of the agency.

The IRRRB is requesting assistance in developing, coordinating and implementing the following activities:

A. Special days/events at our tourism facilities, Giants Ridge and IRONWORLD USA;

B. Promotion and information dissemination on current IRRRB programs: Community Development, Business Development, Giants Ridge, IRONWORLD USA, Mineland Reclamation Building Demolition and Trails;

C. Use of media, including T.V., newspapers, radio;

D. Audiovisual material (slideshow or videotape) and exhibits to use for meetings/workshops that we will host in the communities and various trade shows;

E. Banquet/receptions to honor former legislators, board members and employees;

F. Special editions of our biennial report (due November 1990) and our agency newsletter, *Resourcer*;

G. Community $-$ match program where the IRRRB will match, up to a set cap amount, monies raised by the communities for a specific purpose.

In addition to the ideas listed above, the IRRRB invites suggestions for other events/programs/promotions. In your proposal, outline the estimated time and costs for development and implementation of each specific event.

Anticipated Date of Award

The IRRRB anticipates award of this contract by June 1, 1990.

Tentative Proposal/Contract Timelines

Publication in *State Register*: Monday, March 26, 1990.

Response Period: Tuesday, March 26, 1990—4:30 p.m., Monday, April 30, 1990.

- Tentative Respondent Interviews: May 14-18, 1990.
- Anticipated Date of Contract Award: June 1, 1990.
- Effective Contract Date: On or near July 1, 1990.
- Term of Contract: July 1, 1990-June 30, 1991.

Cancellation of Solicitation

This request for proposal does not obligate the IRRRB to complete the project, and the IRRRB reserves the right to cancel the solicitation if it is considered to be in its best interest.

Statutory Proposal Requirements

In accordance with the provisions of *Minnesota Statute* § 363.073, for state contracts in excess of $50,000, all responders having more than 20 full-time employees at any time during the previous 12 months must have a certificate of compliance issued by the Commissioner of Human Rights before a proposal may be accepted. **The proposal will not be accepted unless it includes one of the following:**

A. A copy of the firms current certificate issued by the Commissioner of Human Rights.

B. A statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights.

C. A statement certifying that the firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

Any questions concerning a Certificate of Compliance may be referred to the Contract Compliance Unit of the Minnesota Department of Human Rights at (612) 296-5663.

For further information and more detailed RFP documents, contact:

Jodi Phelps
Project Coordinator
(218) 744-2993

Minnesota State Lottery

Request for Proposal for On-Line Game System Services

The Minnesota State Lottery will be issuing a Request for Proposal (RFP) on March 21, 1990 to provide On-Line Game System Services. Qualified proposals must be submitted to the Minnesota State Lottery by April 25, 1990.

Any person interested in receiving a copy of the RFP may call or write:

Dale L. McDonnell
Legal Counsel
Minnesota State Lottery
2645 Long Lake Road
Roseville, MN 55113
(612) 635-8213
Fax #: (612) 297-7496

Department of Natural Resources

Pollution Control Agency

Notice of Request for Proposals for Consultant to Prepare an Evaluation of the Changes Necessary in the State's Mining Regulatory Programs if the State Is to Implement the U.S. Environmental Protection Agency's Mine Waste Disposal Regulatory Program

The Agencies are requesting proposals from any qualified individual or firm interested in assisting the Agencies in the preparation of a State Mine Waste Program Development and Analysis report. The report must evaluate the statutory, programmatic, regulatory and fiscal impacts of regulating the disposal of mine wastes in terms of the U.S. EPA's Strawman II draft regulations.

Proposals must be received by 4:30 p.m., April 16, 1990. Evaluation and selection will be completed by April 30, 1990. Draft reports on the four tasks associated with this project will be due on September 1, October 1, November 1, December 1, 1990, with final reports due on January 1 and February 1, 1991.

The estimated project budget is $35,000.00. For a copy of the Request for Proposal contact:

Arlo S. Knoll
Manager, Mineland Reclamation
Department of Natural Resources
P.O. Box 567, 1525 Third Ave. E.
Hibbing, MN 55746
218/262-6767

William J. Lynott
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, MN 55155
612/296-7794

Department of Transportation

Request for Proposals for a Feasibility Study of High Speed Rail Service Between St. Paul-Minneapolis, Milwaukee, and Chicago

The Minnesota Department of Transportation, along with the Departments of Transportation from Illinois and Wisconsin, is soliciting interest from consultants in conducting an economic and financial feasibility study of the potential for development of high speed rail (HSR) service between St. Paul-Minneapolis, Milwaukee and Chicago. The objectives of this study will be to determine: projected ridership; capital and operating costs and revenues; financing options for various speed and corridor alternatives; benefits to the traveling public; the economic impacts to Illinois, Minnesota, and Wisconsin; and, the impacts on rail freight movements. Assuming HSR to be a private sector venture, the consultant will be asked to determine the roles the public sector might play in helping to develop it. The cost of this study will not exceed $285,000.

As a separate request MnDOT is asking for proposals from consultants to conduct a similar assessment of three additional corridors in Minnesota: St. Paul-Minneapolis to Duluth, St. Paul-Minneapolis to St. Cloud, and St. Paul-Minneapolis to Mankato. The budget for this study will not exceed $40,000,00.

Consultants interested in submitting proposals for these studies are asked to contact the Minnesota Department of Transportation by 4:00 p.m. on Monday, April 2, 1990, to receive a copy of the RFP. Requests for the RFP should be directed to:

Ken Buckeye, Project Planner
Minnesota Department of Transportation
810 Transportation Building
John Ireland Blvd.
St. Paul, Minnesota 55155
Ph. (612) 296-8554
FAX (612) 297-1887

No questions regarding the content of the RFP will be answered over the phone. A prebid meeting has been scheduled for Monday, April 9, 1990, in Chicago, Illinois at or near O'Hare Airport from 10:00 a.m. to 2:00 p.m. The purpose of this meeting will be to

discuss with prospective contractors the work to be performed and to allow questions arising from review of the RFP. Representation will be limited to two persons per firm, due to limited facilities available. The prebid meeting is for information only. Questions from firms regarding the RFP may be submitted in writing or Faxed and must arrive at the above address not later than 4:00 pm on Thursday, April 5, 1990.

Consultants should note that this study is on a very aggressive schedule. Proposals must be submitted by 4:00 pm on Thursday April 19, 1990. Consultants selected for interviews will be notified on Friday April 27, 1990 and must be prepared to give oral presentations in Chicago on Wednesday May 2, 1990. It is anticipated that this study will commence on or about June 1, 1990, with a draft report completed by November 1, 1990 and a final report completed by December 1, 1990. Refer to the RFP for complete details on times, dates, locations, and other requirements.

Non-State Public Contracts

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as $1,000. Contact the editor for further details.

Metropolitan Council

Notice of Request for Proposals for Aviation Consulting Services for the Metropolitan Council of the Twin Cities

The Metropolitan Council is requesting proposals for technical and professional planning services for Phase II of the Major Airport Planning Process. Two proposals should be submitted: (1) a 1990 Annual Major Airport Contingency Plan and (2) select a search area for siting of a new potential major airport.

The purpose of the first proposal is to update the 1989 methodology established for monitoring and evaluation of national/international aviation trends and local activities for the Twin Cities Major Airport. This assessment establishes the type, timing and level of development recommended for Minneapolis-St. Paul International Airport and/or site selection, land banking and development of a new replacement airport. The overall process, known as the dual-track major airport planning strategy, is required by state legislation. It is a multi-year program (1989-1995), and Council application for Phase II program funding by Federal Aviation Administration is in process. Recommended in the annual contingency plan assessment is the preparation of three special reports: 1) determining the financial implications of the dual-track strategy; 2) defining and establishing an airport/aircraft delay methodology; and 3) identifying air-cargo issues/opportunities.

The purpose of the second proposal is to conduct Phase II activities for identifying and selecting candidate search areas for a potential replacement major airport. Tasks involve: refinement of evaluation criteria including weighting and priority setting, inventory and analysis of information for each criteria; critique of the new major airport conceptual design, assessment of general land availability for a new airport, and identification of candidate search areas.

The work will involve participation in extensive coordination activities including use of an existing advisory task force, interagency management review committee, ad-hoc expert panels, and a public information plan.

Proposals can be made for either one or both RFPs. Due to the scope of the program, a firm with multi-disciplinary capabilities is desirable. The Council reserves the right to establish its own consultant team if necessary. A disadvantaged business enterprise (DBE) participation goal has been set for this project.

The overall project should begin about June 1, 1990 and be completed by June 30, 1991. All proposals must be received no later than 5 p.m. April 24, 1990, mailed to the attention of Chauncey Case, Transportation Division.

Copies of the Request for Proposals may be obtained from the Metropolitan Council, Mears Park Centre, 230 E. Fifth Street, St. Paul, Minnesota 55101. Inquiries should be directed to Chauncey Case at (612) 291-6342.

Metropolitan Transit Commission

Notice of Request for Proposal for Group Life, AD&D, Medical and Dental Insurance Coverage for Employees

The Metropolitan Transit Commission is soliciting proposals for group life, AD&D, medical, and dental insurance for management and union employees of the MTC. Coverage effective date is July 1, 1990. Prospective proposers may obtain Request for Proposals by contacting:

Patti Drewlo
Manager of HRIS and Health Benefits
Metropolitan Transit Commission
560 6th Avenue North
Minneapolis, MN 55411
Telephone: (612) 349-7561

All proposals are due postmarked 12 noon on Thursday, April 12, 1990.

The MTC reserves the right to reject any and all proposals.

The successful proposer shall be required to comply with all applicable Equal Employment Opportunity laws and regulations. Proposals will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award.

The contract will be awarded to the firm judged to be the most advantageous to the MTC.

State Grants

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Human Services

Grant Announcement and Request for Proposals for Community Prevention Projects Due May 1, 1990

The Chemical Dependency Program Division (CDPD) is requesting proposals to create community alcohol and other drug abuse prevention projects which address various community groups. A description of the groups is provided in the RFP. This project will create a community task force, unless currently established, which will identify, develop, implement and manage community-wide prevention activities. A total of $140,000 is available to one or more grantees. The funded projects will begin on or about September 1, 1990.

Telephone requests for programmatic information concerning this RFP should be directed to Sharon Johnson at 612/296-3991. Budget/fund use questions should be directed to Dorrie Hennagir at 612/296-4617.

Minnesota Supreme Court

Legal Services Advisory Committee

Request for Proposals for Grant Funding for Legal Services and Alternative Dispute Resolution Programs

The Legal Services Advisory Committee is requesting proposals for grant funding for legal services and alternative dispute resolution programs for low income people.

To request information on the grant application process, please contact:

J. L. Rehak
230 State Capitol
St. Paul, MN 55155
Phone: (612) 296-6822

Application Deadline: April 16, 1990

Dated: 23 February 1990

Department of Trade & Economic Development

Outdoor Recreation

Notice to Local Units of Government of Funding of Various Types of Community Improvement Projects

Consistent with the Community Development Application Process (Single App), applications for funding of various types of community improvement projects can be submitted year round. Complete applications (parts I *and* II) for those projects that are eligible to compete for funds through the Community Development Division's competitive programs (Small Cities Development Program and the Outdoor Recreation Grant Program) must be received no later than September 1, 1990 to be considered during the 1990 review and ranking period (September 1, 1990-February 1, 1991). Applications received after September 1, 1990 will be considered during the 1991 review and ranking period.

Local units are encouraged to contact the Community Development Division Single Application Coordinator at 612/297-2272 or toll-free at 1/800/657-3502 to receive a copy of the Community Development Application for details on the single application process. Local units are also encouraged to request a copy of "Enhance Minnesota" for additional information on the types of community improvement projects that may be eligible through the various community assistance programs administered by the Community Development Division.

Supreme Court Calendar

Listed below are the cases scheduled to be heard by the Minnesota Supreme Court in the next few weeks. This listing has been compiled by the Minnesota State Law Library for informational purposes only. Cases may be rescheduled by the Court subsequent to publication in the *State Register*. Questions concerning dates, locations, cases, etc., should be directed to: Clerk of the Appellate Courts, Room 230 State Capitol, St. Paul, MN 55155 612-296-2581.

Supreme Court Cases Scheduled to be Heard During April, 1990

Compiled by Dale A. Hansen, (612) 297-4050

Listed below are the cases scheduled to be heard by the Minnesota Supreme Court in the next few weeks. This listing has been compiled by the Minnesota State Law Library for informational purposes only. Cases may be rescheduled by the Court subsequent to publication in the *State Register*. Questions concerning the time and location of hearings should be directed to: Clerk of the Appellate Courts, Room 230 State Capitol, St. Paul, MN 55155, (612) 296-2581.

Monday, April 2, 1990 9:00 AM

C0-89-2097 CAMBRIDGE STATE BANK, et al., Respondents (Attorneys: Christopher J. Dietzen and Andrew J. Mitchell of Larkin, Hoffman, Daly & Lindgren and Lawrence R. Waldoch, James P. McCarthy, and Thomas L. Fabel of Lindquist & Vennum), **NORWEST BANK DULUTH, NATIONAL ASSOCIATION** (formerly FIRST NATIONAL BANK OF DULUTH), **Respondent** (Attorneys: Robert L. Schnell, Jr. and Walter A. Pickhardt of Faegre & Benson) **vs. ARTHUR H. ROEMER, COMMISSIONER, DEPARTMENT OF REVENUE and the STATE OF MINNESOTA, Appellant** (Attorney: Thomas R. Muck, Deputy State Attorney General). Judgment Ramsey County.

Is the Minnesota bank excise tax a franchise tax (not an income tax) which may include U.S. obligation interest in its measure?

Is the Minnesota bank excise tax a nondiscriminatory franchise tax?

Should the banks be estopped from asserting that the bank tax is discriminatory against U.S. obligations because the banks benefited from the state exemptions which made it so.

Should both the ruling that the Minnesota bank excise tax is an income tax and the opinion of the U.S. Supreme Court in *Memphis Bank v. Garner* be applied prospectively only?

Is the appropriate remedy for the court's finding that the bank tax is discriminatory to sever the discriminatory provisions and enter declaratory relief that they are unconstitutional leaving the remainder of the tax statute intact?

Should Respondent's deductions be reduced in computing any refunds to eliminate certain expense deductions because they were connected with or allocable against U.S. obligation income?

C6-89-824 R.S., an adult, Respondent (Attorneys: Dennis L. Smith and Dennis D. Daly, Jr. and Theodore F. Collins of Collins, Buckley, Sauntry & Haugh) **vs. STATE OF MINNESOTA, petitioner, Appellant** (Attorneys: Julie K. Harris and David P. Iverson, Assistant State Attorneys General), **HENNEPIN COUNTY, petitioner, Appellant** (Attorney: Therese Galatowitsch, Assistant Hennepin County Attorney). Opinion Court of Appeals.

Does *Minnesota Statutes* § 626.556, subd. 10(c) permit county child protection workers to interview a child without parental knowledge and consent for the purpose of assessing a report of suspected child abuse in which the perpetrator is unknown?

Tuesday, April 3, 1990 9:00 AM

CX-89-924 In Re the Matter of: CINDY D. VOGT, petitioner, Appellant (Attorneys: Tracy L. Bains and Janet C. Werness, Southern Minnesota Regional Legal Services, Inc.) **vs. THOMAS C. VOGT, Respondent** (Attorneys: Loretta M. Frederick and J. C. Pegg). Opinion Court of Appeals.

Is compulsory mediation of visitation issues in protection cases prohibited by *Minnesota Statutes* § 518.619 and by Rule 9.01 of the *Minnesota Rules* of Family Court Procedure, and is such mediation contrary to public policy?

Did the trial court sufficiently inquire into the safety and best interests of the children involved, although it did not order an investigation as permitted by *Minnesota Statutes* § 518.167, before issuing its visitation order?

Thursday, April 5, 1990 9:00 AM

C0-89-981 In Re Petition for Disciplinary Action against DENNIS R. PETERSON, an Attorney at Law of the State of Minnesota (Attorney for Respondent: Jack S. Nordby).

Petition for Disciplinary Action.

C6-60-37101 In Re Petition for Reinstatement of LEONARD A. HANSON, as an Attorney of the State of Minnesota.

Petition for Reinstatement.

Wednesday, April 11, 1990 11:00 AM Hamline University

C1-89-2254 & C6-89-2301 FEDERATED MUTUAL INSURANCE COMPANY, Respondent (Attorney: Michael C. Lindberg of Johnson & Lindberg, P.A.) **vs. LITCHFIELD PRECISION COMPONENTS, INC., Appellant** (C6-89-2301) (Attorneys: Robert T. Stich and James D. Knudsen of Stich, Angell, Kriedler & Muth, P.A.), **ROBINS, ZELLE, LARSON & KAPLAN, Appellant (C1-89-2254)** (Attorney: Bryan K. McKamey of Robins, Kaplan, Miller & Ciresi). Orders Hennepin County.

Does this jurisdiction recognize a cause of action in tort for intentional spoliation of evidence, and, if so, what are the elements of such a tort?

Does this jurisdiction recognize a cause of action in tort for negligent spoliation of evidence, and, if so, what are the elements of such a tort?

Did Plaintiff establish a sufficiently cognizable injury to proceed on any and all of its causes of action against the Defendants prior to a resolution of the underlying subrogation claim?

Supreme Court Decisions, Opinions & Rules

Decisions Filed 23 March 1990

C9-89-1241 State of Minnesota v. Joseph John Bergeron, Appellant. Hennepin County.

1. The trial court did not err in ruling that decedent's statement met the foundational requirements of a dying declaration and in admitting that statement into evidence.

2. The evidence to show that defendant committed a burglary and that he intended to kill was sufficient to sustain his conviction for first degree felony murder.

3. Under the facts and circumstances of this case, the trial court did not err in limiting defendant's repetitious denial of guilty intent.

Affirmed. Wahl, J.

C8-88-2614 Jon Clifford Johnson, et al. v. Ronald Morris, individually and a police officer in the Lakefield Police Department, et al., Steven Van Hal, individually and as Deputy Sheriff in the County of Jackson, et al., petitioners, Appellants, State of Minnesota, Defendant. Court of Appeals.

1. In action seeking damages from a peace officer for alleged violation of federal civil rights under *42 U.S.C. 1983*, the trial court appropriately granted summary judgment to the officer for failure of the complaint to present justiciable claims or because the officer enjoyed a qualified immunity from liability for his conduct.

2. In action seeking state law tort damages from a peace officer alleging false arrest, false imprisonment, assault, battery and negligent and intentional infliction of emotional distress, the trial court appropriately granted summary judgment to the police officer on all claims except that for assault.

Affirmed in part, reversed in part, and remanded. Kelley, J.

C2-88-2379 State of Minnesota v. Bruce Philip Larson, Appellant. Court of Appeals.

1. Trial court did not violate defendant's right of confrontation in admitting extrajudicial statements of available but nontestifying complainant in child sex abuse prosecution where defendant was free to call and cross-examine the child.

2. Although extrajudicial statements may not have been admissible under *Minnesota Statutes* § 595.02, subd. 3 (1988), because the declarant was available but did not testify, the statements were admissible under *Minn. R. Evid.* 803(24) (the catch-all exception) and *Minn. R. Evid.* 803(4) (statements for purpose of medical diagnosis or treatment).

3. In the future in a case like this the state must call in its case-in-chief an available witness whose hearsay statements are being admitted against the defendant if the defendant so requests.

4. Effect of determination of competency of child witness is not a factor which trial court necessarily must consider in making competency determination.

Reversed; judgment of conviction affirmed. Coyne, J.

Dissenting, Kelley, J.

C8-89-310 American Family Mutual Insurance Company, petitioner, Appellant v. Robert Vanman, et al. Court of Appeals.

A reparation obliger is not entitled to common law indemnity from an uninsured motorist for basic economic loss benefits paid pursuant to the assigned claims plan.

Affirmed. Coyne, J.

C3-88-1760 In Re Petition for Disciplinary Action against John Remington Graham, an Attorney at Law of the State of Minnesota. Supreme Court.

Suspended. Per Curiam.

Orders

C8-82-1658 In Re Petition for Disciplinary Action against Paul C. Piper, an Attorney at Law of the State of Minnesota. Supreme Court.

Indefinitely suspended. Kelley, J.

Order #C4-80-51095—Reappointment to the Minnesota Sentencing Guidelines Commission

Pursuant to *Minnesota Statutes* § 244.09, subd. 2(2) and subd. 3, I, Chief Justice of the Supreme Court of the State of Minnesota, do hereby reappoint the Honorable Glenn E. Kelley, Associate Justice of the Minnesota Supreme Court, as the designee of the Chief Justice of the State of Minnesota, to the Minnesota Sentencing Guidelines Commission for a new term expiring April 15, 1994.

Dated: 15 March 1990

BY THE COURT

Peter S. Popovich
Chief Justice

Order #C4-80-51095—Appointment to the Minnesota Sentencing Guidelines Commission

Pursuant to *Minnesota Statutes* § 244.09, subd. 2(2) and subd. 3, I, Chief Justice of the Supreme Court of the State of Minnesota, do hereby appoint the Honorable R. A. Randall, Judge of the Court of Appeals, to succeed the Honorable Fred Norton as the Court of Appeals member of the Minnesota Sentencing Guidelines Commission for a term expiring March 15, 1994.

Dated: 14 March 1990

BY THE COURT

Peter S. Popovich
Chief Justice

Order CX-84-1651—Appointment of Member to the Minnesota State Board of Legal Certification

WHEREAS, Timothy Olcott has completed his term on the Minnesota State Board of Legal Certification and does not wish to serve a second term, and

WHEREAS, Donald E. Schmid, Jr. has agreed to serve on the Board,

IT IS ORDERED, that Donald E. Schmid, Jr., 109 W. Main, Sleepy Eye, Minnesota 56085, be and hereby is, appointed a member of the Minnesota State Board of Legal Certification for a term expiring on January 1, 1993.

Dated: 15 March 1990

BY THE COURT

Peter S. Popovich
Chief Justice

Order #C1-84-2140—In Re Appointment to the Interest on Lawyer Trust Account Board

Pursuant to the Rules for Interest on Lawyer Trust Account Board adopted by this Court,

IT IS ORDERED:

Timothy Marrinan is hereby appointed, as the Supreme Court representative, to serve as a member of the Interest on Lawyer Trust Account Board for a three-year term commencing on February 1, 1990, and to end on January 31, 1993. Mr. Marrinan succeeds John Jackson, who has served the maximum number of terms permitted.

Dated: 15 March 1990

BY THE COURT:

Peter S. Popovich, Chief Justice

Order #C6-89-2248—Appointing Members of the Criminal Courts Study Commission

WHEREAS, by Supreme Court Order dated December 29, 1989, the Criminal Courts Study Commission was established and its members appointed; and

WHEREAS, it is deemed desirable to appoint additional members to the Commission;

NOW THEREFORE, IT IS HEREBY ORDERED that the following persons are appointed to serve on the Commission:

William P. Kain
Attorney at Law
925 First Street South
St. Cloud, MN 56301
(612) 253-3700

Mitchell L. Rothman
Deputy City Attorney
Minneapolis City Attorney's Office
A1700 Government Center
Minneapolis, MN 55487
(612) 673-2033

Richard A. Newberry
Assistant City Attorney
St. Paul City Attorney's Office
638 Courthouse
St. Paul, MN 55102
(612) 298-4271

Thomas H. Frost
Assistant Hennepin County Attorney
Chief, Criminal Division
C2100 Government Center
Minneapolis, MN 55487
(612) 348-5520

Terrence M. Walters
Attorney at Law
Suite 303
18 Southwest Third Street
Rochester, MN 55902
(507) 281-5857

Dated: 15 March 1990

BY THE COURT:

Peter S. Popovich
Chief Justice

Announcements

Environmental Quality Board (EQB): Comments are due April 18 on the EAWs (environmental assessment worksheets) for the projects listed below at their regional governing unit: **Tiller Corporation Mining Permit—Pit 731**, Washington County (612) 779-5443; **Ogilvie Wastewater Treatment Facility Upgrade**, Minn. Pollution Control Agency (MPCA) (612) 297-1766; **East Gull Lake Wastewater Treatment Facilities**, MPCA (612) 296-7796; **Goose Lake/Vermillion River Bottoms Habitat Rehabilitation and Enhancement Project**, Minn. Dept. of Natural Resources (DNR) (612) 296-4796; **Serenity Plat Two**, St. Cloud Township (612) 251-1371; **Lester River Tunnel and Fishways**, DNR (612) 296-4796. • An alternative review by the Minn. Dept. of Transportation (MnDOT) will be made of **I-94/20th Street South Half-Diamond Interchange**, (218) 299-5301. • Petitions have been received for environmental review of the following projects: **Little Wabana Lake Plat**, Itasca County (Terry Greenside, Zoning Administrator, Itasca County Courthouse, Grand Rapids, MN 55744; **Peters Gas Station/Store**, City of Wyoming; **White Bear Hills Shopping Center**, City of White Bear Lake (James Robinson, Planner, City of White Bear Lake, 4701 Highway 61, White Bear Lake, MN 55110. • A draft scoping EAW has been prepared for the **Prairie Island Spent Nuclear Fuel Storage Project** and can be seen at the Red Wing Public Library and at the EQB offices, 300 Centennial Bldg., 658 Cedar St., St. Paul. Two public meetings will be held to receive oral comments on the draft scoping document—Mon. 16 April 1990 at 7 p.m. at the Red Wing Public Library, Third and Broad Sts., and on Tues. 17 Apr. at 3 p.m. at the EQB offices. Written comments are due by Apr. 16 to Bob Cupit at the EQB address above. • A draft EIS (environmental impact statement) for the **West Publishing/Eagan Corporate Center** has been prepared and can be viewed at the Eagan City Hall. An information meeting is scheduled for Mon. 19 April at 4 p.m., Eagan City Hall, 3838 Pilot Knob Rd., Eagan. • The DNR is planning two lake rehabilitation projects for this spring: **Naylor Pond** and **Clear Lake** will be treated with the chemical rotenone (trade name Nusyn-Noxfish). Comments or questions should be addressed to James Groebner, DNR—Fisheries, 500 Lafayette Rd., Box 12, St. Paul, MN 55155-4012.

Governor's Appointments/Snowmobile Trail Task Force: Governor Rudy Perpich announced the creation of a Snowmobile Trail Task Force to be made up of representatives of retailers, snowmobile activists and the snowmobile industry. It will analyze the current condition of Minnesota's snowmobile trails and will develop long term objectives for the state's snowmobiling program. Appointed to the Task Force are **Tom Decker**, Mound; **Robert Devries**, Brooklyn Center; **Nancy Hanson**, New Hope; **Anton Jambor**, Minneapolis; **Brook Kinder**, Walker; **Joe Klosterman**, Thief River Falls; **Marlyse Knutson**, Excelsior; **Jerry Kujala**, Mountain Iron; **Hank Lindsey**, Bemidji; **Delyle Pankratz**, Mountain Iron; **Larry Shepherd**, Northfield; **LeRoy Strehlo,** Circle Pines; **Douglas Swenson**, Hibbing; **Mary Violet**, Hanover; **Richard Waseen**, Barnum; and **Fred Zak**, Little Falls. Governor Perpich also announced appointments to the Board of Electricity, which licenses electricians and inspects new electrical wiring. Reappointed to the board are **Allan Hill**, Duluth; **George Meyer**, North Mankato; and **Robert Thompson**, Minneapolis. Newly appointed to the board is **Gerald Anderson** of Shoreview. All the appointments are to four-year terms.



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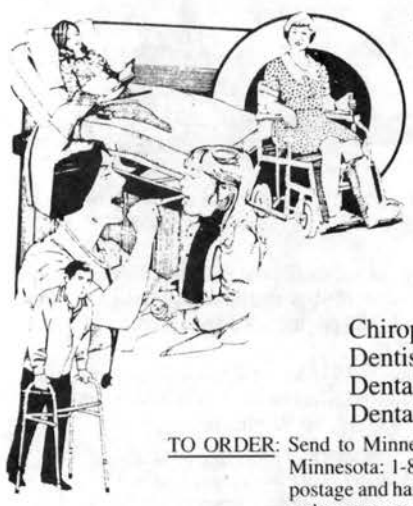

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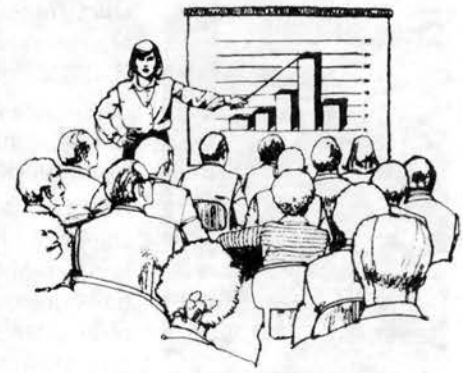

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DECLARATION OF
COUNSEL

I, Bernard E. Johnson, Special Assistant Attorney General, do hereby declare that I have examined the above-captioned rules, and the supporting rulemaking record, and that, based on my examination, the Administrative Procedure Act and the Minnesota Rules, chapter 2010 have been followed. Any exceptions are listed below. For attorney general billing purposes, the four-digit docket client code is 0771.

Bernard E Johnson

Bernard E. Johnson
Special Assistant Attorney General

May 29, 1990
Date