

Minnesota Attorney General: Administrative Rules Proceedings

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

Version 3
August 20, 2018

MJC

RULE REVIEW CHECKLIST

File No. 1769 — Docket No. 05.0009.0831.
DATE RECEIVED 12-5-90 — ADOPTED W/O HEARING ____
REVIEW DATE 12-14-90 — EMERGENCY RULE ____
DUE DATE 12-19-90 — TO REVISOR ON 12-6-90
(DIS)APPROVED ____ — REVISOR (DIS)APPROVED 12-17
WITHDRAWN ____ — FILED W/SEC. OF STATE 12-21-90
RETURNED TO AGENCY ____

✓ Rule as adopted (4 copies)

✓ May 8, 1989 Notice to Solicit Outside Information/Opinion (if applicable)
May 8, 1989 Date published in State Register
____ Comments

____ Petition for Adoption of a Rule

✓ Board's Authorizing Resolution
May 9, 1989 Date adopted

✓ Proposed Rule
✓ Revisor's Certificate

✓ Notice of Intent to Adopt Rule
13[.C.04 and 9 Statutory Authority
____ Small Business Statement
____ Expenditure of public money statement
September 18, 1990 Signature

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

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
October 2, 1990 Dated (30)/25 days before adoption
____ Notice attached indicates it is attached
____ Copy of rule or summary attached

✓ Publication in State Register
Oct 8, 1990 Date (30)/25 days before adoption

✓ 180-day deadline from:
✓ Effective date of law requiring rule (14.12) (both rules) amendments don't apply — not mandatory
✓ end of comment period (§ 14.26) (rules without hearing)
____ effective date of statutory authority (§ 14.29) (emergency rules)

✓ Resolution Adopting
November 13, 1990 Date adopted

✓ Findings of Fact, Conclusions & Order Adopting
November 14, 1990 Date

No comments Written Requests, Submissions or Comments

✓ Declaration of Attorney
Chuck Mohl Name of SAAG representing agency

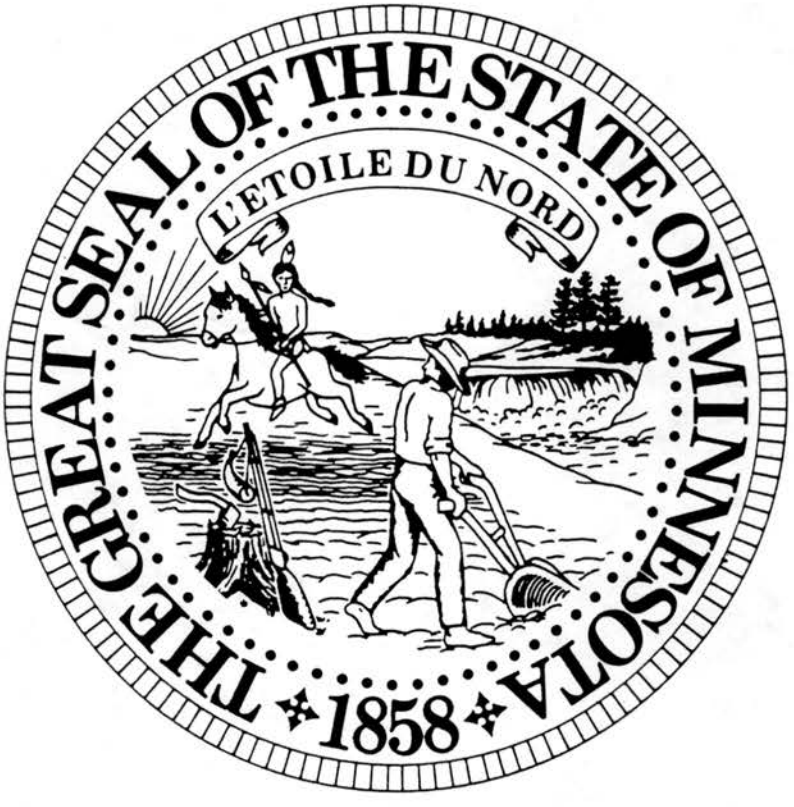
____ Notice of Submission to Attorney General (if applicable)

____ Affidavit of Mailing Notice to Attorney General (if applicable)

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Published every Monday

8 May 1989

Volume 13, Number 45

Pages 2707-2738

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

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

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

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

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

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

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

Dated: 27 April 1989

Paul J. Tschida, Commissioner
Department of Public Safety

State Board of Vocational Technical Education

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

NOTICE IS HEREBY GIVEN that the State Board of Vocational Technical Education is seeking information or opinions from sources outside the agency in preparing to amend Chapter Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in Part-Time Preparatory Instructor—Resource Specialist, Consultant, Substitute License, Letter of Approval, Adult Supplementary. The promulgation of these rules is authorized by *Minnesota Statutes* Sec. 136C.04, subd. 9. and 125.185 subd. 4.

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

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

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

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

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

Helen Henrie, Deputy Director
State Board of Vocation
Technical Education

==========

CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

I, JoAnn Cardenas Enos, do hereby certify that I am a member and the President of the State Board of Vocational Technical Education, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Vocational Technical Education duly and properly called and held on the 9th day of May 1989 that a quorum was present, and that a majority of those present voted for the resolution which has not been rescinded or modified.

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

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

JoAnn Cardenas Enos

President
State Board of Vocational Technical Education

Allan F. Olson

Attest by one other Board Member

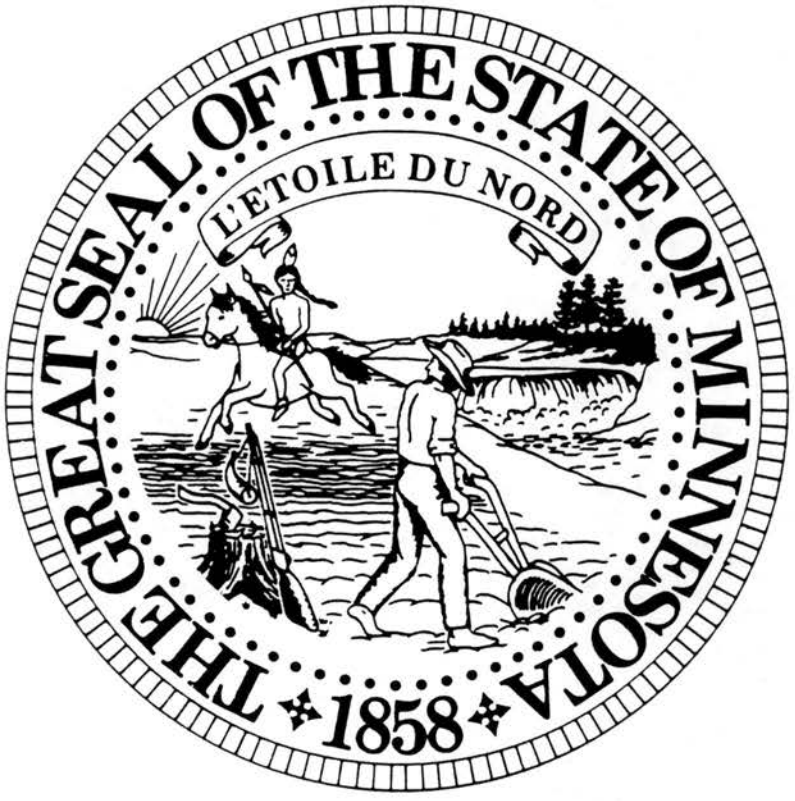
20109910.FRM

Georgia please see pg 1809.

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Rules edition
Published every Monday

16 January 1990

Volume 14, Number 29

Pages 1789-1828

All interested persons or groups are requested to participate. Statements of information and comment may be made orally or in writing. Written statements of information and comment may be addressed to:

Eileen Hanlon
Minnesota Veterans Homes
Building 6, Room 105
5101 Minnehaha Avenue South
Minneapolis, Minnesota 55417

Oral statements of information and comment will be received during regular business hours over the telephone at (612) 721-0600, extension 283.

All statements of information and comment will be accepted until further notice is given or the Notice of Hearing or Notice of Intent to Adopt Without a Hearing are published in the *State Register*. Any written material received by the Department shall become part of the hearing record.

State Board of Vocational Technical Education

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

NOTICE IS HEREBY GIVEN that the State Board of Vocational Technical Education is seeking information or opinions from sources outside the agency in preparing to amend Chapter Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in General licensure rules: Voluntary surrender of teacher licenses, Consultant, Substitute License, Letter of approval, Adult Supplementary; New Ventures; Marketing Occupations, Customer Service Management, Postal Service Management; Health Occupations: Athletic Medicine Technology; Technical Occupations, Electronics Technology. Promulgation of these rules is authorized by *Minnesota Statutes* § 136C.04, subd. 9, and 125.185, subd. 4.

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

Ms. Jeanette Daines
State Board of Vocational Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-0679

Ms. Georgia Pomroy
State Board of Vocational Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-0680

Oral statements will be received during regular business hours over the telephone at (612) 296-0680 or in person at the above address.

All statements of information and comments shall be accepted until 4:30 p.m., Thursday, February 22, 1990. Any written material received by the State Board of Vocational Technical Education shall become part of the record to be submitted to the Attorney General or Administrative Law Judge in the event the rule is adopted.

Helen Henrie, Interim State Director
State Board of Vocational
Technical Education

Board of Water and Soil Resources

Notice of Meeting Location

The Board of Water and Soil Resources will hold their January 24, 1990 meeting at the Holiday Inn-North, 2540 North Cleveland, Roseville, MN 55113.

Office of the Revisor of Statutes
Administrative Rules

Harry M. Walsh
Deputy Revisor
296-4752

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

September 13, 1990

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

RE: File No. 1693

Dear Ms. Pomroy:

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

If you have any questions, please call me.

Very truly yours,

Harry M. Walsh

Board of Vocational Technical Education

Proposed Permanent Rules Relating to Extension Instructor Licenses

Rules as Proposed (all new material)

3700.1400 QUALIFICATION FOR LICENSURE.

An applicant, other than an extension part-time license applicant, must meet technical college continuous program licensure requirements and conform to the general provisions and procedure for licensure of instructional and supportive personnel employed over 500 hours annually.

3700.1405 EXTENSION PART-TIME INSTRUCTOR LICENSE.

Subpart 1. **Personnel who must be licensed.** Any person holding a position teaching extension part time from 61 to 500 hours in a technical college, must be licensed according to this part.

Subp. 2. **Authorizing signature.** An application for an initial extension part-time instructor license or for its renewal must be signed by the authorized technical college administrator, subject to review by the chancellor of the technical college system.

Subp. 3. **Issuance of an initial license.** The chancellor of the technical college system shall issue an initial extension part-time license to an applicant recommended for licensure by the authorized technical college administrator. A recommended applicant must be technically and professionally qualified for the assignment through preparatory occupational or educational training experiences, or both, which must be verified and on file at the local technical college. When a professional board requires a credential to practice, this credential must be submitted with the application. Extension part-time licenses will be issued and renewed for five-year time periods.

Subp. 4. **Part-time extension licensure fields.** An applicant may be recommended for licensure in the following

Approved by Revisor

licensure fields:

A. agribusiness and agricultural production;

B. renewable natural resources;

C. management practices;

D. personnel supervision;

E. business office operation and practices;

F. marketing and distribution;

G. nursing-related;

H. allied health;

I. E.M.T. (emergency medical technician);

J. cardiopulmonary resuscitation;

K. first aid;

L. protection and safety;

M. fire service;

N. mine safety and health;

O. consumer education;

P. service occupations;

Q. food production and service;

R. parenting and family education;

S. personal communications;

T. computations;

U. personal professional development;

V. communications technology;

W. manufacturing and engineering technologies;

X. hand precision occupations;

Y. construction trades;

Z. mechanics and repairers; and

AA. occupational special topics.

Subp. 5. **Renewal of licenses.** The applicant must meet the requirements of items A and B to renew a part-time extension license.

A. Signature of the authorized technical college administrator.

B. Upgrading activities recommended by the technical college administrator to maintain license currency in the assigned field.

Approved
by Revisor _____

REPEALER. Minnesota Rules, parts 3515.5100 to 3515.5300 are repealed.

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Extension Instructor Licenses

AGENCY: Board of Vocational Technical Education

MINNESOTA RULES: Chapters 3515 and 3700

The attached rules are approved for publication in the State Register

Harry M. Walsh
Deputy Revisor

September 13, 1990

MINNESOTA TECHNICAL COLLEGE BOARD

Statement of Need and Reasonableness
For Permanent Licensure Covering
Technical College Personnel

3700.1400 and 3700.1405 Extension
Part-time Instructors

The statutory authority for the State Board of Vocational Technical Education to promulgate these rules is contained in Minnesota Statutes section 136C.04, subd. 9 which states:

Licensure. The State Board may promulgate rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education. The State Board may adopt licensure rules according to Sections 14.29 to 14.36 when necessary for continuous programs approved by the Board and when the Board determines appropriate licensure standards do not exist.

BACKGROUND INFORMATION

The state board is in the process of revising existing licensure rules. This rule is a continuation of this process.

The state board passed an authorizing resolution on May 9, 1989, and a Notice of Intent to Solicit Outside Opinion was published in the State Register on May 8, 1989 and January 16, 1990. Information was sought and received from state board staff, outside opinion from interested parties, consultation with technical college administrators and instructors, the Revisor of Statutes and the Office of the Attorney General which resulted in the proposed rules. The State Board of Technical Colleges staff then made the final rule recommendations.

Current licensure in extension is as follows:

3515.5300 ADULT SUPPLEMENTARY LICENSE.

Subpart 1. **Authorizing signature.** Applications for the initial entrance and subsequently renewed adult supplementary license shall be signed by the authorized vocational administrator, subject to review by the commissioner of education.

Subp. 2. **Issuance of an initial entrance adult supplementary license.** The commissioner of education shall issue an initial entrance adult supplementary license to an applicant recommended for adult supplementary licensure by the authorized local vocational administrator, and professionally and technically qualified in the specific occupational area to be taught, as verified by the authorized local vocational administrator.

Subp. 3. **Renewed adult supplementary license.** The commissioner of education shall issue a renewed adult supplementary license to an applicant recommended for renewed adult supplementary license by the authorized local vocational administrator, and professionally and technically qualified through completion of upgrading activities recommended by the authorized local vocational official to maintain currency in the specific occupational area taught.

Subp. 4. **Adult supplementary license validity.** Adult supplementary instructors shall not teach on an adult supplementary license in excess of 500 hours annually. An initial entrance or a renewed adult supplementary license is valid for five years.

3515.5300 Adult Supplementary license does not specify license categories. Past precedent, however, has resulted in the issuance of over 400 fields of licensure. It is necessary to revise the rule for two reasons. Current practice should reflect the language of the rule, and also revision will allow a broader range of subject content without promulgation of additional rules. The broader classifications also reduce the actual number of license categories issued to 27. It is reasonable to make these changes to enable the colleges to offer content specific to local community needs for which no category exists under current practice. It is reasonable also since no specific criteria is required under the extension rule other than the recommendation of local administration. Since there are no specified criteria or programs, the broader category more clearly reflects both existing rule and past practice. In addition, language has been changed to represent the separation of the technical college board from the board of education. This is a reasonable change.

3700.1405. EXTENSION PART-TIME INSTRUCTOR LICENSE

Language changes represent current titles and terminology used by the technical college board.

Subpart 1. **Personnel who must be licensed.** Appraises the applicant of the requirement for a license. There is no change in this requirement.

Subp. 2. **Authorizing signature.** Indicates appropriate signatures and administrative review. There are no changes in this requirement.

Subp. 3. **Issuance of an initial license.** Clarifies for the applicant the steps required to be licensed. Includes the requirement of professional credentials mandated by specific boards. Although this has always been required in some professional areas, this appraises the applicant of that necessity and is therefore reasonable. There is no change in the substance of the requirements from current rule.

Subp. 4. **Part-time licensure fields.** The current practice of licensing individuals in over 400 categories has been consolidated to broader areas of 27. The broad area

classification is necessary since it is impossible to correctly identify all specific offerings now and in the future which may be available in the technical colleges. Current rule of issuance of an "adult supplementary" license is too broad to implement while past and current practice of over 400 is too cumbersome and too definitive leaving no room for flexibility. The hiring authority can determine the appropriateness of a local offering for a respective category, as well as specific educational and/or occupational experience needed to teach in that category. Since extension offerings vary widely throughout the state, this is a reasonable subpart.

Subp. 5. **Renewal of license.** The requirements in this subpart are the same as current rule. There are no changes in this subpart. This rule will be implemented using current processes and will have no financial impact.

In the Matter of the Proposed Adoption of the Rule of the State of Minnesota, State Board of Technical Colleges Governing Licensure Criteria: Postsecondary Vocational Technical Education, Minnesota Rules 3700.1400-3700.1405, Extension Instructor Licenses

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

STATE OF MINNESOTA]
] **ss.**
COUNTY OF RAMSEY]

LeAnn R. VanDorsten, being sworn says:

I hereby certify that the list of persons and associations who have requested, pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 or 14.30, that their names be placed on the State Board of Technical Colleges rulemaking mailing list is accurate, complete and current as of this 2nd th day of October, 1990.

That on the 2nd th day of October, 1990, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice of Intent to Adopt A Rule Without a Public Hearing for Extension Instructor Rules 3700.1400-3700.1405 by depositing in the State of Minnesota Central Mail System for United States mailing, a copy thereof, with postage prepaid, to all persons and associations on the aforementioned mailing list.

LeAnn R. VanDorsten
[Name]

Executive I
[Title]

Subscribed and sworn to before me
this 2 day of Oct., 19 90.

Arlayne J. Nelson

9920EXT

ARLAYNE J. NELSON
NOTARY PUBLIC-MINNESOTA
HENNEPIN COUNTY
MY COMMISSION EXPIRES APRIL 13, 1993

Mailing List for Extension Instructor Licensure rules
(Rules as Proposed)

October 3, 1990

1. Directors (presidents)
2. Assistant Directors
3. Adult Extension Directors
4. Permanent Rule Making Mailing List

TITLE	FIRST NAME	LAST NAME	TECHNICAL COLLEGE	ADDRESS	CITY, STATE, ZIP	PHONE
Mr.	Charles	Van Wey	Albert Lea Technical College	2200 Tech Drive	Albert Lea, MN 56007	(507) 373-0656
Mr.	Donald	Bluhm	Alexandria Technical College	1601 Jefferson	Alexandria, MN 56308	(612) 762-0221
Mr.	Ron	Svedjan	Anoka Technical College	1355 West Highway 10	Anoka, MN 55303	(612) 427-1880
Mr.	John	Gedker	Austin Technical College	1900 Eighth Avenue NW	Austin, MN 55912	(507) 433-0600
Ms.	Mary	Eaton	Bemidji Technical College	905 Grant Ave SE	Bemidji, MN 56601	(218) 751-4137
Mr.	Kevin	Kopischke	Brainerd Technical College	300 Quince Street	Brainerd, MN 56401	(218) 828-5344
Mr.	Bob	Jarvi	Dakota County Tech. College	1300 145th Street East	Rosemount, MN 55068	(612) 423-8301
Mr.	Keith	Gilbertson	Detroit Lakes Tech. College	Highway 34 East	Detroit Lakes, MN 56501	(218) 847-1341
Mr.	Rodger	Palmer	Duluth Technical College	2101 Trinity Road	Duluth, MN 55811	(218) 722-2801
Mr.	Galen	Cariveau	East Grand Forks Tech College	Highway 220 North	East Grand Forks, MN 56721	(218) 773-3443
Mr.	George	Walters	Eveleth Technical College	Highway 53	Eveleth, MN 55734	(218) 744-3302
Mr.	Don	Olson	Faribault Technical College	1255 Southwest Third	Faribault, MN 55021	(507) 334-3965
Mr.	Jim	Swanson	Hennepin Technical College	9200 Flying Cloud Dr.	Eden Prairie, MN 55347	(612) 944-2222
Ms.	Shirley	Johnson	Hennepin Technical College	9000 Brooklyn Blvd.	Brooklyn Park, MN 55445	(612) 425-3800
Mr.	Jim	Rossbach	Hennepin Technical College	1820 North Xenium	Minneapolis, MN 55441	(612) 559-3535
Ms.	Charlotte	Skibicki	Hibbing Technical College	2900 East Beltline	Hibbing, MN 55746	(218) 262-6688
Mr.	George	Halonen	Hutchinson Technical College	Two Century Avenue	Hutchinson, MN 55350	(612) 587-3636
Mr.	Dan	Kocer	Mankato Technical College	1920 Lee Boulevard	Mankato, MN 56001	(507) 625-3441
Dr.	Mary	Charles	Minneapolis Technical College	1415 Hennepin Avenue	Minneapolis, MN 55403	(612) 370-9400
Ms.	Rose	Anderson	Moorhead Technical College	1900 28th Ave So.	Moorhead, MN 56560	(218) 236-6277
Ms.	Judy	Stengel-Rodine	Northeast Metro Tech. College	3300 Century Avenue	White Bear Lake, MN 55110	(612) 770-2351
Ms.	Jerelyn	Delak	Pine Technical College	1100 Fourth Street	Pine City, MN 55063	(612) 629-6764
Mr.	David	Anderson	Red Wing Technical College	1826 Pioneer Road	Red Wing, MN 55066	(612) 388-8271
Ms.	Kathy	Monnet	Rochester Technical College	1926 College View Rd E	Rochester, MN 55901-8299	(507) 285-8631
Mr.	Bob	Larson	St. Cloud Technical College	1540 Northway Drive	St. Cloud, MN 56303	(612) 252-0101
Ms.	Linda	Thedens	St. Paul Technical College	235 Marshall Ave	St. Paul, MN 55102	(612) 221-1330
Mr.	Ray	Gildow	Staples Technical College	Airport Road	Staples, MN 56479	(218) 894-1168
Mr.	Roger	Fransen	STC-Canby	1011 First Street W	Canby, MN 56220	(507) 223-7252
Ms.	Carolyn	Fransen	STC-Canby	1011 First Street W	Canby, MN 56220	(507) 223-7252
Ms.	Carol	Rikke	STC-Granite Falls	Highway 212 West	Granite Falls, MN 56241	(612) 564-4511
Mr.	Harlan	Lidke	STC-Jackson	401 West Street	Jackson, MN 56143	(507) 847-3320
Mr.	Larry	Schemmel	STC-Pipestone	North Hiawatha	Pipestone, MN 56164	(507) 825-5471
Mr.	Bob	Bollesen	Thief River Fls Tech College	Highway One East	Thief River Falls, MN 56701	(218) 681-5424
Mr.	Jerry	Neff	No Cen Partnership/Wadena TC	405 Colfax Ave SW	Wadena, MN 56482	(218) 631-3530
Mr.	Jim	Baymler	Wadena Technical College	405 Colfax Ave SW	Wadena, MN 56482	(218) 631-3530
Mr.	Roger	Iverson	Willmar Technical College	Box 1097	Willmar, MN 56201	(612) 235-5114
Mr.	Ken	Maddux	Winona Technical College	1250 Homer Road	Winona, MN 55987	(507) 454-4600

v = dup.

TITLE	FIRST NAME	LAST NAME	TECHNICAL COLLEGE	ADDRESS	CITY, STATE, ZIP	PHONE
Mr.	Darrel	Schwartz	Albert Lea Technical College	2200 Tech Drive	Albert Lea, MN 56007	(507) 373-0656
Mr.	Donald	Bluhm	Alexandria Technical College	1601 Jefferson	Alexandria, MN 56308	(612) 762-0221
Mr.	John	Phillips	Alexandria Technical College	1601 Jefferson	Alexandria, MN 56308	(612) 762-0221
Mr.	Larry	Shellito	Alexandria Technical College	1601 Jefferson	Alexandria, MN 56308	(612) 762-0221
Mr.	Douglas	Derr	Anoka Technical College	1355 West Hwy 10	Anoka, MN 55303	(612) 427-1880
Ms.	Gerrie	Driessen	Anoka Technical College	1355 West Hwy 10	Anoka, MN 55303	(612) 427-1880
Mr.	Ron	Svedjan	Anoka Technical College	1355 West Hwy 10	Anoka, MN 55303	(612) 427-1880
Mr.	Barry	Baker	Austin Technical College	1900 8th Ave NW	Austin, MN 55912	(507) 433-0600
Mr.	Rick	Casey	Austin Technical College	1900 8th Ave NW	Austin, MN 55912	(507) 433-0600
Mr.	John	Gedker	Austin Technical College	1900 8th Ave NW	Austin, MN 55912	(507) 433-0600
Mrs	Jane	Rosenberg	Austin Technical College	1900 8th Ave NW	Austin, MN 55912	(507) 433-0600
Mr.	Tom	Langan	Bemidji Technical College	Roosevelt & Grant	Bemidji, MN 56601	(218) 751-4137
Mr.	Dennis	Sullivan	Bemidji Technical College	Roosevelt & Grant	Bemidji, MN 56601	(218) 751-4137
Dr.	Harold	Erickson	Brainerd Technical College	300 Quince	Brainerd, MN 56401	(218) 828-5344
Mr.	Kevin	Kopischke	Brainerd Technical College	300 Quince	Brainerd, MN 56401	(218) 828-5344
Ms.	Dorothy	Dodds	Dakota County Tech. College	1300 E 145th St	Rosemount, MN 55068	(612) 423-8301
Mr.	Bob	Jarvi	Dakota County Tech. College	1300 E 145th St	Rosemount, MN 55068	(612) 423-8301
Mr.	Jerry	Johnson	Dakota County Tech. College	1300 E 145th St	Rosemount, MN 55068	(612) 423-8301
Mr.	Robert	Dobrenksi	Detroit Lakes Tech. College	Highway 34 East	Detroit Lakes, MN 56501	(218) 847-1341
Mr.	Doyle	Cossin	Duluth Technical College	2101 Trinity Road	Duluth, MN 55811	(218) 722-2801
Ms.	Judy	Neppel	East Grand Forks Tech College	Highway 220 No	East Grand Forks, MN 56721	(218) 773-3443
Mr.	Joe	Dennie	Eveleth Technical College	Highway 53	Eveleth, MN 55734	(218) 744-3302
Mr.	Donald T.	Olson	Faribault Technical College	1255 SW Third St	Faribault, MN 55021	(507) 334-3965
Mr.	Harold	Montzka	Hibbing Technical College	2900 E Beltline	Hibbing, MN 55746	(218) 262-6185
Mr.	George	Halonen	Hutchinson Technical College	Two Century Avenue	Hutchinson, MN 55350	(612) 587-3636
Mr.	Ronald	Jonas	Hutchinson Technical College	Two Century Avenue	Hutchinson, MN 55350	(612) 587-3636
Mr.	Duane	Bucholz	Mankato Technical College	1920 Lee Blvd	Mankato, MN 56001	(507) 625-3441
Mr.	Les	Schneider	Mankato Technical College	1920 Lee Blvd	Mankato, MN 56001	(507) 625-3441
Dr.	Mary	Charles	Minneapolis Technical College	1415 Hennepin Ave	Minneapolis, MN 55403	(612) 370-9400
Mr.	Joe	Zetah	Minneapolis Technical College	1415 Hennpine Ave	Minneapolis, MN 55403	(612) 370-9400
Mr.	Paul	Molick	Moorhead Technical College	1900 28th Ave So	Moorhead, MN 56560	(218) 236-6277
Mr.	Fred	Boggs	Northeast Metro Tech. College	3300 Century Ave	White Bear Lake, MN 55110	(612) 770-2351
Mr.	Earl	Brunberg	Northeast Metro Tech. College	3300 Century Ave	White Bear Lake, MN 55110	(612) 770-2351
Mr.	Chuck	Devore	Northeast Metro Tech. College	3300 Century Ave	White Bear Lake, MN 55110	(612) 770-2351
Mr.	Jeff	Larson	Northeast Metro Tech. College	3300 Century Ave	White Bear Lake, MN 55110	(612) 770-2351
Ms.	Judy	Rodine	Northeast Metro Tech. College	3300 Century Ave	White Bear Lake, MN 55110	(612) 770-2351
Mr.	Vern	Vick	Northeast Metro Tech. College	3300 Century Ave	White Bear Lake, MN 55110	(612) 770-2351
Mr.	Gordon	Williams	Northeast Metro Tech. College	3300 Century Ave	White Bear Lake, MN 55110	(612) 770-2351
Ms.	Martha	Yucel	Northeast Metro Tech. College	3300 Century Ave	White Bear Lake, MN 55110	(612) 770-2351
Mr.	Garland	Kotek	Pine Technical College	1100 Fourth St.	Pine City, MN 55063	(612) 629-6764
Mr.	Ed	Dunn	Red Wing Technical College	Hwy 58 & Pioneer Rd	Red Wing, MN 55066	(612) 388-8271
Mr.	Don	Supalla	Rochester Technical College	1926 College View Rd E	Rochester, MN 55904-8299	(507) 285-8631
Ms.	Dorothy	Bray	St. Cloud Technical College	1540 Northway Dr	St. Cloud, MN 56303	(612) 252-0101
Mr.	Robert	Larson	St. Cloud Technical College	1540 Northway Dr	St. Cloud, MN 56303	(612) 252-0101
Mr.	Fred	Town	St. Cloud Technical College	1540 Northway Dr	St. Cloud, MN 56303	(612) 252-0101
Mr.	Milo	Loken	St. Paul Technical College	235 Marshall Ave	St. Paul, MN 55102	(612) 221-1300
Mr.	Peter	Merila	St. Paul Technical College	235 Marshall Ave	St. Paul, MN 55102	(612) 221-1300
Ms.	Linda	Thedens	St. Paul Technical College	235 Marshall Ave	St. Paul, MN 55102	(612) 221-1300
Mr.	Bruce	Nelsen	Staples Technical College	Airport Road	Staples, MN 56479	(218) 894-1168
Mr.	Vern	Treat	Thief River Fls Tech College	Highway One East	Thief River Falls, MN 56701	(218) 681-5424
Mr.	Jim	Baymler	Wadena Technical College	405 SW Colfax Ave	Wadena, MN 56482	(218) 631-3530
Mr.	Kenneth	Carlson	Wadena Technical College	405 SW Colfax Ave	Wadena, MN 56482	(218) 631-3530
Mr.	Roger	Iverson	Willmar Technical College	PO Box 1097	Willmar, MN 56202	(612) 235-5114
Mr.	George	Lapatka	Willmar Technical College	PO Box 1097	Willmar, MN 56202	(612) 235-5114
Mr.	Jim	Johnson	Winona Technical College	1250 Homer Road	Winona, MN 55987	(507) 454-4600

r = dup.

TITLE	FIRST NAME	LAST NAME	TECHNICAL COLLEGE	ADDRESS	CITY, STATE, ZIP	PHONE
Mr.	Terry	Lemer	Albert Lea Technical College	2200 Tech Drive	Albert Lea, MN 56007	(507) 373-0656
Mr.	Frank	Starke	Alexandria Technical College	1601 Jefferson	Alexandria, MN 56308	(612) 762-0221
Mr.	Dave	Sayre	Anoka Technical College	1355 West Highway 10	Anoka, MN 55303	(612) 427-1880
Mr.	John	Gedker	Austin Technical College	1900 Eighth Ave. N.W.	Austin, MN 55912	(507) 433-0600
Mr.	Mel	Salberg	Bemidji Technical College	Roosevelt and Grant	Bemidji, MN 56601	(218) 759-3200
Mr.	Harry	Nysather	Brainerd Technical College	300 Quince	Brainerd, MN 56401	(218) 828-5344
Mr.	David	Schroeder	Dakota County Tech. College	1300 E 145TH ST	Rosemount, MN 55068	(612) 423-8301
Mr.	Dennis	Hopman	Detroit Lakes Tech. College	Highway 34 East	Detroit Lakes, MN 56501	(218) 847-1341
Dr.	Harold	Erickson	Duluth Technical College	2101 Trinity Road	Duluth, MN 55811	(218) 722-2801
Mr.	Jerry	Folstrom	East Grand Forks Tech College	Highway 220 North	East Grand Forks, MN 56721	(218) 773-3443
Dr.	Harold	Hoghaug	Eveleth Technical College	Highway 53	Eveleth, MN 55734	(218) 744-3302
Mr.	Don	Olson	Faribault Technical College	1255 SW Third St.	Faribault, MN 55021	(507) 334-3965
Ms.	Sharon	Grossbach	Hennepin Technical College	9200 Flying Cloud Dr.	Eden Prairie, MN 55344	(612) 944-2222
Dr.	Ronald	Carter	Hennepin Technical College	1820 North Xenium Lane	Plymouth, MN 55441	(612) 559-3535
Mr.	John	Lobben	Hennepin Technical College	1820 North Xenium Lane	Plymouth, MN 55441	(612) 559-3535
Mr.	Marty	Patterson	Hennepin Technical College	9000 Brooklun Blvd.	Brooklyn Park, MN 55445	(612) 425-3800
Mr.	Gerald	Stuhr	Hibbing Technical College	2900 E. Beltline	Hibbing, MN 55746	(218) 262-6688
Mr.	Richard	Lennes	Hutchinson Technical College	Two Century Avenue	Hutchinson, MN 55350	(612) 587-3636
Mr.	John	Votca	Mankato Technical College	1920 Lee Blvd.	Mankato, MN 56001	(507) 625-3441
Mr.	Dean	Berntsen	Minneapolis Technical College	1415 Hennepin Ave.	Minneapolis, MN 55403	(612) 370-9400
Mr.	Nate	Johnson	Moorhead Technical College	1900 28TH Ave. South	Moorhead, MN 56560	(218) 236-6277
Dr.	Bill	Warner	Northeast Metro Tech. College	3300 Century Ave. No.	White Bear Lake, MN 55110	(612) 770-2351
Mr.	Eugene	Biever	Pine Technical College	1100 Fourth St.	Pine City, MN 55063	(612) 629-6764
Mr.	Ed	Dunn	Red Wing Technical College	Hwy 58 & Pioneer Road	Red Wing, MN 55066	(612) 388-8271
Mr.	Don	Supalla	Rochester Technical College	1926 Second St. S.E.	Rochester, MN 55904	(507) 285-8639
Ms.	Marge	Kirchhoff	Int. Pres. - Southeastern T C	1926 College View Rd E	Rochester, MN 55904-8299	(507) 285-8631
Mr.	Marlin	Wacholz	Southwestern Tech. College	Highway 212 West	Granite Falls, MN 56241	(612) 564-4511
Mr.	Gene	Jereczek	St. Cloud Technical College	1540 Northway Drive	St. Cloud, MN 56303	(612) 252-0101
Dr.	Donovan	Schwichtenberg	St. Paul Technical College	235 Marshall Avenue	St. Paul, MN 55102	(612) 221-1300
Dr.	Stanley	Edin	Staples Technical College	Airport Road	Staples, MN 56479	(218) 894-1168
Mr.	Gene	Christiaansen	STC-Canby	1011 First St. West	Canby, MN 56220	(507) 223-7252
Mr.	Richard	Pooley	STC-Granite Falls	Highway 212 West	Granite Falls, MN 56241	(612) 564-4511
Mr.	Dennis	Finstad	STC-Jackson	401 West Street	Jackson, MN 56143	(507) 847-3320
Mr.	Ralph	Knapp	STC-Pipestone	North Hiawatha	Pipestone, MN 56164	(507) 825-5471
Dr.	Orley	Gunderson	Thief River Fls Tech. College	Highway One East	Thief River Falls, MN 56701	(218) 681-5424
Mr.	Lowell	Rasmussen	Wadena Technical College	405 SW Colfax	Wadena, MN 56482	(218) 631-3530
Mr.	Ron	Erpelding	Willmar Technical College	P.O. Box 1097	Willmar, MN 56201	(612) 235-5114
Mr.	Cliff	Korkowski	Winona Technical College	1250 Homer Road	Winona, MN 55987	(507) 454-4600

May 1, 1990
Rule Making Mailing List for
people to comment on
proposed rules and adopted rules

Alyce Ahmann
Attn: Personnel Office
3300 Century Avenue North
White Bear Lake, MN 55110

Darlene Anderson
Anoka-Ramsey Community Coll
11200 Mississippi Blvd. NW
Coon Rapids, MN 55433

Donna Barnes
Minnesota Vocational Assn
3554 White Bear Avenue
White Bear Lake, MN 55110

Loren Berkoski
Work Experience Coordinator
Northeast Education District
PO Box 657
Grand Rapids, MN 55744

Thomas R. Braun
St. Cloud State University
Headley Hall, #201
St. Cloud, MN 56301

Paul H. Buzay
Anoka Technical College
1355 West Highway 10
Anoka, MN 55303

Glenn Cleveland
Burnsville High School
600 East Highway 13
Burnsville, MN 55337

Ray Colvin
Business Education Dept.
MSU Box 51, PO Box 8400
Mankato, MN 56002-8400

Fran Dexter, Chair
Business Education Dept.
Moorhead State University
Moorhead, MN 56563

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

Del Finch
Mankato Technical College
1920 Lee Boulevard
North Mankato, MN 56001

Dr. David Hamilton
Bemidji State University
Hickory Hall 121
1500 Birchmont Drive NE
Bemidji, MN 56601

Gay H. Hendricks
Ind. School District #622
2055 East Larpenteur Avenue
Maplewood, MN 55109

Charles R. Hopkins
University of Minnesota
420 VoTech Ed Bldg.
1954 Buford Avenue
St. Paul, MN 55108

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

Colleen B. Kish
MDE - 6th Floor
Capitol Square Building

Judith J. Lambrecht
University of Minnesota
College of Education
104 Burton Hall
Minneapolis, MN 55455

Dennis Lesher
Northeast Metro Tech Coll
3300 Century Avenue North
White Bear Lake, MN 55110

Roger Lindroos
Leaf River Ed. Dist.
PO Box 644
Wadena, MN 56482

Susan Lynch
Minnesota Education Assn
41 Sherburne Avenue
St. Paul, MN 55119

Sister Johnetta Maher
College of St. Scholastica
1200 Kenwood Avenue
Duluth, MN 55811

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

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

Jerry Moss
Nat. Center for Research
R-350 VoTech Ed Bldg.
1954 Buford Avenue
St. Paul, MN 55108

Ron McKeever
Dakota Co. Technical Coll
1300 - 145 Street East
Rosemount, MN 55068

Gary N. McLean
University of Minnesota
420 VoTech Ed Bldg.
1954 Buford Avenue
St. Paul, MN 55108

Karen O'BRien
Dakota Co. Technical Coll
1300 - 145 Street East
Rosemount, MN 55068

Edgar Persons
University of Minnesota
Ag. Ed. Division
1954 Buford Avenue
St. Paul, MN 55108

Roland Peterson
University of Minnesota
320 VoTech Ed Bldg.
1954 Buford Avenue
St. Paul, MN 55108

Barbara Purfeerst
7513 Humboldt Ave. So.
Richfield, MN 55423

June C. Roos
St. Cloud Technical College
1540 Northway Drive
St. Cloud, MN 56303

Loretta Wolthuis
Home Economics Dept.
Mankato State University
MSU Box 44, PO Box 8400
Mankato, MN 56002-8400

Marilyn Martin Rossmann
University of Minnesota
210 VoTech Ed Bldg.
1954 Buford Avenue
St. Paul, MN 55108

Lois Bell
Educational Service Center
11299 Hanson Blvd.
Coon Rapids, MN 55433

Glynn Simon
Northwestern Electronics Inst.
825 - 41 Avenue NE
Columbia Heights, MN 55421

Dr. Delphine L. Hedtke
Roseville Area Schools #623
1251 West County Road B-2
Roseville, MN 55113

Lynn Steenblock
NISWI-NAYOWSHING Coop Ctr
13 Street & William Ave.
Montevideo, MN 56265

Thomas R. Sunnorborg
Bemidji State University
Bridgeman Hall
Bemidji, MN 56601-2699

Murray Turner
Pine to Prairie Coop Center
Box 250
Red Lake Falls, MN 56750

Vernon M. Vick
Northeast Metro Tech College
3300 Century Avenue North
White Bear Lake, MN 55110

Diana Wakefield
Rochester Technical College
926 Second Street SE
Rochester, MN 55904

Gladys Westin
St. Paul Tech Coll - Room 309
235 Marshall Avenue
St. Paul, MN 55102

SBVTE staff who want to
be on list for receiving
rules in rulemaking process

Jan Hyllested

Jeanette Daines

Glenda Moyers

Bob Madson

Clint Bucher

Florence Stater

Steve Frantz

Judy McGilvrey

Georgia Pomroy

LeAnn VanDorsten

Cindy Sklenar

Georgia Pomroy

Minnesota Technical Colleg

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

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

MEMORANDUM

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

FROM: Helen Henkel, Deputy Chancellor
State Board of Technical Colleges

DATE: October 3, 1990

RE: Notice of Proposed Adoption of Permanent Rules

Enclosed you will find the Notice of Proposed Adoption of Rules relating to licensure criteria 3700.1400-3700.1405.

Postsecondary Vocational Technical Education relating to
Extension Occupations

Extension Part-Time Instructor License:
3700.1400 Qualification for Licensure
3700.1405 Extension Part-Time Instructor License

GP:lrv
MEMO2.EXT

Enclosures

STATE BOARD OF TECHNICAL COLLEGES

In the Matter of the Proposed Adoption of the Rules of the State of Minnesota, State Board of Technical Colleges, Governing Extension rules, 3700.1400-3700.1405

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

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

All persons have 30 days until 4:30 p.m., Friday, November 9, 1990, in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, Sections 14.131 to 14.20.

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

Jeanette Daines, Supervisor
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0679

Georgia Pomroy, License Revision Specialist
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0680

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

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

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Jeanette Daines or Georgia Pomroy at the above address and phone, upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or wish to receive a copy of the adopted rule must submit the written request to either Jeanette Daines or Georgia Pomroy at the above-mentioned address.

Helen Henrie, Deputy Chancellor
State Board of Technical Colleges

9915EXT

Board of Vocational Technical Education

Proposed Permanent Rules Relating to Extension Instructor Licenses

Rules as Proposed (all new material)

3700.1400 QUALIFICATION FOR LICENSURE.

An applicant, other than an extension part-time license applicant, must meet technical college continuous program licensure requirements and conform to the general provisions and procedure for licensure of instructional and supportive personnel employed over 500 hours annually.

3700.1405 EXTENSION PART-TIME INSTRUCTOR LICENSE.

Subpart 1. **Personnel who must be licensed.** Any person holding a position teaching extension part time from 61 to 500 hours in a technical college, must be licensed according to this part.

Subp. 2. **Authorizing signature.** An application for an initial extension part-time instructor license or for its renewal must be signed by the authorized technical college administrator, subject to review by the chancellor of the technical college system.

Subp. 3. **Issuance of an initial license.** The chancellor of the technical college system shall issue an initial extension part-time license to an applicant recommended for licensure by the authorized technical college administrator. A recommended applicant must be technically and professionally qualified for the assignment through preparatory occupational or educational training experiences, or both, which must be verified and on file at the local technical college. When a professional board requires a credential to practice, this credential must be submitted with the application. Extension part-time licenses will be issued and renewed for five-year time periods.

Subp. 4. **Part-time extension licensure fields.** An applicant may be recommended for licensure in the following

Approved by Revisor

licensure fields:

A. agribusiness and agricultural production;

B. renewable natural resources;

C. management practices;

D. personnel supervision;

E. business office operation and practices;

F. marketing and distribution;

G. nursing-related;

H. allied health;

I. E.M.T. (emergency medical technician);

J. cardiopulmonary resuscitation;

K. first aid;

L. protection and safety;

M. fire service;

N. mine safety and health;

O. consumer education;

P. service occupations;

Q. food production and service;

R. parenting and family education;

S. personal communications;

T. computations;

U. personal professional development;

V. communications technology;

W. manufacturing and engineering technologies;

X. hand precision occupations;

Y. construction trades;

Z. mechanics and repairers; and

AA. occupational special topics.

Subp. 5. **Renewal of licenses.** The applicant must meet the requirements of items A and B to renew a part-time extension license.

A. Signature of the authorized technical college administrator.

B. Upgrading activities recommended by the technical college administrator to maintain license currency in the assigned field.

Approved
by Revisor _____

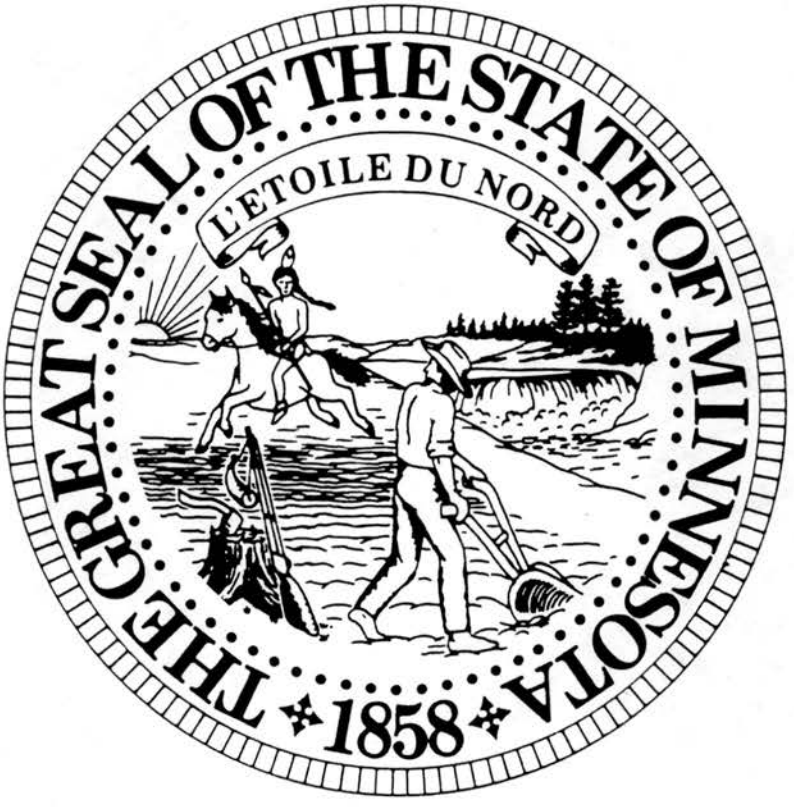
REPEALER. Minnesota Rules, parts 3515.5100 to 3515.5300 are repealed.

Approved
by Revisor

The Minnesota

State Register

Department of Administration—Print Communications Division



Rules edition
Published every Monday

Monday 8 October 1990

Volume 15, Number 15

Pages 873-900

4725.1825 DEWATERING WELL CONSTRUCTION PERMITS.

This part applies to all dewatering wells as defined in part 4725.0100, subpart 24c, including drive point wells used for dewatering. Until June 30, 1992, this part does not apply to dewatering wells that are constructed and that operate down to 45 feet.

A. A dewatering well must not be constructed until a permit has been issued by the commissioner to the limited dewatering well contractor or well contractor.

B. The limited dewatering well contractor or well contractor must submit to the commissioner a dewatering well permit application on a form provided by the commissioner. The application must be legible and signed by the limited dewatering well contractor or well contractor and the property owner or agent.

C. A permit application must be completed for each dewatering well or dewatering well project.

D. The permit shall include the following information for each well:

(1) the name, business address, and license number of the limited dewatering well contractor or well contractor;

(2) the name and address of the dewatering well owner or property owner, if different;

(3) the legal description or street address of the proposed dewatering well location or a map having a scale at least one-half inch to the mile; and

(4) the anticipated depth of the dewatering well.

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

Board of Vocational Technical Education

Proposed Permanent Rules Relating to Extension Instructor Licenses

Notice of Intent to Adopt a Rule Without a Public Hearing

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

All persons have 30 days until 4:30 p.m., Friday, November 9, 1990, in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, Sections 14.131 to 14.20.

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

Jeanette Daines, Supervisor
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0679

Georgia Pomroy, License Revision Specialist
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0680

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

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

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

A 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 Jeanette Daines or Georgia Pomroy at the above address and phone, upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or wish to receive a copy of the adopted rule must submit the written request to either Jeanette Daines or Georgia Pomroy at the above-mentioned address.

Helen Henrie, Deputy Chancellor
State Board of Technical Colleges

Rules as Proposed (all new material)

3700.1400 QUALIFICATION FOR LICENSURE.

An applicant, other than an extension part-time license applicant, must meet technical college continuous program licensure requirements and conform to the general provisions and procedure for licensure of instructional and supportive personnel employed over 500 hours annually.

3700.1405 EXTENSION PART-TIME INSTRUCTOR LICENSE.

Subpart 1. **Personnel who must be licensed.** Any person holding a position teaching extension part time from 61 to 500 hours in a technical college, must be licensed according to this part.

Subp. 2. **Authorizing signature.** An application for an initial extension part-time instructor license or for its renewal must be signed by the authorized technical college administrator, subject to review by the chancellor of the technical college system.

Subp. 3. **Issuance of an initial license.** The chancellor of the technical college system shall issue an initial extension part-time license to an applicant recommended for licensure by the authorized technical college administrator. A recommended applicant must be technically and professionally qualified for the assignment through preparatory occupational or educational training experiences, or both, which must be verified and on file at the local technical college. When a professional board requires a credential to practice, this credential must be submitted with the application. Extension part-time licenses will be issued and renewed for five-year time periods.

Subp. 4. **Part-time extension licensure fields.** An applicant may be recommended for licensure in the following licensure fields:

A. agribusiness and agricultural production;

B. renewable natural resources;

C. management practices;

D. personnel supervision;

E. business office operation and practices;

F. marketing and distribution;

G. nursing-related;

H. allied health;

I. E.M.T. (emergency medical technician);

J. cardiopulmonary resuscitation;

K. first aid;

L. protection and safety;

M. fire service;

N. mine safety and health;

O. consumer education;

P. service occupations;

Q. food production and service;

R. parenting and family education;

S. personal communications;

T. computations;

U. personal professional development;

V. communications technology;

W. manufacturing and engineering technologies;

X. hand precision occupations;

Y. construction trades;

Z. mechanics and repairers; and

AA. occupational special topics.

Subp. 5. **Renewal of licenses.** The applicant must meet the requirements of items A and B to renew a part-time extension license.

A. Signature of the authorized technical college administrator.

B. Upgrading activities recommended by the technical college administrator to maintain license currency in the assigned field.

REPEALER. *Minnesota Rules*, parts 3515.5100 to 3515.5300 are repealed.

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 Agriculture

Food Inspection Division

Notice of Meeting of the Governor's Food Safety Advisory Committee

A meeting of the Governor's Food Safety Advisory Committee will be held at the Minnesota Department of Agriculture, 90 West Plato Boulevard, St. Paul, Minnesota in conference room A on Wednesday, November 28, 1990 from 1:00-4:00 p.m.

The purpose of the committee is to provide advice to the Commissioner of Agriculture and the Minnesota Legislature on food issues and food safety.

The committee is charged with the following duties:

- Coordinate educational efforts about various aspects of food safety;
- Provide advice and coordination to state agencies as requested by the agencies;
- Serve as a source of information and referral for the public, news media, and others concerned with food safety; and
- Make recommendations to Congress, the legislature, and others about appropriate action to improve food safety in the state.

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.

Office of the Revisor of Statutes
Administrative Rules

Harry M. Walsh
Deputy Revisor
296-4752

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

October 11, 1990

OCT 15 1990

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

RE: File No. 1693

Dear Ms. Pomroy:

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

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

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

Very truly yours,

Harry M. Walsh
mk

Harry M. Walsh

Board of Vocational Technical Education

Adopted Permanent Rules Relating to Extension Instructor Licenses

Rules as Adopted

3700.1400 QUALIFICATION FOR LICENSURE.

An applicant, other than an extension part-time license applicant, must meet technical college continuous program licensure requirements and conform to the general provisions and procedure for licensure of instructional and supportive personnel employed over 500 hours annually.

3700.1405 EXTENSION PART-TIME INSTRUCTOR LICENSE.

Subpart 1. **Personnel who must be licensed.** Any person holding a position teaching extension part time from 61 to 500 hours in a technical college, must be licensed according to this part.

Subp. 2. **Authorizing signature.** An application for an initial extension part-time instructor license or for its renewal must be signed by the authorized technical college administrator, subject to review by the chancellor of the technical college system.

Subp. 3. **Issuance of an initial license.** The chancellor of the technical college system shall issue an initial extension part-time license to an applicant recommended for licensure by the authorized technical college administrator. A recommended applicant must be technically and professionally qualified for the assignment through preparatory occupational or educational training experiences, or both, which must be verified and on file at the local technical college. When a professional board requires a credential to practice, this credential must be submitted with the application. Extension part-time licenses will be issued and renewed for five-year time periods.

Subp. 4. **Part-time extension licensure fields.** An applicant may be recommended for licensure in the following

licensure fields:

A. agribusiness and agricultural production;

B. renewable natural resources;

C. management practices;

D. personnel supervision;

E. business office operation and practices;

F. marketing and distribution;

G. nursing-related;

H. allied health;

I. E.M.T. (emergency medical technician);

J. cardiopulmonary resuscitation;

K. first aid;

L. protection and safety;

M. fire service;

N. mine safety and health;

O. consumer education;

P. service occupations;

Q. food production and service;

R. parenting and family education;

S. personal communications;

T. computations;

U. personal professional development;

V. communications technology;

W. manufacturing and engineering technologies;

X. hand precision occupations;

Y. construction trades;

Z. mechanics and repairers; and

AA. occupational special topics.

Subp. 5. **Renewal of licenses.** The applicant must meet the requirements of items A and B to renew a part-time extension license.

A. Signature of the authorized technical college administrator.

B. Upgrading activities recommended by the technical college administrator to maintain license currency in the assigned field.

REPEALER. Minnesota Rules, parts 3515.5100 to 3515.5300 are repealed.

Minnesota Technical College System

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

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

October 19, 1990

The Legislative Commission to
Review Administrative Rules
Maryanne Hruby, Director
55 State Office Building
St. Paul, MN 55155

Dear Ms. Hruby:

I am responding to your request of October 15, 1990, for a copy of the Statement of Need and Reasonableness for rules published in the *State Register* Monday, October 8, 1990.

The enclosed statement is for proposed permanent rules relating to Extension Part-Time Instructor licenses, 3700.1400 and 3700.1405.

Please feel free to contact our office if you have any questions.

Sincerely,

Georgia Pomroy - License Revision Specialist
(612) 296-0680

GP/lrv
HRUBY.919

Enclosures

An Equal Opportunity EDUCATOR and EMPLOYER

September 13, 1990

MINNESOTA TECHNICAL COLLEGE BOARD

Statement of Need and Reasonableness
For Permanent Licensure Covering
Technical College Personnel

3700.1400 and 3700.1405 Extension
Part-time Instructors

The statutory authority for the State Board of Vocational Technical Education to promulgate these rules is contained in Minnesota Statutes section 136C.04, subd. 9 which states:

Licensure. The State Board may promulgate rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education. The State Board may adopt licensure rules according to Sections 14.29 to 14.36 when necessary for continuous programs approved by the Board and when the Board determines appropriate licensure standards do not exist.

BACKGROUND INFORMATION

The state board is in the process of revising existing licensure rules. This rule is a continuation of this process.

The state board passed an authorizing resolution on May 9, 1989, and a Notice of Intent to Solicit Outside Opinion was published in the State Register on May 8, 1989 and October 8, 1990. Information was sought and received from state board staff, outside opinion from interested parties, consultation with technical college administrators and instructors, the Revisor of Statutes and the Office of the Attorney General which resulted in the proposed rules. The State Board of Technical Colleges staff then made the final rule recommendations.

Current licensure in extension is as follows:

3515.5300 ADULT SUPPLEMENTARY LICENSE.

Subpart 1. **Authorizing signature.** Applications for the initial entrance and subsequently renewed adult supplementary license shall be signed by the authorized vocational administrator, subject to review by the commissioner of education.

Subp. 2. **Issuance of an initial entrance adult supplementary license.** The commissioner of education shall issue an initial entrance adult supplementary license to an applicant recommended for adult supplementary licensure by the authorized local vocational administrator, and professionally and technically qualified in the specific occupational area to be taught, as verified by the authorized local vocational administrator.

Subp. 3. **Renewed adult supplementary license.** The commissioner of education shall issue a renewed adult supplementary license to an applicant recommended for renewed adult supplementary license by the authorized local vocational administrator, and professionally and technically qualified through completion of upgrading activities recommended by the authorized local vocational official to maintain currency in the specific occupational area taught.

Subp. 4. **Adult supplementary license validity.** Adult supplementary instructors shall not teach on an adult supplementary license in excess of 500 hours annually. An initial entrance or a renewed adult supplementary license is valid for five years.

3515.5300 Adult Supplementary license does not specify license categories. Past precedent, however, has resulted in the issuance of over 400 fields of licensure. It is necessary to revise the rule for two reasons. Practice should reflect the language of the rule, and revision will allow a broader range of subject content without promulgation of additional rules. The broader classifications also reduce the actual number of license categories issued to 27. It is reasonable to make these changes to enable the colleges to offer content specific to local community needs for which no category exists under current practice. It is reasonable also since no specific criteria is required under the extension rule other than the recommendation of local administration. Since there is no specified criteria or programs, the broader category more clearly reflects both existing rule and past practice. In addition, language has been changed to represent the separation of the technical college board from the board of education. This is a reasonable change.

3700.1405. EXTENSION PART-TIME INSTRUCTOR LICENSE

Language changes represent current titles and terminology used by the technical college board.

Subpart 1. **Personnel who must be licensed.** Appraises the applicant of the requirement for a license. There is no change in this requirement.

Subp. 2. **Authorizing signature.** Indicates appropriate signatures and administrative review. There are no changes in this requirement.

Subp. 3. **Issuance of an initial license.** Clarifies for the applicant the steps required to be licensed. Includes the requirement of professional credentials mandated by specific boards. Although this has always been required in some professional areas, this appraises the applicant of that necessity and is therefore reasonable. There is no change in the substance of the requirements from current rule.

Subp. 4. **Part-time licensure fields.** The current practice of licensing individuals in over 400 categories has been consolidated to broader areas of 27. The broad area

classification is necessary since it is impossible to correctly identify all specific offerings now and in the future which may be available in the technical colleges. Current rule of issuance of an "adult supplementary" license is too broad to implement while current practice of over 400 is too cumbersome and definitive leaving no room for flexibility. The hiring authority can determine the appropriateness of a local offering for a respective category, as well as specific educational and/or occupational experience needed to teach in that category. Since extension offerings vary widely throughout the state, this is a reasonable subpart.

Subp. 5. **Renewal of license.** The requirements in this subpart are the same as current rule. There are no changes in this subpart. This rule will be implemented using current processes and will have no financial impact.

LCRAR

OCT 17 1990

Legislative Commission to

Review Administrative Rules

Senator Gene Waldorf
Chair

Representative Peter Rodosovich
Vice-Chair

Maryanne V. Hruby
Director

October 15, 1990

Georgia Pomroy, License Revision Specialist
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Dear Ms. Pomroy:

You recently published a set of proposed rules relating to extension instructor licenses. The LCRAR maintains a file of all Statements of Need and Reasonableness (SONARs). With your assistance, we can keep this file current. We ask you to forward, at your earliest convenience, a copy of the SONAR for these recently published rules to:

The Legislative Commission to Review Administrative Rules
Maryanne Hruby, Director
55 State Office Building
St. Paul, Minnesota 55155

If you have any questions please contact me.

Thank you.

Sincerely,

Michele Swanson
Commission Secretary

CERTIFICATE OF THE STATE OF MINNESOTA
STATE BOARD OF TECHNICAL COLLEGES

AUTHORIZING RESOLUTION FOR ADOPTION OF A RULE WITHOUT A PUBLIC HEARING

I, F. B. Daniel, do hereby certify that I am a member and the President of the State Board of Technical Colleges, a Board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Technical Colleges, duly and properly called and held on the 13 th day of November, 1990, that a quorum was present, and that a majority of those present voted for the resolution which has not been rescinded or modified.

"RESOLVED, that the rules relating to Postsecondary Licensure Criteria, for Extension Part-time Instructor rules 3700.1400 and 3700.1405 are approved and adopted, and Minnesota rules 3515.5100 to 3515.5300 are repealed, pursuant to authority vested in the State Board of Technical Colleges by Minnesota Statutes 136C.04, Subdivision 9. Helen Henrie, the Deputy Chancellor of the State Board of Technical Colleges, is authorized to sign the Findings of Fact, conclusions and order adopting the rule and further is authorized to modify the rule if necessary to obtain the approval of the rule by the Attorney General and to perform the necessary acts to provide that the rule shall have the force and effect of law."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 13th day of November, 1990.

F B Daniel

Officer of the Board

Attest by one other Board member

9925EXT

STATE OF MINNESOTA
STATE BOARD OF TECHNICAL COLLEGES

In the Matter of the Proposed Adoption of the Rule of the State of Minnesota Governing Postsecondary Vocational Teaching Licensure, rules for Extension Part-Time Instructors 3700.1400 to 3700.1405	FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

(1) Notice of the State Board of Technical Colleges intent to adopt the above-entitled rule was published in the *State Register* on October 8, 1990, and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 on October 2, 1990. (2) The statement of need and reasonableness was prepared before the notice of intent to adopt a rule without a public hearing was mailed to all persons on the rulemaking mailing list and published in the *State Register*, and was available to the public.

(4) All persons were given the opportunity to submit comment on the rule for 30 days after notice of the proposed rulemaking. (5) No requests for a public hearing on the rule were received by the agency. No comments or submissions on the rule were received by the agency. One request for a Statement of Need and Reasonableness was received.

(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, I find the following: The above-captioned rule is needed and reasonable. (8)

NOW, THEREFORE, IT IS ORDERED that the rule identified as 3700.1400 to 3700.1405 Postsecondary Vocational Teaching Licenses, Extension Part-Time Instructors are adopted, and Minnesota rules 3515.5100 to 3515.5300 are repealed, this 14th day of November, 1990, pursuant to authority vested in the State Board of Technical Colleges by Minnesota Statutes, section 136C.04, Subdivision 9.

(9)

Helen Henrie 11/14/90

Helen Henrie — Date
Deputy Chancellor
State Board of Technical Colleges

9930EXT

136C.04 subd 9

The State board may adopt rules under chapter 14 for licensure of teaching, support, and supervisory personnel in post-secondary and adult vocational education

end of comment period is November 9, 1990 } 32 days
stated in Notice of Intent
published in State Register October 8

In the Matter of the Adoption of the
Rule of the State Board of
Technical Colleges Governing 3700.1400
to 3700.1405 Postsecondary Vocational Licensure,
Extension Part-Time Instructors

DECLARATION OF COUNSEL

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

Charles T. Mottl
Assistant Attorney General

Dated: 11/29/90

9935EXT

STATE OF MINNESOTA

STATE BOARD OF TECHNICAL COLLEGES
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

OFFICE MEMORANDUM

TO: Patricia Nolte
Office of the Attorney General

FROM: Georgia Pomroy, License Revision Specialist

DATE: December 5, 1990

PHONE: 296-0680

SUBJECT: Document Review for Adult Supplementary (Extension Part-Time Instructor), Rules 3700.1400 and 3700.1405

The following documents are enclosed for your review:

RULES 3700.1400 AND 3700.1405, ADULT SUPPLEMENTARY (Name change to EXTENSION PART-TIME INSTRUCTOR LICENSE)

1. Attorney General Declaration
2. Register Copies of Solicitation of Outside Opinion - May 8, 1989 and January 16, 1990
3. Authorizing Resolution - May 9, 1989
4. Revisor Approved Proposed Rule
5. Signed Notice of Intent to Adopt as Mailed - September 18, 1990
6. Statement of Need and Reasonableness
7. Affidavit of Mailing and Mailing List - October 2, 1990
8. Register Copy of Intent to Adopt the Rule - October 8, 1990
9. Revisor Copies of Adopted Rule (four copies)
10. Adopting Resolution by Board - November 13, 1990
11. Findings of Fact/Conclusions of Law - November 14, 1990
12. Comments and Requests

GP:lrv
MOTTLEXT

Enclosures

DEPARTMENT: Office of the Attorney General

STATE OF MINNESOTA

OFFICE MEMORANDUM

DATE: December 26, 1990

TO: GEORGIA POMROY
State Board of Technical Colleges

FROM: MARTHA J. CASSERLY
Special Assistant
Attorney General

PHONE: 296-6839

SUBJECT: In the Matter of the Adopted Rule Relating to
Extension Instructor Licenses

The above-referenced rule has been approved as to its legality by the Attorney General on December 19, 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:sc

cc: Chuck Mottl
William Brown, Chief Judge
MaryAnn Hruby