

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

$15
MJM

RULE REVIEW CHECKLIST

File No. 1844
DATE RECEIVED 8-1-91
REVIEW DATE 8-12-91
DUE DATE 8-15-91
~~(DIS)~~APPROVED MJM 8/13/91
WITHDRAWN

Docket No. 05 0009 0831
ADOPTED W/O HEARING
EMERGENCY RULE
TO REVISOR ON 8-5-91
REVISOR (DIS)APPROVED
FILED W/SEC. OF STATE 8-13-91
RETURNED TO AGENCY 8-14-91

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion (if applicable) Postsecondary Technical Personnel
June 4, 1990 Date published in State Register August 7, 1990
Comments Nov 19, 1990

✓ Petition for Adopted of a Rule

✓ Board's Authorizing Resolution
June 12, 1990 Date adopted September 10, 1990 November 13, 1990
Ag Irrigation Aviation Aquaculture Mine & Safety Health

✓ Proposed Rule

Revisor's Certificate

✓ Notice of Intent to Adopt Rule
136C.04 subd 9 Statutory Authority 125.185 subd 4
N/A Small Business Statement no statement
N/A Expenditure of public money statement
5-9-91 Signature

✓ Statement of Need and Reasonableness (if applicable)
no statement Small Business Statement
N/A Fees - § 16A.128

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
May 22, 1991 Dated 30/25 days before adoption
✓ Notice attached indicates it is attached

Copy of rule or summary attached

✓ Publication in State Register
May 28, 1991 Date 30/25 days before adoption

✓ 180-day deadline from:
~~July 9, 1991~~ ✓ Effective date of law requiring rule (14.12) (both rules) amendments don't apply no new
✓ end of comment period (§ 14.26) (rules without hearing)
effective date of statutory authority (§ 14.29) (emergency rules)

✓ Resolution Adopting
July 9, 1991 Date adopted

✓ Findings of Fact, Conclusions & Order Adopting
July 10, 1991 Date

NO ~~Written Requests, Submissions~~ or Comments

✓ Declaration of Attorney
Charles Mottl Name of SAAG representing agency

Notice of Submission to Attorney General (if applicable)

Affidavit of Mailing Notice to Attorney General (if applicable)

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

OFFICE MEMORANDUM

DATE: August 14, 1991

TO: GEORGIA POMROY
100 Capitol Square Building

FROM: MARY JO MURRAY
Special Assistant Attorney General
525 Park Street, Suite 500 (55103)

PHONE: 296-3258

SUBJECT: In the Matter of the Adopted Rule Relating to Postsecondary Program Teacher Licenses

The above-referenced rule has been approved as to its legality by the Attorney General on August 13, 1991.

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.

MJM:sc
Enclosures
cc: Chuck Mottl
William Brown, Chief Judge
MaryAnn Hruby

Board of Technical Colleges

Adopted Permanent Rules Relating to Postsecondary Program Teacher Licenses

Rules as Adopted

3700.0296 GOLF FACILITIES MANAGEMENT.

Subpart 1. **May teach.** A teacher who has a golf facilities management instructor's license may teach in the golf facilities management program and may also teach courses that are golf facility management specific.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager, assistant manager, or golf professional in a golf facility with at least 30,000 rounds of golf annually. A minimum of 6,000 hours, including the 2,000 hours of recent occupational experience, must be in a public facility. The remaining hours may be in a private facility. The applicant must have overall responsibility for facility operations and management control of a minimum of five of the areas listed in items A to J:

A. budgeting;

B. personnel training;

C. pro shop inventory control and operation;

D. food service;

E. facility planning and scheduling to include tournaments, leagues, and private parties;

F. establishing and monitoring of policies for golf leagues and golf clubs;

G. course scheduling, procedures and practices, staffing, regulations, and instruction;

H. building and equipment maintenance;

I. coordinating and disseminating information regarding governing board, agencies, and committees; or

J. turf management and agronomy.

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

A. A bachelor's degree or above with a major in golf facilities management or business administration or business management may substitute for 4,000 hours of occupational experience.

B. An associate degree in golf facilities management or business administration or business management may substitute for 2,000 hours.

C. A diploma or certificate in golf facilities management or business administration or business management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. Course or clock hours for credit in golf facilities management, business administration or management, or seminars, workshops, or courses given in management by the Allied Golf Association. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in golf facilities management content for up to 1,500 of the 2,000 hours required in part 3700.0400 provided that experience occurred within the last five years. Two hours of teaching equal one hour of occupational experience.

3700.0298 AQUACULTURE.

Subpart 1. **May teach.** A teacher who has an aquaculture license may teach in the aquaculture program and may also teach content specific to aquaculture anywhere in the technical college system.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Educational and occupational experience requirements.** An applicant must have the requirements as listed in item A or B and C.

A. A bachelor's or higher degree from an accredited postsecondary institution with a major in aquaculture, fisheries, fisheries and wildlife, or natural resources, and 4,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

B. An associate degree or two-year diploma or certificate from an accredited postsecondary institution in aquaculture, fisheries, fisheries and wildlife, or natural resources and 6,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

C. Eight thousand hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in aquaculture programs or courses at an accredited postsecondary institution for up to 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be in primary program content and must be done during the five years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

3700.0450 MEDICAL RECORD TECHNOLOGY.

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

A. alternative health records;

B. medical terminology;

C. coding I, II, III;

D. introduction to health records;

E. legal aspects of health records;

F. data processing of health record information;

G. health care statistics and records; and

H. diagnostic related grouping.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. **Occupational experience requirement.** An applicant must have 8,000 hours of occupational experience in one or more of the following:

A. medical records administrator; or

B. medical records technician in an acute care setting.

Subp. 4. **Substitution for occupational experience.** An applicant may substitute the education described in items A and B for up to 4,000 hours of occupational experience described in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0400, subpart 2.

A. A bachelor's or higher degree in medical record administration may be substituted for 4,000 hours.

B. An associate degree in medical record technology may be substituted for 2,000 hours.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in medical record technology for 1,500 hours of the 2,000 hours required in part 3700.0400, subpart 2. Two hours of teaching experience equals one hour of occupational experience.

3700.0768 GEOGRAPHIC INFORMATION SYSTEMS/AUTOMATED CARTOGRAPHY.

Subpart 1. **May teach.** A teacher who has a geographic information system instructor's license may teach in the geographic information system program and may also teach courses

in geographic information systems.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements in the technical area under part 3700.0700.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 1,000 hours in computer aided drafting and design (C.A.D.D.) or in analyzing data models and manipulation of data using geographic information systems. Substitution for the 1,000 hours of C.A.D.D. or analyzing data using geographic information systems is not allowed. The remaining experience must include experience in at least one other skill described in items A to E:

A. use of coordinates to determine map scale and location;

B. photo interpretation (photogrammetry);

C. land surveying;

D. use of global positioning system for data input and evaluation; or

E. management of information systems.

The 2,000 hours of occupational recency must include 1,000 hours of computer aided drafting and design or geographic information systems for data input and evaluation.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described under item A, B, or C for up to 4,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in civil engineering, environmental engineering or environmental science, geography, land surveying, landscape architecture, or computer science may be substituted for 4,000 hours.

B. An associate degree or two-year diploma or certificate in geographic information systems, civil engineering, drafting, environmental analysis, surveying, computer science, or technology may be substituted for 2,000

hours. A one-year program may be substituted for 1,000 hours.

C. The completion of courses for credit or clock hours in computer sciences, drafting, map making, photogrammetry, legal land descriptions, or geographic information systems. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience in geographic information systems primary program content for 1,000 hours of the required recent occupational experience. The 1,000 hours of computer aided drafting and design or analyzing data models and manipulation of data using geographic information systems may not be substituted. The applicant must also still have additional experience in at least one of the items in subpart 3, items A to E. Two hours of teaching equals one hour of occupational experience.

3700.0845 SAFETY AND HEALTH ADMINISTRATION.

Subpart 1. **May teach.** A teacher who has a safety and health administration license may teach in the Safety and Health Administration program and content in the Mine, Safety and Health Administration (MSHA) and may also teach courses specific to industrial safety.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, subparts 1 and 2.

Subp. 3. **Does not apply.** Parts 3700.0800, subpart 2, and 3515.9921 do not apply to part 3700.0835.

Subp. 4. **Educational and/or occupational experience.** The applicant must be an MSHA approved instructor and have the experiences described in item A, B, C, or D.

A. A bachelor's degree or higher in industrial safety or industrial hygiene and 2,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

B. A bachelor's degree in engineering, public health, industrial psychology, industrial technology, management/supervision or two years postsecondary education in industrial safety. Option B must also include 4,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

C. One year of postsecondary education in industrial health safety and 6,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

D. Thirty six credit hours of course content recognized by a national or state accrediting body in industrial health and safety and 6,000 hours as a safety and health supervisor, manager or administrator, or industrial safety and health instructor or trainer.

Subp. 5. **Recent experience.** Five hundred hours of the experiences described in subpart 4, item A, B, C, or D must be within five years of application for licensure.

Subp. 6. **Current licensees.** The title of the license of mine safety and health automatically becomes safety and health administration on the effective date of part 3700.0845.

APPROVED AS TO FORM AND LEGALITY

Aug 13 1991

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY _____
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

AUG 13 1991

Joan Anderson Growe
Secretary of State

1:17

STATE OF MINNESOTA

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

OFFICE MEMORANDUM

TO: Pat Nolte
Office of the Attorney General

FROM: Georgia Pomroy, License Revision Specialist

DATE: August 1, 1991

PHONE: 296-0680

SUBJECT: Document Review for Rule Adoption:
3700.0296 Golf Facilities Management
3700.0298 Aquaculture
3700.0450 Medical Record Technology
3700.0768 Geographic Information Systems/
Automated Cartography
3700.0845 Safety and Health Administration

The following documents are enclosed for your review:

1. *State Register* Copy - Solicitation of Outside Opinion -
   3700.0296 Golf Facilities Management - June 4, 1990
   3700.0298 Aquaculture - August 27, 1990
   3700.0450 Medical Record Technology - November 19, 1990
   3700.0768 Geographic Information Systems - November 19, 1990
   3700.0845 Safety and Health Administration - November 19, 1990

2. Authorizing Resolutions for Proposed Rules -
   3700.0296 Golf Facilities Management - June 12, 1990
   3700.0298 Aquaculture - September 10, 1990
   3700.0450 Medical Record Technology - November 13, 1990
   3700.0768 Geographic Information Systems - November 13, 1990
   3700.0845 Safety and Health Administration - November 13, 1990

3. Copy of Proposed Rules Approved by Revisor - May 1, 1991

4. Signed Notice of Intent to Adopt a Rule as Mailed - May 9, 1991

5. Statement of Need and Reasonableness

6. Affidavit of Mailing - May 22, 1991

7. *State Register* Copy of Rules as Published with Intent to Adopt - May 28, 1991

8. Four copies of rule as adopted and approved by Revisor of Statutes - June 3, 1991

9. State Board's Resolution Adopting Rules - July 9, 1991

10. Findings of Fact and Conclusions of Law - July 10, 1991

11. Declaration by Attorney General - August 1, 1991

GP:lrv
MOTTL.GAM

Enclosures

Office of the Revisor of Statutes

Administrative Rules

Richard J. Sands
Senior Assistant Revisor
296-2798

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

June 3, 1991

Ms. Georgia Pomroy
Technical Colleges Board
First Floor
Capitol Square Building
St. Paul, MN 55101

RE: File No. 1830

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,

RJS/cs

Richard J. Sands

Office of the Revisor of Statutes

Administrative Rules

Richard J. Sands
Senior Assistant Revisor
296-2798

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

May 1, 1991

Ms. Georgia Pomroy
Technical Colleges Board
First Floor
Capitol Square Building
St. Paul, MN 55101

RE: File No. 1830

Dear Ms. Pomroy:

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

If you have any questions, please call me.

Very truly yours,

Richard J. Sands

Board of Technical Colleges

Proposed Permanent Rules Relating to Postsecondary Program Teacher Licenses

Rules as Proposed

3700.0296 GOLF FACILITIES MANAGEMENT.

Subpart 1. **May teach.** A teacher who has a golf facilities management instructor's license may teach in the golf facilities management program and may also teach courses that are golf facility management specific.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager, assistant manager, or golf professional in a golf facility with at least 30,000 rounds of golf annually. A minimum of 6,000 hours, including the 2,000 hours of recent occupational experience, must be in a public facility. The remaining hours may be in a private facility. The applicant must have overall responsibility for facility operations and management control of a minimum of five of the areas listed in items A to J:

A. budgeting;

B. personnel training;

C. pro shop inventory control and operation;

D. food service;

E. facility planning and scheduling to include tournaments, leagues, and private parties;

F. establishing and monitoring of policies for golf leagues and golf clubs;

G. course scheduling, procedures and practices, staffing, regulations, and instruction;

Approved by Revisor

H. building and equipment maintenance;

I. coordinating and disseminating information regarding governing board, agencies, and committees; or

J. turf management and agronomy.

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

A. A bachelor's degree or above with a major in golf facilities management or business administration or business management may substitute for 4,000 hours of occupational experience.

B. An associate degree in golf facilities management or business administration or business management may substitute for 2,000 hours.

C. A diploma or certificate in golf facilities management or business administration or business management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. Course or clock hours for credit in golf facilities management, business administration or management, or seminars, workshops, or courses given in management by the Allied Golf Association. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in golf facilities management content for up to 1,500 of the 2,000 hours required in part 3700.0400 provided that experience occurred within the last five years. Two hours of teaching equal one hour of occupational experience.

3700.0298 AQUACULTURE.

Approved by Revisor _____

Subpart 1. **May teach.** A teacher who has an aquaculture license may teach in the aquaculture program and may also teach content specific to aquaculture anywhere in the technical college system.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Educational and occupational experience requirements.** An applicant must have the requirements as listed in item A or B and C.

A. A bachelor's or higher degree from an accredited postsecondary institution with a major in aquaculture, fisheries, fisheries and wildlife, or natural resources, and 4,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

B. An associate degree or two-year diploma or certificate from an accredited postsecondary institution in aquaculture, fisheries, fisheries and wildlife, or natural resources and 6,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

Approved
by Revisor _____

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

C. Eight thousand hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in aquaculture programs or courses at an accredited postsecondary institution for up to 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be in primary program content and must be done during the five years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

3700.0450 MEDICAL RECORD TECHNOLOGY.

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

A. alternative health records;

B. medical terminology;

C. coding I, II, III;

D. introduction to health records;

Approved
by Revisor _____

E. legal aspects of health records;

F. data processing of health record information;

G. health care statistics and records; and

H. diagnostic related grouping.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. **Occupational experience requirement.** An applicant must have 8,000 hours of occupational experience in one or more of the following:

A. medical records administrator; or

B. medical records technician in an acute care setting.

Subp. 4. **Substitution for occupational experience.** An applicant may substitute the education described in items A and B for up to 4,000 hours of occupational experience described in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0400, subpart 2.

A. A bachelor's or higher degree in medical record administration may be substituted for 4,000 hours.

B. An associate degree in medical record technology may be substituted for 2,000 hours.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in medical record technology for 1,500 hours of the 2,000 hours required in part 3700.0400, subpart 2. Two hours of teaching experience equals one hour of occupational experience.

3700.0768 GEOGRAPHIC INFORMATION SYSTEMS/AUTOMATED CARTOGRAPHY.

Subpart 1. **May teach.** A teacher who has a geographic information system instructor's license may teach in the geographic information system program and may also teach courses

Approved
by Revisor _____

in geographic information systems.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements in the technical area under part 3700.0700.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 1,000 hours in computer aided drafting and design (C.A.D.D.) or in analyzing data models and manipulation of data using geographic information systems. Substitution for the 1,000 hours of C.A.D.D. or analyzing data using geographic information systems is not allowed. The remaining experience must include experience in at least one other skill described in items A to E:

A. use of coordinates to determine map scale and location;

B. photo interpretation (photogrammetry);

C. land surveying;

D. use of global positioning system for data input and evaluation; or

E. management of information systems.

The 2,000 hours of occupational recency must include 1,000 hours of computer aided drafting and design or geographic information systems for data input and evaluation.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described under item A, B, or C for up to 4,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in civil engineering, environmental engineering or environmental science, geography, land surveying, landscape architecture, or computer science may be substituted for 4,000 hours.

B. An associate degree or two-year diploma or certificate in geographic information systems, civil engineering, drafting, environmental analysis, surveying, computer science, or technology may be substituted for 2,000

Approved by Revisor _____

hours. A one-year program may be substituted for 1,000 hours.

C. The completion of courses for credit or clock hours in computer sciences, drafting, map making, photogrammetry, legal land descriptions, or geographic information systems. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience in geographic information systems primary program content for 1,000 hours of the required recent occupational experience. The 1,000 hours of computer aided drafting and design or analyzing data models and manipulation of data using geographic information systems may not be substituted. The applicant must also still have additional experience in at least one of the items in subpart 3, items A to E. Two hours of teaching equals one hour of occupational experience.

3700.0845 SAFETY AND HEALTH ADMINISTRATION.

Subpart 1. **May teach.** A teacher who has a safety and health administration license may teach in the Safety and Health Administration program and content in the Mine, Safety and Health Administration (MSHA) and may also teach courses specific to industrial safety.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, subparts 1 and 2.

Subp. 3. **Does not apply.** Parts 3700.0800, subpart 2, and 3515.9921 do not apply to part 3700.0835.

Subp. 4. **Educational and/or occupational experience.** The applicant must be an MSHA approved instructor and have the experiences described in item A, B, C, or D.

A. A bachelor's degree or higher in industrial safety or industrial hygiene and 2,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

Approved
by Revisor _____

B. A bachelor's degree in engineering, public health, industrial psychology, industrial technology, management/supervision or two years postsecondary education in industrial safety. Option B must also include 4,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

C. One year of postsecondary education in industrial health safety and 6,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

D. Thirty six credit hours of course content recognized by a national or state accrediting body in industrial health and safety and 6,000 hours as a safety and health supervisor, manager or administrator, or industrial safety and health instructor or trainer.

Subp. 5. **Recent experience.** Five hundred hours of the experiences described in subpart 4, item A, B, C, or D must be within five years of application for licensure.

Subp. 6. **Current licensees.** The title of the license of mine safety and health automatically becomes safety and health administration on the effective date of part 3700.0845.

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Postsecondary Program Teacher Licenses

AGENCY: Board of Technical Colleges

MINNESOTA RULES: Chapter 3700

The attached rules are approved for publication in the State Register

Richard J. Sands
Senior Assistant Revisor

CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

I, F. B. Daniel, do hereby certify that I am a member and the President of the State Board of Vocational Technical Education, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Vocational Technical Education duly and properly called and held on the 12th day of June 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 Helen Henrie, Interim State Director of the Minnesota Technical College 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 new venture programs Turf and Irrigation Management and Golf Facilities Management 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 12th day of June 1990.

F. B. Daniel

President
State Board of Vocational Technical Education

Frank E. Adams

Attest by one other Board Member

9910AG

==========

CERTIFICATE OF THE

STATE BOARD OF TECHNICAL COLLEGES

AUTHORIZING RESOLUTION FOR 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 10th day of September 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 Helen Henrie, Deputy Chancellor of the State Board of Technical Colleges 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 Aviation Occupations, Aquaculture, Mathematics, Communications, Reading, Small Business Management, Horticulture Occupations, Occupational Skills, Culinary Arts, Automotive Occupations, and Marketing Occupations to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the *State Register* and to perform any and all acts incidental thereto."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 10th day of September 1990.

F. B. Daniel
President
State Board of Technical Colleges

Lenore Quick
Attest by one other Board Member

9910.MIS

==========

CERTIFICATE OF THE

STATE BOARD OF TECHNICAL COLLEGES

AUTHORIZING RESOLUTION FOR 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 13th 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 Helen Henrie, Deputy Chancellor of the State Board of Technical Colleges 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 Mine Safety & Health Administration, Safety and Health Administration, Geographic Information Systems, Automotive Appearance, Concrete Technician, Machine Tool Careers, Medical Records, Electric Utility Technician and Electric Linework 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 13th day of November 1990.

F. B. Daniel

President
State Board of Technical Colleges

Attest by one other Board Member

9910SAT

GP's copy

STATE OF MINNESOTA

MINNESOTA TECHNICAL COLLEGE SYSTEM
State Board of Technical Colleges
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

OFFICE MEMORANDUM

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

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

DATE: May 22, 1991

SUBJECT: Notice of Proposed Adoption of Permanent Rules

Enclosed you will find the Notice of Proposed Adoption of Rules relating to the following Postsecondary Vocational Technical Education licensure criteria:

3700.0296	Golf Facilities Management
3700.0298	Aquaculture
3700.0450	Medical Record Technology
3700.0768	Geographic Information Systems/Automated Cartography
3700.0845	Safety and Health Administration

GP:lrv
MEMO2.GAM

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 rules: 3700.0296 Golf Facilities Management, 3700.0298 Aquaculture, 3700.0450 Medical Record Technology, 3700.0768 Geographic Information Systems/Automated Cartography, 3700.0845 Safety and Health Administration

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

(1) 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.

(2) All persons have 30 days until 4:30 p.m., Friday, June 28, 1991, in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. (3) Each comment should identify the portion of the proposed rule addressed, the reason for comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. (4) If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. (6) Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. (7) If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, Sections 14.131 to 14.20.

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

Glenda Moyers, Supervisor	Georgia Pomroy, License Revision Specialist
State Board of Technical Colleges	State Board of Technical Colleges
100 Capitol Square Building	100 Capitol Square Building
550 Cedar Street	550 Cedar Street
St. Paul, MN 55101	St. Paul, MN 55101
Telephone: 612-296-9446	Telephone: 612-296-0680

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

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

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

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

Helen Henrie

Helen Henrie, Deputy Chancellor
State Board of Technical Colleges

Date: 5/9/91

9915.GAM

Board of Technical Colleges

Proposed Permanent Rules Relating to Postsecondary Program Teacher Licenses

Rules as Proposed

3700.0296 GOLF FACILITIES MANAGEMENT.

Subpart 1. **May teach.** A teacher who has a golf facilities management instructor's license may teach in the golf facilities management program and may also teach courses that are golf facility management specific.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager, assistant manager, or golf professional in a golf facility with at least 30,000 rounds of golf annually. A minimum of 6,000 hours, including the 2,000 hours of recent occupational experience, must be in a public facility. The remaining hours may be in a private facility. The applicant must have overall responsibility for facility operations and management control of a minimum of five of the areas listed in items A to J:

A. budgeting;

B. personnel training;

C. pro shop inventory control and operation;

D. food service;

E. facility planning and scheduling to include tournaments, leagues, and private parties;

F. establishing and monitoring of policies for golf leagues and golf clubs;

G. course scheduling, procedures and practices, staffing, regulations, and instruction;

H. building and equipment maintenance;

I. coordinating and disseminating information regarding governing board, agencies, and committees; or

J. turf management and agronomy.

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

A. A bachelor's degree or above with a major in golf facilities management or business administration or business management may substitute for 4,000 hours of occupational experience.

B. An associate degree in golf facilities management or business administration or business management may substitute for 2,000 hours.

C. A diploma or certificate in golf facilities management or business administration or business management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. Course or clock hours for credit in golf facilities management, business administration or management, or seminars, workshops, or courses given in management by the Allied Golf Association. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in golf facilities management content for up to 1,500 of the 2,000 hours required in part 3700.0400 provided that experience occurred within the last five years. Two hours of teaching equal one hour of occupational experience.

3700.0298 AQUACULTURE.

Approved

Subpart 1. **May teach.** A teacher who has an aquaculture license may teach in the aquaculture program and may also teach content specific to aquaculture anywhere in the technical college system.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Educational and occupational experience requirements.** An applicant must have the requirements as listed in item A or B and C.

A. A bachelor's or higher degree from an accredited postsecondary institution with a major in aquaculture, fisheries, fisheries and wildlife, or natural resources, and 4,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

B. An associate degree or two-year diploma or certificate from an accredited postsecondary institution in aquaculture, fisheries, fisheries and wildlife, or natural resources and 6,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

Approved by Revisor

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

C. Eight thousand hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in aquaculture programs or courses at an accredited postsecondary institution for up to 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be in primary program content and must be done during the five years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

3700.0450 MEDICAL RECORD TECHNOLOGY.

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

A. alternative health records;

B. medical terminology;

C. coding I, II, III;

D. introduction to health records;

E. legal aspects of health records;

F. data processing of health record information;

G. health care statistics and records; and

H. diagnostic related grouping.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. **Occupational experience requirement.** An applicant must have 8,000 hours of occupational experience in one or more of the following:

A. medical records administrator; or

B. medical records technician in an acute care setting.

Subp. 4. **Substitution for occupational experience.** An applicant may substitute the education described in items A and B for up to 4,000 hours of occupational experience described in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0400, subpart 2.

A. A bachelor's or higher degree in medical record administration may be substituted for 4,000 hours.

B. An associate degree in medical record technology may be substituted for 2,000 hours.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in medical record technology for 1,500 hours of the 2,000 hours required in part 3700.0400, subpart 2. Two hours of teaching experience equals one hour of occupational experience.

3700.0768 GEOGRAPHIC INFORMATION SYSTEMS/AUTOMATED CARTOGRAPHY.

Subpart 1. **May teach.** A teacher who has a geographic information system instructor's license may teach in the geographic information system program and may also teach courses

in geographic information systems.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements in the technical area under part 3700.0700.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 1,000 hours in computer aided drafting and design (C.A.D.D.) or in analyzing data models and manipulation of data using geographic information systems. Substitution for the 1,000 hours of C.A.D.D. or analyzing data using geographic information systems is not allowed. The remaining experience must include experience in at least one other skill described in items A to E:

A. use of coordinates to determine map scale and location;

B. photo interpretation (photogrammetry);

C. land surveying;

D. use of global positioning system for data input and evaluation; or

E. management of information systems.

The 2,000 hours of occupational recency must include 1,000 hours of computer aided drafting and design or geographic information systems for data input and evaluation.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described under item A, B, or C for up to 4,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in civil engineering, environmental engineering or environmental science, geography, land surveying, landscape architecture, or computer science may be substituted for 4,000 hours.

B. An associate degree or two-year diploma or certificate in geographic information systems, civil engineering, drafting, environmental analysis, surveying, computer science, or technology may be substituted for 2,000

hours. A one-year program may be substituted for 1,000 hours.

C. The completion of courses for credit or clock hours in computer sciences, drafting, map making, photogrammetry, legal land descriptions, or geographic information systems. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience in geographic information systems primary program content for 1,000 hours of the required recent occupational experience. The 1,000 hours of computer aided drafting and design or analyzing data models and manipulation of data using geographic information systems may not be substituted. The applicant must also still have additional experience in at least one of the items in subpart 3, items A to E. Two hours of teaching equals one hour of occupational experience.

3700.0845 SAFETY AND HEALTH ADMINISTRATION.

Subpart 1. **May teach.** A teacher who has a safety and health administration license may teach in the Safety and Health Administration program and content in the Mine, Safety and Health Administration (MSHA) and may also teach courses specific to industrial safety.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, subparts 1 and 2.

Subp. 3. **Does not apply.** Parts 3700.0800, subpart 2, and 3515.9921 do not apply to part 3700.0835.

Subp. 4. **Educational and/or occupational experience.** The applicant must be an MSHA approved instructor and have the experiences described in item A, B, C, or D.

A. A bachelor's degree or higher in industrial safety or industrial hygiene and 2,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

B. A bachelor's degree in engineering, public health, industrial psychology, industrial technology, management/supervision or two years postsecondary education in industrial safety. Option B must also include 4,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

C. One year of postsecondary education in industrial health safety and 6,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

D. Thirty six credit hours of course content recognized by a national or state accrediting body in industrial health and safety and 6,000 hours as a safety and health supervisor, manager or administrator, or industrial safety and health instructor or trainer.

Subp. 5. **Recent experience.** Five hundred hours of the experiences described in subpart 4, item A, B, C, or D must be within five years of application for licensure.

Subp. 6. **Current licensees.** The title of the license of mine safety and health automatically becomes safety and health administration on the effective date of part 3700.0845.

File

STATE OF MINNESOTA

MINNESOTA TECHNICAL COLLEGE SYSTEM
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

OFFICE MEMORANDUM

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

FROM: Georgia Pomroy, License Revision Specialist

DATE: May 22, 1991

PHONE: 296-3929

SUBJECT: Rules for Publication, *State Register*

We have attached a SONAR for an Intent to Adopt rules 3700.0296 Golf Facilities Management, 3700.0298 Aquaculture, 3700.0450 Medical Record Technology, 3700.0768 Geographic Information Systems/Automated Cartography, 3700.0845 Safety and Health Administration to be published in the *State Register* on Tuesday, May 28, 1991, in accordance with Minnesota Statutes, Sections 14.231 and 14.23.

Please contact me if you have any questions.

GP:lrv
SONAR.GAM

Attachment

NEED AND REASONABLENESS

3700.0296 Golf Facilities Management
3700.0835 Safety and Health Administration
3700.0298 Aquaculture
3700.0768 Geographic Information Systems/Automated Cartography
3700.0450 Medical Records Technology

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

Licensure. The State Board may adopt rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education. When necessary for continuous programs approved by the board and when the board determines appropriate temporary standards do not exist, the board may adopt appropriate temporary standards without regard to Chapter 14 and may issue temporary licenses to teaching and support personnel. A temporary license is valid up to one year and is not renewable, but a person holding a temporary license may, upon its expiration, be issued a license in accordance with standards adopted under Chapter 14. The state board may establish a processing fee for the issuance, renewal, or extension of a license.

BACKGROUND INFORMATION

The technical college board is in the process of revising existing licensure rules and developing instructor licenses for new programs when an appropriate standard does not exist.

Golf Facilities Management, Safety and Health Administration, Aquaculture, and Geographic Information Systems/Automated Cartography represent new venture programs. Medical Records Technology is revision of an existing license.

The proposed permanent rules follow the format established by previous revised and new licenses.

Each individual rule had its own subcommittee consisting of State Board of Technical Colleges staff, technical college administrators, and licensed instructors and representatives from business and industry. Other individuals may be involved dependent upon the rule being promulgated as in the case of health areas, professional credentialling representation. Each rule is also reviewed by a licensure committee representing the State Board of Technical Colleges prior to the Board's resolution to adopt the rule.

The general format for the rules are as follows:

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

Subp. 2. Other requirements. Refers to the other requirements an applicant must meet for licensure as referred to above.

Subp. 3. Occupational and educational experience requirement. Specifies education required and number of hours and specific occupational areas acceptable for instructor licensure in the specific occupational program.

Subp. 4. Substitution for recent occupational experience. Identifies relevant current teaching experience which can substitute for a portion of the recency requirement.

3700.0296 GOLF FACILITIES MANAGEMENT

Golf Facilities Management is a new venture program for which there is no appropriate license. The license follows the format established by previously revised postsecondary technical college licenses.

Subpart 1. May teach. This subpart restricts the license holder to Golf Facilities Management program and content. This authority is reasonable by virtue of the occupational experience required in subp. 3.

Subp. 2. Other requirements. This subp. refers to initial, renewal and recency requirements in current rule. There are no changes in the subpart.

Subp. 3. Occupational experience requirement. Appraises the applicant of experiences required to obtain this license. The emphasis is on management level experience since this is the focus of the program. The majority of this experience including recency must be in a public facility. The financial activities differ in a public facility since the transactions are on a cash, not credit basis. Membership is open and unlimited, unlike private clubs. A public facility must keep all the activities within its function whereas private facilities contract out many operations such as food service, pro shop, building maintenance, etc. Due to the difference in scope and depth of responsibility between public and private facilities, it is reasonable to require the majority of experience in the public area. The activities listed encompass these management operations. It is reasonable to require only five of the ten activities to allow for regional differences in golf course club activity since, for example, a course may not have a pro shop or may find it economical to contract out an activity such as building maintenance.

The activities are also reasonable due to flexibility of verifying five of a list of ten

allowing for individual facility differences. 30,000 rounds of golf assures that a course is adequate in size to maintain the level of activity necessary for the breadth of experience to teach this program. In a year of excessive cold or rain, "a bad year", a metropolitan area course would experience a minimum of 40,000 rounds, therefore this is reasonable.

Subp. 4. Substitution for occupational experience. The educational substitutions allowed are in management or administration only. These substitutions are chosen for the content in principles of management, financial planning, personnel relations, accounting, business law, and customer service. These are reasonable substitutions since they are a part of this occupation and part of this program.

Subp. 5. Substitution for recent occupational experience. The only teaching experience allowed is in Golf Facility Management. It is reasonable to assume an individual teaching would have access to current knowledge and information by virtue of on site visits, advisory committees and student work supervision.

3700.0835 SAFETY AND HEALTH ADMINISTRATION INSTRUCTOR LICENSURE

Safety and Health Administration is a new venture program for which there is no appropriate license. This license follows the format established by previously revised postsecondary technical college licenses.

Subpart 1. May teach. This subpart appraises interested parties of the authorization allowed by the holder of this credential. The authorization allowed is for Safety and Health Administration program and content in Mine Safety and Health Administration (MSHA). MSHA courses are a portion of that content within the Safety and Health Administration program. It is therefore a reasonable crossover from the broader and larger concept of Safety and Health Administration program, Associate of Applied Sciences. The crossover courses which are allowed are specific to industrial safety only. These authorizations are appropriate given the educational and/or occupational experiences of subp. 4 which will be addressed later in this statement of need and reasonableness.

Subp. 2. Other requirements. This subpart appraises the applicant of the requirements which must be met by all technical college instructors currently in rule. There are no changes in this subpart.

Subp. 3. Does not apply. This subpart indicates to the applicant an area that does not apply to this particular license, specifically 2000 hours of recent occupational experience in the last five years. The recency in this license area is decreased to 500 hours as listed in subp. 5 under recent experience. The rationale for this decrease will be addressed in that subpart.

Subp. 4. Educational and/or occupational experience. The first requirement of this subpart is that an applicant be an MSHA approved instructor. Federal regulations require all MSHA instructors to carry an instructor card. Since MSHA can be taught full-time by this instructor and because the content from MSHA is also taught within the Safety and Health Administration program, it is reasonable to require an instructor to hold this card. The rationale for holding this card is due to the fact it is a federal regulation that anyone teaching in an MSHA program must hold this card, thus allowing the federal government to keep an inventory of instructional staff. Authority comes from Sections 101 and 115 (A), (B), (C), of the Federal Mine Safety and Health Act of 1977, Pub. L. 91-173 as amended by Pub. L. 95-164, 91 Statute 1291, 1315-1360 Programs 30 U.S.C. 811, 825 (A), (B), and (C). Instructors are approved by the Office of Education and Training, MSHA in one or more of the following ways:

1. An instructor training course conducted by the Office of Education and Training, MSHA, or given by persons designated by such office to give such instruction.

2. Designated by MSHA as approved instructors based on written evidence of instruction qualifications and teaching experience.

3. Designated by MSHA as approved instructors based on the performance of said instructors while teaching classes monitored by MSHA and designated by the chief of the training center.

A. A baccalaureate or higher degree in industrial safety or industrial hygiene is an appropriate educational experience due to the specific content of both of these programs. Within these programs content is offered in the areas of industrial hygiene, injury prevention and safety, occupational health and occupational medicine. Degrees in these areas correlate directly with content offered within this program. The areas of study that center on industrial hygiene, injury prevention and safety, including occupational health will transfer to the content offered within this program. Option A then requires 2000 hours of maintenance, service or production process in industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program. The intent of this occupational experience was to have work of a nature in which the person interacts with machines and the physical environment to perform tasks that conceivably could expose this individual to the risk of an accident or an occupational disease. The intent is to allow an individual with knowledge of safety and health standards by virtue of exposure as an employee in safe job procedures, hazardous materials, material handling, machinery and hand tools, and safety and health standards of that particular agency to be licensed. Experience is reduced to 2000 hours because of the difficulty in obtaining individuals for employment whose total job responsibility has been in industrial safety. Since the applicable degrees had as their primary focus industrial health and safety, it was felt that requiring 2000 hours of experience in such an environment requiring such procedures would be a realistic amount of time.

B. Allows a baccalaureate degree in engineering, public health, industrial

psychology, industrial technology, and management supervision or two years postsecondary education in industrial safety. The two years of postsecondary education in industrial safety is relevant for the same reasons outlined in item A. Since it is less number of years, 4000 hours of the occupational experience as described is required.

The engineering degrees and industrial technology degrees were selected because of their knowledge of materials and sources of power for human use. The basic engineering education includes inspection and quality control for mechanical devices. This design and development of products and processes important to a technological society which would assist the engineer to understand and appreciate industrial safety, experience, and hazards.

A degree in public health was selected because of its content in environmental health. That is, the role of environmental factors in injury and disease control. This would be the current emphasis on health and wellness allowing for an employee to better have intervention points and strategies to prevent industrial accidents. This degree was not given the weight of industrial safety or industrial hygiene since much of the content deals with the public at large such as epidemiology and general public health issues such as vaccinations, communicable and chronic diseases, chemical dependency, mental health, and measurement of community health status. Sufficient content, however, deals with safety as it pertains to industrial hazards and a safe environment.

Industrial psychology was selected for its content which involves human machine interaction, the cybernetic model of human machine communications, and analysis of factors that limit, impede or endanger performance. Content also within that program includes the capacities and limitations of humans in person machine interactions which would include attention and perception, for instance. All of these impacting on the safety of an industrial environment. Again, this degree was given less weight than industrial safety or industrial hygiene because it is only a portion of the content which is applicable. The experiences in option B remain the same as the experiences in option A. Additional 2000 hours of experience is included due to the more limited content within the degrees. Option B also included two years of postsecondary education in industrial safety and 4000 hours. In this instance, two years was allowed since that concentration is specifically in the field to be taught.

Degrees in management and supervision were selected because of their study of dynamics and challenges of working with and through people in manufacturing. Courses would include operations management and general management. Production and operations management courses involve the transformation of inputs into outputs but deals also with the manufacturing and service portion design analysis and control of productive systems. It includes the utilization of human resources and the proper application of these individuals. Management and supervisory content would include risk management and the insurance as a result of these risks. While initially it is concluded that risk management might deal with investment, it also includes life and health of the employee. Areas such as property and liability insurance, life and health insurance all deal with safety in the work place and liability. Therefore it was concluded that a

portion of this content would relate to industrial safety. Again, this degree is given less weight than content in option A for the reasons explained previously.

C. Recognizes the validity of one-year programs available in industrial health safety. Again the content is specific to the program being taught. Due to the decrease in education, however, it is reasonable to increase the occupational experience described in the other items.

D. Recognizes that many of the individuals working in a health and safety environment would have received their education by virtue of credit courses offered by such accrediting bodies as OSHA (Occupational Safety and Health Administration), MSHA (Mine Safety and Health Administration), and NIOSH (National Institute of Occupational Safety and Health). Courses offered by industry such as DuPont, Caterpillar, and National Safety Council courses also would meet the requirements of OSHA, MSHA, and NIOSH. These are accepted as appropriate content. The increase in occupational hours is equivalent to that required of one year of postsecondary education. However, the required work experience is considered more relevant since it must be as an administrator or instructor/trainer specifically in safety and health rather than an employee exposed to such programs. Therefore this is a reasonable ratio.

Subp. 5. Recent experience. The recency is decreased to 500 hours within five years of application. This program is 30 credits in length which is considerably less than most of the continuous programs offered in the technical college system. In addition, past experience has proven that it is very difficult to obtain individuals with clear and precise occupational safety experience. For this reason, it was reasonable and necessary to decrease the recent occupational experience to that of previous 3515 rules in order to accommodate obtaining instructors.

3700.0298 AQUACULTURE

Subpart 1. May Teach. This subpart restricts the license holder to teaching aquaculture content. This is reasonable due to the experiences detailed in subpart 3.

Subp. 2. Other requirements. This subpart refers to initial, renewal and recency requirements in current rule. There are no changes in this subpart.

Subp. 3. Educational and occupational experience requirements. The applicant has a choice of two separate educational experiences to obtain this license.

A bachelor's degree, associate degree, or two-year diploma in aquaculture, fisheries or material resources are reasonable educational experiences due to their content in water chemistry, biology, fisheries, aquatic plant life and hatcheries all represented in coursework in this program.

Specific experiences are listed in an environment of aquaculture or fish farm to

assure the depth and breadth of experience required to teach the program. An applicant may obtain this license through occupational experience only. Many individuals with other educational experiences not in this occupational area are in this field. Since the degree content does not apply to this program, it is reasonable to allow these individuals an opportunity through increased number of hours in the occupation an opportunity to obtain this license.

The ratio of hours and education has been established by previously revised licenses and there is no change in this ratio.

Subp. 4. Substitution for recent occupational experience. This subpart follows the format set by previously revised licenses. It is reasonable to assume an applicant teaching aquaculture would have up to date information as a result of clinical site experiences and advisory committees.

3700.0768 GEOGRAPHIC INFORMATION SYSTEMS/AUTOMATED CARTOGRAPHY

Subpart 1. May teach. This subpart appraises the license holder of teaching authorization. It is reasonable to allow this individual authorization in geographic information as a result of the experiences described in subpart 3.

Subp. 2. Other requirements. This subpart refers to initial, renewal and recency requirements in current rule. There are no changes in this subpart.

Subp. 3. Occupational experience requirement. 1000 hours of computer aided drafting or analyzing geographic information systems is required without allowance of a substitution. This is a reasonable requirement since these are the tools used to create and develop the legal descriptions of geographic information and constitute the majority of this program. At least one additional experience specific to geographic mapping must be documented to assure an applicant has experience beyond drafting, but rather the field work which precedes the actual draft itself. Since geographic information systems as a technology is only approximately six years old, it is necessary to be broad enough in the criteria to assure a pool of prospective instructors.

Subp. 4. Substitution for occupational experience. The educational substitutions allowed were determined by their content in computer hardware/configurations, drafting, programming, mapping geography, surveying, or environmental studies. All of these are components within this program and are therefore reasonable substitutions. In addition, due to the recency of this technology there is not an available group of academic majors specific to the field.

Subp. 5. Substitution for recent occupational experience. Substitution is allowed up to 1000 hours as a result of exposure to on site clinical experiences, visits, and advisory committees. The 1000 hours of computer aided drafting and design or analyzing

data models and manipulation of data using geographic information systems may not be substituted. Since geographic systems mapping is a relatively new venture, current experience in this area is necessary to assure familiarity with the process, thus it is reasonable to require this specific experience.

3700.0450 MEDICAL RECORDS TECHNOLOGY

Subpart 1. May teach. This subpart indicates to the applicant the teaching authorization allowed with this license. Given the requirements of subpart 3, it is reasonable to assume an applicant would have this knowledge.

Subp. 2. Other requirements. This subpart refers to initial, renewal and recency requirements in current rule. There are no changes in this subpart.

Subp. 3. Occupational experience requirement. Experience as a medical records administrator is reasonable because administrators have over all responsibility for patient records and information. These individuals design the health information systems, plan, organize, and evaluate medical record indices, work with research projects requiring medical information, third party payer reimbursement information and develop methods for evaluating patient care. This individual must know the job of the technician in detail.

This program trains medical record technicians, thus it is reasonable to allow this experience as appropriate to licensure as well. A technician is responsible for organizing, analyzing and evaluating medical records according to established standards, compiling various administrative and health statistics, special registries, and storage and retrieval systems, transcribing medical reports, entering and retrieving computerized health data, and controlling the usage and release of information. On the basis of these activities, it is reasonable to assume both of these positions have the breadth and depth to teach this program.

Subp. 4. Substitution for occupational experience. The only substitution allowed is education in medical record technology. This is a reasonable substitution since the content is directly applicable to the medical record technician program. The ratio is the same as previously revised licenses. There is no change in this ratio.

Subp. 5. Substitution for recent occupational experience. Teaching experience is allowed as a substitution for 1500 of the 2000 hours of recency. Clinical site visit and advisory committees require up to date knowledge of medical records and is therefore reasonable. In addition, the applicant is still required to have 500 hours of current experience. This follows the format of previously revised licenses.

These rules will be implemented using current processes and will not have a fiscal 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 3700.0296 Golf Facilities Management; 3700.0298 Aquaculture; 3700.0450 Medical Record Technology; 3700.0768 Geographic Information Systems/Automated Cartography; 3700.0845 Safety and Health Administration

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 22nd day of May, 1991.

That on the 22nd day of May, 1991, 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 Rules 3700.0296 Golf Facilities Management, 3700.0298 Aquaculture, 3700.0450 Medical Record Technology, 3700.0768 Geographic Information Systems/Automated Cartography, 3700.0845 Safety and Health Administration 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 22 day of May, 1991.

Willard E. Dague Jr.

Willard E. Dague, Jr.
NOTARY PUBLIC — MINNESOTA
ANOKA COUNTY
My commission expires 11-21-91

9920.GAM

Mailing List for Postsecondary Golf Facilities Management, Aquaculture, Medical Record Technology, Geographic Information Systems/Automated Cartography, and Safety and Health Administration

May 22, 1991

"Rules as Proposed"

1.	Presidents	38
2.	Vice Presidents	52
3.	Customized Training Administrators	31
4.	Permanent Rulemaking List	52
5.	Special Committee Members	
	Geographic Information Systems	5
	Medical Records Technician	5
	Aquaculture	4
	Golf Facilities Management	7
	Mine Safety and Health	9
	TOTAL	203

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	MN Riverland Tech. 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.	Viril	Layton	MN Riverland Tech. 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.	Harvey	Rucker	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	MN Riverland Tech. College	1926 College View Rd E	Rochester, MN 55904-8299	(507) 285-8616
Ms.	Marge	Kirchhoff	Int. Pres.-MN Riverland TC	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

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	MN Riverland Tech. College	1900 8th Ave NW	Austin, MN 55912	(507) 433-0600
Mr.	Rick	Casey	MN Riverland Tech. College	1900 8th Ave NW	Austin, MN 55912	(507) 433-0600
✓Mr.	John	Gedker	MN Riverland Tech. College	1900 8th Ave NW	Austin, MN 55912	(507) 433-0600
Mrs	Jane	Rosenberg	MN Riverland Tech. 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	MN Riverland Tech. 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	MN Riverland Tech. 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

✓= duplicate (52)

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.	Kevin	Kopischke	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	Drees	MN Riverland Tech. 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
	VACANT		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	MN Riverland Tech. 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
Ms.	Ruth	Schultz	Minneapolis Technical College	1415 Hennepin Avenue	Minneapolis, MN 55403	(612) 370-9400
Ms.	Rose	Andersen	Moorhead Technical College	1900 28th Ave So.	Moorhead, MN 56560	(218) 236-6277
Ms.	Judy	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.	Jeanne	Brownback	MN Riverland Tech. College	1926 College View Rd E	Rochester, MN 55904-8299	(507) 285-8631
Ms.	Jan	Wilson	MN Riverland Tech. College	1926 College View Rd E	Rochester, MN 55904-8299	(507) 285-8631
Mr.	Doug	Parr	MN Riverland Tech. College	1926 College View Rd E	Rochester, MN 55904-8299	(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

√= duplicates

(29)

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
1926 Second Street SE
Rochester, MN 55904

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

5/10/91 - SRVIL STAFF WHO WANT TO BE ON LIST FOR RECEIVING RULES IN RULE-MAKING PROCESS

Jan Hyllested

Craig Oliver

Glenda Moyers

Julie Eszlinger-Jensen

Bob Madson

Greg Meunier

JoAnn Akemannchein

Jerry Briggs

Steve Frantz

John Murray

Judy McGilvrey

Georgia Pomroy

LeAnn VanDorsten

Cindy Sklenar

Jeanette Daines

GEOGRAPHIC INFORMATION

Leland Rust
Alexandria Technical Coll
1601 Jefferson Street
Alexandria, MN 56308

Dick Howe
Douglas County Courthouse
305 Eighth Avenue West
Alexandria, MN 56308

Al Robinette, Asst. Comm.
State Planning
300 Centennial Building
658 Cedar Street
St. Paul, MN 55155

Duane Bowen
Alexandria Technical Coll
1601 Jefferson Street
Alexandria, MN 56308

MEDICAL RECORDS TECH

Carol Valentine
Medical Records #820
Hennepin County Medical Ctr
701 Park Avenue
Minneapolis, MN 55415

Debbie Enfield
Anoka Technical College
1355 West Main Street
Anoka, MN 55303

JoAnn Simser
Anoka Technical College
1355 West Main Street
Anoka, MN 55303

Carolyn Linnell
Moorhead Technical College
1900 - 28th Avenue South
Moorhead, MN 56560

AQUACULTURE

Mike Mulford
Miltona Fisheries Inc.
Box 80
Garfield, MN 56332

Dick Greengo
Alexandria Technical Coll
1601 Jefferson Street
Alexandria, MN 56308

Larry Belusz
Alexandria Technical Coll
1601 Jefferson Street
Alexandria, MN 56308

GOLF FACILITIES MGT

Scott W. Proshek
New Prague Golf
400 Lexington Ave. So.
New Prague, MN 56071

Bruce McCann
Daytona Country Club
14740 Lawndale Lane
Dayton, MN 55327

Kris Tovson
Golden Valley Parks & Rec
8200 Wayzata Blvd.
Golden Valley, MN 55426

John Valliere
Effective Golf Course
Systems, Inc.
6410 Morgan Ave. So.
Richfield, MN 55423

Scott Nelson
Theodore Wirth Golf
1300 Wirth Parkway
Minneapolis, MN 55422

Al Svejkovsky
Theodore Wirth Golf
1300 Wirth Parkway
Minneapolis, MN 55422

Safety and Health administration

Joe Sertich
Hibbing Technical Coll
2900 East Beltline
Hibbing, MN 55746

Gustav Josephson
Senior Safety Engineer
Inland Steel & Mining Co
PO Box I
Virginia, MN 55792

Kelly Hedbloom
Hibbing Electronics Corp
Hibbing Industrial Park
Hibbing, MN 55746

Tom Gregorich
Hibbing Technical College
2900 East Beltline
Hibbing, MN 55746

Greg Stauss
Thief River Falls TC
Highway #1 East
Thief River Falls, MN 567

Al Simonson
Mankato Technical College
1920 Lee Boulevard
Mankato, MN 56001

Dick Madden
Minnesota Department of
Transportation
Hoover Road
Virginia, MN 55792

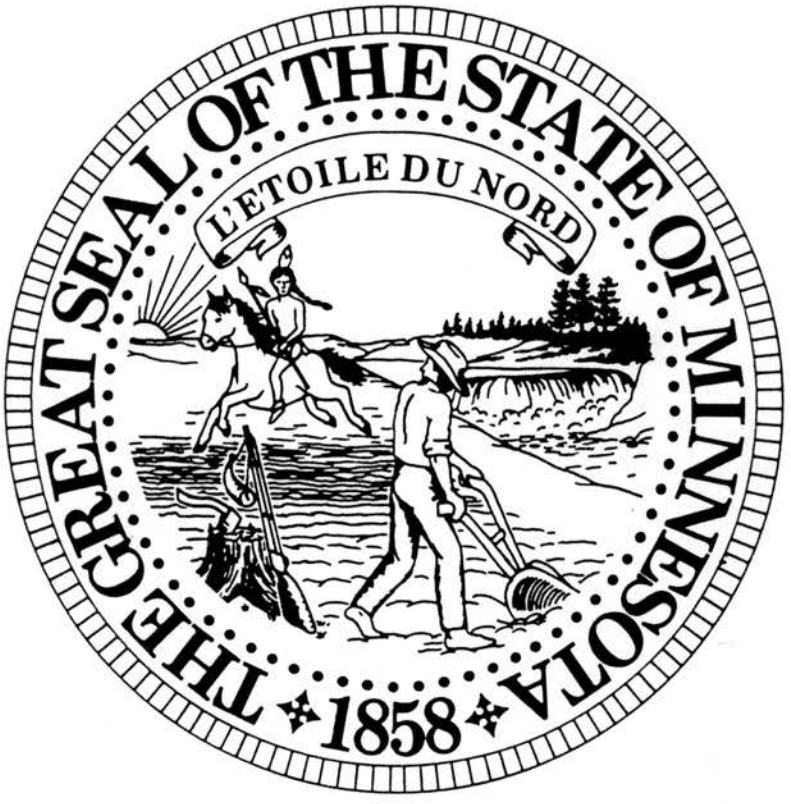
Dave Couillard
District Training Spec
515 West First Street
Duluth, MN 55802-1302

Georgia, Please see pg 2528 -GX

The Minnesota

State Register

Department of Administration—Print Communications Division



Rules edition
Published every Monday
(Tuesday if Monday is a holiday)

Tuesday 28 May 1991

Volume 15, Number 48

Pages 2517-2548

Subp. 2. **Base year.** "Base year" means the most recent period of four consecutive quarters for which the Department of Revenue has compiled data on all employers withholding tax for that period. The first base year is the four-consecutive quarter period beginning January 1990 and ending December 1990.

Subp. 3. **Qualifying year.** "Qualifying year" means the calendar year for which the Department of Revenue notifies the employer that it is eligible to file an annual return. The first qualifying year is the 1992 calendar year.

Subp. 4. **Accelerated deposits.** If, at the end of any calendar month other than the last month of the calendar year, the aggregate amount of undeposited withholding tax withheld by an employer who has elected to file an annual return exceeds $500, the employer must deposit the aggregate amount with the Department of Revenue within 30 days after the close of the calendar month.

Notwithstanding any other provision of this part, employers are subject to the eight-monthly period deposit requirements of *Minnesota Statutes*, section 289A.20.

In the event an employer who has elected to file an annual return pursuant to this part permanently ceases to pay wages for which withholding of tax is required, the employer must file a final return and deposit any undeposited tax on or before the last day of the month following the month in which the discontinuance of such activity occurred.

Subp. 5. **Maximum withholding amount.** The commissioner of revenue shall annually recalculate the maximum withholding amount for annual filing, using the percentage calculated pursuant to *Minnesota Statutes*, section 290.06, subdivision 2d, paragraph (b). If the maximum withholding amount so calculated is more than $100 above the maximum withholding amount for annual filing then in effect, the maximum withholding amount for annual filing must be increased by $100. If the maximum withholding amount so calculated is less than $100 above the maximum withholding amount then in effect, there shall be no change in the maximum withholding amount then in effect. When the maximum withholding amount is adjusted by the commissioner under this subpart, the maximum withholding amounts referred to in subparts 1 and 4 must be adjusted by the same amount by the commissioner.

Board of Technical Colleges

Proposed Permanent Rules Relating to Postsecondary Program Teacher 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, June 28, 1991, in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

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

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

Glenda Moyers, Supervisor
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-9446

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 Glenda Moyers or Georgia Pomroy at the above address and phone, upon request.

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

Helen Henrie, Deputy Chancellor
State Board of Technical Colleges

Rules as Proposed

3700.0296 GOLF FACILITIES MANAGEMENT.

Subpart 1. **May teach.** A teacher who has a golf facilities management instructor's license may teach in the golf facilities management program and may also teach courses that are golf facility management specific.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager, assistant manager, or golf professional in a golf facility with at least 30,000 rounds of golf annually. A minimum of 6,000 hours, including the 2,000 hours of recent occupational experience, must be in a public facility. The remaining hours may be in a private facility. The applicant must have overall responsibility for facility operations and management control of a minimum of five of the areas listed in items A to J:

A. budgeting;

B. personnel training;

C. pro shop inventory control and operation;

D. food service;

E. facility planning and scheduling to include tournaments, leagues, and private parties;

F. establishing and monitoring of policies for golf leagues and golf clubs;

G. course scheduling, procedures and practices, staffing, regulations, and instruction;

H. building and equipment maintenance;

I. coordinating and disseminating information regarding governing board, agencies, and committees; or

J. turf management and agronomy.

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

A. A bachelor's degree or above with a major in golf facilities management or business administration or business management may substitute for 4,000 hours of occupational experience.

B. An associate degree in golf facilities management or business administration or business management may substitute for 2,000 hours.

C. A diploma or certificate in golf facilities management or business administration or business management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. Course or clock hours for credit in golf facilities management, business administration or management, or seminars, workshops, or courses given in management by the Allied Golf Association. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in golf facilities management content for up to 1,500 of the 2,000 hours required in part 3700.0400 provided that experience occurred within the last five years. Two hours of teaching equal one hour of occupational experience.

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.

3700.0298 AQUACULTURE.

Subpart 1. **May teach.** A teacher who has an aquaculture license may teach in the aquaculture program and may also teach content specific to aquaculture anywhere in the technical college system.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Educational and occupational experience requirements.** An applicant must have the requirements as listed in item A or B and C.

A. A bachelor's or higher degree from an accredited postsecondary institution with a major in aquaculture, fisheries, fisheries and wildlife, or natural resources, and 4,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

B. An associate degree or two-year diploma or certificate from an accredited postsecondary institution in aquaculture, fisheries, fisheries and wildlife, or natural resources and 6,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

C. Eight thousand hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

(1) fish harvesting;

(2) disease diagnosis;

(3) design of fish culture systems;

(4) hatchery maintenance;

(5) nutrition and feeding analysis;

(6) transportation and handling;

(7) water quality management;

(8) eggtaking;

(9) brood stock management; and

(10) chemical application and treatment.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in aquaculture programs or courses at an accredited postsecondary institution for up to 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be in primary program content and must be done during the five years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

3700.0450 MEDICAL RECORD TECHNOLOGY.

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

A. alternative health records;

B. medical terminology;

C. coding I, II, III;

D. introduction to health records;

E. legal aspects of health records;

F. data processing of health record information;

G. health care statistics and records; and

H. diagnostic related grouping.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. **Occupational experience requirement.** An applicant must have 8,000 hours of occupational experience in one or more of the following:

A. medical records administrator; or

B. medical records technician in an acute care setting.

Subp. 4. **Substitution for occupational experience.** An applicant may substitute the education described in items A and B for up to 4,000 hours of occupational experience described in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0400, subpart 2.

A. A bachelor's or higher degree in medical record administration may be substituted for 4,000 hours.

B. An associate degree in medical record technology may be substituted for 2,000 hours.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in medical record technology for 1,500 hours of the 2,000 hours required in part 3700.0400, subpart 2. Two hours of teaching experience equals one hour of occupational experience.

3700.0768 GEOGRAPHIC INFORMATION SYSTEMS/AUTOMATED CARTOGRAPHY.

Subpart 1. **May teach.** A teacher who has a geographic information system instructor's license may teach in the geographic information system program and may also teach courses in geographic information systems.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements in the technical area under part 3700.0700.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 1,000 hours in computer aided drafting and design (C.A.D.D.) or in analyzing data models and manipulation of data using geographic information systems. Substitution for the 1,000 hours of C.A.D.D. or analyzing data using geographic information systems is not allowed. The remaining experience must include experience in at least one other skill described in items A to E:

A. use of coordinates to determine map scale and location;

B. photo interpretation (photogrammetry);

C. land surveying;

D. use of global positioning system for data input and evaluation; or

E. management of information systems.

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.

The 2,000 hours of occupational recency must include 1,000 hours of computer aided drafting and design or geographic information systems for data input and evaluation.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described under item A, B, or C for up to 4,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in civil engineering, environmental engineering or environmental science, geography, land surveying, landscape architecture, or computer science may be substituted for 4,000 hours.

B. An associate degree or two-year diploma or certificate in geographic information systems, civil engineering, drafting, environmental analysis, surveying, computer science, or technology may be substituted for 2,000 hours. A one-year program may be substituted for 1,000 hours.

C. The completion of courses for credit or clock hours in computer sciences, drafting, map making, photogrammetry, legal land descriptions, or geographic information systems. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience in geographic information systems primary program content for 1,000 hours of the required recent occupational experience. The 1,000 hours of computer aided drafting and design or analyzing data models and manipulation of data using geographic information systems may not be substituted. The applicant must also still have additional experience in at least one of the items in subpart 3, items A to E. Two hours of teaching equals one hour of occupational experience.

3700.0845 SAFETY AND HEALTH ADMINISTRATION.

Subpart 1. **May teach.** A teacher who has a safety and health administration license may teach in the Safety and Health Administration program and content in the Mine, Safety and Health Administration (MSHA) and may also teach courses specific to industrial safety.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, subparts 1 and 2.

Subp. 3. **Does not apply.** Parts 3700.0800, subpart 2, and 3515.9921 do not apply to part 3700.0835.

Subp. 4. **Educational and/or occupational experience.** The applicant must be an MSHA approved instructor and have the experiences described in item A, B, C, or D.

A. A bachelor's degree or higher in industrial safety or industrial hygiene and 2,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

B. A bachelor's degree in engineering, public health, industrial psychology, industrial technology, management/supervision or two years postsecondary education in industrial safety. Option B must also include 4,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

C. One year of postsecondary education in industrial health safety and 6,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

D. Thirty six credit hours of course content recognized by a national or state accrediting body in industrial health and safety and 6,000 hours as a safety and health supervisor, manager or administrator, or industrial safety and health instructor or trainer.

Subp. 5. **Recent experience.** Five hundred hours of the experiences described in subpart 4, item A, B, C, or D must be within five years of application for licensure.

Subp. 6. **Current licensees.** The title of the license of mine safety and health automatically becomes safety and health administration on the effective date of part 3700.0845.

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 correct copy of a resolution adopted at a meeting of the State Board of Technical Colleges, duly and properly called and held on the 9th day of July, 1991, 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 3700.0296 Golf Facilities Management, 3700.0298 Aquaculture, 3700.0450 Medical Record Technology, 3700.0768 Geographic Information Systems/Automated Cartography, 3700.0845 Safety and Health Administration are approved and adopted, 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 9th day of July, 1991.

F. B. Daniel
Officer of the Board

Attest by one other Board member

9925GAM

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 3700.0296 Golf Facilities Management, 3700.0298 Aquaculture, 3700.0450 Medical Record Technology, 3700.0768 Geographic Information Systems/ Automated Cartography, 3700.0845 Safety and Health Administration

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 May 28, 1991, 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 May 22, 1991. (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.

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

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

NOW, THEREFORE, IT IS ORDERED that the rule identified as 3700.0296 Golf Facilities Management; 3700.0298 Aquaculture; 3700.0450 Medical Record Technology; 3700.0768 Geographic Information Systems/Automated Cartography; 3700.0845 Safety and Health Administration are adopted this 10th day of July, 1991, pursuant to authority vested in the State Board of Technical Colleges by Minnesota Statutes, section 136C.04, Subdivision 9.

(9) Helen Henrie 7/10/91

Helen Henrie Date
Deputy Chancellor
State Board of Technical Colleges

9930.GAM

NEED AND REASONABLENESS

3700.0296 Golf Facilities Management
3700.0835 Safety and Health Administration
3700.0298 Aquaculture
3700.0768 Geographic Information Systems/Automated Cartography
3700.0450 Medical Records Technology

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

Licensure. The State Board may adopt rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education. When necessary for continuous programs approved by the board and when the board determines appropriate temporary standards do not exist, the board may adopt appropriate temporary standards without regard to Chapter 14 and may issue temporary licenses to teaching and support personnel. A temporary license is valid up to one year and is not renewable, but a person holding a temporary license may, upon its expiration, be issued a license in accordance with standards adopted under Chapter 14. The state board may establish a processing fee for the issuance, renewal, or extension of a license.

BACKGROUND INFORMATION

The technical college board is in the process of revising existing licensure rules and developing instructor licenses for new programs when an appropriate standard does not exist.

Golf Facilities Management, Safety and Health Administration, Aquaculture, and Geographic Information Systems/Automated Cartography represent new venture programs. Medical Records Technology is revision of an existing license.

The proposed permanent rules follow the format established by previous revised and new licenses.

Each individual rule had its own subcommittee consisting of State Board of Technical Colleges staff, technical college administrators, and licensed instructors and representatives from business and industry. Other individuals may be involved dependent upon the rule being promulgated as in the case of health areas, professional credentialling representation. Each rule is also reviewed by a licensure committee representing the State Board of Technical Colleges prior to the Board's resolution to adopt the rule.

The general format for the rules are as follows:

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

Subp. 2. Other requirements. Refers to the other requirements an applicant must meet for licensure as referred to above.

Subp. 3. Occupational and educational experience requirement. Specifies education required and number of hours and specific occupational areas acceptable for instructor licensure in the specific occupational program.

Subp. 4. Substitution for recent occupational experience. Identifies relevant current teaching experience which can substitute for a portion of the recency requirement.

3700.0296 GOLF FACILITIES MANAGEMENT

Golf Facilities Management is a new venture program for which there is no appropriate license. The license follows the format established by previously revised postsecondary technical college licenses.

Subpart 1. May teach. This subpart restricts the license holder to Golf Facilities Management program and content. This authority is reasonable by virtue of the occupational experience required in subp. 3.

Subp. 2. Other requirements. This subp. refers to initial, renewal and recency requirements in current rule. There are no changes in the subpart.

Subp. 3. Occupational experience requirement. Appraises the applicant of experiences required to obtain this license. The emphasis is on management level experience since this is the focus of the program. The majority of this experience including recency must be in a public facility. The financial activities differ in a public facility since the transactions are on a cash, not credit basis. Membership is open and unlimited, unlike private clubs. A public facility must keep all the activities within its function whereas private facilities contract out many operations such as food service, pro shop, building maintenance, etc. Due to the difference in scope and depth of responsibility between public and private facilities, it is reasonable to require the majority of experience in the public area. The activities listed encompass these management operations. It is reasonable to require only five of the ten activities to allow for regional differences in golf course club activity since, for example, a course may not have a pro shop or may find it economical to contract out an activity such as building maintenance.

The activities are also reasonable due to flexibility of verifying five of a list of ten

allowing for individual facility differences. 30,000 rounds of golf assures that a course is adequate in size to maintain the level of activity necessary for the breadth of experience to teach this program. In a year of excessive cold or rain, "a bad year", a metropolitan area course would experience a minimum of 40,000 rounds, therefore this is reasonable.

Subp. 4. Substitution for occupational experience. The educational substitutions allowed are in management or administration only. These substitutions are chosen for the content in principles of management, financial planning, personnel relations, accounting, business law, and customer service. These are reasonable substitutions since they are a part of this occupation and part of this program.

Subp. 5. Substitution for recent occupational experience. The only teaching experience allowed is in Golf Facility Management. It is reasonable to assume an individual teaching would have access to current knowledge and information by virtue of on site visits, advisory committees and student work supervision.

3700.0835 SAFETY AND HEALTH ADMINISTRATION INSTRUCTOR LICENSURE

Safety and Health Administration is a new venture program for which there is no appropriate license. This license follows the format established by previously revised postsecondary technical college licenses.

Subpart 1. May teach. This subpart appraises interested parties of the authorization allowed by the holder of this credential. The authorization allowed is for Safety and Health Administration program and content in Mine Safety and Health Administration (MSHA). MSHA courses are a portion of that content within the Safety and Health Administration program. It is therefore a reasonable crossover from the broader and larger concept of Safety and Health Administration program, Associate of Applied Sciences. The crossover courses which are allowed are specific to industrial safety only. These authorizations are appropriate given the educational and/or occupational experiences of subp. 4 which will be addressed later in this statement of need and reasonableness.

Subp. 2. Other requirements. This subpart appraises the applicant of the requirements which must be met by all technical college instructors currently in rule. There are no changes in this subpart.

Subp. 3. Does not apply. This subpart indicates to the applicant an area that does not apply to this particular license, specifically 2000 hours of recent occupational experience in the last five years. The recency in this license area is decreased to 500 hours as listed in subp. 5 under recent experience. The rationale for this decrease will be addressed in that subpart.

Subp. 4. Educational and/or occupational experience. The first requirement of this subpart is that an applicant be an MSHA approved instructor. Federal regulations require all MSHA instructors to carry an instructor card. Since MSHA can be taught full-time by this instructor and because the content from MSHA is also taught within the Safety and Health Administration program, it is reasonable to require an instructor to hold this card. The rationale for holding this card is due to the fact it is a federal regulation that anyone teaching in an MSHA program must hold this card, thus allowing the federal government to keep an inventory of instructional staff. Authority comes from Sections 101 and 115 (A), (B), (C), of the Federal Mine Safety and Health Act of 1977, Pub. L. 91-173 as amended by Pub. L. 95-164, 91 Statute 1291, 1315-1360 Programs 30 U.S.C. 811, 825 (A), (B), and (C). Instructors are approved by the Office of Education and Training, MSHA in one or more of the following ways:

1. An instructor training course conducted by the Office of Education and Training, MSHA, or given by persons designated by such office to give such instruction.

2. Designated by MSHA as approved instructors based on written evidence of instruction qualifications and teaching experience.

3. Designated by MSHA as approved instructors based on the performance of said instructors while teaching classes monitored by MSHA and designated by the chief of the training center.

A. A baccalaureate or higher degree in industrial safety or industrial hygiene is an appropriate educational experience due to the specific content of both of these programs. Within these programs content is offered in the areas of industrial hygiene, injury prevention and safety, occupational health and occupational medicine. Degrees in these areas correlate directly with content offered within this program. The areas of study that center on industrial hygiene, injury prevention and safety, including occupational health will transfer to the content offered within this program. Option A then requires 2000 hours of maintenance, service or production process in industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program. The intent of this occupational experience was to have work of a nature in which the person interacts with machines and the physical environment to perform tasks that conceivably could expose this individual to the risk of an accident or an occupational disease. The intent is to allow an individual with knowledge of safety and health standards by virtue of exposure as an employee in safe job procedures, hazardous materials, material handling, machinery and hand tools, and safety and health standards of that particular agency to be licensed. Experience is reduced to 2000 hours because of the difficulty in obtaining individuals for employment whose total job responsibility has been in industrial safety. Since the applicable degrees had as their primary focus industrial health and safety, it was felt that requiring 2000 hours of experience in such an environment requiring such procedures would be a realistic amount of time.

B. Allows a baccalaureate degree in engineering, public health, industrial

psychology, industrial technology, and management supervision or two years postsecondary education in industrial safety. The two years of postsecondary education in industrial safety is relevant for the same reasons outlined in item A. Since it is less number of years, 4000 hours of the occupational experience as described is required.

The engineering degrees and industrial technology degrees were selected because of their knowledge of materials and sources of power for human use. The basic engineering education includes inspection and quality control for mechanical devices. This design and development of products and processes important to a technological society which would assist the engineer to understand and appreciate industrial safety, experience, and hazards.

A degree in public health was selected because of its content in environmental health. That is, the role of environmental factors in injury and disease control. This would be the current emphasis on health and wellness allowing for an employee to better have intervention points and strategies to prevent industrial accidents. This degree was not given the weight of industrial safety or industrial hygiene since much of the content deals with the public at large such as epidemiology and general public health issues such as vaccinations, communicable and chronic diseases, chemical dependency, mental health, and measurement of community health status. Sufficient content, however, deals with safety as it pertains to industrial hazards and a safe environment.

Industrial psychology was selected for its content which involves human machine interaction, the cybernetic model of human machine communications, and analysis of factors that limit, impede or endanger performance. Content also within that program includes the capacities and limitations of humans in person machine interactions which would include attention and perception, for instance. All of these impacting on the safety of an industrial environment. Again, this degree was given less weight than industrial safety or industrial hygiene because it is only a portion of the content which is applicable. The experiences in option B remain the same as the experiences in option A. Additional 2000 hours of experience is included due to the more limited content within the degrees. Option B also included two years of postsecondary education in industrial safety and 4000 hours. In this instance, two years was allowed since that concentration is specifically in the field to be taught.

Degrees in management and supervision were selected because of their study of dynamics and challenges of working with and through people in manufacturing. Courses would include operations management and general management. Production and operations management courses involve the transformation of inputs into outputs but deals also with the manufacturing and service portion design analysis and control of productive systems. It includes the utilization of human resources and the proper application of these individuals. Management and supervisory content would include risk management and the insurance as a result of these risks. While initially it is concluded that risk management might deal with investment, it also includes life and health of the employee. Areas such as property and liability insurance, life and health insurance all deal with safety in the work place and liability. Therefore it was concluded that a

portion of this content would relate to industrial safety. Again, this degree is given less weight than content in option A for the reasons explained previously.

C. Recognizes the validity of one-year programs available in industrial health safety. Again the content is specific to the program being taught. Due to the decrease in education, however, it is reasonable to increase the occupational experience described in the other items.

D. Recognizes that many of the individuals working in a health and safety environment would have received their education by virtue of credit courses offered by such accrediting bodies as OSHA (Occupational Safety and Health Administration), MSHA (Mine Safety and Health Administration), and NIOSH (National Institute of Occupational Safety and Health). Courses offered by industry such as DuPont, Caterpillar, and National Safety Council courses also would meet the requirements of OSHA, MSHA, and NIOSH. These are accepted as appropriate content. The increase in occupational hours is equivalent to that required of one year of postsecondary education. However, the required work experience is considered more relevant since it must be as an administrator or instructor/trainer specifically in safety and health rather than an employee exposed to such programs. Therefore this is a reasonable ratio.

Subp. 5. Recent experience. The recency is decreased to 500 hours within five years of application. This program is 30 credits in length which is considerably less than most of the continuous programs offered in the technical college system. In addition, past experience has proven that it is very difficult to obtain individuals with clear and precise occupational safety experience. For this reason, it was reasonable and necessary to decrease the recent occupational experience to that of previous 3515 rules in order to accommodate obtaining instructors.

3700.0298 AQUACULTURE

Subpart 1. May Teach. This subpart restricts the license holder to teaching aquaculture content. This is reasonable due to the experiences detailed in subpart 3.

Subp. 2. Other requirements. This subpart refers to initial, renewal and recency requirements in current rule. There are no changes in this subpart.

Subp. 3. Educational and occupational experience requirements. The applicant has a choice of two separate educational experiences to obtain this license.

A bachelor's degree, associate degree, or two-year diploma in aquaculture, fisheries or material resources are reasonable educational experiences due to their content in water chemistry, biology, fisheries, aquatic plant life and hatcheries all represented in coursework in this program.

Specific experiences are listed in an environment of aquaculture or fish farm to

assure the depth and breadth of experience required to teach the program. An applicant may obtain this license through occupational experience only. Many individuals with other educational experiences not in this occupational area are in this field. Since the degree content does not apply to this program, it is reasonable to allow these individuals an opportunity through increased number of hours in the occupation an opportunity to obtain this license.

The ratio of hours and education has been established by previously revised licenses and there is no change in this ratio.

Subp. 4. Substitution for recent occupational experience. This subpart follows the format set by previously revised licenses. It is reasonable to assume an applicant teaching aquaculture would have up to date information as a result of clinical site experiences and advisory committees.

3700.0768 GEOGRAPHIC INFORMATION SYSTEMS/AUTOMATED CARTOGRAPHY

Subpart 1. May teach. This subpart appraises the license holder of teaching authorization. It is reasonable to allow this individual authorization in geographic information as a result of the experiences described in subpart 3.

Subp. 2. Other requirements. This subpart refers to initial, renewal and recency requirements in current rule. There are no changes in this subpart.

Subp. 3. Occupational experience requirement. 1000 hours of computer aided drafting or analyzing geographic information systems is required without allowance of a substitution. This is a reasonable requirement since these are the tools used to create and develop the legal descriptions of geographic information and constitute the majority of this program. At least one additional experience specific to geographic mapping must be documented to assure an applicant has experience beyond drafting, but rather the field work which precedes the actual draft itself. Since geographic information systems as a technology is only approximately six years old, it is necessary to be broad enough in the criteria to assure a pool of prospective instructors.

Subp. 4. Substitution for occupational experience. The educational substitutions allowed were determined by their content in computer hardware/configurations, drafting, programming, mapping geography, surveying, or environmental studies. All of these are components within this program and are therefore reasonable substitutions. In addition, due to the recency of this technology there is not an available group of academic majors specific to the field.

Subp. 5. Substitution for recent occupational experience. Substitution is allowed up to 1000 hours as a result of exposure to on site clinical experiences, visits, and advisory committees. The 1000 hours of computer aided drafting and design or analyzing

data models and manipulation of data using geographic information systems may not be substituted. Since geographic systems mapping is a relatively new venture, current experience in this area is necessary to assure familiarity with the process, thus it is reasonable to require this specific experience.

3700.0450 MEDICAL RECORDS TECHNOLOGY

Subpart 1. May teach. This subpart indicates to the applicant the teaching authorization allowed with this license. Given the requirements of subpart 3, it is reasonable to assume an applicant would have this knowledge.

Subp. 2. Other requirements. This subpart refers to initial, renewal and recency requirements in current rule. There are no changes in this subpart.

Subp. 3. Occupational experience requirement. Experience as a medical records administrator is reasonable because administrators have over all responsibility for patient records and information. These individuals design the health information systems, plan, organize, and evaluate medical record indices, work with research projects requiring medical information, third party payer reimbursement information and develop methods for evaluating patient care. This individual must know the job of the technician in detail.

This program trains medical record technicians, thus it is reasonable to allow this experience as appropriate to licensure as well. A technician is responsible for organizing, analyzing and evaluating medical records according to established standards, compiling various administrative and health statistics, special registries, and storage and retrieval systems, transcribing medical reports, entering and retrieving computerized health data, and controlling the usage and release of information. On the basis of these activities, it is reasonable to assume both of these positions have the breadth and depth to teach this program.

Subp. 4. Substitution for occupational experience. The only substitution allowed is education in medical record technology. This is a reasonable substitution since the content is directly applicable to the medical record technician program. The ratio is the same as previously revised licenses. There is no change in this ratio.

Subp. 5. Substitution for recent occupational experience. Teaching experience is allowed as a substitution for 1500 of the 2000 hours of recency. Clinical site visit and advisory committees require up to date knowledge of medical records and is therefore reasonable. In addition, the applicant is still required to have 500 hours of current experience. This follows the format of previously revised licenses.

These rules will be implemented using current processes and will not have a fiscal impact.

Stat. Authority 136.04 subd 9
The board may adopt rules under chapter 14 for licensure of teaching, support ....

125.185 subd 4
The board shall adopt rules to license public school teachers and interns subject to Chapter 14.

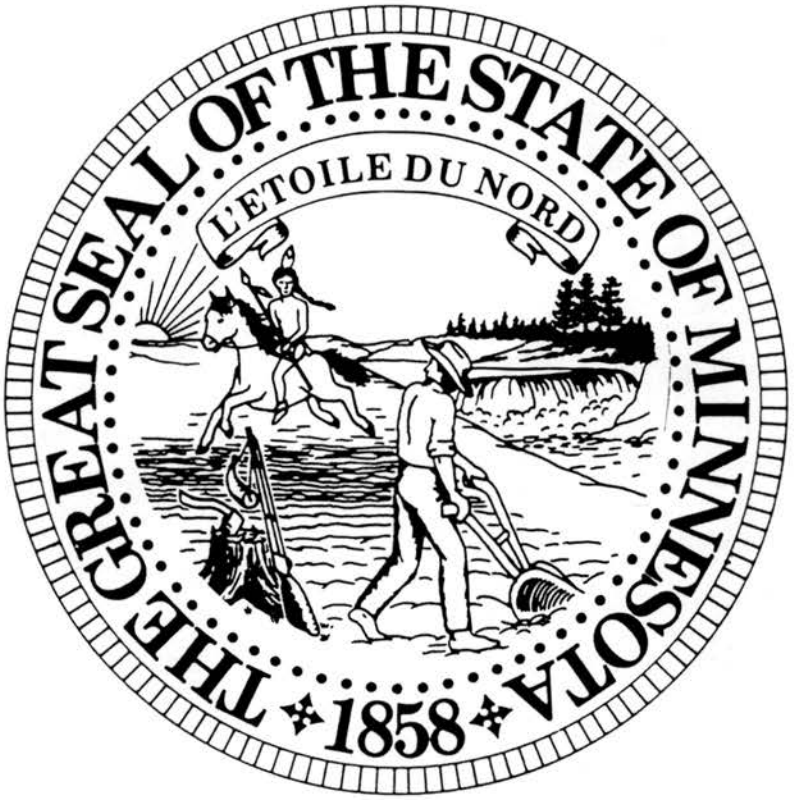
end of comment period stated in Notice of Intent
June 28, 1991

Sola out of order

GEORGIA. PLEASE SEE PG 530. - C

The Minnesota
State Register

Department of Administration—Print Communications Division



Rules edition
Published every Monday

27 August 1990

Volume 15, Number 9

Pages 469-544

The Mining Unit Book will be available at least thirty days prior to October 4, 1990. Application for each copy of the Mining Unit Book must be accompanied by a check or money order, payable to the State Treasurer in the sum of $25.00, as a fee for such Mining Unit Book, plus $1.50 State of Minnesota Sales Tax. Unit books will also be available for inspection at the Hibbing and St. Paul offices of the Division of Minerals.

Dated: 31 August 1990

Joseph N. Alexander, Commissioner
Department of Natural Resources
St. Paul, Minnesota

State Board of Technical Colleges

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 Technical Colleges 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 Aviation Occupations, Aquaculture, Mathematics, Communications, Reading, Small Business Management, Horticulture Occupations, Occupational Skills, Culinary Arts, Automotive Occupations, Marketing Occupations. The adoption of these rules is authorized by *Minnesota Statutes* § 136C.04, subd. 9. and 125.185 subd. 4.

The State Board of Technical Colleges 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 Technical Colleges
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-0679

Ms. Georgia Pomroy
State Board of Technical Colleges
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., Friday, September 28, 1990. Any written material received by the State Board of Technical Colleges 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 Chancellor
State Board of Technical Colleges

Department of Commerce Regulated Profession Publications

Banking Laws 1989. Complete text of state law governing banks, trust companies an other financial institutions. Code #2-76 $31.95

Business and Nonprofit Corporation Act of 1989. Laws governing establishment and conduct of for-profit and non-profit corporations in Minnesota. Chapters 80B, 302A, 317. Code #2-87 $15.00

Fair Labor Standards Act 1987. Minimum wage and overtime compensation standards for employers. Chapter 177. Code #2-75 $5.00

Insurance Laws 1988. A compendium of laws applicable to the insurance business. Includes chapters on company and individual agents licensing requirements. Code #2-1. $22.95

Insurance Rules 1989. Essential licensing information for businesses and agents. Includes standards on policies, practices, marketing and continuing education. Code #3-1 $18.00

Notary Public Laws 1989. Statutory requirements regarding the oath of office, necessary bond, and taking of depositions. Includes an explanation of the term of the office and procedures for removal from office. Code #2-13 $5.00

Real Estate Laws 1988. Complete and up-to-date extract from the 1986 Minnesota Statutes. Code #2-92 $7.00

Real Estate Rules 1987. Contains all education and licensing requirements for agents. Chapters 2800.2805, and 2810. Code #3-99 $8.00

Securities Laws 1989. Governs the activities of broker/dealers, agents or investment advisors. Chapter 80A. Code #2-12 $7.00

Securities Rules 1988. Subjects include standards of conduct, equity securities, investment companies and more. Chapter 2875. Code #3-5 $14.00

Banking Rules 1987. Code #3-81. $6.00

Uniform Commercial Code 1986. Chapter 336, U.S. laws governing trade, including contracts, title, payment, warranties, performance and liability. Code #2-2 $10.00

Mailing Lists. All kinds available. Call to receive a copy of mailing list service packet, (612) 297-2552.

TO ORDER: Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747. Minnesota residents please include 6% sales tax. On all orders, add $2.00 per order for postage and handling. Prepayment is required. Please include daytime phone. VISA/MasterCard and American Express orders accepted over phone and through mail. ***Prices are subject to change.*** 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.

Georgia, please see pg 2854 -G

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Rules edition
Published every Monday

4 June 1990

Volume 14, Number 49

Pages 2831-2870

CITY	HEARING SITE AND ADDRESS	TIME	DATE
Grand Rapids	Wilson Hall, Itasca Comm. College 1851 E. Hiway 169 Grand Rapids, MN 55744	3:30-5:30 p.m.	6/13
St. Paul	Public Utilities Commission 780 American Center Bldg. 150 East Kellogg Boulevard St. Paul, MN 55101	1:00-3:00 p.m.	6/21

Oral and written testimony may be submitted at the hearing. In addition, written testimony will be accepted at the above address until 4:30 p.m. on Thursday, July 5, 1990. All comments will be considered by the Department of Jobs and Training, Economic Opportunity Office.

Metropolitan Waste Control Commission

Notice of Informational Meetings for Infiltration and Inflow

NOTICE IS HEREBY GIVEN that the MWCC is initiating a systemwide study to evaluate infiltration and inflow in the Metropolitan Disposal System. Informational meetings will be held for the purpose of providing details of proposed methodologies, the goals and objectives of the study, and community input and discussion. Meetings will be held:

June 18	2:30 - 4:30 p.m.	Dakota County Library—Wescott 1340 Wescott Road Eagan, Minnesota 55123 Public Meeting Room
June 18	2:30 - 4:30 p.m.	Hennepin Technical College Eden Prairie Campus 9200 Flying Cloud Drive Eden Prairie, Minnesota 55344 Room #H117 and #H118
June 20	2:30 - 4:30 p.m.	White Bear Lake Police Station 4700 Miller Avenue White Bear Lake, Minnesota 55110 Old City Council Chambers
June 20	7:00 - 9:00 p.m.	City of Falcon Heights 2077 West Larpenteur Avenue Falcon Heights, Minnesota 55113 City Council Chambers
June 21	2:30 - 4:30 p.m.	Brooklyn Center Civic Center Community Center 6301 Shingle Creek Parkway Brooklyn Center, Minnesota 55430 Constitution Hall

For additional information, contact Wayne Rikala, Project Manager, MWCC, at 229-2127 or Mary Richardson, Richardson, Richter and Associates, at 334-3210.

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 new venture programs Turf and Irrigation Management and Golf Facilities Management. The adoption 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., Friday, July 6, 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

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

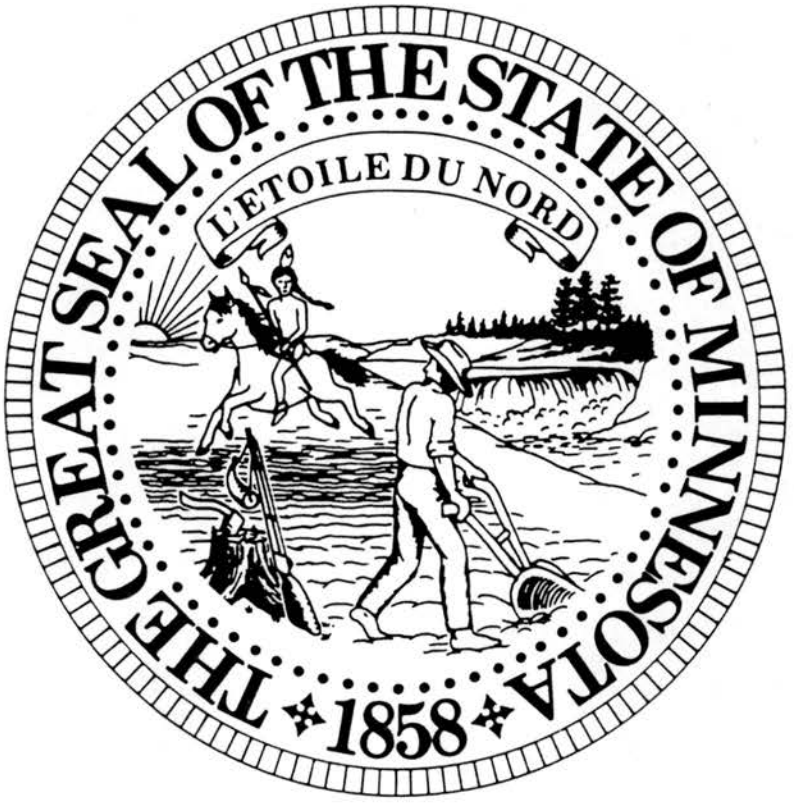
Call 296-2600 for information on a specific bid, or to request a specific bid.

Commodity: Hazardous waste storage building
Contact: Steve Burgstahler 296-3775
Bid due date at 2pm: June 8
Agency: State University
Deliver to: Moorhead
Requisition #: 26072-02212

Commodity: Scorbot electronic testing equipment
Contact: Pam Anderson 296-1053
Bid due date at 2pm: June 6
Agency: St. Cloud University
Deliver to: St. Cloud, MN
Requisition #: 26073-21832

Commodity: 90 day loan of interactive audio-video communications equipment
Contact: Donald Olson 296-3771
Bid due date at 2pm: June 7
Agency: Human Services
Deliver to: St. Paul
Requisition #: Price Contract

The Minnesota
State Register
Department of Administration—Print Communications Division



Rules edition
Published every Monday
(Tuesday if Monday is a holiday)

Monday 19 November 1990

Volume 15, Number 21

Pages 1209-1248

Department of Labor and Industry

Labor Standards Division

Notice of Correction to Prevailing Wage Rates

The prevailing wage rate certified October 1, 1990 for labor classifications 404—Carpenter for commercial construction in the following counties has been corrected, Rice, Steele and Waseca.

Copies of the corrected certifications may be obtained by contacting the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155, or calling (612) 296-6452.

Ken Peterson, Commissioner
Department of Labor and Industry

State Board of Technical Colleges

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 Technical Colleges 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 Mine Safety & Health Administration, Safety & Health Administration, Geographic Information Systems, Automotive Appearance, Concrete Technician, Machine Tool Careers, Medical Records, Electric Utility Technician and Electric Linework. The adoption of these rules is authorized by *Minnesota Statutes* § 136C.04, subd.9. and 125.185 subd.4.

The State Board of Technical Colleges 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 Technical Colleges
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-0679

Ms. Georgia Pomroy
State Board of Technical Colleges
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, December 20, 1990. Any written material received by the State Board of Technical Colleges 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 Chancellor
State Board of Technical Colleges

Department of Transportation

Goals for Disadvantaged Business Enterprises for Federal Fiscal Year 1991

The Minnesota Department of Transportation (Mn/DOT) has established a goal of 10% for Disadvantaged business enterprises (DBE) for all modes of transportation for federal fiscal year 1991 (October 1, 1990 through September 30, 1991).

The Surface Transportation Uniform Relocation Assistance Act of 1987 (STURAA) required a 10% DBE goal. STURAA requires that women business owners be presumed to be socially and economically disadvantaged and are included in the DBE goal.

The department's DBE Plan is available for public inspection during normal business hours (8:00 a.m. to 4:30 p.m.) at Mn/DOT Central Office, Room 123 Transportation Building, John Ireland Boulevard, St. Paul, Minnesota 55155, for 30 days following the date of this notice. Mn/DOT is open for public comment regarding the DBE goals for 45 days from the date of this notice. The comments are for information purposes only.

Please respond to:

The Minnesota Department of Transportation
EEO Contract Management Office
Room 123
St. Paul, Minnesota 55155

In the Matter of the Adoption of the Rule of the State Board of Technical Colleges Governing
3700.0296 Golf Facilities Management
3700.0298 Aquaculture
3700.0450 Medical Record Technology
3700.0768 Geographic Information Systems/ Automated Cartography
3700.0845 Safety and Health Administration

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: 8/1/91

20109935.FRM