

Minnesota Attorney General: Administrative Rules Proceedings

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The Minnesota

State Register

Department of Administration—Print Communications Division



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

Monday 18 November 1991

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C. residing outside the home when both medical assistance and social services funds are expended for the costs of services; and

D. determined eligible for medical assistance without consideration of parental income or assets.

If the parental fee is for reimbursement for the cost of services to both the local agency and medical assistance, the department shall reimburse the local agency for its expenses first and the remainder shall be reimbursed to the medical assistance account.

REPEALER. *Minnesota Rules*, parts 9505.0075, subpart 4; 9550.6210, subpart 14; 9550.6220, subpart 7; and 9550.6228, subpart 2, are repealed.

Technical Colleges Board

Proposed Permanent Rules Relating to Technical College Teacher Licenses: Dental Assisting; Machine Tool Career

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, December 20, 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 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:

M. Robert Babcock, Supervisor
State Board of Technical Colleges
314 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-1867

Georgia Pomroy, License Revision Specialist
State Board of Technical Colleges
322 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-297-2204

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 M. Robert Babcock 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 M. Robert Babcock or Georgia Pomroy at the above-mentioned address.

Helen Henrie, Deputy Chancellor
State Board of Technical Colleges

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.

Rules as Proposed (all new material)

3700.0465 DENTAL ASSISTING.

Subpart 1. **May teach.** A teacher who has a dental assisting instructor's license may teach in the dental assisting program and may also teach courses or content which are specific to dental assisting anywhere in the technical colleges.

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. **Educational and occupational experience.** The applicant must meet the requirements in items A to C.

A. The applicant must be a dental assistant certified by the Dental Assisting National Board Inc., and registered by the Minnesota Board of Dentistry, or be licensed to practice as a dentist in Minnesota.

B. The applicant must be a graduate of an accredited program by the American Dental Association's Commission on Dental Accreditation in dental assisting, dental hygiene, or dentistry.

C. The applicant must have verified occupational experience and education as described in subitem (1) or (2). The education must be from an accredited postsecondary institution.

(1) A baccalaureate or above degree in health science or health education and 4,000 hours of occupational experience providing direct patient care which must include a minimum of 2,000 hours of four-handed chairside assisting and 1,000 hours of legalized intra-oral dental care;

(2) An associate degree in a health science or health education area or a certificate or diploma in dental assisting and 6,000 hours of occupational experience providing direct patient care and must include a minimum of 2,000 hours of four-handed chairside assisting and a minimum of 1,000 hours of legal intra-oral dental care.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in an accredited ADA dental hygiene or dental assistant program 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.

3700.0850 MACHINE TOOL CAREER LICENSE.

Subpart 1. **May teach.** A teacher who has a machine tool career instructor license may teach in the machine tool career programs and may also teach:

A. machine tool core; and

B. any course which is specific to machine tool careers.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial occupational area under part 3700.0800.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience in blueprint reading, machine set up, machine troubleshooting, and machine operation of both manual and computerized numerical control equipment.

Subp. 4. **Occupational experience substitution.** The applicant may substitute the education described in item A or B for up to 2,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in engineering or a two-year degree, diploma, or certificate in machine tool technology may be substituted for 2,000 hours; or

B. A one-year diploma or certificate in machine tool technology may be substituted for 1,050 hours.

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or industrial or military setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0100 if the teaching is done during the five years just before application for licensure. The teaching must be in primary program content in machine tool technology. Two hours of teaching equal one hour of occupational experience.

Technical Colleges Board

Proposed Permanent Rules Relating to Teacher Licenses; New Program Instructional Staff

Rules as Proposed (all new material)

3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF.

Subpart 1. **Requirements.** A license may be issued in a specified approved new program area, valid to teach content only within

that program. An individual may teach full time in an authorized new program offering when the individual:

A. is determined to be technically and professionally qualified through:

(1) approval and signature of the approved hiring technical college administrator;

(2) education and/or occupational experience as described in a qualifications description developed by the new program advisory committee; and

(3) approval and signature of the chancellor of the State Board of Technical Colleges;

B. has submitted for record with the licensing unit of the State Board of Technical Colleges the approved qualifications description and credentials to substantiate compliance with item A; and

C. submits evidence of complying with the teacher education course: introduction to vocational teaching.

Subp. 2. **Duration; not renewable.** A license issued under this part is valid for only four years from the date it is issued and is not renewable.

Office of Waste Management

Notice of Intent to Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Office of Waste Management (Office) intends to adopt the above-entitled rule amendments without a public hearing. The Office is proposing to adopt rules as published in the *State Register* on Monday, August 12, 1991; CITE 16 S.R. 243-246. The adoption of rule amendments follow the procedures set forth in the Administrative Procedures Act for adopting rules without a public hearing in *Minnesota Statutes* §§ 14.22 to 14.28 (1990). The authority of the Office to adopt the amendments is set forth in *Minnesota Statutes* §§ 115A.06, Subd. 2 and 115D.05, subd. 3(b).

All persons have until 4:30 p.m. on December 30, 1991, to submit comments in support or opposition to the amendments or any part or subpart of the proposed amendments. Comment is encouraged. Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the proposed amendments within the comment period. If 25 or more persons submit a written request for a public hearing within the comment period, a public hearing will be held unless a sufficient number withdraw their requests 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 amendments addressed, the reason for the request, and any change proposed. If a public hearing is required, the Office will proceed pursuant to *Minnesota Statutes* §§ 14.131 to 14.20 (1990).

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

Julie MacKenzie, Coordinator
Pollution Prevention Grant Program
Minnesota Office of Waste Management
1350 Energy Lane
Saint Paul, MN 55108
612-649-5494 or
1-800-652-9747 (MN Toll-Free)

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

The proposed amendments, if adopted, will establish the criteria and procedures for awarding grants under the Office's Pollution Prevention Grant Program established by *Minnesota Statute* § 115D.05 (1990). One free copy of the proposed rule is available upon request from the address and telephone number stated above.

A **STATEMENT OF NEED AND REASONABLENESS** that describes the need for and reasonableness of each provision of the proposed amendments and identifies the data and information relied upon to support the proposed amendments has been prepared and is available from the Office upon request.

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.

CERTIFICATE OF THE STATE OF MINNESOTA
STATE BOARD OF TECHNICAL COLLEGES

AUTHORIZING RESOLUTION FOR ADOPTION OF A RULE WITHOUT A PUBLIC HEARING

I, Donna Anderson, 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 11th day of February, 1992, 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 rules 3700.0850 Machine Tool Careers, 3700.0465 Dental Assisting, 3700.1420 New Program Instructional Staff licenses 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 11th day of February, 1992.

Donna Anderson
Officer of the Board

Lenore Quick
Attest by one other Board member

9925.MDN

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 3700.0465 Dental Assisting, 3700.0850 Machine Tool Career, 3700.1420 New Program Instructional Staff

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 November 18, 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 November 12, 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. (7) No comments or submissions on the rule were received by the agency.

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

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

NOW, THEREFORE, IT IS ORDERED that the rules identified as 3700.0465, 3700.0850, 3700.1420 Postsecondary Vocational Teaching Licenses, Dental Assisting, Machine Tool Career, New Program Instructional Staff are adopted this 12th day of February, 1992, pursuant to authority vested in the State Board of Technical Colleges by Minnesota Statutes, section 136C.04, Subdivision 9.

(9)

Helen Henrie 2/12/92

Hélen Henrie Date
Deputy Chancellor
State Board of Technical Colleges

9930.MDN

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

NOV 21 1991

November 19, 1991

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

RE: File No. 1877

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

NOV 2 1 1991

Administrative Rules

Richard J. Sands
Senior Assistant Revisor
296-2798

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

November 19, 1991

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

RE: File No. 1941

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

Georgia, please see pg 2487. GS
and 2501

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Monday 20 May 1991

Volume 15, Number 47

Pages 2461-2516

Hazardous Waste Management Planning Council

1350 Energy Lane, St. Paul 55108. 612-649-5750
Minnesota Statutes 115A.12

APPOINTING AUTHORITY: Office of Waste Management. COMPENSATION: Reimbursed for expenses.
VACANCY: One member: industrial background and knowledge of hazardous waste issues.

The council makes recommendations to the Office of Waste Management on industrial waste management planning, waste management facility development, and industrial waste reduction issues and programs. The council may have up to eighteen members and includes public members, representatives of local government units, hazardous waste generators and private hazardous waste management firms. Meetings once a month.

American Indian Advisory Task Force on Indian Child Welfare

Dept. of Human Services, 444 Lafayette Rd., 3rd Floor, St. Paul 55155-3822. 612-297-2710
Minnesota Statutes 257.3579

APPOINTING AUTHORITY: Commissioner of Human Services. COMPENSATION: Travel expenses.
VACANCY: Six members from urban American Indian communities: one from Duluth, two from St. Paul, and three from Minneapolis.

The task force assists the commissioner in formulating policies and procedures relating to American Indian child welfare services and to make recommendations regarding approval of American Indian child welfare grants. Six representatives from the urban American Indian communities include one member from Duluth, two members from St. Paul and three members from Mpls. Approximately six to eight meetings per year held in various statewide locations.

Metropolitan Council

Mears Park Centre, 230 E. Fifth St., St. Paul 55101. 612-291-6390
Minnesota Statutes 473.123

APPOINTING AUTHORITY: Governor. Senate confirmation. COMPENSATION: $50 per diem plus expenses.
VACANCY: One member: must be a resident from Metropolitan Council District 11.

The council coordinates planning and development of the seven-county metro area and establishes policies for regional transportation, sewer, airports, parks, human services and housing systems. The council consists of seventeen members including sixteen members selected from districts of equal population, and a chair representing the metro area at large. The chair serves at the pleasure of the governor. Members cannot hold elected public office and must reside in the council district he or she represents. Meetings are usually twice a week, for a commitment of approximately 20 hours a week. Members must file with the Ethical Practices Board.

Teachers Retirement Association

Notice of Regular Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Wednesday, June 12, 1991, at 9:30 a.m., in Suite 500, Gallery Building, 17 W. Exchange Street, St. Paul, MN to consider matters which may properly come before the Board.

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 Dental Assisting, Research and Development, and Supervisory Management. 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. Glenda Moyers
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, June 20, 1991. 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

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.

Commodities contracts with an estimated value of $15,000 or more are listed under the Materials Management 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.

Materials Management Division—Department of Administration:

Contracts and Requisitions Open for Bid

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

Commodity: Soil pressure cells—rebid
Contact: Joan Breisler 296-9071
Bid due date at 2pm: May 22
Agency: Transportation Department
Deliver to: Maplewood
Requisition #: 79050-26866

Commodity: 15 passenger van B-350
Contact: Brenda Thielen 296-9075
Bid due date at 2pm: May 23
Agency: Corrections Department
Deliver to: St. Paul
Requisition #: 78500-26560

Commodity: 15 passenger van V-10m90
Contact: Brenda Thielen 296-9075
Bid due date at 2pm: May 23
Agency: Human Services Regional Treatment Center
Deliver to: Willmar
Requisition #: 55106-07648

Commodity: Move of Oak Terrace
Contact: Joan Breisler 296-9071
Bid due date at 2pm: May 28
Agency: Human Services Department
Deliver to: St. Paul
Requisition #: 55520-04760

Commodity: Penetrant sealer
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: May 28
Agency: Transportation Department
Deliver to: Rochester
Requisition #: 79600-04353

Commodity: Expansion pressure device
Contact: Pamela Anderson 296-1053
Bid due date at 4:30pm: May 28
Agency: Transportation Department
Deliver to: Maplewood
Requisition #: 79000-14519

Commodity: Armored car service
Contact: Joyce Dehn 297-3830
Bid due date at 2pm: June 6
Agency: Community Colleges
Deliver to: Metro Area
Requisition #: Price contract

Commodity: Copier
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: May 24
Agency: Natural Resources Department
Deliver to: Brainerd
Requisition #: 29003-01289-01

Commodity: Truck lamps, lenses, etc.
Contact: Dale Meyer 296-3773
Bid due date at 2pm: May 28
Agency: Transportation Department
Deliver to: Various
Requisition #: Price Contract

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Monday 19 November 1990

Volume 15, Number 21

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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

CE
3-4-92

RULE REVIEW CHECKLIST

File No. 1904
DATE RECEIVED 3-2-92
REVIEW DATE 3-11-92
DUE DATE 3-16-92
(DIS)APPROVED 3/13/92
WITHDRAWN

Docket No. 05.0009831
ADOPTED W/O HEARING
EMERGENCY RULE
TO REVISOR ON 3-4-92
REVISOR (DIS)APPROVED 3-6-92
FILED W/SEC. OF STATE 3-17-92
RETURNED TO AGENCY 3-17-92

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion (if applicable)
May 20, 1991 Date published in State Register
Comments

✓ Petition for Adoption of a Rule

✓ Board's Authorizing Resolution
May 14, 1991 Date adopted Nov 13, 1990
Rental assistance mine safety

✓ Proposed Rule

✓ Revisor's Certificate

✓ Notice of Intent to Adopt Rule
136C.04 Statutory Authority
NA Small Business Statement
NA Expenditure of public money statement
10-30-91 Signature

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

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
Nov 12, 1991 Dated 30/25 days before adoption
Notice attached indicates it is attached

Copy of rule or summary attached

✓ Publication in State Register
November 18, 1991 Date 30/25 days before adoption

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

✓ Resolution Adopting
Feb 11, 1992 Date adopted

✓ Findings of Fact, Conclusions & Order Adopting
Feb 12, 1992 Date

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)

Rules rel

DEPARTMENT: Office of the Attorney General

STATE OF MINNESOTA

OFFICE MEMORANDUM

DATE: March 17, 1992

TO: MS. GLENDA MOYERS
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul

FROM: MARY JO MURRAY
Special Assistant
Attorney General

PHONE: 296-3258

SUBJECT: In the Matter of the Adopted Rules Relating to (1) Teacher Licenses; New Program Instructional Staff and (2) Technical College Teacher Licenses: Dental Assisting; Machine Tool Career

The above-referenced rules have been approved as to their legality by the Attorney General on March 13, 1992.

Enclosed are your copies of the approved rules. 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.

CBE:sc

Enclosures

cc: Charles T. Mottl
William Brown, Chief Judge
MaryAnn Hruby

Technical Colleges Board

Adopted Permanent Rules Relating to Teacher Licenses; New Program Instructional Staff

Rules as Adopted

3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF.

Subpart 1. **Requirements.** A license may be issued in a specified approved new program area, valid to teach content only within that program. An individual may teach full time in an authorized new program offering when the individual:

A. is determined to be technically and professionally qualified through:

(1) approval and signature of the approved hiring technical college administrator;

(2) education and/or occupational experience as described in a qualifications description developed by the new program advisory committee; and

(3) approval and signature of the chancellor of the State Board of Technical Colleges;

B. has submitted for record with the licensing unit of the State Board of Technical Colleges the approved qualifications description and credentials to substantiate compliance with item A; and

C. submits evidence of complying with the teacher education course: introduction to vocational teaching.

Subp. 2. **Duration; not renewable.** A license issued under this part is valid for only four years from the date it is issued and is not renewable.

APPROVED AS TO FORM AND LEGALITY

3/13 19 82

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY _____
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

MAR 17 1982

Joan Anderson Growe
Secretary of State

10:15 AM
PRB

Technical Colleges Board

Adopted Permanent Rules Relating to Technical College Teacher Licenses: Dental Assisting; Machine Tool Career

Rules as Adopted

3700.0465 DENTAL ASSISTING.

Subpart 1. **May teach.** A teacher who has a dental assisting instructor's license may teach in the dental assisting program and may also teach courses or content which are specific to dental assisting anywhere in the technical colleges.

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. **Educational and occupational experience.** The applicant must meet the requirements in items A to C.

A. The applicant must be a dental assistant certified by the Dental Assisting National Board Inc., and registered by the Minnesota Board of Dentistry, or be licensed to practice as a dentist in Minnesota.

B. The applicant must be a graduate of an accredited program by the American Dental Association's Commission on Dental Accreditation in dental assisting, dental hygiene, or dentistry.

C. The applicant must have verified occupational experience and education as described in subitem (1) or (2). The education must be from an accredited postsecondary institution.

(1) A baccalaureate or above degree in health science or health education and 4,000 hours of occupational experience providing direct patient care which must include a minimum of 2,000 hours of four-handed chairside assisting and 1,000 hours of legalized intra-oral dental care;

(2) An associate degree in a health science or health education area or a certificate or diploma in dental

assisting and 6,000 hours of occupational experience providing direct patient care and must include a minimum of 2,000 hours of four-handed chairside assisting and a minimum of 1,000 hours of legal intra-oral dental care.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in an accredited ADA dental hygiene or dental assistant program 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.

3700.0850 MACHINE TOOL CAREER LICENSE.

Subpart 1. **May teach.** A teacher who has a machine tool career instructor license may teach in the machine tool career programs and may also teach:

A. machine tool core; and

B. any course which is specific to machine tool careers.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial occupational area under part 3700.0800.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience in blueprint reading, machine set up, machine troubleshooting, and machine operation of both manual and computerized numerical control equipment.

Subp. 4. **Occupational experience substitution.** The applicant may substitute the education described in item A or B for up to 2,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in engineering or a two-year degree, diploma, or certificate in machine tool technology may be substituted for 2,000 hours; or

B. A one-year diploma or certificate in machine tool technology may be substituted for 1,050 hours.

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or industrial or military setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0100 if the teaching is done during the five years just before application for licensure. The teaching must be in primary program content in machine tool technology. Two hours of teaching equal one hour of occupational experience.

APPROVED AS TO FORM AND LEGALITY

March 13 19 92

ROBERT H. HUMPHREY III
ATTORNEY GENERAL

BY _____
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

MAR 17 1992

Joan Anderson Growe
Secretary of State

10:15 AM FKB

MN Stat 136C.04 subd 4
The state board may adopt rules under chapter 14 for licensure of teaching support and supervision personnel in post-secondary and adult vocational education

Notice of Intent
end of comment period Dec 20, 1991

Solar - wrong cite for SOLAR rules
is 3700.0465 states
3700.0460

STATE OF MINNESOTA

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

OFFICE MEMORANDUM

TO: Pat Nolte

FROM: Georgia Pomroy, License Revision Specialist

DATE: March 2, 1992

PHONE: 296-0680

SUBJECT: Document Review for:
3700.0465 Dental Assisting
3700.0850 Machine Tool Careers
3700.1420 New Program Instructional Staff
(Research and Development)

The following documents are enclosed for your review:

1. Authorizing Resolutions for Proposed Rules -
   3700.0465 Dental Assisting - May 14, 1991
   3700.0850 Machine Tool Careers - November 13, 1990
   3700.1420 Research and Development (New Program Instructional Staff) - May 14, 1991

2. *State Register* Copy - Solicitation of Outside Opinion -
   3700.0465 Dental Assisting - May 20, 1991
   3700.0850 Machine Tool Careers - November 19, 1990
   3700.1420 Research and Development (New Program Instructional Staff) - May 20, 1991

3. Copy of Proposed Rules Approved by Revisor -
   3700.0465 Dental Assisting - October 4, 1991
   3700.0850 Machine Tool Careers - October 4, 1991
   3700.1420 New Program Instructional Staff (Research and Development) - October 2, 1991

4. Signed Notice of Intent to Adopt a Rule as Mailed -
   October 30, 1991

5. Statement of Need and Reasonableness

6. Affidavit of Mailing - November 12, 1991

7. SONAR Notification/Legislative Commission to Review Legislative Rules -
   November 13, 1991

8. *State Register* Copy of Rules as Published with Intent to Adopt -
   November 18, 1991

9. Comment and Response on Rules - No comments received

10. Four copies of rule as adopted and approved by Revisor of Statutes -
    November 19, 1991

11. State Board's Resolution Adopting Rules - February 11, 1992

12. Findings of Fact and Conclusions of Law - February 12, 1992

13. Declaration by Attorney General - February 25, 1992

GP:lrv
MOTTL.MDN

Enclosures

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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 14th day of May 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 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 Postsecondary Vocational Licensure of personnel for Dental Assisting; Reenactment and Validation of 3515.5700, 3515.5900, 3515.6100, 3515.6200, and 3515.6700; Research and Development License; Supervisory Management; and Postsecondary Related Subjects 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 14th day of May 1991.

F B Daniel

President
State Board of Technical Colleges

Lenore Quick

Attest by one other Board Member

9910BRD

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

NEED AND REASONABLENESS

3700.0465 DENTAL ASSISTANT
3700.0850 MACHINE TOOL INSTRUCTOR CAREERS
3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF

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. These rules follow the format established for 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 credentialing 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 in 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.

3700.0460 DENTAL ASSISTANT INSTRUCTOR

Dental Assistant instructor is a revised program license. It has been revised to complement the license in the new venture program Dental Hygiene instructor. This license follows the format previously established by other revised postsecondary technical college licenses.

Subpart 1. May teach. This subpart restricts the license holder to dental assistant education program and content. This authority is reasonable by virtue of the occupational and educational experience required in subp. 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. Appraises the applicant of experiences required to obtain this license.

A. In order to teach Dental Assistant in the State of Minnesota, an applicant must be certified in dental assisting by the Dental Assisting National Board, Inc. In order to practice in the State of Minnesota, an applicant must be registered by the Minnesota Board of Dentistry as a dental assistant. A dentist by virtue of scope and practice also has authorization to teach Dental Assisting providing they are licensed by the State of Minnesota. Therefore this is a reasonable inclusion in this license as required by the professional boards.

B. Requires an applicant to be a graduate of an American Dental Assisting accredited program in assisting, dental hygiene or dentistry. Since an applicant will be teaching within an accredited program in the State of Minnesota, it is reasonable to require an applicant to have been a graduate of an accredited program. Dental Assistant has within their scope and practice the activities of a dental assistant. Dental Hygiene also has within scope and practice not only the activities of a hygienist, but also those of an assistant. Dentistry has within scope and practice the activities of a dentist as well as that of a dental hygienist or dental assistant. Therefore it is reasonable to include all three programs as appropriate providing they have been a graduate of an accredited program.

C. The occupational experience providing direct patient care to include four-handed chairside assisting and legal intra-oral dental care is in response to the content within the Dental Assisting program. An applicant may be a graduate of a dental, dental hygiene, or dental assistant program. The experience in four-handed chairside assistant and legal intra-oral dental care is the core of Dental Assisting. Since intra-oral dental care must be done by a dental assistant legally, an applicant who had first been a dental hygienist must become certified as an assistant before he/she could legally due intra-oral dental care. Therefore it is reasonable to include the term "legal." Four-handed chairside assisting again is the core of practice within dental assisting. A minimum number of hours has been included to assure that the applicant has both experiences. More emphasis is given to four-handed chairside assisting since that particular activity is more common than the intra-oral dental care. Direct patient care is included to assure that the activities are dental assisting dental care specific rather than purely office related.

Items 1 and 2 included a degree in public health science or administration because of its content in health subjects. At this point there are not baccalaureate or associate degrees in dental assisting. Due to the content in these degrees of subject matter such as anatomy and physiology, nutrition, medical terminology, chemistry, and other health science subjects they are appropriate educational substitutions for this program. Item 2 gives as much credit to a certificate or diploma in dental assisting as to an associate in a health science or educational field since that content is in the exact subject matter taught within the program. In general the ratios of substitution are the same as in previously revised licenses. There is no change in these ratios. The substitutions are reasonable as a result of the specific health related content which applies directly to the Dental Assisting program.

Subp. 4. Substitution for recent occupational experience. Teaching experience is allowed as a substitution for 1500 of the 2000 hours of recency. This is reasonable since a Dental Assisting instructor must be on clinical sites and must have advisory committees requiring up to date knowledge of the scope and practice of Dental Assisting. In addition, the applicant would still be required to have 500 hours of current occupational experience. This format and ratio follows previously revised licenses.

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

MACHINE TOOL CAREERS

Machine Tool Careers are programs which have been restructured. 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 allows an individual licensed in Machine Tool Careers to teach all of the programs and content within that description. These authorizations are appropriate given the educational and/or occupational experiences of subpart 3 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. Occupational experience requirement. This subpart lists the experience required in order to teach all levels of the Machine Tool Careers program. In this instance, the production machinist would be the individual who operates a single machine, while a machine shop operator may operate many machines. The tool, die and mold making individual would be the highest level of skills in which an individual would make patterns from bulk metal. Since this license allows an individual to teach all areas of machine tool, the occupational experience has been set for the tool, die and mold making level. Blueprint reading, set up, troubleshooting, and operation of both manual and CNC equipment were felt to be a necessary requirement since all of these areas are components of the tool, die and mold making portion of machine tool careers. Production machinist and machine shop operator are steps which could lead to this level of machine tool. While many individuals have the experience in manual machining such as lathes, vertical and horizontal mills, surface grinders, drill presses, and vertical and horizontal saws, not as complete a group would have the experience in computerized numerical controls. CNC machining centers and CNC turning centers are not only part of the tool, die and mold making, but part of the machine shop operator skills as well. Therefore, it was reasonable that an instructor of these programs would appropriately have this experience as well. Due to the content within the machine tool programs this is appropriate occupational experience.

Subp. 4. Substitution for occupational experience. An applicant who had graduated from a machine tool careers program would have all of the content taught within the Machine Tool Careers program and therefore this is a reasonable substitution. Degrees in engineering were accepted for 2000 hours of occupational experience because of their content in analytical and critical thinking skills. The skills would include high level mathematics, precision measurement, blueprint, operation of precision instruments, and statistics. Much of this content is within the Machine Tool Career programs and have application for these programs, therefore this is a reasonable substitution.

Subp. 5. Substitution for recent occupational experience. This subpart follows the precedent set by previously revised licenses and has the same ratio allowed as previous licenses. There is no change in this ratio. Teaching in Machine Tool Careers is a reasonable substitution since an instructor would have exposure to the

latest machines used in industry by virtue of the equipment utilized for the courses as well as industrial site visits and internships. These rules will be implemented using current processes and therefore will have no fiscal impact.

3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF

The technical college board approves several new programs per year. The state Board of Technical Colleges is required by state statute to license its instructional staff when an appropriate license does not exist. Formal rule promulgation is a lengthy and expensive process. It is difficult to complete a rule in time for implementation of the new program.

A new program receives state board approval for a two-year cycle, renewable for an additional two years prior to receiving permanent approval. During this time, determination is made whether to continue the program. A college program also has an opportunity during this time to change course content and emphasis from that presented in the original program intent in response to any unexpected or additional needs and information during the pilot phase.

An instructor rule promulgated at the beginning of a new venture program thus may not be appropriate to the final approved program, due to the changes in content. The other possibility is the program will be determined to not have met its expected projections and would not receive final approval, thereby being removed from the state program inventory. In both instances, a rule promulgated at the beginning of program implementation would not be appropriate at the end of the two cycle approval. It is therefore necessary and reasonable to develop a broader rule to meet the statute requirement and delay specific program instructor rule promulgation until the final program approval.

Subpart 1. Requirements. This subpart restricts the authorization of this license to a specific program and content. This is a reasonable restriction since this is a limited license for a specific developing program area and for a limited period of time.

Item A places the criteria requirements in the hands of the advisory committee, hiring authority and approval of the Chancellor of the technical college system. The advisory committee is comprised of individuals who assisted the college with the program development and are usually currently employed in the field. They have the knowledge required to assist in the determination of the skills and knowledge required of instructors in the specific area. The hiring authority must be able to find a pool of appropriate candidates and the Chancellor's office is responsible for activities throughout the technical college system. On this basis, it is necessary and reasonable to include all three parties.

Item B requires both a qualifications description and a candidate's credentials

to be submitted to the state board. This is reasonable and necessary to substantiate compliance with Item A.

Item C requires Introduction to Vocational Education which is currently in rule for all new teachers without an education background.

Subpart 2. This license is valid for four years to complement the four years of new program approval. Since this license is not an individual program license and since a permanent license will be promulgated during the fourth year, it is reasonable not to renew.

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

Technical Colleges Board

Proposed Permanent Rules Relating to Teacher Licenses; New Program Instructional Staff

Rules as Proposed (all new material)

3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF.

Subpart 1. **Requirements.** A license may be issued in a specified approved new program area, valid to teach content only within that program. An individual may teach full time in an authorized new program offering when the individual:

A. is determined to be technically and professionally qualified through:

(1) approval and signature of the approved hiring technical college administrator;

(2) education and/or occupational experience as described in a qualifications description developed by the new program advisory committee; and

(3) approval and signature of the chancellor of the State Board of Technical Colleges;

B. has submitted for record with the licensing unit of the State Board of Technical Colleges the approved qualifications description and credentials to substantiate compliance with item A; and

C. submits evidence of complying with the teacher education course: introduction to vocational teaching.

Subp. 2. **Duration; not renewable.** A license issued under this part is valid for only four years from the date it is issued and is not renewable.

Approved by Revisor

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Teacher Licenses; New Program Instructional Staff

AGENCY: Technical Colleges Board

MINNESOTA RULES: Chapter 3700

The attached rules are approved for publication in the State Register

Richard J. Sands
Senior Assistant Revisor

Technical Colleges Board

Proposed Permanent Rules Relating to Technical College Teacher Licenses: Dental Assisting; Machine Tool Career

Rules as Proposed (all new material)

3700.0465 DENTAL ASSISTING.

Subpart 1. **May teach.** A teacher who has a dental assisting instructor's license may teach in the dental assisting program and may also teach courses or content which are specific to dental assisting anywhere in the technical colleges.

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. **Educational and occupational experience.** The applicant must meet the requirements in items A to C.

A. The applicant must be a dental assistant certified by the Dental Assisting National Board Inc., and registered by the Minnesota Board of Dentistry, or be licensed to practice as a dentist in Minnesota.

B. The applicant must be a graduate of an accredited program by the American Dental Association's Commission on Dental Accreditation in dental assisting, dental hygiene, or dentistry.

C. The applicant must have verified occupational experience and education as described in subitem (1) or (2). The education must be from an accredited postsecondary institution.

(1) A baccalaureate or above degree in health science or health education and 4,000 hours of occupational experience providing direct patient care which must include a minimum of 2,000 hours of four-handed chairside assisting and 1,000 hours of legalized intra-oral dental care;

(2) An associate degree in a health science or health education area or a certificate or diploma in dental

Approved by Revisor

assisting and 6,000 hours of occupational experience providing direct patient care and must include a minimum of 2,000 hours of four-handed chairside assisting and a minimum of 1,000 hours of legal intra-oral dental care.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in an accredited ADA dental hygiene or dental assistant program 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.

3700.0850 MACHINE TOOL CAREER LICENSE.

Subpart 1. **May teach.** A teacher who has a machine tool career instructor license may teach in the machine tool career programs and may also teach:

A. machine tool core; and

B. any course which is specific to machine tool careers.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial occupational area under part 3700.0800.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience in blueprint reading, machine set up, machine troubleshooting, and machine operation of both manual and computerized numerical control equipment.

Subp. 4. **Occupational experience substitution.** The applicant may substitute the education described in item A or B for up to 2,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in engineering or a two-year degree, diploma, or certificate in machine tool technology may be substituted for 2,000 hours; or

Approved
by Revisor _____

B. A one-year diploma or certificate in machine tool technology may be substituted for 1,050 hours.

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or industrial or military setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0100 if the teaching is done during the five years just before application for licensure. The teaching must be in primary program content in machine tool technology. Two hours of teaching equal one hour of occupational experience.

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Technical College Teacher Licenses: Dental Assisting; Machine Tool Career

AGENCY: Technical Colleges Board

MINNESOTA RULES: Chapter 3700

The attached rules are approved for publication in the State Register

Richard J. Sands
Senior Assistant Revisor

Office of the Revisor of Statutes

Administrative Rules

Richard J. Sands
Senior Assistant Revisor
296-2798



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

October 3, 1991

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

RE: File No. 1941

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

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

October 2, 1991

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

RE: File No. 1877

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

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, 3700.0465 Dental Assisting, 3700.0850 Machine Tool Career License, 3700.1420 New Program Instructional Staff

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, December 20, 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.

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

(5)

M. Robert Babcock, Supervisor
State Board of Technical Colleges
314 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-1867

Georgia Pomroy, License Revision Specialist
State Board of Technical Colleges
322 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-297-2204

(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 M. Robert Babcock 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 M. Robert Babcock or Georgia Pomroy at the above-mentioned address.

Helen Henrie

Helen Henrie, Deputy Chancellor
State Board of Technical Colleges

Date: 10/30/91

9915.NDM

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: November 13, 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:

3700.0465 Dental Assisting
3700.0850 Machine Tool Career License
3700.1420 New Program Instructional Staff

GP:lrv
MEMO2.FRM

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, 3700.0465 Dental Assisting, 3700.0850 Machine Tool Career License, 3700.1420 New Program Instructional Staff

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, December 20, 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 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:

M. Robert Babcock, Supervisor
State Board of Technical Colleges
314 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-1867

Georgia Pomroy, License Revision Specialist
State Board of Technical Colleges
322 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-297-2204

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 M. Robert Babcock 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 M. Robert Babcock or Georgia Pomroy at the above-mentioned address.

Helen Henrie, Deputy Chancellor
State Board of Technical Colleges

9915.NDM

Technical Colleges Board

Proposed Permanent Rules Relating to Teacher Licenses; New Program Instructional Staff

Rules as Proposed (all new material)

3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF.

Subpart 1. **Requirements.** A license may be issued in a specified approved new program area, valid to teach content only within that program. An individual may teach full time in an authorized new program offering when the individual:

A. is determined to be technically and professionally qualified through:

(1) approval and signature of the approved hiring technical college administrator;

(2) education and/or occupational experience as described in a qualifications description developed by the new program advisory committee; and

(3) approval and signature of the chancellor of the State Board of Technical Colleges;

B. has submitted for record with the licensing unit of the State Board of Technical Colleges the approved qualifications description and credentials to substantiate compliance with item A; and

C. submits evidence of complying with the teacher education course: introduction to vocational teaching.

Subp. 2. **Duration; not renewable.** A license issued under this part is valid for only four years from the date it is issued and is not renewable.

Approved by Revisor _____

Technical Colleges Board

Proposed Permanent Rules Relating to Technical College Teacher Licenses: Dental Assisting; Machine Tool Career

Rules as Proposed (all new material)

3700.0465 DENTAL ASSISTING.

Subpart 1. **May teach.** A teacher who has a dental assisting instructor's license may teach in the dental assisting program and may also teach courses or content which are specific to dental assisting anywhere in the technical colleges.

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. **Educational and occupational experience.** The applicant must meet the requirements in items A to C.

A. The applicant must be a dental assistant certified by the Dental Assisting National Board Inc., and registered by the Minnesota Board of Dentistry, or be licensed to practice as a dentist in Minnesota.

B. The applicant must be a graduate of an accredited program by the American Dental Association's Commission on Dental Accreditation in dental assisting, dental hygiene, or dentistry.

C. The applicant must have verified occupational experience and education as described in subitem (1) or (2). The education must be from an accredited postsecondary institution.

(1) A baccalaureate or above degree in health science or health education and 4,000 hours of occupational experience providing direct patient care which must include a minimum of 2,000 hours of four-handed chairside assisting and 1,000 hours of legalized intra-oral dental care;

(2) An associate degree in a health science or health education area or a certificate or diploma in dental

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assisting and 6,000 hours of occupational experience providing direct patient care and must include a minimum of 2,000 hours of four-handed chairside assisting and a minimum of 1,000 hours of legal intra-oral dental care.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in an accredited ADA dental hygiene or dental assistant program 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.

3700.0850 MACHINE TOOL CAREER LICENSE.

Subpart 1. **May teach.** A teacher who has a machine tool career instructor license may teach in the machine tool career programs and may also teach:

A. machine tool core; and

B. any course which is specific to machine tool careers.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial occupational area under part 3700.0800.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience in blueprint reading, machine set up, machine troubleshooting, and machine operation of both manual and computerized numerical control equipment.

Subp. 4. **Occupational experience substitution.** The applicant may substitute the education described in item A or B for up to 2,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in engineering or a two-year degree, diploma, or certificate in machine tool technology may be substituted for 2,000 hours; or

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B. A one-year diploma or certificate in machine tool technology may be substituted for 1,050 hours.

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or industrial or military setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0100 if the teaching is done during the five years just before application for licensure. The teaching must be in primary program content in machine tool technology. Two hours of teaching equal one hour of occupational experience.

Approved
by Revisor _____

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, 3700.0465 Dental Assisting, 3700.0850 Machine Tool Career Licensure, 3700.1420 New Program Instructional Staff

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 12th day of November, 1991.

That on the 12th day of November, 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 3700.0465 Dental Assisting, 3700.0850 Machine Tool Career License, 3700.1420 New Program Instructional Staff 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.

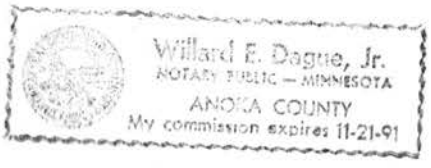
LeAnn R. VanDorsten
(Name)

Executive I
(Title)

Subscribed and sworn to before me
this 12 day of November, 1991.

Willard E. Dague Jr.

9920.NDM



Mailing List for Dental Assisting, Machine Tool, and New Program Instructional Staff Licensure rules:

November 13, 1991

"Rules as Proposed"

1.	Presidents	39
2.	Vice Presidents	54
3.	Customized Training Administrators	30
4.	Permanent Rule Making Mailing List	55
5.	Special Committee Members (see attached list)	10
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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.	Craig	Oliver	Brainerd/Staples Reg'l TC	300 Quince	Brainerd, MN 56401	(218) 828-5344
Mr.	David	Schroeder	Dakota County Tech. College	1300 E 145TH ST	Rosemount, MN 55068	(612) 423-8301
Mr.	Dennis	Hopman	Detroit Lakes Tech. College	Highway 34 East	Detroit Lakes, MN 56501	(218) 847-1341
Dr.	Harold	Erickson	Duluth Technical College	2101 Trinity Road	Duluth, MN 55811	(218) 722-2801
Mr.	Jerry	Folstrom	East Grand Forks Tech College	Highway 220 North	East Grand Forks, MN 56721	(218) 773-3443
Dr.	Harold	Hoghaug	Eveleth Technical College	Highway 53	Eveleth, MN 55734	(218) 744-3302
Mr.	Don	Olson	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 Vw Rd SE	Rochester, MN 55904-8299	(507) 285-8616
Mr.	Marlin	Wacholz	MN Riverland Tech. College	1926 College Vw Rd SE	Rochester, MN 55904-8299	(507) 287-1901
Mr.	Ralph	Knapp	Southwestern Tech. College	1593 11th Ave	Granite Falls, MN 56241	(612) 564-4511
Dr.	Larry	Barnhardt	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
Ms.	Sally	Rappe	Brainerd/Staples Reg'l TC	Airport Road	Staples, MN 56479	(218) 894-1168
Dr.	Stanley	Edin	Brainerd/Staples Reg'l TC	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.	Larry	Schemmel	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

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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
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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.	Bob	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
Ms.	Ellen	Leger	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.	Rolly	Balke	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
Mr.	Jerry	Monson	MN Riverland Tech. College	245 18th Street SE	Owatonna, MN 55060	(507) 455-2318
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 SE	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	1593 11th Ave	Granite Falls, MN 56241	(612) 564-4511
Ms.	Cindy	Hedenquist	STC-Jackson	401 West Street	Jackson, MN 56143	(507) 847-3320
	VACANT		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

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~~May 1, 1990~~ 10-1-91

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

Dr. Brendan Coleman
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

Jodie Wittie
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

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

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

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

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

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

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

Jan Hyllested

Glenda Moyers

Bob Madson

Steve Frantz

Julie Eszlinger-Jensen

Georgia Pomroy

LeAnn VanDorsten

Cindy Sklenar

Jeanette Daines

Bob Babcock

DENTAL ASSISTING

Penny Humphrey
Moorhead Technical College
1900 - 28 Avenue South
Moorhead, MN 56560

Judy Damp
Bemidji Technical College
905 Grant Avenue
Bemidji, MN 56601

Kathy Brown
St. Cloud Technical Coll
1540 Northway Drive
St. Cloud, MN 56301

Jan Wilson
Rochester Technical Coll
1926 College View Road
Rochester, MN 55904

Erin Wieber
1011 North Second Street
St. Cloud, MN 56303

MACHINE TOOL

Gene Kalscheuer
St. Cloud Technical Coll
1540 Northway Drive
St. Cloud, MN 56301

Ken Kopka
St. Paul Technical Coll
235 Marshall Avenue
St. Paul, MN 56001

Jerry Wonders
Staples Technical College
Airport Road
Staples, MN 56479

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

Peter McGillvray
Dynamic Engineering
9553 Foley Blvd.
Minneapolis, MN 55433

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: November 13, 1991

PHONE: 296-3929

SUBJECT: Rules for Publication, *State Register*
Monday, November 18, 1991

We have attached a SONAR for an Intent to Adopt rules 3700.0465 Dental Assisting, 3700.0850 Machine Tool Career License, 3700.1420 New Program Instructional Staff to be published in the *State Register* on Monday, November 18, 1991, in accordance with Minnesota Statutes, Sections 14.231 and 14.23.

Please contact me if you have any questions.

GP:lrv
SONAR

Attachment

NEED AND REASONABLENESS

3700.0465 DENTAL ASSISTANT
3700.0850 MACHINE TOOL INSTRUCTOR CAREERS
3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF

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. These rules follow the format established for 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 credentialing 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 in 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.

3700.0460 DENTAL ASSISTANT INSTRUCTOR

Dental Assistant instructor is a revised program license. It has been revised to complement the license in the new venture program Dental Hygiene instructor. This license follows the format previously established by other revised postsecondary technical college licenses.

Subpart 1. May teach. This subpart restricts the license holder to dental assistant education program and content. This authority is reasonable by virtue of the occupational and educational experience required in subp. 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. Appraises the applicant of experiences required to obtain this license.

A. In order to teach Dental Assistant in the State of Minnesota, an applicant must be certified in dental assisting by the Dental Assisting National Board, Inc. In order to practice in the State of Minnesota, an applicant must be registered by the Minnesota Board of Dentistry as a dental assistant. A dentist by virtue of scope and practice also has authorization to teach Dental Assisting providing they are licensed by the State of Minnesota. Therefore this is a reasonable inclusion in this license as required by the professional boards.

B. Requires an applicant to be a graduate of an American Dental Assisting accredited program in assisting, dental hygiene or dentistry. Since an applicant will be teaching within an accredited program in the State of Minnesota, it is reasonable to require an applicant to have been a graduate of an accredited program. Dental Assistant has within their scope and practice the activities of a dental assistant. Dental Hygiene also has within scope and practice not only the activities of a hygienist, but also those of an assistant. Dentistry has within scope and practice the activities of a dentist as well as that of a dental hygienist or dental assistant. Therefore it is reasonable to include all three programs as appropriate providing they have been a graduate of an accredited program.

C. The occupational experience providing direct patient care to include four-handed chairside assisting and legal intra-oral dental care is in response to the content within the Dental Assisting program. An applicant may be a graduate of a dental, dental hygiene, or dental assistant program. The experience in four-handed chairside assistant and legal intra-oral dental care is the core of Dental Assisting. Since intra-oral dental care must be done by a dental assistant legally, an applicant who had first been a dental hygienist must become certified as an assistant before he/she could legally due intra-oral dental care. Therefore it is reasonable to include the term "legal." Four-handed chairside assisting again is the core of practice within dental assisting. A minimum number of hours has been included to assure that the applicant has both experiences. More emphasis is given to four-handed chairside assisting since that particular activity is more common than the intra-oral dental care. Direct patient care is included to assure that the activities are dental assisting dental care specific rather than purely office related.

Items 1 and 2 included a degree in public health science or administration because of its content in health subjects. At this point there are not baccalaureate or associate degrees in dental assisting. Due to the content in these degrees of subject matter such as anatomy and physiology, nutrition, medical terminology, chemistry, and other health science subjects they are appropriate educational substitutions for this program. Item 2 gives as much credit to a certificate or diploma in dental assisting as to an associate in a health science or educational field since that content is in the exact subject matter taught within the program. In general the ratios of substitution are the same as in previously revised licenses. There is no change in these ratios. The substitutions are reasonable as a result of the specific health related content which applies directly to the Dental Assisting program.

Subp. 4. Substitution for recent occupational experience. Teaching experience is allowed as a substitution for 1500 of the 2000 hours of recency. This is reasonable since a Dental Assisting instructor must be on clinical sites and must have advisory committees requiring up to date knowledge of the scope and practice of Dental Assisting. In addition, the applicant would still be required to have 500 hours of current occupational experience. This format and ratio follows previously revised licenses.

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

MACHINE TOOL CAREERS

Machine Tool Careers are programs which have been restructured. 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 allows an individual licensed in Machine Tool Careers to teach all of the programs and content within that description. These authorizations are appropriate given the educational and/or occupational experiences of subpart 3 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. Occupational experience requirement. This subpart lists the experience required in order to teach all levels of the Machine Tool Careers program. In this instance, the production machinist would be the individual who operates a single machine, while a machine shop operator may operate many machines. The tool, die and mold making individual would be the highest level of skills in which an individual would make patterns from bulk metal. Since this license allows an individual to teach all areas of machine tool, the occupational experience has been set for the tool, die and mold making level. Blueprint reading, set up, troubleshooting, and operation of both manual and CNC equipment were felt to be a necessary requirement since all of these areas are components of the tool, die and mold making portion of machine tool careers. Production machinist and machine shop operator are steps which could lead to this level of machine tool. While many individuals have the experience in manual machining such as lathes, vertical and horizontal mills, surface grinders, drill presses, and vertical and horizontal saws, not as complete a group would have the experience in computerized numerical controls. CNC machining centers and CNC turning centers are not only part of the tool, die and mold making, but part of the machine shop operator skills as well. Therefore, it was reasonable that an instructor of these programs would appropriately have this experience as well. Due to the content within the machine tool programs this is appropriate occupational experience.

Subp. 4. Substitution for occupational experience. An applicant who had graduated from a machine tool careers program would have all of the content taught within the Machine Tool Careers program and therefore this is a reasonable substitution. Degrees in engineering were accepted for 2000 hours of occupational experience because of their content in analytical and critical thinking skills. The skills would include high level mathematics, precision measurement, blueprint, operation of precision instruments, and statistics. Much of this content is within the Machine Tool Career programs and have application for these programs, therefore this is a reasonable substitution.

Subp. 5. Substitution for recent occupational experience. This subpart follows the precedent set by previously revised licenses and has the same ratio allowed as previous licenses. There is no change in this ratio. Teaching in Machine Tool Careers is a reasonable substitution since an instructor would have exposure to the

latest machines used in industry by virtue of the equipment utilized for the courses as well as industrial site visits and internships. These rules will be implemented using current processes and therefore will have no fiscal impact.

3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF

The technical college board approves several new programs per year. The state Board of Technical Colleges is required by state statute to license its instructional staff when an appropriate license does not exist. Formal rule promulgation is a lengthy and expensive process. It is difficult to complete a rule in time for implementation of the new program.

A new program receives state board approval for a two-year cycle, renewable for an additional two years prior to receiving permanent approval. During this time, determination is made whether to continue the program. A college program also has an opportunity during this time to change course content and emphasis from that presented in the original program intent in response to any unexpected or additional needs and information during the pilot phase.

An instructor rule promulgated at the beginning of a new venture program thus may not be appropriate to the final approved program, due to the changes in content. The other possibility is the program will be determined to not have met its expected projections and would not receive final approval, thereby being removed from the state program inventory. In both instances, a rule promulgated at the beginning of program implementation would not be appropriate at the end of the two cycle approval. It is therefore necessary and reasonable to develop a broader rule to meet the statute requirement and delay specific program instructor rule promulgation until the final program approval.

Subpart 1. Requirements. This subpart restricts the authorization of this license to a specific program and content. This is a reasonable restriction since this is a limited license for a specific developing program area and for a limited period of time.

Item A places the criteria requirements in the hands of the advisory committee, hiring authority and approval of the Chancellor of the technical college system. The advisory committee is comprised of individuals who assisted the college with the program development and are usually currently employed in the field. They have the knowledge required to assist in the determination of the skills and knowledge required of instructors in the specific area. The hiring authority must be able to find a pool of appropriate candidates and the Chancellor's office is responsible for activities throughout the technical college system. On this basis, it is necessary and reasonable to include all three parties.

Item B requires both a qualifications description and a candidate's credentials

to be submitted to the state board. This is reasonable and necessary to substantiate compliance with Item A.

Item C requires Introduction to Vocational Education which is currently in rule for all new teachers without an education background.

Subpart 2. This license is valid for four years to complement the four years of new program approval. Since this license is not an individual program license and since a permanent license will be promulgated during the fourth year, it is reasonable not to renew.

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

In the Matter of the Adoption of the Rule of the State Board of Technical Colleges Governing Postsecondary Vocational Licensure; 3700.0465 Dental Assisting, 3700.0850 Machine Tool Careers, 3700.1420 New Program Instructional Staff (Research and Development)

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: Feb. 25, 1992

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