

# CHAPTER 3515

## STATE BOARD OF TECHNICAL COLLEGES

### TECHNICAL COLLEGE PERSONNEL LICENSURE

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#### 3515.0100 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 3515.0200 to 3515.9942 the words, phrases, and terms defined in this part shall have the meanings ascribed to them.

Subp. 2. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 3. **Approved teacher educator.** "Approved teacher educator" means a faculty member who teaches professional vocational courses and is certificated as a vocational teacher educator in accordance with the requirements of the joint council for vocational teacher educators.

Subp. 4. **Approved vocational or cooperative center.** "Approved vocational or cooperative center" means a vocational or cooperative center approved by the State Board for Vocational Education.

Subp. 5. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 6. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 7. **Technical college.** "Technical college" means a technical college operated by the State Board of Technical Colleges.

Subp. 8. **Bicultural qualifications.** "Bicultural qualifications" means the quality of being knowledgeable about and sensitive to the ethnic and cultural aspects of the particular student groups to be worked with. Bicultural qualifications of an applicant for licensure shall be verified by the local school administrator.

Subp. 9. **Bilingual qualifications.** "Bilingual qualifications" means the ability to communicate both orally and in writing in two or more languages, the first and principal language being English and the second language being relevant to the ethnicity of the students to be worked with. Bilingual qualifications of an applicant for licensure shall be verified by the local school administrator.

Subp. 10. **Clock hours.** "Clock hours" means an hour of actual instruction or supervised group activities.

Subp. 11. **Clock hours for administrative and supervisory personnel.** "Clock hours (administrative and supervisory personnel)" means, for the purpose of renewal of five year vocational administrative and supervisory licenses, clock hours accumulated from approved Minnesota vocational continuing education programs. Hours devoted to individual professional development activity for renewal of five year administrative and supervisory licenses are in addition to specified clock hours and are not counted as clock hours.

Subp. 12. **Credit.** "Credit" means quarter college credits taken from an accredited college. One quarter credit shall equal 12 clock hours where applicable.

Subp. 13. **Course.** "Course" means for the purpose of a vocational teacher education licensing program, a planned, separate unit of instruction in a subject area.

Subp. 14. **DD Form 214.** "DD Form 214" means the form verifying separation from military service obtained from the separating authority upon release from active service.

Subp. 15. **President.** "President" means a local vocational administrator including assistant directors.

Subp. 16. **Education degree.** "Education degree" means a baccalaureate or higher degree from an accredited college in a recognized educational field with at least 27 quarter credits in professional education courses and at least six quarter credits of student teaching.

Subp. 17. **Equivalent.** "Equivalent" means an equation of content between two degrees or majors of different titles, as verified by a written statement from the corresponding department chair from an institution accredited to grant a degree or major in the area stated as a licensure requirement.

Subp. 18. **Full-time educational service.** "Full-time educational service" means 1,080 hours annually (e.g., six hours daily, five days per week, nine months or longer per year).

Subp. 19. **Full-time occupational service.** "Full-time occupational service" means 2,000 hours annually (e.g., eight hours daily, five days per week, 50 weeks per year).

Subp. 20. **Human relations program.** "Human relations program" means a program approved by the Board of Teaching and designed to meet the human relations requirements for licensure of Minnesota educational personnel.

Subp. 21. **Industrial education.** "Industrial education" means a generic term including or referencing those preparatory or supplementary vocational trade, industrial, or technical education programs that have as their primary purpose at the postsecondary level preparation for specific career employment in the world of work and at the secondary level; in-depth exploration of occupations to assist in the career planning process; development of occupational competencies designed to be recognized for advanced placement in postsecondary program; and development of occupational competencies necessary to enter an occupation. The term "industrial education" shall not include industrial arts or practical arts educational programs which are a part of general education curricula.

Subp. 22. **Initiator.** "Initiator" means the individual, agency, or institution that initiates and conducts vocational administrative and supervisory continuing education programs in accordance with parts 3515.7900 to 3515.8300.

Subp. 23. **Leave.** "Leave" means a preplanned experience relevant to the area of licensure being sought and consisting of a written educational objective with a defined structure taken in an agency, business, or industry and in addition to current employment.

Subp. 24. **Local vocational supervisor.** "Local vocational supervisor" means the licensed supervisor who has major responsibility for the development and supervision of local vocational programs in a vocational discipline or for supervision of a student personnel services area at the secondary, postsecondary, or adult level(s) for a district, center, or technical college, as assigned by the authorized local vocational administrator.

Subp. 25. **Occupational experience.** "Occupational experience" means, except where otherwise stated in parts 3515.0100 to 3515.9942, paid work experience (outside of education or teaching) in a job or jobs directly related to the area of licensure being sought, with at least 500 hours within the five-year period immediately preceding the date of application for licensure.

Subp. 26. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 27. **Parent.** "Parent" means a parent, guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.

Subp. 28. **Short term need for an instructor substitute.** "Short term need for an instructor substitute" means a time period in which the maximum substitute assignment does not exceed 30 consecutive working days of employment in one assignment or an annual total of one-fourth of full-time employment as a substitute.

Subp. 29. **Vocational teacher education core.** "Vocational teacher education core" means the following five courses included in the teacher education sequence and offered through an approved Minnesota institution. At least three quarter credits taken at one of the approved Minnesota institutions or equivalent courses taken elsewhere that meet the broad objectives of the teacher education core, as verified by an approved Minnesota institution; shall be completed in each of the identified content areas: introduction to vocational teaching, vocational methods, vocational course construction, vocational tests and measurements, and philosophy of vocational education.

Subp. 30. **Vocational teacher education sequence (TES).** "Vocational teacher education sequence (TES)" means the vocational teacher education core, the human relations requirement and, for secondary level, the nine-week teaching internship, which shall be completed in a prescribed time frame to meet requirements for issuance of an entrance license, subsequent one year renewals, and the first five year license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1987 c 258 s 12; L 1989 c 246 s 2; L 1990 c 375 s 3; 17 SR 1279; 17 SR 1279; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14*

### 3515.0200 SCOPE.

Parts 3515.0100 to 3515.9942 govern the procedure for licensure, the duties, and the educational and occupational experience requirements for all vocational instructional, supportive, and administrative personnel who are required to be licensed. In order to be eligible for vocational licensure, an individual shall meet the minimum standards established by these rules for the area of licensure sought.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.0300** [Repealed, 14 SR 2989]

**3515.0400** [Repealed, 14 SR 2989]

## PROCEDURE

### 3515.0500 LICENSURE PROCEDURE FOR INITIAL ENTRANCE VOCATIONAL LICENSE.

Subpart 1. **Authorizing signature.** Initial entrance licensure applications may be processed without the signature of an authorized local vocational administrator.

Subp. 2. **Exception.** Initial entrance licensure applications from adult supplementary instructors serving under 500 hours annually shall include the signature of an authorized local vocational administrator.

Subp. 3. **Issuance.** An applicant who meets the requirements of one of the initial entrance license options in subpart 4 shall be issued an initial one-year, two-year, or five-year entrance license depending upon the specific area of licensure.

Subp. 4. **Initial entrance license options.** Option one: An applicant who meets the educational components and the occupational experience licensure requirements set forth in these rules shall be issued an entrance license.

Option two: An applicant who does not meet the educational component of the licensure requirements, where applicable, shall be eligible to:

A. substitute the vocational teacher education sequence set forth in parts 3515.1400 to 3515.2000, or

B. substitute completion of other designated teacher education sequences set forth in these rules, or

C. substitute completion of all criterion examinations of a competency based vocational teacher education licensing program verified by an approved Minnesota institution as equivalent to the vocational teacher education sequence.

D. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

E. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Option three: An applicant who does not meet the occupational experience component of the licensure requirements, where applicable, shall be eligible to meet an alternate form of occupational experience as set forth in parts 3515.1200 to 3515.1300, or comply with the secondary provisional licensure provisions set forth in parts 3515.4500 to 3515.4800.

Option four: An applicant who does not meet the educational component and/or the occupational experience licensure requirements may petition the commissioner of children, families, and learning in writing for a qualifications reevaluation through committee review as set forth in parts 3515.4100 to 3515.4400.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14; L 1995 1Sp3 art 16 s 13*

### 3515.0600 RENEWED INITIAL ENTRANCE VOCATIONAL LICENSE.

Subpart 1. **Authorizing signature.** Applications for renewed initial and subsequent one-year and two-year licenses shall be signed by the authorized local vocational administrator.

Subp. 2. **Exceptions.** An applicant for renewed initial and subsequent one-year and two-year licenses who has not been employed in a vocational program at any time during the licensure period shall contact an approved Minnesota teacher educator in the licensure field or an authorized local vocational administrator for consultation and for signature of the renewal recommendation. An application for a renewed initial or subsequent one-year license shall be signed by the commissioner of children, families, and learning when the applicant is a field instructor employed by the Department of Children, Families, and Learning.

Subp. 3. **Issuance.** An applicant who meets the requirements of one of the renewed entrance license options set forth in subpart 4 of this part shall be issued a renewed initial entrance license.

Subp. 4. **Renewed entrance license options.** Option one: An entrance license holder who has elected the vocational teacher education sequence option to fulfill the educational component of the licensure requirements shall comply with the renewal provisions set forth in parts 3515.1400 to 3515.2000.

Option two: An entrance license holder subject to other designated teacher education sequences in the area of licensure sought shall comply with the renewal provisions set forth therein.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*

### 3515.0700 INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE.

Subpart 1. **Authorizing signature.** Applications for the initial regular five-year vocational license shall be signed by the authorized local vocational administrator.

Subp. 2. **Exceptions.** An applicant for the initial regular five-year vocational license who has not been employed in a vocational program at any time during the licensure period shall contact an approved Minnesota teacher educator in the licensure field or an authorized local vocational administrator for consultation and for signature of the renewal recommendation. An application for the initial regular five-year vocational license shall be signed by the commissioner of children, families, and learning when the applicant is a field instructor employed by the Department of Children, Families, and Learning.

Subp. 3. **Issuance.** An applicant who meets the requirements of one of the initial regular five-year vocational license options set forth in subpart 4 shall be issued an initial regular five-year vocational license.

Subp. 4. **Initial regular five-year vocational license options.** Option one: An entrance license holder who meets the educational component and the occupational experience requirements for each area of licensure sought and who subsequently completes relevant upgrading activities shall be issued a regular five-year vocational license upon expiration of such initial entrance license. The number of hours and the content of relevant upgrading activities shall be determined by the local vocational administrator, subject to review by the commissioner of children, families, and learning.

Option two: An entrance license holder who meets occupational experience requirements and who completes the vocational teacher education sequence set forth in parts 3515.1400 to 3515.2000 shall be issued a regular five-year vocational license upon expiration of the initial or renewed entrance license.

Option three: An entrance license holder who meets occupational experience requirements and who completes the renewal provisions of the appropriate designated licensure sequence set forth in parts 3515.1400 to 3515.2000 shall be issued a regular five-year vocational license upon expiration of the initial or renewed entrance license.

Option four: [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Option five: An entrance license holder who meets occupational experience requirements and who successfully completes criterion examinations of a competency based vocational teacher education licensing program verified by an approved Minnesota institution as equivalent to the vocational teacher education sequence shall be issued a regular five-year vocational license.

Option six: [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Option seven: [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Option eight: [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14; L 1995 1Sp3 art 16 s 13*

**3515.0800** [Renumbered 3700.1595]

**3515.0900** [Repealed, 16 SR 249]

**3515.1000** [Repealed, 16 SR 249]

**3515.1100** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

## OCCUPATIONAL EXPERIENCE

### 3515.1200 OCCUPATIONAL EXPERIENCE.

Except where otherwise stated in parts 3515.0100 to 3515.9942, "occupational experience" shall mean paid work experience, outside of education or teaching, in a job or jobs directly related to the area of licensure being sought and shall include at least 500 hours within the five years immediately preceding the date of application for licensure.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### 3515.1300 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.

Subpart 1. **Directed occupational experience.** Except where otherwise stated in these rules, occupational experience requirements may be met by substituting one hour of pre-planned occupational experience directed through an approved vocational teacher education

licensing program for each two hours of the regular occupational experience requirement. The commissioner of children, families, and learning in consultation with the appropriate vocational program supervisors may make arrangements with colleges and universities to provide directed work experience supervision.

**Subp. 2. Competency based occupational examinations.** Evidence of successful completion of competency based occupational examinations preapproved by the State Board for Vocational Education shall be accepted as proof of occupational competence in lieu of two-thirds of the occupational experience requirements. This alternate form of occupational experience shall not be available when the competency-based occupational examination is the same examination taken by the applicant to obtain licensure to practice in the particular occupation.

**Subp. 3. Preapproved seminar or internship.** A seminar or internship preapproved by the State Board for Vocational Education may be used to meet the 500 hour occupational experience recency requirement for licensure areas that do not involve teaching of occupational skills. These areas include administrators, counselors, related instructors, student personnel service staff, special needs categories, instructional resources specialists, and endorsement for instructor-coordinators.

**Subp. 4. Vocational administrative or supervisory experience.** Paid vocational administrative or supervisory experience may be used to meet the 500 hours occupational experience recency requirement for the administrator or supervisor licensure.

**Subp. 5. Military experience.** Occupational experience in the military, as verified by a United States Department of Defense DD Form 214, directly related to the area of licensure sought must be accepted for the total occupational experience required for technical college licensure.

**Subp. 6. Education aide-child care and guidance programs.** An applicant for licensure to teach education aide-child care and guidance may apply relevant instructional experience with students at the age level consistent with the vocational program toward the occupational experience requirements.

**Subp. 7. Self-employment experience.** Occupational experience obtained through self-employment directly related to the area of licensure sought shall be accepted for the total occupational experience required for vocational licensure when: self-employment hours have constituted paid occupational experience, as verified by Department of Revenue records, and self-employment hours have been earned within a traditional business or industry setting. Occupational experience obtained through self-employment directly related to the area of licensure sought shall be accepted for a maximum of two-thirds of the total occupational experience required for vocational licensure when: self-employment hours have constituted paid occupational experience, as verified by Department of Revenue records, and self-employment hours have been earned outside of a traditional business or industry setting.

**Statutory Authority:** *MS s 121.11; 125.185; 136C.04*

**History:** *16 SR 2732; L 1995 1Sp3 art 16 s 13*

### **3515.1400 VOCATIONAL TEACHER EDUCATION SEQUENCE.**

When indicated by the licensure criteria, an applicant who does not meet the educational component of the licensure requirements may substitute the vocational teacher education sequence. In addition to the educational substitution provisions set forth in parts 3515.1600 to 3515.1800, an applicant shall meet the occupational experience requirements set forth in the corresponding licensure chart for each area of licensure sought.

Vocational teacher education core:

- A. introduction to vocational teaching;
- B. vocational methods;
- C. vocational course construction;
- D. vocational tests and measurements; and
- E. philosophy of vocational education.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.1500 INITIAL TWO-YEAR ENTRANCE VOCATIONAL LICENSE.**

Subpart 1. **Issuance.** An initial two-year entrance vocational license shall be issued upon completion of the three-credit introduction to vocational teaching course.

Subp. 2. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 3. **Emergency situations.** When there is an immediate need for a teacher replacement or addition and an instructor licensed in the needed licensure area is not reasonably available, an initial two-year entrance vocational license shall be issued when all of the following requirements have been met:

A. an applicant meets technical and occupational experience requirements;

B. an applicant submits to the commissioner of children, families, and learning the application for vocational licensure and evidence of prearrangement with an approved Minnesota institution for completion of the introduction to vocational teaching course within the first 24 weeks of teaching.

C. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 4. **Nonvocational degree in education.** An applicant for initial entrance licensure who has a nonvocational degree in education and has met one of the occupational experience options set forth in parts 3515.1200 and 3515.1300 shall be eligible for an initial two-year entrance vocational license without meeting the requirements set forth in subparts 1 and 2.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14; L 1995 1Sp3 art 16 s 13*

**3515.1600 RENEWED INITIAL ENTRANCE VOCATIONAL LICENSE.**

Subpart 1. **First one-year renewal.** The first one-year renewal of an initial entrance vocational license shall be issued upon completion of the human relations requirement and an additional three credits selected from the vocational teacher education core.

Subp. 2. **Subsequent one-year renewals.** Subsequent one-year renewals of vocational licenses shall be issued upon completion of a minimum of an additional three credits selected from the vocational teacher education core. An individual may request renewals of a one-year renewed initial entrance vocational license until requirements for the initial regular five-year vocational license have been met.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.1700 INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE.**

Subpart 1. **Issuance.** The initial regular five-year vocational license shall be issued upon completion of three credits in each of the five core courses through an approved vocational teacher education licensing program at an approved Minnesota institution.

Subp. 2. **Nonvocational degree in education.** An instructor with a nonvocational degree in education shall meet the five-year teacher education sequence requirements by completing the vocational teacher education core set forth in part 3515.1400, items A to E, excluding the introduction to vocational teaching course and the nine-week teaching internship, pursuant to the renewal procedures set forth in parts 3515.1500, subpart 4 to 3515.1700, subpart 1.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.1800 ENDORSEMENTS.**

An applicant adding an additional licensure category or level of student shall meet current educational and occupational experience requirements for an entrance license in the category and level of student to be endorsed.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.1900 SUBSTITUTION FOR THE TEACHING AND METHODS COURSES.**

An applicant requesting an additional licensure category or level of student who has all of the following qualifications may substitute those qualifications for the introduction to vocational teaching course and the vocational methods course:

- A. prior completion of the 192 clock hour vocational teacher education sequence;
- B. a current five-year vocational license; and
- C. one year of previous paid teaching experience on a vocational license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### **3515.2000 ALTERNATIVE SUBSTITUTION FOR THE TEACHING COURSE.**

An applicant for licensure who has one of the following qualifications may substitute such qualification for the introduction to vocational teaching course:

- A. prior completion of the 192 clock hour vocational teacher education sequence;
- or
- B. prior completion of at least two of the core courses; or
  - C. prior completion of at least six quarter credits of vocational education.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### **3515.2100 HUMAN RELATIONS.**

Subpart 1. **Requirement.** Vocational personnel who function in a half-time or greater capacity (i.e., three hours or more daily on a nine-month or longer basis, or five hours or more daily on a five-month or longer basis) shall complete the human relations components for vocational licensing or relicensing.

Subp. 2. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 3. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 4. **Human relations program.** The human relations requirement shall be met by completion of a human relations program approved by the Minnesota Board of Teaching. All or a portion of the human relations requirements may be met by substituting prior experiences or programs when verified as equivalent by the administrator of an approved Minnesota human relations program. Requests for substitution and for verification of equivalency shall be submitted by the applicant to the administrator of an approved human relations program.

Subp. 5. **Initial entrance license.** Otherwise qualified new personnel submitting their first applications for vocational licensing pursuant to subpart 1 shall be granted an initial entrance license to allow time for completion of the human relations program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14*

## **CONTINUING EDUCATION**

### **3515.2200 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE.**

Subpart 1. **Issuance.** Vocational instructional and supportive personnel holding valid regular five-year vocational licenses shall be issued a renewed regular five-year vocational license when the following requirements have been met during the five-year period immediately preceding the date on which the requested renewal is to be made effective:

A. The applicant has been recommended for relicensure by the local vocational relicensure committee created pursuant to parts 3515.2300 to 3515.2700.

B. The applicant has completed 108 clock hours of updating activities chosen from among the activities set forth in part 3515.2900, subpart 2, items A to I in two or more types of activities that have been preapproved by the local vocational relicensure committee. Evidence of completion shall have been provided to that committee.

Subp. 2. **Applications for renewal.** Applications for renewal shall be accepted by the commissioner of children, families, and learning after January 1 of the year of expiration; provided, however, that the renewal period shall commence on the expiration date (July 1). An applicant for renewal who earns approved clock hours in excess of the number required for renewal in this part may not apply any excess hours to future renewals. Clock hours used to meet renewal requirements for one five-year renewal cycle may not be applied toward future five-year renewal cycles.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*



**3515.2300 LOCAL VOCATIONAL RELICENSURE COMMITTEE FORMATION.**

Subpart 1. **Eligible voting personnel and voting.** Vocational personnel holding a valid regular five-year vocational license or on a valid vocational license on a sequence preparatory to obtaining a regular five-year vocational license in a school district (district), an approved vocational or cooperative center (center), or nonpublic school shall constitute the eligible voting personnel. Only vocational personnel practicing on a valid regular five-year vocational license or on a valid vocational license on a sequence preparatory to obtaining a regular five-year vocational license in a district, center, or nonpublic school shall be eligible to serve as committee members. Authorized local vocational administrators and supervisors shall constitute eligible voting personnel.

A quorum shall be more than 50 percent of the total voting membership of the committee. A majority vote of those voting members in attendance shall be sufficient to take action.

Subp. 2. **Members.** The committee shall include both secondary and postsecondary members when both levels are served.

Members of the local relicensure committee shall serve a two-year term except for the initial election when two eligible personnel members and one resident member shall be elected for one-year terms. All terms shall commence on September 1 of the year in which elected.

Subp. 3. **Selection procedure.** The eligible voting personnel shall hold a meeting for the purpose of selecting one of the local vocational relicensure committee options set forth in part 3515.2400. This selection procedure shall be supervised by an eligible voting member or the chair of the local continuing education committee established pursuant to Minnesota Statutes, section 125.185, subdivision 4.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *17 SR 1279*

**3515.2400 LOCAL VOCATIONAL RELICENSURE COMMITTEE OPTIONS.**

Subpart 1. **Option A.** The existing local continuing education committee may be utilized except that five eligible voting personnel members practicing on a valid vocational license shall replace the teaching faculty members of the existing committee whenever applications for vocational relicensure are considered. The five teaching faculty replacements shall be elected by secret ballot of the eligible voting personnel of the district, center, or nonpublic school.

Subp. 2. **Option B.** A local vocational relicensure committee separate from the existing local continuing education committee may be formed. Such committee shall include:

A. Five eligible voting personnel members practicing on a valid vocational license in the district, center, or nonpublic school elected by secret ballot of the eligible voting staff in the district, center, or nonpublic schools.

B. One authorized local vocational administrator or supervisor practicing on a valid vocational administrator or supervisor license in the district or center elected by the licensed, practicing vocational administrators and supervisors of the district or center. In nonpublic schools, one authorized local vocational administrator shall be elected by the authorized local vocational administrators of the nonpublic school(s).

C. One resident of the geographic area serviced by the district, center, or nonpublic school designated by the local school board or the governing board or chief executive officer of the nonpublic school. The resident shall not be an employee of the district, center, or nonpublic school. School board and governing board members shall not be considered to be employees of the district, center, or nonpublic school.

Subp. 3. **Option C.** Vocational personnel in two or more districts, centers, or nonpublic schools situated in close proximity may jointly operate with regard to the mandatory application of committee options A or B, set forth in subparts 1 and 2, for the purpose of effecting the composition of the local committee and method of identification of committee members. Such joint operation shall be ratified by a majority of the eligible voting personnel casting a vote in such decision within each district, center, or nonpublic school.

Subp. 4. **Option D.** The existing local continuing education committee may be utilized with no change in composition.

**Subp. 5. Mandatory application of committee options.** Districts, centers, or nonpublic schools employing fewer than five eligible practicing vocational personnel members shall utilize option C or option D. Districts, centers, or nonpublic schools employing more than four but fewer than nine eligible practicing vocational personnel members shall utilize option A, option C, or option D. Districts, centers, or nonpublic schools employing more than eight but fewer than 25 eligible practicing vocational personnel members shall utilize option A or option C. Districts, centers, or nonpublic schools which employ more than 24 eligible practicing vocational personnel members shall utilize option A, option B, or option C.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### **3515.2500 LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION.**

The local vocational relicensure committee shall have jurisdiction over regular five-year vocational license renewal procedures, as provided in these rules, for the entire district, center, or nonpublic school service area in which it is formed to operate.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### **3515.2600 LOCAL VOCATIONAL RELICENSURE COMMITTEE AFFILIATION.**

**Subpart 1. Applicants subject to committee.** Applicants subject to the local vocational relicensure committee:

A. Full-time and part-time vocational personnel (except for authorized local vocational administrators and supervisors) holding valid regular five-year vocational licenses in the district, center, or nonpublic school shall affiliate with the local vocational relicensure committee in the district, center, or nonpublic school in which employed.

B. Except as set forth in items C and F, full-time and part-time vocational personnel (except for authorized local vocational administrators and supervisors) not employed at the time of application for relicensure shall affiliate with the local vocational relicensure committee in the district, center, or nonpublic school in which they were last employed or in the school district wherein the applicant resides.

C. Full-time and part-time vocational personnel (except for authorized local vocational administrators and supervisors) never employed by a district, center, or nonpublic school shall affiliate with a Minnesota vocational relicensure committee, preferably a committee servicing the geographic area wherein the applicant resides.

D. Persons residing in states other than Minnesota who are unable to affiliate with a Minnesota local vocational relicensure committee for renewal of the continuing license may apply to the commissioner of children, families, and learning for a two-year license. Upon verification of completion of 108 clock hours of upgrading activities set forth in part 3515.2900, subpart 2, items A to I, such two-year relicensure shall be recommended by the commissioner of children, families, and learning. Subsequent two-year relicensures shall require verification of completion of upgrading activities considered by the commissioner of children, families, and learning as sufficient to maintain currency in the field.

E. Nonpublic school vocationally licensed teachers may arrange to have clock hours granted by the district or center of residence if the employing school does not establish a local vocational relicensure committee.

F. Field instructors employed by the Department of Children, Families, and Learning, Division of Vocational-Technical Education, may affiliate with the district in which they last taught or the district or center nearest their residence or place of employment.

**Subp. 2. Applicants not subject to committee.** Applicants not subject to a local vocational relicensure committee:

A. authorized local vocational administrators and supervisors;

B. personnel currently holding a two-year vocational license or renewal, a one-year permit or renewal, or a three-year adult supplementary license; and

C. personnel currently holding limited licenses (e.g., adult supplementary or limited services personnel).

**Subp. 3. Applicant's responsibility.** An applicant shall be responsible for forwarding the form endorsed by the committee to the commissioner of children, families, and learning.

An applicant shall be individually responsible for initiating the necessary work of the local relicensure committee in renewing the regular five-year vocational license of such applicant. Any failure to initiate and/or complete the procedure shall be the responsibility of the holder of the license and not the local vocational relicensure committee.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*

### **3515.2700 LOCAL VOCATIONAL RELICENSURE COMMITTEE DUTIES.**

The local vocational relicensure committee shall:

A. Hold an organizational meeting called no later than the last day of September on a date which is agreeable to the majority of committee members.

B. Set rules for its own operation establishing election procedures, a method of filing vacancies, and a system of recordkeeping and reporting. Records shall be maintained so that they are safe from loss and kept on file at least through the duration of the license to which they apply.

C. Establish such written guidelines as may be necessary to implement its duties. The guidelines shall not be in conflict with these rules.

D. Determine the number of clock hours to be granted for experiences in accordance with the maximum clock hour allocations set forth in part 3515.2900, subpart 2, items A to I.

E. Act upon requests for preapproval of clock hours, and grant clock hours after participation in the approved activity.

F. Act, within a reasonable time, upon requests for recommendation for renewal of the vocational license by determining whether the applicant has met the requirements set forth in these rules.

G. Endorse the application for renewal of the vocational license of each qualified applicant as verified by the signature of the chair on the renewal application. The secretary shall cosign the application of the chair.

H. When appropriate, and when acting upon the advice of the vocational teaching staff, make recommendations to district vocational administrators responsible for in-service activities.

I. Forward to the commissioner of children, families, and learning verification of the membership of the local vocational relicensure committee on an annual basis by November 1 of each year.

J. Forward to the commissioner of children, families, and learning a copy of the local vocational relicensure committee guidelines. Guidelines shall be forwarded at least every five years and whenever substantial changes are made.

K. Hold an annual open hearing to allow the teachers in each district, center, or nonpublic school to review the guidelines established by the local vocational relicensure committee.

L. Provide those services and reports that may be required regarding continuing education relicensure.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *17 SR 1279; L 1995 1Sp3 art 16 s 13*

### **UPDATING ACTIVITIES FOR LICENSE RENEWAL**

### **3515.2800 LOCAL VOCATIONAL RELICENSURE COMMITTEE PREAPPROVAL.**

All upgrading activities (clock hours) required for renewal of the regular five-year vocational license shall be preapproved by the local vocational relicensure committee in the district, center, or nonpublic school, subject to review by the commissioner of children, families, and learning to ensure compliance with these rules. The local guidelines shall include a procedure for emergency preapproval during periods when the committee is not regularly meeting.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*

**3515.2900 TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL.**

Subpart 1. **Learning objectives.** Learning objectives or new competencies to be developed by participating in the updating activity shall be included on the local preapproval form.

Subp. 2. **Clock hours.** The requisite 108 clock hours of updating activities taken within the five-year period shall be relevant to the area of licensure sought. The requisite 108 clock hours shall be earned from among the following categories and shall be allocated as follows:

A. Committee preapproved upgrading occupational experience relevant to the area of licensure shall be rated at one clock hour for every four hours of work.

B. Credit courses in the area of licensure or education courses shall be rated at 12 clock hours for every quarter credit earned.

C. Conferences, institutes, or seminars in business and industry in the occupation taught shall be rated up to one clock hour for each hour of participation by the local vocational relicensure committee, in accordance with the local guidelines established pursuant to parts 3515.2200 to 3515.3200.

D. Educational workshops or continuing education in the occupation to be taught shall be rated up to one clock hour for each hour of participation by the local vocational relicensure committee, in accordance with the local guidelines established pursuant to parts 3515.2200 to 3515.3200.

E. Leaves updating competencies relevant to the area of licensure taken in agencies, businesses, or industries shall be rated on a clock hour basis. A maximum of 60 clock hours may be credited toward the required 108 clock hours.

F. Regional, statewide, or national curriculum design activities shall be rated on a clock hour basis at the discretion of the local vocational relicensure committee, in accordance with the local guidelines established pursuant to parts 3515.2200 to 3515.3200.

G. Service as a voting member of an occupational advisory committee shall be rated on a clock hour basis at the discretion of the local vocational relicensure committee, in accordance with the local guidelines established pursuant to parts 3515.2200 to 3515.3200.

H. Organized technical research leading to the development of new or updated competencies in the area of licensure (e.g., research producing new knowledge preparatory to writing a related technical article, developing related curriculum, teaching a related specialized adult class, or producing a related technical invention) shall be rated on a clock hour basis at the discretion of the local vocational relicensure committee, in accordance with the local guidelines established pursuant to parts 3515.2200 to 3515.3200. Notwithstanding local guidelines, a maximum of 20 clock hours may be credited toward the 108 clock hours each five years. Clock hours shall not be granted for the subsequent manual process of writing, teaching, or producing, as these activities simply restate knowledge the applicant has acquired through prior research or experience and do not in themselves create new or updated competencies related to the area of licensure.

I. Service on a state evaluation team for vocational programs shall be rated on a clock hour basis. An individual evaluation shall equate to a maximum of five clock hours per day of evaluation. A maximum of ten clock hours may be credited toward the 108 clock hours each five years.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.3000 REEVALUATION PROCEDURE.**

If upgrading activities are initially disapproved by the local vocational relicensure committee, the decision may be reevaluated by the following sources in the following order pursuant to appeal procedures established in parts 8700.2200 and 8700.2500: the local vocational relicensure committee, the Board of Teaching, which shall be considered the final decision.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.3100 APPLICATION FOR MULTIPLE RELICENSURE.**

An applicant applying for relicensure in more than one area shall earn renewal clock hours in at least two activity categories with a part of the total 108 clock hours earned in each area of relicensure sought.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.3200 REACTIVATION OF REGULAR LICENSES.**

Reactivation of lapsed regular five-year vocational licenses (expired one or more fiscal years) shall require satisfactory completion of no less than: 108 clock hours of updating activities as required for renewal of the regular five-year vocational license set forth in part 3515.2200, subpart 1, item B, and initial entrance licensure requirements for the area of licensure sought existing at the time of application for reactivation of the lapsed license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.3210 ADULT SUPPLEMENTARY LICENSE; NONAPPLICABILITY.**

The provisions of parts 3515.2200 to 3515.3200 do not apply to an adult supplementary license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.3300** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.3400** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.3500** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.3600** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.3700** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.3800** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.3900** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.4000** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.4100 COMMITTEE REVIEW.**

Subpart 1. **Petition for reevaluation through committee review.** An individual not meeting the vocational licensure requirements set forth in parts 3515.0100 to 3515.9942 may petition the commissioner of children, families, and learning for a qualification reevaluation through committee review.

Subp. 2. **Review committee.** The commissioner of children, families, and learning shall appoint a review committee of a minimum of three people. The review committee shall include:

- A. a vocational educator;
- B. a licensed practitioner in the petitioned educational licensure area;
- C. an occupational representative;
- D. a member of a community organization related to the educational licensure area, if the member designated in item E is available; and
- E. a member of the public, if the member in item D is available.

The committee shall be comprised of an uneven number of members to ensure that a majority decision shall be reached. Each member of the review committee shall have one vote.

Subp. 3. **Committee duties.** The review committee shall reevaluate the petitioner's qualifications, concentrating on deficiencies identified by the licensure process.

Committee review members shall exercise professional judgment based upon their expertise and their relevant work experience in the petitioned area.

The petitioner's competencies shall be evaluated in relation to the following criteria in accordance with the educational objectives and the appropriate rules pertaining to the particular area and level of licensure requested: the vocational objectives and implementation methods of the program in the petitioned area and/or, the components of the program in the petitioned area and/or, the job descriptions for the petitioned area.

Recommendations of the review committee shall be reported in writing to the commissioner of children, families, and learning.

Licensure shall be recommended if the review committee finds that the petitioner's qualifications are equivalent to the licensure standards set forth in parts 3515.0100 to 3515.9942.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*

**3515.4200 PETITIONER DEMONSTRATION.**

Subpart 1. **Demonstration of basic knowledge.** The petitioner shall demonstrate a basic understanding in the following areas as they relate to deficiencies identified by the licensure process.

Subp. 2. **Vocational philosophy and organization.** The petitioner shall demonstrate an understanding of state and federal vocational policies, rules, regulations, and laws, and an understanding of the principles and skills incorporated in the broad objectives of the teacher education sequence core courses.

Subp. 3. **Vocational teacher education and application.** The petitioner shall demonstrate the ability to communicate and to develop in students the knowledge and skills needed for employment, an awareness of current occupational opportunities and needs, and knowledge and skills essential to identify, construct, initiate, implement, and evaluate relevant vocational curriculum.

Subp. 4. **Occupational skills and understanding.** The petitioner shall demonstrate knowledge of, and skills in, current and relevant technologies and occupational practices, and an understanding of the employment context in such areas as unions, governmental regulations, and employer employee relationships.

Subp. 5. **Relationship between vocational education and community.** The petitioner shall understand and demonstrate a concern for the student as an individual and community member, for the economic progress of the community, and for the relationship and responsibility of the technical college to both its students and its community, and demonstrate knowledge of community resources useful in the development and implementation of relevant vocational programs.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1987 c 258 s 12; L 1989 c 246 s 2*

**3515.4300 REEXAMINATION BY COMMITTEE REVIEW.**

Petitioners who have been denied licensure or relicensure by the review committee shall be eligible for reexamination by committee review only after one year has elapsed since the previous examination.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.4400 APPEAL PROCEDURE.**

A petitioner questioning an adverse recommendation by the review committee may submit a written appeal relative to the areas over which there is disagreement with the committee's recommendation pursuant to the appeal procedures of the Board of Teaching established in part 8700.2500.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.4500** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.4600** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.4621** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.4700** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.4800** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**POSTSECONDARY VOCATIONAL INSTRUCTORS****3515.4900 QUALIFICATION FOR LICENSURE.**

An applicant shall meet the requirements in the postsecondary licensure chart set forth in parts 3515.9920 and 3515.9921 and the general provisions and procedure for licensure of instructional and supportive personnel.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.5000 PERSONNEL WHO SHALL BE LICENSED.**

Subpart 1. **Postsecondary vocational instructor.** Any person holding a position as a postsecondary vocational instructor shall be licensed pursuant to these rules when responsible for any of the following activities:

- A. developing, teaching, and evaluating instruction in areas assigned, including programs involving simulation and laboratory activities;
- B. facility and resource management;
- C. forming and utilizing a vocational advisory committee;
- D. relevant school–community relations;
- E. vocational student organizations;
- F. student vocational and occupational guidance and evaluation in the development of skills necessary to meet entry–level qualifications for defined employment;
- G. personal professional and technical development; and
- H. internship supervision, if included in the program.

Subp. 2. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14*

**3515.5050** [Repealed, 16 SR 1128; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.5100** [Repealed, 15 SR 1599]

**3515.5200** [Repealed, 15 SR 1599]

**3515.5300** [Repealed, 15 SR 1599]

### SPECIAL NEEDS VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL

#### **3515.5400 QUALIFICATION FOR LICENSURE.**

An applicant shall meet the requirements in the special needs licensure chart set forth in parts 3515.9940 to 3515.9942 and the general provisions and procedure for licensure of instructional and supportive personnel.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

#### **3515.5500 PERSONNEL WHO SHALL BE LICENSED.**

Subpart 1. **Support service manager.** Any person holding a position as a support service manager shall be licensed pursuant to these rules when responsible for any of the following activities:

- A. operating under the direct supervision of the authorized local vocational administrator or special needs supervisor;
- B. identifying students with special vocational needs;
- C. serving as an advocate for the student with special vocational needs in the following manner by: ascertaining the student's vocational special needs; facilitating the entrance of students with special vocational needs into appropriate vocational programs; monitoring such student's progress; and mobilizing the necessary supportive services required by such students;
- D. providing the necessary supportive service to students with special vocational needs in areas deemed appropriate;
- E. working with the regular vocational instructor in modifying the curriculum to meet the needs of the student with a special vocational need, in the absence of a supervisor of special needs;
- F. serving as a liaison between the student's support personnel and the student's instructor; and
- G. participating on an advisory committee related to the special needs program(s) managed.

Subp. 2. **Vocational evaluator.** Any person holding a position as a vocational evaluator shall be licensed pursuant to these rules when responsible for any of the following activities:

- A. providing prevocational and vocational assessment to identify each student's vocational training potential and identify vocational training choices or alternatives for the student;

B. identifying the appropriate supportive services that the student may require and which are provided through the technical college or other agency;

C. assisting the student in understanding the student's interests and capabilities;

D. serving as a liaison between the student and other personnel such as supportive service personnel or instructors;

E. providing follow-up necessary to assure proper placement; and

F. participating on an advisory committee related to the special needs program(s) evaluated.

Subp. 3. [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 4. [Repealed, 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 5. [Repealed, 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 6. [Repealed, 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 7. [Repealed, 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 8. **Vocational adviser.** Any person holding a position as a vocational adviser shall be licensed pursuant to these rules when responsible for any of the following activities:

A. recruiting minority students for enrollment into vocational training programs;

B. serving as an advocate for minority students enrolled in a vocational training program through counseling, appropriate support service if necessary, and any other service needed for the students to succeed in their vocational training programs; and

C. participating on an advisory committee related to the special needs program(s) advised.

Subp. 9. [Repealed, 17 SR 850; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 10. [Repealed, 16 SR 136; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 11. [Repealed, 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**Statutory Authority:** *MS s 121.11; 125.185; 136C.04*

**History:** *L 1987 c 258 s 12; L 1989 c 246 s 2; 16 SR 136; 17 SR 850; 17 SR 1279; 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14*

**3515.5600** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

### SPECIALIZED PERSONNEL

#### **3515.5700 QUALIFICATION FOR LICENSURE.**

An applicant shall meet the requirements set forth in parts 3515.5700 to 3515.7200, and the general provisions and procedure for licensure of instructional and supportive personnel except when superseded by the provisions of parts 3515.5700 to 3515.7200.

**Statutory Authority:** *MS s 121.11; 125.185; 136C.04*

**History:** *13 SR 2221; 16 SR 1128*

**3515.5800** [Repealed, 13 SR 2221]

#### **3515.5900 CONSULTANTS.**

Subpart 1. **Use of consultants.** Consultants (specialists, guest speakers, resource personnel, etc.) who are recognized authorities in the topics under consideration may be used for special assignments.

Subp. 2. **Licensure requirement.** Any person holding a position as a consultant shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for conducting a portion of the sessions of a class that is directed by a qualified full-time instructor.

Subp. 3. **Licensure criteria.** Secondary and postsecondary programs: a consultant shall be licensed as an instructor pursuant to these rules when the consultant will provide services exceeding 30 clock hours per learning unit, or the consultant will provide services exceeding 60 clock hours per year. Adult programs: a consultant shall be licensed as an instructor pursuant to these rules to be eligible for aid payments pursuant to part 3505.9300, subpart 6.

**Statutory Authority:** *MS s 121.11; 125.185; 136C.04*

**History:** *13 SR 2221; 16 SR 1128*



**3515.6000** [Repealed, 13 SR 2221; 16 SR 1128]

### **3515.6005 POSTSECONDARY RELATED SUBJECTS INSTRUCTOR.**

Subpart 1. **Licensure requirement.** A person holding a position as a postsecondary related subjects instructor must be licensed under part 3515.5700 and this part when responsible for instructing students in foundational areas or occupational personal development areas in cooperation with instructional personnel in major occupational areas.

Subp. 2. [Repealed, 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 3. [Repealed, 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

Subp. 4. **License criteria for occupational personal development (for example, job seeking, interviewing, personal dynamics).** Option one: An applicant:

A. shall be a graduate of an accredited college with a four-year degree, including a major in the area of licensure to be taught (for example, industrial relations, personnel management, employment counseling, business administration), or the equivalent, as verified by an institution that grants such degrees;

B. shall have completed 4,000 hours of occupational experience in an area other than education; and

C. shall meet the requirements of the postsecondary vocational teacher education sequence in parts 3515.1400 to 3515.2000.

Option two: An applicant shall have completed 8,000 hours of occupational experience in an area related to occupational personal development other than education, and shall meet the requirements of the postsecondary vocational teacher education sequence in parts 3515.1400 to 3515.2000.

**Statutory Authority:** *MS s 136C.04*

**History:** *16 SR 1128; 18 SR 2653; L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14*

**3515.6100** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

### **3515.6200 CHILDHOOD EDUCATION AIDE.**

Subpart 1. **Licensure requirement.** Any person holding a position as a childhood education aide shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities: assisting a preschool instructor or a vocational child care instructor in a technical institute or an adult vocational program, or assisting a vocational child care instructor responsible for both a secondary vocational child care guidance and education program.

Subp. 2. **Licensure criteria.** Option one: An applicant shall have completed a high school vocational training program in child care guidance and education.

Option two: An applicant shall have completed 1,200 hours of occupational experience in a related field.

Subp. 3. **Human relations requirement.** All licensed childhood education personnel shall comply with the human relations requirement set forth in part 3515.2100.

Subp. 4. **Waiver.** The philosophy of vocational education requirement shall be waived.

**Statutory Authority:** *MS s 121.11; 125.185; 136C.04*

**History:** *L 1987 c 258 s 12; 13 SR 2221; 16 SR 1128*

**3515.6300** [Repealed, 13 SR 2221; 14 SR 1214]

**3515.6400** [Repealed, 13 SR 2221]

**3515.6500** [Repealed, 13 SR 2221; 14 SR 1214]

**3515.6600** [Repealed, 13 SR 2221; 15 SR 1196]

### **3515.6700 STUDENT PERSONNEL SERVICES SPECIALIST.**

Subpart 1. **Licensure requirement.** Any person holding a position as a student personnel services specialist shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

A. providing services assisting students to successfully move into and out of a technical institute or center, and make progress while so enrolled;

B. providing services to students and parents relative to the area(s) of occupational and educational information, appraisal, orientation, housing, financial aids, student activities, or student accounting; and

C. working cooperatively with other staff in duties related to student personnel services.

Subp. 2. **Licensure criteria.** Option one: An applicant shall meet the criteria of a vocational program counselor set forth in part 3515.6600, subpart 2, items A to D.

Option two: An applicant:

A. shall be a graduate of an accredited college with a four year degree, including a major in an area related to personnel services (e. g., industrial relations, employment counseling, personnel management), or the equivalent, as verified by an institution that grants such degrees;

B. shall have completed 6,000 hours of occupational experience, with at least 2,000 hours in personnel services in a postsecondary educational institution or in industry or agencies; and

C. shall have completed a course in philosophy of vocational education.

**Statutory Authority:** *MS s 121.11; 125.185; 136C.04*

**History:** *L 1987 c 258 s 12; 13 SR 2221; 16 SR 1128*

**3515.6800** [Repealed, 13 SR 2221]

**3515.6900** [Repealed, 13 SR 2221; 14 SR 1214]

**3515.7000** [Repealed, 13 SR 2221; 14 SR 1214]

**3515.7100** [Repealed, 13 SR 2221; 14 SR 1214]

**3515.7200** [Repealed, 13 SR 2221; 14 SR 1214]

### PROCEDURE TO LICENSE ADMINISTRATORS AND SUPERVISORS

#### **3515.7300 QUALIFICATION FOR LICENSURE.**

An applicant shall meet the educational component and the occupational experience requirements stated in these rules for each area of licensure sought. Licensure shall be pursuant to the general provisions and procedure for licensure of instructional personnel, except when superseded by the provisions of parts 3515.7300 to 3515.7600.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

#### **3515.7400 INITIAL ENTRANCE VOCATIONAL LICENSE.**

Subpart 1. **Authorizing signature.** Initial entrance licensure applications may be processed without an authorizing signature.

Subp. 2. **Issuance.** An applicant who meets the requirements of one of the initial entrance license options set forth in subpart 3, shall be issued an initial two-year entrance vocational license.

Subp. 3. **Initial entrance license options.** Option one: An applicant who meets the educational component and the occupational experience licensure requirements for the specific administrative or supervisory personnel position sought, as set forth in these rules, shall be issued an entrance license.

Option two: An applicant who does not meet the educational component and/or the occupational experience licensure requirements for the specific administrative or supervisory personnel position sought may petition the commissioner of children, families, and learning in writing for a qualifications reevaluation through committee review as set forth in parts 3515.4100 to 3515.4400.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*

**3515.7500 INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE.**

Subpart 1. **Authorizing signature.** Applications for the initial regular five-year vocational license shall be signed by the local supervising vocational administrator. Secondary and postsecondary directors shall obtain the signature of the supervising superintendent.

Subp. 2. **Issuance.** An applicant who meets the requirements of one of the initial regular five-year vocational license options set forth in subpart 3, shall be issued an initial regular five-year vocational license.

Subp. 3. **Initial regular five-year vocational license options.** Option one: An entrance license holder who meets the educational component and the occupational experience requirements for the specific administrative or supervisory personnel position sought and who subsequently completes relevant upgrading activities shall be issued a regular five-year vocational license upon the expiration of such initial entrance license. The number of hours and the content of relevant upgrading activities shall be determined by the local vocational administrator, subject to review by the commissioner of children, families, and learning.

Option two: An entrance license holder who meets the educational component and/or the occupational experience requirements for the specific administrative or supervisory personnel position sought through committee review, as set forth in parts 3515.4100 to 3515.4400, and who subsequently completes relevant upgrading activities shall be issued a regular five-year vocational license upon the expiration of such initial entrance license. The number of hours and the content of relevant upgrading activities shall be determined by the local vocational administrator, subject to review by the commissioner of children, families, and learning.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*

**3515.7600 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE.**

A regular five-year vocational license holder who completes the continuing education requirements for relicensure set forth in parts 3515.7700 and 3515.7800 shall be issued a renewed regular five-year vocational license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**CONTINUING EDUCATION;  
ADMINISTRATORS AND SUPERVISORS**

**3515.7700 RENEWED FIVE YEAR VOCATIONAL LICENSE.**

Subpart 1. **Issuance.** Vocational administrative and supervisory staff holding a valid regular five year vocational license shall be issued a renewed regular five year vocational license when the following requirements have been met during the five year period immediately preceding the date on which the requested renewal is to be made effective:

A. An applicant has completed 115 clock hours of approved administrative or supervisory vocational continuing education activity and evidence of completion is provided to the commissioner of children, families, and learning.

B. An applicant has completed 85 additional hours of individual professional development activity related to technical college administration or supervision and a record of completion is provided to the central office of the employing school district or agency.

Subp. 2. **Required clock hours.** In the first six years after July 7, 1980, clock hours of approved vocational administrative or supervisory continuing education and clock hours of individual professional development activity shall be required as follows:

A. To renew licenses expiring June 30, 1980, an applicant shall complete 108 clock hours of upgrading activities related to administration. The clock hours shall be preapproved and verified by the local supervising vocational administrator.

B. To renew licenses expiring June 30, 1981, an applicant shall complete 108 total clock hours of relevant upgrading activities with ten clock hours of approved vocational administrative or supervisory continuing education and 98 clock hours of individual professional development activity.

C. To renew licenses expiring June 30, 1982, an applicant shall complete 125 total clock hours of relevant upgrading activities with 35 clock hours of approved administrative

or supervisory continuing education and 90 clock hours of individual professional development activity.

D. To renew licenses expiring June 30, 1983, an applicant shall complete 150 total clock hours of relevant upgrading activities with 60 clock hours of approved administrative or supervisory continuing education and 90 clock hours of individual professional development activity.

E. To renew licenses expiring June 30, 1984, an applicant shall complete 175 total clock hours of relevant upgrading activities with 85 clock hours approved administrative or supervisory continuing education and 90 clock hours of individual professional development activity.

F. To renew licenses expiring June 30, 1985, and thereafter, an applicant shall complete 200 total clock hours of relevant upgrading activities with 115 clock hours of approved administrative or supervisory continuing education and 85 hours of individual professional development activity.

**Subp. 3. Applications for renewal.** Applications for renewal shall be accepted by the Department of Children, Families, and Learning after January 1 of the year of expiration; provided, however, that the renewal period shall commence on the expiration date (July 1). An applicant for renewal who earns approved clock hours in excess of the number required for renewal in parts 3515.7700 and 3515.7800 may not apply any excess hours to future renewals. Clock hours used to meet renewal requirements for one five year renewal cycle may not be applied toward future five year renewal cycles.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1987 c 258 s 12; L 1989 c 246 s 2; L 1995 1Sp3 art 16 s 13*

### **3515.7800 REACTIVATION OF LAPSED REGULAR LICENSE.**

**Subpart 1. Regular five-year continuing license.** A five-year continuing license shall be granted if an applicant can provide evidence that 115 clock hours of approved administrative or supervisory continuing education activity and 85 hours of individual professional development activity have been completed during the five-year period immediately preceding the application for a five-year continuing license.

**Subp. 2. Two-year nonrenewable continuing license.** A two-year nonrenewable continuing license shall be granted if an applicant can provide evidence that a position has been offered contingent upon holding a valid license, and can demonstrate that there is insufficient time to complete 115 clock hours of approved administrative or supervisory continuing education activity and 85 hours of individual professional development activity as set forth in part 3515.7700, subpart 1. Upon expiration of the two-year, nonrenewable continuing license, an applicant shall qualify for a regular five-year continuing license in accordance with requirements set forth in subpart 1.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### **CONTINUING EDUCATION PROGRAMS; ADMINISTRATORS AND SUPERVISORS**

### **3515.7900 APPROVAL BY THE STATE BOARD OF TECHNICAL COLLEGES.**

The initiator of any vocational administrative or supervisory continuing education program for relicensure of directors and supervisors shall obtain approval from the State Board of Technical Colleges for the program and the clock hours to be earned in such program. The initiator of the vocational administrative or supervisory continuing education program shall secure approval of the program before participants may be registered. Vocational administrative or supervisory continuing education programs may be approved for a period up to, but not exceeding, two years.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### **3515.8000 APPROVAL PROCEDURE.**

**Subpart 1. Vocational administrative or supervisory continuing education program proposals.** The initiator of any vocational administrative or supervisory continuing education program shall forward a proposal of the program to the commissioner of children, families, and learning for review by the State Board for Vocational Education.

Subp. 2. **Program proposal requirements.** Each vocational administrative or supervisory continuing education program shall consist of at least three clock hours. Each vocational administrative or supervisory continuing education program proposal shall contain the following information:

- A. a description of planning activities including a list of names, addresses, and positions of those involved in planning;
- B. a description of the client group, or groups, for whom the program is designed;
- C. a statement of program goals which relates goals to client needs;
- D. a statement concerning any prerequisite education or experience required for admission to the program;
- E. a description of the proposed vocational administrative or supervisory continuing education program which includes a statement of expected learning outcomes; a description of program components designed to develop specified learning outcomes; and the means by which achievement of specified learning outcomes will be determined for each program participant;
- F. statements indicating the number of clock hours requested for the proposed program, length of time for which approval is being requested, and the number of times that the program is proposed to be offered during the approval period; and
- G. evidence that qualified staff have been assigned to the program and that other resources necessary to the program have been allocated.

Subp. 3. **Program approval.** A vocational administrative or supervisory continuing education program shall be approved by the State Board of Technical Colleges if it meets the requirements set forth in subpart 2, items A to E.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*

### 3515.8100 CONTINUING EDUCATION PROGRAM INITIATOR.

Subpart 1. **Responsibilities.** The program initiator shall be responsible for the following duties:

- A. developing proposals for vocational administrative or supervisory continuing education programs in areas of study which have been identified, in cooperation with licensed vocational administrators and supervisors practicing in Minnesota school districts;
- B. forwarding vocational administrative or supervisory continuing education program proposals to the commissioner of children, families, and learning for review by the State Board for Vocational Education;
- C. conducting the vocational administrative or supervisory continuing education program;
- D. maintaining communication with the commissioner of children, families, and learning concerning the status of all approved vocational administrative or supervisory continuing education programs offered; and
- E. providing each participant with an attendance certificate indicating the number of clock hours earned.

Subp. 2. **Resources.** The indicator of a vocational administrative or supervisory continuing education program may use resources from professional associations, governmental agencies, and the private business sector in conducting the program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *L 1995 1Sp3 art 16 s 13*

### 3515.8200 ADMISSION TO APPROVED PROGRAMS.

Admission to all approved vocational administrative or supervisory continuing education programs shall be open to any licensed Minnesota vocational administrator or supervisor who meets the educational and experience requirements for admission as provided for in the particular continuing education program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.8300** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.8400** [Repealed, 13 SR 1238]

**3515.8500** [Repealed, 13 SR 1238]

**3515.8600** [Repealed, 13 SR 1238]

**3515.8700** [Repealed, 13 SR 1238]

**3515.8800** [Repealed, 13 SR 1238]

**3515.8900** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.9000** [Repealed, 13 SR 1238]

### **SUPERVISORY PERSONNEL**

#### **3515.9100 SUPERVISORY PERSONNEL.**

Vocational supervisory licensure areas include the areas of supervisor of vocational program areas or supervisor of vocational personnel services areas.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

#### **3515.9200 LOCAL PROGRAM SUPERVISORS.**

Subpart 1. **Licensure requirement.** Any person holding a position as a local secondary, postsecondary, or adult program supervisor shall be licensed pursuant to parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

A. developing, organizing, implementing, supervising, and promoting vocational programs in the assigned vocational discipline or personnel services area;

B. evaluating programs and instruction, equipment, facilities, and condition for effective instruction;

C. preparing vocational reports (descriptive and statistical) required by local, state, and federal agencies;

D. recommending the purchase of equipment, supplies, and reference materials to the authorized local vocational administrator;

E. organizing and consulting with advisory committees in cooperation with vocationally interested individuals, organizations, associations, and companies;

F. providing leadership and encouraging the development and improvement of vocational student organizations for all levels of programs assigned;

G. coordinating the assigned vocational program with other educational programs;

H. providing for preservice and in-service teacher training in cooperation with teacher education institutions, business, and industry;

I. participating in relevant conferences and meetings to maintain currency in the assigned vocational discipline;

J. when assigned to do so by the authorized local vocational administrator, directing other employees and adjusting any grievances on behalf of the employer; and

K. when assigned to do so by the authorized local vocational administrator, making recommendations to hire, transfer, suspend, promote, discharge, assign, reward, or discipline other employees.

Subp. 2. **Licensure criteria.** Supervisors of agriculture occupations, business and office occupations, health occupations, home economics and service occupations, marketing and distribution occupations, technical occupations, trade and industrial occupations. An applicant:

A. shall be a graduate of an accredited college with a degree (baccalaureate or graduate level) in the corresponding area set forth below:

(1) supervisor of agriculture occupations: agriculture education or technical agriculture;

(2) supervisor of business and office occupations: business education or business administration;

(3) supervisor of health occupations: occupational health area. The supervisor of health shall also hold a current, valid Minnesota license to practice in the field;

(4) supervisor of home economics and service occupations: home economics education;

(5) supervisor of marketing and distribution occupations: program area with distributive education technical and professional components included or added;

(6) supervisor of technical occupations: technical subject area;

(7) supervisor of trade and industrial occupations: industrial education;

B. shall have completed three years of teaching experience in the past five years as a vocationally licensed instructor in one of the approved vocational programs that will be supervised;

C. shall have completed 6,000 hours of occupational experience in program area(s) supervised;

D. shall have completed nine quarter credits or 108 clock hours in supervisory techniques; and

E. shall have completed a course in philosophy of vocational education.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### 3515.9300 SUPERVISOR IN SPECIALIZED PROGRAM AREA.

**Subpart 1. Licensure requirement.** Any person holding a position as a supervisor in a specialized postsecondary and adult program area shall be licensed pursuant to parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

A. providing management of staff, instructional leadership, and coordination for all levels of instruction assigned;

B. scheduling program instruction, including required related instruction for all levels of programs assigned;

C. maintaining student monitoring and evaluation process for all levels of programs assigned;

D. program advisory committees for all levels of programs assigned; and

E. providing leadership and encouraging the development and improvement of vocational student organizations for all levels of programs assigned.

**Subp. 2. Licensure criteria.** An applicant:

A. Shall meet the five-year licensure requirements for a postsecondary vocational education instructor in one of the program areas that will be supervised.

B. Shall have completed four years of vocational experience in teaching, supervision, or administration in one of the assigned vocational program areas. At least two of those four years shall have been in teaching under a vocational license.

C. Shall have completed 2,000 hours of vocational education supervision experience or 72 clock hours or six credits of training in supervision.

D. Shall have completed course work in one of the following areas: curriculum development; evaluation of programs; or legal aspects of vocational education.

E. Shall have completed a course in philosophy of vocational education.

F. Shall have completed a course in organization and administration of vocational education.

G. Shall hold a current, valid license, registration, and/or certificate, as issued by the appropriate board, professional association, or accrediting agency, to practice in the specialized field.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### 3515.9400 SUPERVISOR OF SPECIAL NEEDS.

**Subpart 1. Licensure requirement.** Any person holding a position as a supervisor of special needs shall be licensed pursuant to parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

A. preparing and implementing a delivery system which addresses itself to services for students with special needs;

B. providing the necessary support services to the student with special needs where deemed appropriate;

C. coordinating and facilitating in-service training to aid regular personnel to more adequately understand and meet the needs of the students with special needs; and

D. providing annual reports to the state regarding progress of the local special needs programs.

**Subp. 2. Licensure criteria.** An applicant:

A. shall be a graduate of an accredited college with a degree (baccalaureate or graduate level) in one of the following areas: education; counseling; psychology; or vocational rehabilitation;

B. shall have completed three quarter credits in each of the following: philosophy of vocational education; organization and administration of vocational education; the exceptional child; and teaching students with learning problems;

C. shall have completed 12 quarter credits chosen from the following:

(1) community resources, including corrections;

(2) techniques of counseling and guidance;

(3) chemical dependency;

(4) interpersonal relations, other than the human relations course for educational personnel;

(5) curriculum development and modification for special needs students;

(6) education of the disadvantaged; and

(7) special learning problems in vocational education;

D. shall have completed 18 clock hours of internship in existing special needs programs which include six clock hours of program management; six clock hours of student assessment; and six clock hours of curriculum modification; and

E. shall have completed 2,000 hours of occupational experience outside of education or teaching (500 hour recency requirement not applicable).

**Subp. 3. License renewal.** Prior to renewal of the first license, the applicant shall complete the human relations requirement set forth in part 3515.2100, and complete six clock hours of special needs in-service training approved by the authorized local vocational administrator.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

### **3515.9500 SUPERVISOR OF BILINGUAL-BICULTURAL SPECIAL NEEDS.**

**Subpart 1. Licensure requirement.** Any person holding a position as a supervisor of bilingual-bicultural vocational education shall be licensed pursuant to parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

A. coordinating support service for the student with limited English-speaking ability special needs in the following manner:

(1) supervising the method utilized to facilitate entry into appropriate vocational course offerings;

(2) mobilizing the necessary supportive service needed by the limited English-speaking student to compete in and complete the vocational program; and

(3) monitoring the progress of the limited English-speaking student while in a vocational program;

B. serving as a liaison between the limited English-speaking population, support personnel, and instructional personnel; and

C. participating on an advisory committee for the program supervised.

**Subp. 2. Licensure criteria.** An applicant:

A. shall meet the licensure criteria of a supervisor of special needs set forth in part 3515.9400, subpart 2, items A to E;

B. shall be bilingual-bicultural as appropriate to the student population served; and



C. shall have completed one year of educational experience in the past five years in a bilingual program setting.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.9600 STUDENT PERSONNEL SERVICES SUPERVISOR.**

Subpart 1. **Licensure requirement.** Any person holding a position as a student personnel services supervisor shall be licensed pursuant to parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

A. Services which assist students to successfully move into and out of a technical college or center, and make progress while so enrolled. Such services may include preenrollment services to students and parents, occupational and educational information, appraisal, orientation, housing, financial aids, student activities, and student accounting.

B. Working cooperatively with other personnel in follow up, research, public relations, advisory committees, industry relations, and job placement.

C. Establishing and maintaining liaison with schools in the geographic service area and other agencies and institutions relative to student services.

D. Coordinating dissemination of information relevant to the pupil personnel services program in the technical colleges and/or centers.

Subp. 2. **Licensure criteria.** An applicant:

A. shall meet the licensure criteria of a vocational program counselor set forth in part 3515.6600, subpart 2, items A to D or a student personnel services specialist set forth in part 3515.6700, subpart 2, items A or B; and

B. shall have completed two years of experience as a vocational program counselor or a student personnel specialist in a postsecondary technical college.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4.*

**History:** *L 1987 c 258 s 12; L 1989 c 246 s 2*

**3515.9910** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.9911** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.9912** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.9913** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**3515.9920** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]

**MINNESOTA RULES 1995**  
**TECHNICAL COLLEGE PERSONNEL LICENSURE**

# MINNESOTA RULES 1995

## 3515.9921 TECHNICAL COLLEGE PERSONNEL LICENSURE

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### 3515.9921 DISTRIBUTIVE, HEALTH, SERVICE, HOSPITALITY, HOME ECONOMICS, INDUSTRIAL, TECHNICAL.

#### Subpart 1. Chart.

POST-SECONDARY LICENSURE CHART		RELEVANT EDUCATION	RECENT RELEVANT OCCUPATIONAL EXP	SPECIAL COURSES OR REQUIREMENTS	PRIOR TO PRIOR FIRST 5 YEAR RENEWAL LICENSE
DISTRIBUTIVE EDUCATION Instructor/Instructor Coordinator	A	OPTIONS			
	X <td>Related Degree</td> <td></td> <td></td> <td></td>	Related Degree			
HEALTH EDUCATION Instructor	A <td>Appropriate Education Degree</td> <td></td> <td></td> <td></td>	Appropriate Education Degree			
	X <td>Appropriate Non-Education Degree</td> <td></td> <td></td> <td></td>	Appropriate Non-Education Degree			
SERVICE, HOSPITALITY, AND HOME ECONOMICS EDUCATION Instructor Occupational Instructor-Coordinator Occupational	A <td>Health-Related PS Program</td> <td></td> <td></td> <td></td>	Health-Related PS Program			
	X <td>2 Years PS Education Licensure/Registration by Appropriate Board</td> <td></td> <td></td> <td></td>	2 Years PS Education Licensure/Registration by Appropriate Board			
INDUSTRIAL EDUCATION Instructor	A <td>Practicing License/Registration (1)</td> <td></td> <td></td> <td></td>	Practicing License/Registration (1)			
	X <td>Instructor License in Area (2)</td> <td></td> <td></td> <td></td>	Instructor License in Area (2)			
TECHNICAL EDUCATION Instructor	A <td>2 yrs/4000 hours ROX</td> <td></td> <td></td> <td></td>	2 yrs/4000 hours ROX			
	X <td>2 1/4 yrs/4500 hours ROX</td> <td></td> <td></td> <td></td>	2 1/4 yrs/4500 hours ROX			
INDUSTRIAL EDUCATION Instructor	A <td>3 yrs/6000 hours ROX</td> <td></td> <td></td> <td></td>	3 yrs/6000 hours ROX			
	X <td>3 yrs/6000 hours ROX w/2000 within prior 5 yrs.</td> <td></td> <td></td> <td></td>	3 yrs/6000 hours ROX w/2000 within prior 5 yrs.			
TECHNICAL EDUCATION Instructor	A <td>2 yrs Teaching Experience</td> <td></td> <td></td> <td></td>	2 yrs Teaching Experience			
	X <td>4 yrs/8000 hours ROX</td> <td></td> <td></td> <td></td>	4 yrs/8000 hours ROX			
INDUSTRIAL EDUCATION Instructor	A <td>Special Recency Requirement (3)</td> <td></td> <td></td> <td></td>	Special Recency Requirement (3)			
	X <td>Related Hours Requirement (4)</td> <td></td> <td></td> <td></td>	Related Hours Requirement (4)			
TECHNICAL EDUCATION Instructor	A <td>PS Teacher Education Sequence</td> <td></td> <td></td> <td></td>	PS Teacher Education Sequence			
	X <td>Distributive Education Methods</td> <td></td> <td></td> <td></td>	Distributive Education Methods			
INDUSTRIAL EDUCATION Instructor	A <td>Distributive Education Curriculum</td> <td></td> <td></td> <td></td>	Distributive Education Curriculum			
	X <td>One additional VE Course</td> <td></td> <td></td> <td></td>	One additional VE Course			
TECHNICAL EDUCATION Instructor	A <td>Renewals/Minimal Progress (5)</td> <td></td> <td></td> <td></td>	Renewals/Minimal Progress (5)			
	X <td>Technical Courses (6)</td> <td></td> <td></td> <td></td>	Technical Courses (6)			
INDUSTRIAL EDUCATION Instructor	A <td>Coordination Techniques</td> <td></td> <td></td> <td></td>	Coordination Techniques			
	X <td>Curriculum Course</td> <td></td> <td></td> <td></td>	Curriculum Course			
TECHNICAL EDUCATION Instructor	A <td></td> <td></td> <td></td> <td></td>				
	X <td>Human Relations</td> <td></td> <td></td> <td></td>	Human Relations			
INDUSTRIAL EDUCATION Instructor	A <td></td> <td></td> <td></td> <td></td>				
	X <td>Philosophy of Vocational Education</td> <td></td> <td></td> <td></td>	Philosophy of Vocational Education			

**Subp. 2. Abbreviations.**

A. VE: Vocational education.

B. ROX: Recent, relevant occupational experience. Unless otherwise indicated, ROX means paid experience outside of education or teaching and includes at least 500 hours within the prior five years.

C. Deg: Degree. Unless otherwise indicated, "degree" means a four-year baccalaureate degree from an accredited college or university.

D. Education degree: Baccalaureate or higher degree in a recognized educational field including at least 27 quarter credits in education with six quarter credits of student teaching.

**Subp. 3. Elaboration on special courses or requirements.**

A. Licensure, registration, or program certificate is required to teach in program areas where such is required to practice in the field. Cosmetology instructors shall have an instructor license issued by the Minnesota Department of Commerce. Barbering instructors shall have a license issued by the Minnesota Board of Barber Examiners.

B. Areas such as First Aid Instructor, or Cardiopulmonary Resuscitation (CPR) Instructor and vocational license for Instructor Coordinator.

C. In the specialized program: 1,000 specialized hours within the prior five years.

D. The following requirements for the license of Distributive Education Instructor/Instructor Coordinator that are in the chart in subpart 1 no longer apply: Distributive Education Methods; Distributive Education Curriculum; one additional VE course; renewals/minimal progress; coordination techniques. Instead, an applicant seeking the license or renewal of the license must comply with parts 3515.1400 to 3515.1700.

E. Twenty-one quarter credits in technical areas, with a minimum of 24 clock hours or two quarter credits in each of the following: selling, management, advertising, visual merchandising, retailing, marketing, and economics. In the specialized program, relevant technical areas may be substituted. Excess ROX may be substituted for relevant technical area courses at the rate of one year for three quarter credits.

**Statutory Authority:** *MS s 121.11; 125.185; 136C.04*

**History:** *16 SR 249*

# MINNESOTA RULES 1995

### **3515.9930 TECHNICAL COLLEGE PERSONNEL LICENSURE**

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**3515.9930 ADULT; AGRICULTURE, DISTRIBUTIVE, HOME ECONOMICS.**

**Subpart 1. Chart.**

[illegible]

**Subp. 2. Abbreviations.**

A. VE: Vocational education.

B. ROX: Recent, relevant occupational experience. Unless otherwise indicated, ROX means paid experience outside of education or teaching and includes at least 500 hours within the prior five years.

C. Deg: Degree. Unless otherwise indicated, "degree" means a four-year baccalaureate degree from an accredited college or university.

D. Education degree: Baccalaureate or higher degree in a recognized educational field including at least 27 quarter credits in education with six quarter credits of student teaching.

**Subp. 3. Elaboration on special courses or requirements.**

A. Maximum of five years to complete requirements for an agriculture education degree, at a minimum of six quarter credits per year on a prearranged program. The applicant shall have completed or be enrolled in courses worth six quarter credits at the time of licensure.

B. In distributive education, this would be a degree in an area such as business administration, economics, or accounting.

C. Vocational education degree in home economics education, inclusive of three quarter credits in each of the five areas in the family life core.\*

D. A degree in early childhood education, family life, child development, or general home economics, inclusive of three quarter credits in each of the five areas in the family life core.\*

E. Education degree plus 27 quarter hours in the family life core, with at least three quarter credits in each of the five areas.\*

F. In distributive education, 6,000 hours ROX must be in retailing, servicing, and/or manufacturing at the management level as owner, owner-manager, or manager, including 2,000 hours within the prior five years.

G. Technical preparation includes: 48 clock hours in accounting, plus 24 clock hours in each of four areas chosen from: (1) business law, (2) consumerism, (3) credit and collections, (4) government regulations, (5) income tax, (6) inventory control, and (7) marketing. For fulfilling these requirements, excess management ROX may be substituted for relevant technical areas at the rate of one year for 24 clock hours.

H. The required schedule: completion of or prearrangement for workshop curriculum in small business management prior to initial licensure; human relations and one additional vocational education course during initial two year licensure; and one additional course per annual renewal.

\* Family Life Core: (1) family structure and function, (2) parent education, (3) relationships within the family and relationships of the family and its members to society, (4) child development, and (5) curriculum, methods, and materials for family life education.

Provisional license for Parent Education Instructor under option C granted with a minimum of 18 quarter credits, with the balance of the 27 credits completed within two years.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**Subpart 1. Chart.**

SPECIAL NEEDS LICENSURE CHART													SUPPORT SERVICE INSTRUCTORS													VOCATIONAL EVALUATOR													RELEVANT EDUCATION													RELEVANT OCCUPATIONAL EDUCATION													SPECIAL COURSES IN ADDENDUMS													FIRST EDITION																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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**Subp. 2. Abbreviations.**

A. S: Designates the requirements or schedule of requirements for applicants seeking a provisional license.

B. ROX: Recent, relevant occupational experience. Unless otherwise indicated, ROX means paid experience outside of education or teaching and includes at least 500 hours within the prior five years.

C. Deg: Degree. Unless otherwise indicated, "degree" means a four-year baccalaureate degree from an accredited college or university.

D. Education degree: Baccalaureate or higher degree in a recognized educational field including at least 27 quarter credits in education with six quarter credits of student teaching.

**Subp. 3. Elaboration on special courses or requirements.**

A. In addition to the general requirements, complete 12 quarter credits chosen from the following courses: Community Resources Including Corrections; Techniques of Counseling and Guidance; Chemical Dependency; Interpersonal Relations; Curriculum Development and Modification for Special Needs; Education of the Disadvantaged; and Special Learning Problems in Vocational Education.

To be eligible for the provisional license, applicants shall have completed all general course requirements, plus two-thirds of the credits required by the above sequence.

B. Internship consists of: six hours classroom observation; six hours student assessment; and six hours curriculum modification.

C. Complete a total of 180 clock hours of course content through workshops covering all of the following areas: The Exceptional Child; Techniques of Guidance and Counseling; Work Evaluation; Occupational Analysis; Vocational Tests and Measurement; Curriculum Development and Modification for Special Needs.

To be eligible for the provisional license, applicants shall complete all general course requirements, plus two-thirds of the clock hours required by the above sequence.

D. As approved by the local education agency.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*



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**Subpart 1. Chart.**

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**Subp. 2. Abbreviations.**

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D. Education degree: Baccalaureate or higher degree in a recognized educational field including at least 27 quarter credits in education with six quarter credits of student teaching.

**Subp. 3. Elaboration on special courses or requirements.**

A. Required for Work Experience Handicapped. (Part 3525.1600)

B. In addition to the general requirements, complete 18 quarter credits chosen from the following courses: The Exceptional Child; Teaching Students With Learning Problems; Community Resources Including Corrections; Techniques of Guidance and Counseling; Chemical Dependency; Interpersonal Relations; Curriculum Development and Modification for Special Needs; Education of Disadvantaged; and Special Learning Problems in Vocational Education.

To be eligible for the provisional license, applicants shall have completed all general course requirements, plus two-thirds of the credits required by the above sequence.

C. Internship consists of: six hours classroom observation; six hours curriculum modification; and six hours on-job training observation.

D. Complete nine quarter credits chosen from the following courses: Counseling the Culturally Disadvantaged; Interpreting Personal Assessment Results; Understanding Human Behavior; and Career Development.

E. As approved by the local education agency.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**3515.9942** [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 532 art 2 s 14]