

CHAPTER 8750

BOARD OF TEACHING

SECONDARY VOCATIONAL LICENSURE

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8750.0010 DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

Subp. 14. **Education degree.** "Education degree" means a baccalaureate or higher degree from an accredited college or university in an educational field with at least 27 quarter credits in professional education courses and including at least six quarter credits of student teaching.

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

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

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

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

A. from the Department of Children, Families, and Learning;

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

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

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

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

Subp. 21. **Hardship.** "Hardship" has the meaning given in part 8750.6200, subpart 2.

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

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

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

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

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

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

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

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

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

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

Subp. 31. **Personnel licensing section.** "Personnel licensing section" means the personnel licensing section of the Department of Children, Families, and Learning.

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

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

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

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

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

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

Subp. 38. **Teacher educator.** "Teacher educator" means a faculty member who teaches professional vocational courses and is certified as a vocational teacher educator according to the requirements of the Joint Council for Vocational Teacher Educators.

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

Subp. 40. **Vocational or cooperative center.** "Vocational or cooperative center" means a vocational or cooperative center approved by the commissioner of Children, Families, and Learning.

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1990 c 375 s 3; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55*

WHO MUST BE LICENSED**8750.0020 HOW THIS CHAPTER APPLIES.**

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

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

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

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

Parts 8750.3000 to 8750.3650 give more information about general education requirements, including the vocational teacher education sequence. Those parts set out the different types and amounts of education requirements for the different entrance licenses and renewals, regular five-year licenses, and reactivations of lapsed licenses.

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

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

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

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

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0030 LIMITS ON VALIDITY OF LICENSE.

Except where alternative licenses are named in parts 8750.0200 to 8750.2140, licenses issued under this chapter are valid only in the corresponding vocational category of practice.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0040 SECONDARY VOCATIONAL TEACHERS.

A person holding a position as a secondary vocational teacher must be licensed under this chapter. Teachers are responsible for:

A. developing, teaching, and evaluating instruction in areas assigned, including programs involving simulation and laboratory activities;

B. facility and resource management;

C. forming and using a vocational advisory committee;

D. relevant school-community relations;

E. vocational student organizations;

F. student vocational and occupational guidance and evaluation in development of skills meeting vocational objectives in part 3505.2500, items A to C, and required for proficiency in the identified area of employment; and

G. personal professional and technical development.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0050 SECONDARY VOCATIONAL TEACHER-COORDINATOR.

A person holding a position as a secondary vocational teacher-coordinator must be licensed under the part in this chapter governing the appropriate teacher-coordinator. Teacher-coordinators are responsible for:

A. identifying and selecting appropriate training stations and placing students in those stations;

B. student training plans, student training agreements, completing all required state and federal labor law forms, and complying with state and federal labor law rules and regulations;

C. supervising students on the job and communicating with the employer about the student's performance and the objectives of the student's training plan; and

D. activities in part 8750.0040, items A to G.

Parts 8750.0260, 8750.0460, 8750.0620, 8750.0890, 8750.0920, 8750.1120, 8750.1440, 8750.1500, 8750.1520, and 8750.2140 govern licensure of teacher-coordinators in the various vocational program areas and in special needs.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0060 SECONDARY VOCATIONAL SPECIAL NEEDS PERSONNEL.

Subpart 1. Secondary vocational special needs personnel. A person holding a position in secondary vocational special needs must meet the requirements in parts 8750.1500 to 8750.1600 for special needs licensure and the general provisions and procedure for licensure of secondary instructional and supportive personnel in parts 8750.0082 to 8750.0090 and 8750.3000 to 8750.7300.

Subp. 2. Teacher-coordinator for work experience program for disadvantaged. A person holding a position as a teacher-coordinator for work experience programs for the disadvantaged must be licensed under part 8750.1500. The teacher-coordinator is responsible for:

A. conducting employability seminars;

B. arranging for student placement in preselected jobs and coordinating the students through site visits;

C. developing a training agreement and plan with the student and the employer agreed to by the parent or guardian;

D. providing instruction in safety on the job before and while the student is working at a preselected job;

E. providing a minimum of skill instruction before and while the student is working at a preselected job;

F. providing the department with evidence necessary to ensure that the special needs program complies with relevant state and federal labor laws;

G. coordinating the special needs student's activities in regular courses in which the student is enrolled and serving as an advocate for the student;

H. providing opportunities for students to participate in student organization activities; and

I. participating on an advisory committee related to the special needs programs instructed or coordinated.

Subp. 3. Teacher-coordinator for work experience program for handicapped. A person holding a position as a teacher-coordinator for work experience programs for the handicapped must be licensed under part 8750.1520. The teacher-coordinator is responsible for:

- A. conducting employability seminars;
- B. arranging for student placement in preselected employment or at a training site and coordinating the students through site visits;
- C. developing a training agreement and plan with the student and the employer or trainer agreed to by the parent or guardian;
- D. teaching safety on the job before and while the student is working at preselected employment or training;
- E. providing a minimum of skill instruction before and while the student is working at preselected employment or training;
- F. giving the department evidence necessary to ensure that the special needs program operation complies with relevant state and federal labor laws;
- G. participating in the child study Individual Education Plan (IEP) process;
- H. coordinating the special needs student's activities in regular courses in which the student is enrolled and serving as an advocate for the student;
- I. giving students opportunities to take part in student organization activities; and
- J. participating on an advisory committee related to the special needs programs instructed or coordinated.

Subp. 4. **Interpreter for the deaf.** A person holding a position as an interpreter for the deaf must be licensed under part 8750.1540. The interpreter is responsible for:

- A. serving as an advocate for the hearing-impaired student enrolled in a vocational training program;
- B. interpreting verbal communication to the hearing-impaired student enrolled in a vocational training program;
- C. providing reverse interpreter services to the hearing-impaired student; and
- D. participating on an advisory committee related to the special needs program in which the person is an interpreter.

Subp. 5. **Support service facilitator.** A person holding a position as a support service facilitator must be licensed under part 8750.1560. The support service facilitator is responsible for:

- A. identifying students with special vocational needs;
- B. serving as an advocate for the students with special vocational needs by determining the students' vocational special needs, helping students with special vocational needs get into appropriate vocational programs, following the students' progress, and organizing and obtaining the supportive services required by the students;
- C. helping the regular vocational teacher in adapting the equipment, curriculum, and employment or training sites to meet the needs of the student with a special vocational need;
- D. serving as a link between the student's support personnel and the student's vocational teacher; and
- E. participating on the special needs advisory committee.

Subp. 6. **Technical tutor/supplemental support staff.** A person holding a position as a technical tutor/supplemental support staff must be licensed under part 8750.1580. The tutor is responsible for the following activities:

- A. Providing direct service to the student, under the supervision of a vocationally licensed person, in one or more of the following ways:

- (1) providing technical tutoring in a specific vocational skills training program;
- (2) providing instruction in related math, reading, or communication skills needed for a specific skills training program; and
- (3) administering tests to ascertain the competency level of students. "Administering" does not include test interpretation.

B. Participating on an advisory committee related to the special needs program in which the person is a support staff member or tutor.

Subp. 7. **Vocational evaluator.** A person holding a position as a vocational evaluator must be licensed under part 8750.1600. The evaluator is responsible for:

A. providing prevocational and vocational evaluation 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;

C. assisting the student in understanding the student's educational and employment potential and capabilities;

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

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

F. participating on the special needs advisory committee.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0070 SECONDARY VOCATIONAL SUPPORT PERSONNEL.

Secondary vocational support personnel must meet the requirements in parts 8750.1700 and 8750.6000 and the general provisions and procedure for licensure of instructional and supportive personnel in parts 8750.3000 to 8750.7300.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0071 SECONDARY CONSULTANTS.

Subpart 1. **Use of consultants.** Unlicensed consultants (specialists, guest speakers, resource personnel) who are recognized authorities in the topics under consideration may be used for special assignments to conduct part of the sessions of a class that is directed by a qualified full-time teacher.

Subp. 2. **Licensure requirement.** A consultant must be licensed as a teacher under this chapter when the consultant provides more than 30 clock hours of service per learning unit, or the consultant will provide services exceeding 60 clock hours per year.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0072 SECONDARY PART-TIME RESOURCE SPECIALISTS.

Subpart 1. **Teaching.** A part-time (less than 270 hours annually) resource specialist may be employed to teach part of a program planned in cooperation with and directed by a qualified full-time teacher.

Subp. 2. **Licensure requirement.** A person holding a position as a part-time resource specialist must be licensed under part 8750.6000 when responsible for performing duties assigned by the qualified full-time teacher in charge of the class.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0073 SECONDARY EMPLOYMENT PLACEMENT SPECIALISTS.

A person holding a position as a secondary employment placement specialist must be licensed under part 8750.1700. The placement specialist is responsible for the following activities in items A to E:

A. Providing job placement services to a district or a group of districts. Job placement services:

(1) Include the procedures, practices, and activities that assist identified students in getting a job. Emphasis must be on getting a full-time job for the student.

(2) Involve cooperation among the total community, parents, students, and education agencies.

(3) Require consultation and coordination with school pupil personnel services and community services.

B. Providing job development and employer contact.

C. Establishing adequate files on employer, student, and follow-up data.

D. Promoting job openings and maintaining close contact with employers who hire identified students.

E. Providing an organized program of job-seeking skills to the student population.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

FORMS AND APPLICATIONS

8750.0082 FORMS; FEES; EVALUATION; AND VALIDITY.

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

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

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

Subp. 4. **License validity.** A license becomes valid on the date approved by the personnel licensing section. An individual must hold a valid Minnesota license in the corresponding category of practice before receiving payment for services. Requests for corrections of omissions on licenses must be made to the section within a calendar year of the date of issuance. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license to the personnel licensing section immediately for correction. A license must bear the date of issuance. A license expires the specified number of years from the July 1 nearest the date licensure was approved, except as provided in part 8750.0090. Renewal applications must be accepted by the personnel licensing section after January 1 of the year of expiration.

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.0085 REQUIRED SIGNATURES.

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

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

A. renewal of a regular entrance license;

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

C. initial or renewed limited license; and

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

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.

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

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1998 c 397 art 11 s 3*

8750.0200 [Repealed, L 1993 c 224 art 12 s 39]

8750.0220 [Repealed, L 1993 c 224 art 12 s 39]

8750.0240 [Repealed, L 1993 c 224 art 12 s 39]

8750.0260 [Repealed, L 1993 c 224 art 12 s 39]

8750.0300 [Repealed, L 1993 c 224 art 12 s 39]

8750.0320 [Repealed, L 1993 c 224 art 12 s 39]

8750.0330 [Repealed, L 1993 c 224 art 12 s 39]

8750.0350 [Repealed, L 1993 c 224 art 12 s 39]

8750.0370 [Repealed, L 1993 c 224 art 12 s 39]

8750.0390 [Repealed, L 1993 c 224 art 12 s 39]

8750.0410 [Repealed, L 1993 c 224 art 12 s 39]

8750.0430 [Repealed, L 1993 c 224 art 12 s 39]

8750.0460 [Repealed, L 1993 c 224 art 12 s 39]

8750.0500 [Repealed, L 1993 c 224 art 12 s 39]

8750.0520 [Repealed, L 1993 c 224 art 12 s 39]

8750.0600 [Repealed, L 1993 c 224 art 12 s 39]

8750.0620 [Repealed, L 1993 c 224 art 12 s 39]

8750.0700 [Repealed, L 1993 c 224 art 12 s 39]
8750.0720 [Repealed, L 1993 c 224 art 12 s 39]
8750.0740 [Repealed, L 1993 c 224 art 12 s 39]
8750.0760 [Repealed, L 1993 c 224 art 12 s 39]
8750.0780 [Repealed, L 1993 c 224 art 12 s 39]
8750.0800 [Repealed, L 1993 c 224 art 12 s 39]
8750.0820 [Repealed, L 1993 c 224 art 12 s 39]
8750.0840 [Repealed, L 1993 c 224 art 12 s 39]
8750.0860 [Repealed, L 1993 c 224 art 12 s 39]
8750.0880 [Repealed, L 1993 c 224 art 12 s 39]
8750.0890 [Repealed, L 1993 c 224 art 12 s 39]
8750.0900 [Repealed, L 1993 c 224 art 12 s 39]
8750.0920 [Repealed, L 1993 c 224 art 12 s 39]
8750.1000 [Repealed, L 1993 c 224 art 12 s 39]
8750.1100 [Repealed, L 1993 c 224 art 12 s 39]
8750.1120 [Repealed, L 1993 c 224 art 12 s 39]
8750.1200 [Repealed, L 1993 c 224 art 12 s 39]
8750.1220 [Repealed, L 1993 c 224 art 12 s 39]
8750.1240 [Repealed, L 1993 c 224 art 12 s 39]
8750.1260 [Repealed, L 1993 c 224 art 12 s 39]
8750.1280 [Repealed, L 1993 c 224 art 12 s 39]
8750.1300 [Repealed, L 1993 c 224 art 12 s 39]
8750.1320 [Repealed, L 1993 c 224 art 12 s 39]
8750.1340 [Repealed, L 1993 c 224 art 12 s 39]
8750.1360 [Repealed, L 1993 c 224 art 12 s 39]
8750.1380 [Repealed, L 1993 c 224 art 12 s 39]
8750.1400 [Repealed, L 1993 c 224 art 12 s 39]
8750.1420 [Repealed, L 1993 c 224 art 12 s 39]
8750.1440 [Repealed, L 1993 c 224 art 12 s 39]
8750.1500 [Repealed, L 1993 c 224 art 12 s 39]
8750.1520 [Repealed, L 1993 c 224 art 12 s 39]
8750.1540 [Repealed, L 1993 c 224 art 12 s 39]
8750.1560 [Repealed, L 1993 c 224 art 12 s 39]

- 8750.1580 [Repealed, L 1993 c 224 art 12 s 39]
8750.1600 [Repealed, L 1993 c 224 art 12 s 39]
8750.1700 [Repealed, L 1993 c 224 art 12 s 39]
8750.1800 [Repealed, L 1993 c 224 art 12 s 39]
8750.1820 [Repealed, L 1993 c 224 art 12 s 39]
8750.1840 [Repealed, L 1993 c 224 art 12 s 39]
8750.1860 [Repealed, L 1993 c 224 art 12 s 39]
8750.1880 [Repealed, L 1993 c 224 art 12 s 39]
8750.1900 [Repealed, L 1993 c 224 art 12 s 39]
8750.1920 [Repealed, L 1993 c 224 art 12 s 39]
8750.1930 [Repealed, L 1993 c 224 art 12 s 39]
8750.1940 [Repealed, L 1993 c 224 art 12 s 39]
8750.1960 [Repealed, L 1993 c 224 art 12 s 39]
8750.1980 [Repealed, L 1993 c 224 art 12 s 39]
8750.2000 [Repealed, L 1993 c 224 art 12 s 39]
8750.2020 [Repealed, L 1993 c 224 art 12 s 39]
8750.2040 [Repealed, L 1993 c 224 art 12 s 39]
8750.2060 [Repealed, L 1993 c 224 art 12 s 39]
8750.2080 [Repealed, L 1993 c 224 art 12 s 39]
8750.2100 [Repealed, L 1993 c 224 art 12 s 39]
8750.2120 [Repealed, L 1993 c 224 art 12 s 39]
8750.2140 [Repealed, L 1993 c 224 art 12 s 39]

GENERAL REQUIREMENTS

8750.3000 QUALIFICATION FOR LICENSURE.

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

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3010 EXAMINATIONS FOR SECONDARY VOCATIONAL TEACHER LICENSURES.

Subpart 1. **Examination requirement.** An applicant for an initial secondary vocational teaching license, except a secondary vocational part-time resource specialist license issued according to part 8750.6000, a secondary short-call substitute license issued according to part 8750.6100, or a secondary vocational limited license issued

according to part 8750.6200, shall provide evidence of having successfully completed examinations of skills in reading, writing, and mathematics, as required by Minnesota Statutes, section 122A.18, subdivision 1. Provisions of part 8700.0210, subparts 1 to 7, 10, and 12, apply. This subpart does not apply to applicants who hold or previously held an entrance, continuing, or life nonvocational license granted by the Board of Teaching.

Subp. 2. Admission to secondary vocational teacher education core. Candidates may enroll in the secondary vocational teacher education core courses before successful completion of the skills area examinations; however, candidates must achieve the passing scores established in part 8700.0210, subpart 3, before an entrance vocational teaching license may be granted. Colleges and universities must provide candidates who fail the examinations access to opportunities to enhance their skills.

Subp. 3. Applicants who use secondary teacher education sequence. Notwithstanding parts 8750.3050, 8750.3100, and 8750.3250 governing the issuance of entrance licenses, applicants who use the secondary vocational teacher education sequence as specified in part 8750.3150 to meet the educational criteria requirement for licensure and who otherwise meet the applicable statutes and rules shall be granted a one-year nonrenewable license, during which time the applicant must provide official evidence of successful completion of the requirements of this part.

Subp. 4. Applicants prepared in other states. Applicants who have completed the educational criteria of the licensure requirements in other states who otherwise meet the applicable statutes and rules shall be granted a one-year nonrenewable license, during which time the applicant must provide official evidence of successful completion of the requirements of this part.

Statutory Authority: *MS s 125.05; 125.185*

History: *15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3050 ENTRANCE LICENSES: ALL REQUIREMENTS MET.

An applicant who meets all the educational, technical, and occupational experience requirements shall be issued an entrance license valid for two years. To renew the license, the applicant must complete at least six clock hours of activities that upgrade competencies or develop additional skills in the category of practice. The activities must be approved and verified on the applicant's renewal application form as shown by the signature of the authorized local vocational administrator.

On completing the renewal requirements, the applicant is eligible for the first five-year continuing license. To renew the first five-year continuing license and later five-year continuing licenses, the applicant must complete continuing education as specified in part 8750.7000 to 8750.7300.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3100 ENTRANCE LICENSES: TEACHER EDUCATION SEQUENCE.

An applicant who qualifies for licensure through the vocational teacher education sequence shall be issued a two-year entrance license by the personnel licensing section according to parts 8750.3150 to 8750.3250. Renewals of the entrance license shall be issued according to part 8750.3300.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.

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

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

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

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

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

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

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

- A. transcripts of credits from teacher education institutions;
- B. documents certifying extent of effort in terms of hours of effort and completion of experience; and
- C. course outlines that include course description and course objectives.

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION CORE.

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

- A. to identify the mission, goals, structure, and trends of vocational education in Minnesota, and its relationship to other educational systems;
- B. to describe the goals of an institution and program in which the teacher is prepared to teach;
- C. to identify the learning styles, characteristics, and special needs of the student populations for which instruction will be implemented, including referral resources;
- D. to identify the content and the instructional objectives of a vocational program;
- E. to develop unit structure and lesson plans specifying the instructional procedure and learning activities consistent with the practices in the institution in which the individual will teach;
- F. to choose and design instructional materials to implement vocational learning activities;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. to differentiate between measurement and evaluation;

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

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

E. to interpret standardized test data;

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

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

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

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

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

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

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

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

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

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

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

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

D. to describe the socioeconomic settings and conditions that create the need for vocational education, career education, and career development;

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

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

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

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

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

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

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

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

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

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

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

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3200 SUBSTITUTIONS FOR COURSES IN TEACHER EDUCATION CORE.

Subpart 1. Substitution for introduction to vocational teaching course. An applicant for licensure who has one of the following qualifications may substitute it for the introduction to vocational teaching course:

A. prior completion of the 192 clock hour vocational teacher education sequence as it existed before July 1, 1978;

B. prior completion of at least two of the core courses; or

C. prior completion of at least six quarter credits of professional vocational education.

Subp. 2. Substitution for introduction to vocational teaching course and the vocational method course. An applicant for licensure who has all of the following qualifications may substitute them for the introduction to vocational teaching course and the vocational methods course:

A. prior completion of the 192 clock hour vocational teacher education sequence as it existed before July 1, 1978;

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; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3250 ENTRANCE LICENSES: COURSES IN TEACHER EDUCATION SEQUENCE.

Subpart 1. Issuance. When an applicant is using the teacher education sequence, a two-year entrance secondary vocational license shall be issued when the applicant successfully completes the skills area examinations according to part 8750.3010, the human relations requirement according to part 8750.3500, the three-credit introduction to vocational teaching course and has prearranged the teaching internship specified in subpart 2.

Subp. 2. Teaching internship. An applicant under subpart 1 shall also verify prearrangement for a nine-week teaching internship with a Minnesota institution approved to offer the internship. The internship must be completed during the first 18 weeks of employment as a vocational teacher. Previous student teaching in an accredited licensing program for teacher education or 1,080 hours of previous, paid teaching experience in an accredited educational program may be substituted for the teaching internship.

Subp. 3. Emergencies. When there is an immediate need to replace or add a teacher, and the local vocational administrator verifies that no teacher licensed in the

needed category of practice is reasonably available, a two-year entrance vocational license shall be issued when an applicant:

A. meets technical and occupational experience requirements in the needed category of practice;

B. submits to the personnel licensing section the application for vocational licensure signed by the hiring local vocational administrator 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; and

C. submits verification of prearrangement of the teaching internship in subpart 2.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3300 RENEWAL LICENSE IN TEACHER EDUCATION SEQUENCE.

Subpart 1. **First one-year renewal.** An applicant is eligible for the first one-year renewal of an entrance vocational license based on the teacher education sequence when the applicant has completed an additional three-credit course from the teacher education core.

Subp. 2. **Later one-year renewals.** An applicant is eligible for later one-year renewals of vocational licenses when the applicant has completed at least one additional three-credit course from the vocational teacher education core. An individual may request one-year renewals of an entrance vocational license until requirements for the first regular five-year vocational license have been met.

Subp. 3. **One-time exemption.** While an applicant is completing the teacher education sequence, the personnel licensing section shall allow the applicant a one-time exemption from the requirement to take one additional course to obtain a one-year renewal.

Subp. 4. **Extra coursework.** Each teacher education core course taken over the minimum three-credit requirement each year may substitute for the required minimum three credits to obtain a later one-year renewal.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3350 FIRST FIVE-YEAR LICENSE IN TEACHER EDUCATION SEQUENCE.

An applicant is eligible for the first five-year vocational license based on the teacher education sequence when the applicant successfully completes the skills area examinations and completes the teaching internship, the human relations requirement, and three credits in each of the five core courses through an approved licensing program in vocational teacher education at an approved Minnesota institution or equivalent courses completed elsewhere.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3400 NONVOCATIONAL DEGREE IN EDUCATION.

Subpart 1. **Entrance licensure.** An applicant for entrance licensure who has a nonvocational degree in education and has met the technical and the occupational experience requirements for the chosen category of practice in parts 8750.0200 to 8750.2140 is eligible for the first two-year entrance vocational license without meeting the core course requirements in part 8750.3150, subparts 1 and 2.

Subp. 2. **Five-year license.** An applicant with a nonvocational degree in education must meet the five-year vocational teacher education sequence requirements by completing the vocational teacher education core in part 8750.3100, subpart 2, exclud-

ing the introduction to vocational teaching course and the nine-week teaching internship, under the renewal procedures in part 8750.3300.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3420 COURSE EQUIVALENTS.

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.

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

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

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

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

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

- (1) transcripts of credits from accredited institutions;
- (2) documents certifying extent of effort in terms of hours of effort and completion of experience; and
- (3) course outlines that include course description and course objectives.

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

F. Exception: Two years of active participation as an advisor in the appropriate vocational student organization or 24 clock hours of board of teaching approved workshops substitutes for the two required credits in integrating the appropriate vocational student organization into the curriculum. The board shall approve the substitution if the workshop is essentially equivalent in content to the two required credits. The advisor participation must be verified by the state program specialist responsible for the appropriate vocational student organization. Either substitution must be within the five years just before the date the license is issued.

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3500 HUMAN RELATIONS REQUIREMENT.

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

submitted by the applicant to the administrator of an approved human relations program.

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

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

Subp. 4. **Initial license.** New personnel who are submitting their first applications for full-time entrance secondary vocational licensing and who have completed all applicable requirements except human relations, are eligible for a one-year nonrenewable license to allow time to complete the human relations program. Only one vocational license that entitles the licensee to work full time may be granted to an applicant who has not met the human relations requirement. The human relations requirements must be met before any secondary vocational license renewal or endorsement is made.

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3550 RENEWED REGULAR FIVE-YEAR VOCATIONAL CONTINUING LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.

Subpart 1. **Authorizing signature.** Applications for each renewal of a five-year vocational continuing license for nonadministrative, nonsupervisory personnel must be approved through the local vocational relicensure committee established under parts 8750.8000 to 8750.8400, and signed by its chair.

Subp. 2. **Issuance.** A holder of a nonadministrative, nonsupervisory regular five-year vocational continuing license who completes the continuing education requirements for relicensure in parts 8750.7000 to 8750.7300 is eligible for a renewed regular five-year vocational continuing license.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3600 REACTIVATION OF LAPSED SECONDARY VOCATIONAL LICENSE.

Subpart 1. **Requirements.** Except as noted in subparts 2 to 4, to reactivate a lapsed license, other than a limited license, the applicant must meet current entrance licensure requirements, and special renewal requirements necessary if the license had been renewed on time, unless superseded by later rules.

Subp. 2. **Exception: offer of position.** On receipt of written verification from a hiring local administrator that an applicant has been offered a position contingent on holding a valid license in the lapsed category of practice, the personnel licensing section shall renew the license once, for the current fiscal year. After that, the applicant shall meet current reactivation licensure requirements.

Subp. 3. **Exception: teaching to replace recent occupational experience.** When an applicant provides written verification from an employing school of having taught with an appropriate vocational license in the lapsed licensure category of practice in a vocationally funded program for at least one school year (1,080 hours) within the past five years in another state or at the postsecondary or secondary levels in Minnesota, that evidence substitutes for the recent occupational experience portion of the current entrance requirements. Notwithstanding this substitution, the total required hours of acceptable occupational experience must be in the licensure file and documented in the form required by this chapter.

Subp. 4. **Exception: new secondary program.** If the secondary level has been dropped from a postsecondary license in the same area because the personnel licensing section has determined that no secondary program exists to use that license, the license may be reactivated on the applicant's request if the applicant submits the appropriate licensure application form and fee when a corresponding secondary program is established. The personnel section shall reactivate the license, without regard to how recent the required work experience is, if the applicant has maintained the postsecondary license in that category.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3620 NEW INSTRUCTIONAL POSITIONS.

When emerging occupations or innovative, experimental, or exemplary programs create teaching positions that are not provided for in existing rules, the Board of Teaching may recommend the formulation of interim licensing requirements. In developing the requirements, the board shall consult with representatives of the industry in the program to be created. A person who meets the requirements shall be issued a letter of approval, good for the current fiscal year. At a minimum, the requirements must state that the applicant must have either:

A. a baccalaureate degree in the program area for which licensure is being developed; or

B. a teaching license in a related category of practice plus 1,000 hours of work experience in a related area.

The licensing requirements for the program must become part of this chapter under Minnesota Statutes, chapter 14, within one year of the date the vocational program becomes operational. The requirements incorporated in this chapter may differ from the interim requirements. A person who receives a letter of approval is not guaranteed licensure under the requirements adopted as rules. A letter of approval issued under this part meets the requirement in Minnesota Statutes, section 122A.16 and in program rules that all programs be taught by a licensed teacher.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3650 ENDORSEMENTS.

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

Statutory Authority: *MS s 125.03; 125.05; 125.185*

History: *14 SR 2989; L 1998 c 397 art 11 s 3*

8750.3800 PROCEDURES FOR VOLUNTARY SURRENDER OF TEACHING LICENSES.

Subpart 1. **Materials required to surrender license.** A person holding a vocational teaching license granted by the Board of Teaching may voluntarily surrender the license by submitting to the personnel licensing section the following:

A. a written request to surrender which specifies the teaching license or licenses to be surrendered;

B. the applicant copy of the teaching license;

C. the school district copy of the license, together with a written statement signed by the employing school superintendent verifying that notification has been received that the school district copy of the license has been removed from the school district files; and

D. the processing fee required by part 8700.0600.

Subp. 2. **Surrender date.** When the personnel licensing section receives the materials listed in subpart 1 by January 1, the date of surrender is July 1 of that year. When the materials are received after January 1, the date of surrender is July 1 of the following calendar year. An applicant may revoke the request. The revocation must be made in writing to the executive secretary no later than December 31 of the year in which the request for voluntary surrender is received by the executive secretary.

Subp. 3. **When surrender is prohibited.** A person may not voluntarily surrender a license under any of the following circumstances:

A. the school board has commenced proceedings to terminate the continuing contract, pursuant to Minnesota Statutes, section 122A.40, subdivision 9 or 13, or 122A.41, subdivision 6;

B. the Board of Teaching has commenced proceedings to suspend or revoke the license pursuant to Minnesota Statutes, sections 122A.20 and 214.10 or part 8700.7500; or

C. any educational agency or board has commenced proceedings which could result in alteration of the status of the teaching license due to the person's conduct.

Subp. 4. **Entrance license after surrender.** A person whose Minnesota teaching license has been voluntarily surrendered may apply for entrance licensure in the subject or field for which licensure was previously surrendered. An entrance license must be granted to the applicant if the following criteria are met:

A. a licensure rule exists in the subject or field for which licensure was previously surrendered;

B. the applicant meets the entrance licensure standards that are in effect in the subject or field at the time of application and meets procedures in Board of Teaching rules applicable to an entrance license; and

C. the processing fee required by part 8700.0600 accompanies the application for entrance licensure.

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

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3810 PROCEDURES FOR REVOCATION OR SUSPENSION OF ALL TEACHING LICENSES.

Subpart 1. **Statutory requirements.** Licenses shall be revoked or suspended pursuant to Minnesota Statutes, sections 122A.09, and 122A.20, or part 8750.3830.

Subp. 2. **Revocation.** Revocation shall include the cancellation or repeal of a teaching license and/or renewal privilege. Revocation shall disqualify a person from teaching, or performing any other function, which is permitted on the basis of holding a license issued pursuant to the rules of the Board of Teaching. Revocation shall be final, except that a person whose license has been revoked may petition the Board of Teaching for a license pursuant to part 8750.3820, subpart 1.

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

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

B. any relevant mitigating factors which the individual may interpose on the individual's behalf;

C. the prior teaching record of the individual; and

D. other similar factors.

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

Statutory Authority: *MS s 125.05; 125.185*

History: *15 SR 2267; 17 SR 1279; L 1998 c 397 art 11 s 3*

8750.3820 ISSUANCE OR REINSTATEMENT OF A LICENSE AFTER REVOCATION OR SUSPENSION.

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

Subp. 2. After suspension. A person whose teaching license or renewal privilege has been suspended by the Board of Teaching may apply for reinstatement of that license in one of the following manners:

A. If the suspended license was an entrance or a one-year license which has expired during the suspension, that license will be reinstated upon proper application after the period of suspension has expired and upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled, provided that the applicant has met renewal requirements. A person whose license has lapsed for more than one fiscal year must meet the requirements of part 8750.3600 to reinstate the license. A five-year continuing license must be granted after all other conditions stated in subpart 2, item A, and criteria for issuance of the five-year continuing license have been met.

B. If the suspended license was an entrance or a one-year license which has not expired during the suspension, the person may resume teaching for whatever period of time remains on that license after the period of the suspension has expired and upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled.

C. If the suspended license was a continuing license which has not expired during the period of the suspension, the person may resume teaching for whatever period of time remains on the continuing license after the suspension has expired and upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled.

D. If the suspended license was a continuing license which expired during the period of the suspension, the person may apply for another continuing license which shall be granted provided that the suspension has expired and upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled, and further provided that current continuing education requirements have been completed. A person whose license has lapsed for more than one fiscal year must meet the requirements of part 8750.3600 to reinstate the license.

Statutory Authority: *MS s 125.05; 125.185*

History: *15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3830 CODE OF ETHICS FOR MINNESOTA TEACHERS.

Subpart 1. Scope. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.

Subp. 2. **Standards of professional conduct.** The standards of professional conduct are as follows:

A. A teacher shall provide professional education services in a nondiscriminatory manner.

B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.

C. According to state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.

D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.

E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.

F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.

G. A teacher shall not deliberately suppress or distort subject matter.

H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.

I. A teacher shall not knowingly make false or malicious statements about students or colleagues.

J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Subp. 3. **Statutory enforcement of code: complaints, investigation, and hearing.** The enforcement of the provisions of the code of ethics for Minnesota teachers shall be in accord with Minnesota Statutes, section 214.10.

Subp. 4. **Complaints handled by board.** When oral complaints alleging violations of the code of ethics are received, the executive secretary of the Board of Teaching shall request the complaining party to submit the complaint in writing within ten days.

Upon the receipt of a complaint in writing alleging violations of the code of ethics, the teacher named in the complaint shall be notified in writing within ten days of the receipt of the complaint.

The teacher shall be entitled to be represented by the teacher's own counsel or representative at each stage of the investigation and hearing.

Subp. 5. **Enforcement procedures.** The Board of Teaching may impose one or more of the following penalties when it has found a violation of the code of ethics. These actions shall be taken only after all previous efforts at remediation have been exhausted.

A. The Board of Teaching may enter into agreements with teachers accused of violating the code of ethics which would suspend or terminate proceedings against the teacher on conditions agreeable to both parties.

B. A letter of censure from the Board of Teaching may be sent to the person determined to be in violation of the standards of the code of ethics. A copy of the letter shall be filed with the Board of Teaching. The letters shall be kept on file for a period not to exceed one calendar year.

C. A teacher who has been found to have violated the code of ethics may be placed on probationary licensure status for a period of time to be determined by the Board of Teaching. The board may impose conditions on the teacher during the probationary period which are to be directed toward improving the teacher's performance in the area of the violation. During this period, the teacher's performance or conduct will be subject to review by the Board of Teaching or its designee. The review will be directed toward monitoring the teacher's activities or performance with regard to whatever conditions may be placed on the teacher during the probationary period. Before the end of the probationary period the Board of Teaching shall decide to

extend or terminate the probationary licensure status or to take further disciplinary actions as are consistent with this part.

D. The license to teach of the person determined to be in violation of the standards of the code of ethics may be suspended for a period of time determined by the Board of Teaching.

E. The license to teach of the person determined to be in violation of the standards of the code of ethics may be revoked by the Board of Teaching.

Statutory Authority: *MS s 125.05; 125.185*

History: *15 SR 2267; L 1998 c 397 art 11 s 3*

8750.3840 APPEAL TO BOARD OF TEACHING.

All persons denied issuance or renewal of teaching licenses, and all Minnesota teacher-preparing institutions denied program or college approval, and all persons licensed by the Minnesota Board of Teaching whose appeals are denied by the local vocational relicensure committee, are entitled to a hearing pursuant to Minnesota Statutes, chapter 14, on the denial and to a final decision by the Board of Teaching.

A person or an institution entitled to a hearing under the provisions of this part shall file a written request for a hearing with the executive secretary of the Board of Teaching within 30 days from the date of the denial. Failure to file a written request for a hearing within 30 days constitutes a waiver of the individual's right to a hearing.

Statutory Authority: *MS s 125.05; 125.185*

History: *15 SR 2267; L 1998 c 397 art 11 s 3*

8750.4000 [Repealed, L 1993 c 224 art 12 s 39]

8750.4100 [Repealed, L 1993 c 224 art 12 s 39]

8750.4200 [Repealed, L 1993 c 224 art 12 s 39]

RESTRICTED LICENSES

8750.6000 SECONDARY VOCATIONAL PART-TIME RESOURCE SPECIALIST.

Subpart 1. **Entrance license.** An applicant for an entrance license to serve as a part-time (less than one-quarter time) resource specialist in a secondary school must meet the following requirements:

A. Educational criteria: six clock hours of vocational teaching techniques completed before entrance licensure. This training may be provided by the authorized local vocational administrator.

B. Technical coursework or competency: the applicant must be professionally and technically qualified to perform as a practitioner in the specific occupational area to be taught.

C. Occupational experience:

(1) The applicant must have occupational experience equal to that required for licensure as a full-time teacher in the category of practice to be taught at the secondary student level.

(2) The applicant must be recommended by an authorized local vocational administrator verifying competencies to function as a part-time resource specialist in the chosen category of practice.

Subp. 2. **Renewals.** To renew an entrance license, an applicant must verify 24 clock hours of vocational teaching techniques. Successive three-year renewed part-time licenses shall be granted upon the recommendation of the administrator. To qualify for relicensure, the applicant must maintain currency in the occupational field, as verified by the administrator.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.6100 SECONDARY SHORT-CALL SUBSTITUTE LICENSE.

Subpart 1. **Administrator's and committee's approval.** A substitute license in a specific occupational area shall be issued to meet the short-term need for a teacher-substitute as determined by the local vocational administrator. The administrator may recommend to the personnel licensing section the applicants who are professionally and technically qualified in the specific occupational area to be taught. Before making the recommendation, the administrator shall obtain the approval and the signature of the designated representative of the specific vocational program advisory committee as defined in part 3505.1000, subpart 47.

Subp. 2. **Exception.** When the administrator determines that obtaining preapproval as required by subpart 1 would create a hardship for the school district or cooperative center, the administrator may recommend applicants to the section before obtaining the approval of the committee. The administrator shall submit to the personnel licensing section as part of the licensure credentials a statement confirming the administrator's responsibility to report the recommendations to the advisory committee at its next meeting.

Subp. 3. **Signature on application.** Applications for first and later renewed substitute licenses must be signed by the local vocational administrator under subpart 1 or 2.

Subp. 4. **Filing of review.** Evidence of the advisory committee's review of the applicant's qualifications and its recommendation must be kept on file in the district or center, and must be made available for review.

Subp. 5. **Issuance.** The section shall issue a substitute license to an applicant:

A. professionally and technically qualified in the occupational area to be taught, as verified by the administrator and the named representative; and

B. recommended for substitute licensure by the administrator and representative as shown by the signature and filing requirements in subparts 3 and 4.

Subp. 6. **Initial license and renewals.** An entrance substitute license is valid for a maximum of two years.

A renewed entrance substitute license may be issued for unlimited later three-year periods upon the recommendation of the administrator and the named representative.

Subp. 7. **Length of substitute assignments.** A substitute assignment must not exceed 30 consecutive working days of employment in one assignment or an annual total of 270 hours, that is, of one-fourth of full-time employment as a substitute.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.6200 SECONDARY VOCATIONAL LIMITED LICENSE.

Subpart 1. **Issuance.** Unless otherwise stated in parts 8750.0200 to 8750.2140, the personnel licensing section shall issue limited vocational licenses under the conditions in subpart 3 in order to resolve a hardship. A limited license permits a licensed teacher to teach secondary vocational categories of practice for which the teacher is not eligible for full licensure. A limited license must be issued only once with one renewal per teacher.

Subp. 2. **Hardship.** For the secondary vocational limited license, "hardship" means:

A. the unexpected resignation of a teacher;

B. the death of a teacher;

C. the dismissal of a teacher;

D. long-term leave of absence or sick leave; or

E. other unavoidable situations that cause a program to be without a teacher.

The manager of the personnel licensing section determines whether a hardship exists.

Subp. 3. **Conditions.** The section shall issue limited licenses authorized by subpart 1 if the manager of the personnel licensing section finds that the following conditions are met:

A. The authorized local vocational administrator requests issuance of a limited license according to this part.

B. The administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the limited license is requested;

(2) reasonable recruitment efforts have been made, as specified in local policy;

(3) no teacher with appropriate vocational licensure is available for hire or reassignment to this open assignment; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a valid Minnesota vocational license in the program or program component for which the limited license is requested and wishes to teach in the program or component.

C. The teacher for whom the limited license is requested possesses a baccalaureate or graduate degree in education or noneducation with a degree major included in the education criteria for that category of practice as stated in parts 8750.0200 to 8750.2140.

D. The teacher has completed at least two-thirds of the occupational experience required for full licensure in that program or program component, including a minimum of two-thirds of the required emphasis area hours, without regard to the recency of the experience.

E. The teacher has completed at least two-thirds of the credits or clock hours that are indicated in the relevant category of practice as eligible for delay under this part.

F. The teacher has met all other licensure criteria for the requested licensure category.

G. The teacher has applied for the limited license and paid the fee.

Subp. 4. **Duration of limited licenses.** A limited license issued before January 1 of a school year is valid for the remainder of that school year only, and expires on June 30 of the school year following issuance. A limited license issued after January 1 of a school year is valid for the remainder of that school year plus the school year immediately following, and expires on the second June 30 following issuance.

Subp. 5. **Renewal.** A limited license may be renewed only once. Renewal is valid for the remainder of the school year in which the renewal is issued. The personnel licensing section shall renew the license if:

A. since the first limited license was issued, the teacher for whom the renewal is requested has completed and verified at least one-half of the coursework and one-half of the occupational experience that remained to be completed when the limited license was issued and evidence has been provided that the teacher will meet full requirements during that school year;

B. the authorized local vocational administrator requests issuance of a renewed limited license in accordance with this part; and

C. the administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the limited license is requested;

(2) reasonable recruitment efforts have been made as specified in local policy;

(3) no teacher with full, appropriate vocational licensure is available for hire or reassignment to this existing open position; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a valid Minnesota vocational license in the program or program component for which the limited license is requested, and wishes to teach in that program or component.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.6300 REACTIVATION OF LAPSED LIMITED LICENSE.

To reactivate a lapsed first-year limited license, the applicant must meet first-year limited license renewal requirements in effect on the date reactivation is to occur.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

LETTERS OF APPROVAL

8750.6500 SECONDARY VOCATIONAL LETTER OF APPROVAL.

Subpart 1. **Issuance.** Unless otherwise stated in parts 8750.0200 to 8750.2140, the personnel licensing section may issue letters of approval that permit a licensed teacher to practice in secondary vocational categories of practice for which the teacher is not currently licensed, in order to resolve a hardship related to an existing program or to provide interim approval for a teacher in a state-approved innovative, exemplary, or new vocational program area for which licensure criteria are being developed to be included in rules.

Subp. 2. **Hardship.** For the secondary vocational letter of approval, "hardship" has the meaning given in part 8750.6200, subpart 2, for the limited license.

Subp. 3. **Conditions.** Letters of approval authorized by subpart 1 must be issued to authorized local vocational administrators if the manager of the personnel licensing section finds that the following conditions are met:

A. The authorized local vocational administrator requests a letter of approval in accordance with this part.

B. The administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the letter of approval is requested;

(2) reasonable recruitment efforts have been made, as specified in local policy;

(3) no teacher with appropriate vocational licensure is available for hire or reassignment to this open assignment; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a current valid vocational license in the program or program component for which the letter of approval is requested and wishes to teach in that program or component.

C. The department's vocational staff member responsible for the program or program component for which the letter of approval is requested verifies in writing that no other choice of program option or schedule of program components could be used to resolve the hardship, without resort to the letter of approval.

D. The teacher for whom the request is made holds a current valid Minnesota license granted by the Board of Teaching, the Board of Education, or the State Board of Technical Colleges. The license must be in a related content area as determined by the personnel licensing section in cooperation with the appropriate secondary vocational program specialist.

E. The occupational advisory committee for the program in which the individual will teach verifies in writing that the individual for whom the letter of approval is requested appears competent to teach in the specific category of practice.

Subp. 4. **Duration of letters of approval.** A letter of approval is valid for not more than the remainder of the school year in which it is issued. A letter of approval may be renewed only once after which the program must be staffed by an appropriately licensed teacher. Renewal is valid for no longer than the remainder of the school year in which the renewal is issued. The section shall renew the letter of approval if the conditions in subpart 3, items A to E are met again.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1990 c 375 s 3; L 1998 c 397 art 11 s 3*

CONTINUING EDUCATION FOR LICENSE RENEWALS

8750.7000 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE FOR NON-ADMINISTRATIVE, NONSUPERVISORY PERSONNEL.

Subpart 1. **Issuance.** A vocational teacher or support staff member holding a valid regular five-year vocational license is eligible for a renewed regular five-year vocational license after meeting the requirements in items A and B. The requirements must be met during the five-year period immediately before the date on which the requested renewal is effective.

A. The applicant has been recommended for relicensure by the local vocational relicensure committee created under parts 8750.8000 to 8750.8400.

B. The applicant has completed 108 clock hours of relevant preapproved updating activities chosen from among the activities and in the distribution stated in part 8750.7200. Evidence of completion must be provided to that committee.

Subp. 2. **Excess hours.** An applicant for renewal who earns approved clock hours in excess of the number required for renewal in this part must not apply any extra hours to future renewals. Clock hours used to meet renewal requirements for one five-year renewal cycle must not be applied toward future five-year renewal cycles.

Subp. 3. **Responsibility of applicant.** The applicant is individually responsible for beginning the necessary work of the local relicensure committee in renewing the applicant's license. The applicant must forward to the personnel licensing section the completed form endorsed by the committee. Beginning and completing the process are the responsibility of the license holder and not of the committee.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.7100 PREAPPROVAL OF ACTIVITIES FOR LICENSE RENEWAL.

All continuing education activities (clock hours) required for renewal of the regular secondary five-year vocational license must be preapproved by the local vocational relicensure committee in the district, center, or nonpublic school. Activities may be preapproved either through individual request or by a blanket preapproval process. Renewal activities are subject to review by the personnel licensing section to ensure compliance with this chapter. The form requesting preapproval must include learning objectives stating new competencies to be developed by participating in the activity. The local guidelines must include a procedure for emergency preapproval and final approval during periods when the committee is not regularly meeting.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.7200 TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL.

Subpart 1. **Clock hours.** The required 108 clock hours of continuing education activities taken within the five year period must be relevant to the category of practice to be renewed.

Subp. 2. **Categories.** The 108 clock hours must include activities from two or more of the clock hour activity categories in subpart 4.

Subp. 3. **Relicensure in several categories of practice.** An applicant applying for relicensure in more than one category of practice shall earn renewal clock hours in at least two activity categories with a part of the total 108 clock hours earned in each category of practice for which relicensure is sought.

Subp. 4. **Allocation of clock hours.** The 108 clock hours must be earned from among the following categories and must be allocated as follows:

A. Upgrading occupational experience, as defined in parts 8750.4000 to 8750.4200, that is preapproved by the committee and relevant to the category of practice must be rated up to one clock hour for every four hours of work. Occupational experience must not be given blanket preapproval, and repeated employment must be evaluated in terms of new competencies to be developed as a result of the activity.

B. Credit courses in the category of practice or relevant education courses must be rated at 12 clock hours for every quarter credit earned.

C. Conferences, institutes, or seminars in business and industry or technical college courses in the occupation taught must be rated by the local vocational relicensure committee up to one clock hour for each hour of participation, according to the local guidelines established under part 8750.8400.

D. Educational workshops or continuing education in the category of practice in which the applicant wants to be relicensed must be rated by the local vocational relicensure committee up to one clock hour for each hour of participation, according to the local guidelines established under part 8750.8400.

E. Leaves, as defined in part 8750.0010, subpart 25, that update competencies relevant to the category of practice and are taken in agencies, businesses, or industries must 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 are rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to standards in part 8750.7200, subpart 4, item H, and the local guidelines established under part 8750.8400. Local curriculum development must not be used for continuing education activity.

G. Service as a voting member of a vocational education occupational advisory committee other than the advisory committee for one's own program must be rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to the local guidelines established under part 8750.8400.

H. Organized technical research leading to the development of new or updated competencies in the category of practice (for example, 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) must be rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to the local guidelines established under part 8750.8400. Notwithstanding local guidelines, a maximum of 20 clock hours may be credited toward the 108 clock hours each five years. Clock hours must not be granted for the postresearch process of writing, teaching, or producing. A copy of the specified preapproval document must be attached to the renewal application when it is submitted to the personnel licensing section.

I. Service on a state evaluation team appointed by the secondary vocational evaluation specialist for vocational programs must be rated on a clock hour basis. An individual evaluation must be rated at a maximum of eight clock hours per day of evaluation. A maximum of 16 clock hours may be credited toward the 108 clock hours each five years.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; L 1987 c 258 s 12; 14 SR 2989; L 1989 c 246 s 2; L 1998 c 397 art 11 s 3*

8750.7300 REEVALUATION PROCEDURE.

If continuing education activities are first disapproved by the local vocational relicensure committee, the decision may be reevaluated under appeal procedures in parts 8700.2200 and 8700.2500. The reevaluation must be done by the local vocational relicensure committee, and then by the Board of Teaching, whose decision is final.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

LOCAL VOCATIONAL RELICENSURE COMMITTEES**8750.8000 FORMATION OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.**

Subpart 1. **Voting.** A person is eligible to vote in elections for the local vocational relicensure committee if the person holds a valid regular five-year secondary vocational license or a valid secondary vocational license on a sequence preparatory to obtaining a regular five-year secondary vocational license in a school district, approved vocational or cooperative center, or nonpublic school. Local vocational administrators and supervisors are not eligible to vote unless also holding a nonadministrative, nonsupervisory secondary vocational license.

Four members constitute a quorum. A majority vote of those voting members in attendance is enough to take action.

Subp. 2. **Members.** At the first election two eligible personnel members and one resident member shall be elected for one-year terms. In this part and part 8750.8100, "personnel member" means a person practicing on a valid secondary vocational license in the district, vocational or cooperative center, or nonpublic school, and "resident member" means a resident of the geographic area serviced by the district, vocational or cooperative center, or nonpublic school. After that members of the local relicensure committee shall serve two-year terms. Terms begin on September 1 of the year of election.

Subp. 3. **Selection procedure.** The eligible voters shall meet to choose an organizational format from among options in part 8750.8100. The selection procedure must be supervised by an eligible voting member or the chair of the local continuing education committee established under Minnesota Statutes, section 122A.09, subdivision 4.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; 15 SR 2267; L 1998 c 397 art 11 s 3*

8750.8100 STRUCTURE OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.

Subpart 1. **Mandatory application of committee options.** Districts, centers, or nonpublic schools employing fewer than five eligible practicing vocational personnel members shall organize under subpart 4 or 5 (option C or D). Districts, centers, or nonpublic schools employing more than four but fewer than nine eligible practicing vocational personnel members shall organize under subpart 2, 3, 4, or 5 (option A, B, C, or D). Districts, centers, or nonpublic schools employing more than eight eligible practicing vocational personnel members shall organize under subpart 2, 3, or 4 (option A, B, or C).

Subp. 2. **Option A: existing committee with replacements.** The existing local continuing education committee may be used except that five eligible voters practicing on a valid secondary vocational license shall replace the teaching faculty members of the existing committee whenever applications for vocational relicensure are considered. The five teaching faculty replacements must be elected by secret ballot of the eligible voting vocational personnel of the district, center, or nonpublic school.

Subp. 3. **Option B: separate committee.** A local vocational relicensure committee separate from the existing local continuing education committee may be formed. The committee must include:

A. Five eligible voting personnel members 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's or supervisor's license in the district or center and elected by the licensed, practicing vocational administrators and supervisors of the district or center. In districts with no vocational administrator or supervisor, one licensed practicing administrator must be elected by the licensed practicing administrators in that district. In nonpublic schools, one local vocational administrator must be elected by the local vocational administrators of the nonpublic schools.

C. One resident member named by the local school board or the governing board or chief executive officer of the nonpublic school. The resident must not be an employee of the district, center, or nonpublic school. School board and governing board members are not employees of the district, center, or nonpublic school.

Subp. 4. **Option C: joint operation.** Secondary vocational personnel in two or more districts, centers, or nonpublic schools near one another may jointly run the local committee under subpart 2 or 3. The joint operation must be ratified by a majority of the eligible voting personnel casting a vote in the decision within each district, center, or nonpublic school.

Subp. 5. **Option D: existing committee, no change.** The existing nonvocational local continuing education committee may be used with no change in membership.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.8200 LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION.

The local vocational relicensure committee has jurisdiction over renewal procedures for regular secondary five-year vocational licenses, under parts 8750.7000 to 8750.7300, for the entire district, vocational or cooperative center, or nonpublic school service area in which it is to operate.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.8300 AFFILIATION WITH LOCAL VOCATIONAL RELICENSURE COMMITTEE.

Subpart 1. **Applicants subject to committee.** The following applicants are subject to the local vocational relicensure committee:

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

B. Except under items C, D, and E, full-time and part-time secondary vocational personnel (other than 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 where the applicant resides.

C. Full-time and part-time secondary vocational personnel (except 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 where the applicant resides.

D. A person residing in a state other than Minnesota who is unable to affiliate with a Minnesota local vocational relicensure committee for renewal of the continuing license may apply to the personnel licensing section for a two-year license. When the applicant verifies completion within the prior five years of 108 clock hours of continuing education activities in part 8750.7200, subpart 4, the section shall issue a two-year relicensure. To get further two-year relicensures, the applicant must verify completion of at least six clock hours of relevant continuing education activities designed to maintain currency in the field.

E. Teachers in nonpublic schools with secondary vocational licenses 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.

Subp. 2. **Applicants not subject to committee.** The following applicants are not subject to a local vocational relicensure committee:

- A. local vocational administrators and supervisors;
- B. personnel currently holding a one- or two-year vocational license or renewal; and
- C. personnel currently holding limited licenses, such as part-time resource specialists, substitutes, or limited license holders.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.8400 DUTIES OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.

The local vocational relicensure committee shall:

- A. Hold an organizational meeting no later than the last day of September.
- B. Set rules for its own operation, establish election procedures, a method of filling vacancies, and a system of recordkeeping and reporting. Records must be kept safe from loss and kept on file as long as the license to which they pertain is in effect.
- C. Establish the written guidelines necessary to carry out its duties. The guidelines must not conflict with this chapter.
- D. Determine the number of clock hours to be granted for experiences according to the maximum clock hour allocations in part 8750.7200, subpart 4.
- 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 in parts 8750.7000 to 8750.7300.
- 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 personnel licensing section verification of the membership of the local vocational relicensure committee by November 1 of each year.
- J. Forward to the section a copy of the written guidelines. Guidelines must be forwarded at least every five years and whenever significant changes in content 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 for licensure.

Statutory Authority: *MS s 121.11; 125.03; 125.05; 125.185*

History: *11 SR 2407; 14 SR 2989; L 1998 c 397 art 11 s 3*

8750.9000 [Repealed, L 1996 c 412 art 9 s 20]

8750.9100 [Repealed, L 1996 c 412 art 9 s 20]

8750.9200 [Repealed, L 1996 c 412 art 9 s 20]

8750.9300 [Repealed, L 1996 c 412 art 9 s 20]

8750.9400 [Repealed, L 1996 c 412 art 9 s 20]

8750.9500 [Repealed, L 1996 c 412 art 9 s 20]

8750.9600 [Repealed, L 1996 c 412 art 9 s 20]

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