

CHAPTER 3515
STATE BOARD OF EDUCATION
LICENSURE; TECHNICAL INSTITUTES

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| LICENSURE FOR PERSONNEL IN TECHNICAL INSTITUTES | |
| 3515.0100 | DEFINITIONS. |
| 3515.0200 | SCOPE. |
| 3515.0300 | GENERAL PROVISIONS FOR VOCATIONAL LICENSURE. |
| PROCEDURE FOR LICENSURE OF VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL | |
| 3515.0400 | QUALIFICATION FOR LICENSURE. |
| 3515.0500 | LICENSURE PROCEDURE FOR INITIAL ENTRANCE VOCATIONAL LICENSE. |
| 3515.0600 | RENEWED INITIAL ENTRANCE VOCATIONAL LICENSE. |
| 3515.0700 | INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE. |
| 3515.0800 | RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE. |
| 3515.0900 | SUBSTITUTE LICENSE. |
| 3515.1000 | SUBSTITUTE LICENSE VALIDITY. |
| 3515.1100 | NEW INSTRUCTIONAL POSITIONS. |
| OCCUPATIONAL EXPERIENCE REQUIREMENTS | |
| 3515.1200 | OCCUPATIONAL EXPERIENCE. |
| 3515.1300 | ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE. |
| 3515.1400 | VOCATIONAL TEACHER EDUCATION SEQUENCE. |
| 3515.1500 | INITIAL TWO-YEAR ENTRANCE VOCATIONAL LICENSE. |
| 3515.1600 | RENEWED INITIAL ENTRANCE VOCATIONAL LICENSE. |
| 3515.1700 | INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE. |
| 3515.1800 | ENDORSEMENTS. |
| 3515.1900 | SUBSTITUTION FOR THE INTRODUCTION TO VOCATIONAL TEACHING COURSE AND THE VOCATIONAL METHODS COURSE. |
| 3515.2000 | SUBSTITUTION FOR THE INTRODUCTION TO VOCATIONAL TEACHING COURSE. |
| 3515.2100 | HUMAN RELATIONS. |
| CONTINUING EDUCATION REQUIREMENTS FOR RELICENSURE OF VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL | |
| 3515.2200 | RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE. |
| 3515.2300 | LOCAL VOCATIONAL RELICENSURE COMMITTEE FORMATION. |
| 3515.2400 | LOCAL VOCATIONAL RELICENSURE COMMITTEE OPTIONS. |
| 3515.2500 | LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION. |
| 3515.2600 | LOCAL VOCATIONAL RELICENSURE COMMITTEE AFFILIATION. |
| 3515.2700 | LOCAL VOCATIONAL RELICENSURE COMMITTEE DUTIES. |
| UPDATING ACTIVITIES FOR LICENSE RENEWAL | |
| 3515.2800 | LOCAL VOCATIONAL RELICENSURE COMMITTEE PREAPPROVAL. |
| 3515.2900 | TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL. |
| 3515.3000 | REEVALUATION PROCEDURE. |
| 3515.3100 | APPLICATION FOR MULTIPLE RELICENSURE. |
| 3515.3200 | REACTIVATION OF LAPSED REGULAR FIVE-YEAR VOCATIONAL LICENSES. |
| 3515.3210 | ADULT SUPPLEMENTARY LICENSE; NONAPPLICABILITY. |
| 3515.3300 | VOCATIONAL TEACHER EDUCATION LICENSING PROGRAMS. |
| 3515.3400 | APPROVAL PROCEDURE. |
| 3515.3500 | VARIATIONS IN CURRICULAR DESIGN. |
| 3515.3600 | CONDITIONAL APPROVAL. |
| 3515.3700 | REVOCAION OR SUSPENSION OF APPROVAL. |
| 3515.3800 | DISAPPROVAL. |
| 3515.3900 | EVALUATION PROCEDURE AND SUBSEQUENT AUDITS. |
| 3515.4000 | REEVALUATION PROCEDURE. |
| 3515.4100 | COMMITTEE REVIEW. |
| 3515.4200 | PETITIONER DEMONSTRATION. |
| 3515.4300 | REEXAMINATION BY COMMITTEE REVIEW. |
| 3515.4400 | APPEAL PROCEDURE. |
| SECONDARY VOCATIONAL INSTRUCTIONAL PERSONNEL | |
| 3515.4500 | QUALIFICATION FOR LICENSURE. |
| 3515.4600 | PERSONNEL WHO SHALL BE LICENSED. |
| 3515.4621 | AUTO AND TRUCK DISMANTLING. |
| 3515.4700 | SECONDARY PROVISIONAL LICENSE. |
| 3515.4800 | SECONDARY PROVISIONAL LICENSE VALIDITY. |
| POSTSECONDARY VOCATIONAL INSTRUCTIONAL PERSONNEL | |
| 3515.4900 | QUALIFICATION FOR LICENSURE. |
| 3515.5000 | PERSONNEL WHO SHALL BE LICENSED. |
| 3515.5050 | UNCHARTED LICENSURE CRITERIA; ROBOTICS TECHNICIAN. |
| ADULT VOCATIONAL INSTRUCTIONAL PERSONNEL | |
| 3515.5100 | QUALIFICATION FOR LICENSURE. |
| 3515.5200 | PERSONNEL WHO SHALL BE LICENSED. |
| 3515.5300 | ADULT SUPPLEMENTARY LICENSE. |
| SPECIAL NEEDS VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL | |
| 3515.5400 | QUALIFICATION FOR LICENSURE. |
| 3515.5500 | PERSONNEL WHO SHALL BE LICENSED. |
| 3515.5600 | SPECIAL NEEDS PROVISIONAL LICENSE. |
| SPECIALIZED VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL | |
| 3515.5700 | QUALIFICATION FOR LICENSURE. |
| SPECIALIZED INSTRUCTIONAL PERSONNEL | |
| 3515.5800 | PART-TIME PREPARATORY INSTRUCTOR-RESOURCE SPECIALIST. |
| 3515.5900 | CONSULTANTS. |
| 3515.6000 | POSTSECONDARY RELATED SUBJECTS INSTRUCTOR. |

MINNESOTA RULES 1989

2899

LICENSURE; TECHNICAL INSTITUTES 3515.0100

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|-----------|---|-----------|--|
| | SUPPORT SERVICES, CHILDHOOD EDUCATION PERSONNEL | | 3515.8500 PERSONNEL WHO SHALL BE LICENSED. |
| 3515.6100 | CHILDHOOD EDUCATION INSTRUCTOR. | | 3515.8600 LICENSES REQUIRED. |
| 3515.6200 | CHILDHOOD EDUCATION AIDE. | | ADMINISTRATIVE PERSONNEL |
| | SUPPORTIVE PERSONNEL | 3515.8700 | DIRECTOR OF VOCATIONAL TECHNICAL EDUCATION IN DISTRICTS OPERATING A TECHNICAL INSTITUTE. |
| 3515.6300 | TECHNICAL INSTITUTE ADMINISTRATIVE ASSISTANT. | | |
| 3515.6400 | TECHNICAL INSTITUTE AREA PROGRAM COORDINATOR OF AGRICULTURAL EDUCATION. | 3515.8800 | ASSISTANT DIRECTOR OF VOCATIONAL TECHNICAL EDUCATION IN DISTRICTS OPERATING A TECHNICAL INSTITUTE. |
| 3515.6500 | POSTSECONDARY INSTRUCTIONAL RESOURCES SPECIALIST. | | |
| 3515.6600 | VOCATIONAL PROGRAM COUNSELOR. | 3515.8900 | SECONDARY LOCAL VOCATIONAL PROGRAM DIRECTOR. |
| 3515.6700 | STUDENT PERSONNEL SERVICES SPECIALIST. | 3515.9000 | ADULT VOCATIONAL DIRECTOR. |
| 3515.6800 | SECONDARY PLACEMENT SPECIALIST. | 3515.9100 | SUPERVISORY PERSONNEL. |
| 3515.6900 | TECHNICAL INSTITUTE STUDENT FINANCIAL AIDS OFFICER. | 3515.9200 | LOCAL SECONDARY, POSTSECONDARY, AND ADULT PROGRAM SUPERVISORS OF VOCATIONAL EDUCATION. |
| 3515.7000 | CURRICULUM AND PERSONNEL DEVELOPMENT SPECIALIST. | 3515.9300 | SUPERVISOR IN SPECIALIZED PROGRAM AREA. |
| 3515.7100 | POSTSECONDARY HEALTH SAFETY SPECIALIST. | 3515.9400 | SUPERVISOR OF SPECIAL NEEDS. |
| 3515.7200 | POSTSECONDARY HEALTH-SAFETY ASSISTANT. | 3515.9500 | SUPERVISOR OF BILINGUAL-BICULTURAL SPECIAL NEEDS VOCATIONAL PROGRAMS. |
| | PROCEDURE FOR LICENSURE OF VOCATIONAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL | 3515.9600 | STUDENT PERSONNEL SERVICES SUPERVISOR. |
| 3515.7300 | QUALIFICATION FOR LICENSURE. | 3515.9910 | SECONDARY LICENSURE CHART, AGRICULTURAL EDUCATION AND BUSINESS AND OFFICE EDUCATION. |
| 3515.7400 | INITIAL ENTRANCE VOCATIONAL LICENSE. | 3515.9911 | SECONDARY LICENSURE CHART, HOME ECONOMICS AND INDUSTRIAL EDUCATION. |
| 3515.7500 | INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE. | 3515.9912 | SECONDARY LICENSURE CHART, COMMUNITY SERVICE, HEALTH OCCUPATIONS. |
| 3515.7600 | RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE. | 3515.9913 | SECONDARY LICENSURE CHART, OTHER VOCATIONAL CLUSTERS, AND SERVICE OCCUPATIONS. |
| | CONTINUING EDUCATION REQUIREMENTS FOR RELICENSURE OF VOCATIONAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL | 3515.9920 | POSTSECONDARY LICENSURE CHART, AGRICULTURE EDUCATION AND BUSINESS AND OFFICE EDUCATION. |
| 3515.7700 | RENEWED FIVE YEAR VOCATIONAL LICENSE. | 3515.9921 | POSTSECONDARY LICENSURE CHART, DISTRIBUTIVE EDUCATION, HEALTH EDUCATION, SERVICE, HOSPITALITY AND HOME ECONOMICS, INDUSTRIAL EDUCATION, TECHNICAL EDUCATION. |
| 3515.7800 | REACTIVATION OF LAPSED REGULAR FIVE-YEAR VOCATIONAL LICENSE. | 3515.9930 | FULL-TIME ADULT LICENSURE, AGRICULTURE EDUCATION, DISTRIBUTIVE EDUCATION, AND HOME ECONOMICS EDUCATION. |
| | CONTINUING EDUCATION PROGRAMS FOR RELICENSURE OF VOCATIONAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL | 3515.9940 | SPECIAL NEEDS LICENSURE CHART, SUPPORT SERVICE, AND VOCATIONAL EVALUATION. |
| 3515.7900 | APPROVAL BY THE STATE BOARD FOR VOCATIONAL EDUCATION. | 3515.9941 | SPECIAL NEEDS LICENSURE, WORK EXPERIENCE, REMEDIAL INSTRUCTORS. |
| 3515.8000 | APPROVAL PROCEDURE. | 3515.9942 | SPECIAL NEEDS LICENSURE, SUPPLEMENTAL SUPPORT, INTERPRETER FOR THE DEAF, ENGLISH AS SECOND LANGUAGE TEACHER. |
| 3515.8100 | VOCATIONAL ADMINISTRATIVE OR SUPERVISORY CONTINUING EDUCATION PROGRAM INITIATOR. | | |
| 3515.8200 | REQUIREMENTS FOR ADMISSION TO APPROVED VOCATIONAL ADMINISTRATIVE OR SUPERVISORY CONTINUING EDUCATION PROGRAMS. | | |
| 3515.8300 | DISSEMINATION. | | |
| | VOCATIONAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL | | |
| 3515.8400 | QUALIFICATION FOR LICENSURE. | | |

LICENSURE FOR PERSONNEL IN TECHNICAL INSTITUTES

3515.0100 DEFINITIONS.

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

Subp. 2. **Approved Minnesota institution.** "Approved Minnesota institution" means a Minnesota institution approved by the Board of Teaching pursuant to part 8700.7600 to prepare persons for teacher licensure.

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

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

Subp. 5. Approved vocational teacher education licensing program. "Approved vocational teacher education licensing program" means a complete series of courses leading to a degree, a series of courses, or a single course in vocational education teaching offered at an approved Minnesota institution. Vocational teacher education licensing programs which meet the criteria set forth in parts 3515.3300 to 3515.4000 shall be approved.

Subp. 6. Authorized local vocational administrator. "Authorized local vocational administrator" means the licensed vocational administrator who has major responsibility for vocational education at the secondary, postsecondary, and/or adult level for a district, center, or technical institute. The superintendent shall act as the authorized local administrator in the absence of a licensed vocational administrator. For purposes of licensure of vocational staff serving in nonpublic schools, the chief executive officer of the nonpublic school or a designee may be approved by the commissioner of education to act as the authorized local vocational administrator for the aforesaid school.

Subp. 7. Technical institute. "Technical institute" means a technical institute operated by the State Board of Education.

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

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

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

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

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

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

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

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

Subp. 16. Education degree. "Education degree" means a baccalaureate or higher degree from an accredited college in a recognized educational field with

MINNESOTA RULES 1989

2901

LICENSURE; TECHNICAL INSTITUTES 3515.0100

at least 27 quarter credits in professional education courses and at least six quarter credits of student teaching.

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

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

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

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

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

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

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

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

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

Subp. 26. Office management experience. "Office management experience" means, for the purpose of licensure as a model office instructor manager, paid office management occupational experience accumulated while employed by a company or agency in a support position to upper management responsible for operation of the company or agency. Such office management experience shall include supervision of a minimum of seven office employees.

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

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

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

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

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

History: *L 1987 c 258 s 12*

3515.0200 SCOPE.

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

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

3515.0300 GENERAL PROVISIONS FOR VOCATIONAL LICENSURE.

Subpart 1. License requirement. Licensed personnel shall meet licensure requirements set forth in parts 3515.0100 to 3515.9942 for the area(s) in which such personnel practice.

Subp. 2. License issuance. Licenses are issued by the school personnel services section within the State Department of Education.

Subp. 3. Fees. License fees are established by the Board of Teaching and are nonrefundable except in accordance with the rules of the Board of Teaching. A fee established by the Board of Teaching shall be charged to the applicant for each application for licensure or relicensure.

An individual may petition the commissioner of education for a qualifications reevaluation by committee review as set forth in parts 3515.4100 to 3515.4400. A fee established by the commissioner of education shall be charged to the applicant to apply to the cost of the reevaluation. Upon presentation of evidence by a government agency indicating that the applicant is unable to pay the petition fee, such fee may be waived by the commissioner of education.

Subp. 4. License validity. Licenses become valid on the date of approval by the commissioner of education. To be considered licensed, an individual shall hold a valid license prior to receiving payment for services. Requests for corrections on licenses shall be made to the commissioner of education. All licenses shall bear the date of issuance and shall expire the specified number of years from the July 1 nearest the date licensure was approved.

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

PROCEDURE FOR LICENSURE OF VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL

3515.0400 QUALIFICATION FOR LICENSURE.

An applicant shall meet the educational and occupational experience requirements stated in parts 3515.0100 to 3515.9942 for each area of licensure sought.

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

MINNESOTA RULES 1989

2903

LICENSURE; TECHNICAL INSTITUTES 3515.0600

3515.0500 LICENSURE PROCEDURE FOR INITIAL ENTRANCE VOCATIONAL LICENSE.

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

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

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

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

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

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

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

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

D. comply with the secondary provisional licensure provisions set forth in parts 3515.4500 to 3515.4800, or

E. comply with the special needs provisional licensure provisions set forth in parts 3515.5400 to 3515.5600.

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

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

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

3515.0600 RENEWED INITIAL ENTRANCE VOCATIONAL LICENSE.

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

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

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

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

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

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

3515.0700 INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE.

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

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

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

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

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

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

Option four: An entrance license holder who meets occupational experience requirements and who possesses a nonvocational degree in education shall be issued a regular five-year vocational license pursuant to option two. The introduction to vocational teaching course and the nine-week teaching internship shall be deleted from the vocational teacher education sequence set forth in parts 3515.1400 to 3515.2000.

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

Option six: An entrance license holder who meets occupational experience requirements and who subsequently completes the educational requirements while licensed pursuant to the secondary provisional license requirements set

MINNESOTA RULES 1989

2905

LICENSURE; TECHNICAL INSTITUTES 3515.0900

forth in parts 3515.4500 to 3515.4800 shall be issued a regular five-year vocational license at the secondary level upon expiration of the secondary provisional license.

Option seven: An entrance license holder who meets educational requirements and who subsequently completes occupational experience requirements while licensed pursuant to the secondary provisional licensing requirements set forth in parts 3515.4500 to 3515.4800 shall be issued a regular five-year vocational license at the secondary level upon expiration of the secondary provisional license.

Option eight: An entrance license holder who meets occupational experience requirements and who subsequently completes educational requirements while licensed pursuant to the special needs provisional license requirements set forth in parts 3515.5400 to 3515.5600 shall be issued a regular five-year vocational license in the special needs area upon expiration of the special needs provisional license.

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

3515.0800 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE.

Subpart 1. Authorizing signature. Applications for renewed initial and subsequent five-year vocational licenses shall be approved through the local vocational relicensure committee established pursuant to parts 3515.2200 to 3515.3200, and signed by the chairperson thereof.

Subp. 2. Issuance. A regular five-year vocational license holder who completes the continuing education requirements for relicensure set forth in parts 3515.2200 to 3515.3200 shall be issued a renewed regular five-year vocational license.

Subp. 3. Exception. The provisions of subparts 1 and 2 do not apply to an adult supplementary license.

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

3515.0900 SUBSTITUTE LICENSE.

Subpart 1. Authorizing signature. A substitute license in a specific occupational area shall be issued to meet the short term need for an instructor substitute as determined by the local vocational administrator. The authorized local vocational administrator shall recommend to the commissioner of education the applicant(s) professionally and technically qualified in the specific occupational area to be taught. Prior to such recommendation, the authorized local vocational administrator shall obtain the approval and the signature of the designated representative of the specific vocational program advisory committee (part 3505.1000, subpart 47).

Subp. 2. Exception. The authorized local vocational administrator may recommend to the commissioner of education the applicant(s) professionally and technically qualified in the specific occupational area to be taught prior to obtaining the approval of the program advisory committee when obtaining preapproval would create a hardship for the local education agency, as determined by the authorized local vocational administrator. A statement attesting to the authorized local vocational administrator's responsibility to report such recommendations to the advisory committee shall be submitted by the administrator to the state licensing agency as part of the licensure credentials.

Subp. 3. Signature. Applications for initial and subsequently renewed substitute licenses shall be signed by the authorized local vocational administrator pursuant to either subpart 1 or 2.

Subp. 4. Filing. Evidence of the advisory committee's recommendations shall be on file in the district, center, or technical institute and shall be made available for review.

Subp. 5. **Issuance.** The commissioner of education shall issue a substitute license to an applicant: professionally and technically qualified in the specific occupational area to be taught, as verified by the authorized local vocational administrator and the designated representative; and recommended for substitute licensure by such administrator and representative as evidenced by the signature and filing requirements set forth in subparts 3 and 4.

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

History: *L 1987 c 258 s 12*

3515.1000 SUBSTITUTE LICENSE VALIDITY.

Subpart 1. **Initial entrance substitute license.** The initial entrance substitute license shall remain valid for a maximum period of two years. The maximum substitute assignment shall not exceed 30 consecutive working days of employment in one assignment or an annual total of one-fourth of full-time employment as a substitute.

Subp. 2. **Renewed initial entrance substitute license.** The renewed initial entrance substitute license may be issued for unlimited subsequent three-year periods upon the recommendation of the authorized local vocational administrator and the designated representative; however, the maximum substitute assignment shall not exceed 30 consecutive working days of employment in one assignment or an annual total of one-fourth of full-time employment as a substitute.

Subp. 3. **Adult supplementary licensure.** A vocational license at the adult supplementary level set forth in parts 3515.5100 to 3515.5300 in the specific occupational area to be taught as a substitute may be utilized as a substitute license at the secondary and postsecondary level; however, the maximum substitute assignment shall not exceed 30 consecutive working days of employment in one assignment or 500 hours of total annual combined substitute and adult teaching hours.

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

3515.1100 NEW INSTRUCTIONAL POSITIONS.

When emerging occupations, innovative, experimental, or exemplary programs create instructional positions which are not provided for in existing licensing criteria, the commissioner of education may recommend the formulation of licensing criteria and licensure in compliance therewith. Such licensing criteria shall become a part of these rules pursuant to the procedures set forth in Minnesota Statutes, chapter 14.

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

OCCUPATIONAL EXPERIENCE REQUIREMENTS

3515.1200 OCCUPATIONAL EXPERIENCE.

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

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

3515.1300 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.

Subpart 1. **Directed occupational experience.** Except where otherwise stated in these rules, occupational experience requirements may be met by substituting one hour of preplanned occupational experience directed through an approved vocational teacher education licensing program for each two hours of the regular occupational experience requirement. The commissioner of education in consul-

MINNESOTA RULES 1989

2907

LICENSURE; TECHNICAL INSTITUTES 3515.1400

tation with the appropriate vocational program supervisors may make arrangements with colleges and universities to provide directed work experience supervision.

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

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

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

Subp. 5. Military experience. Occupational experience in the military, as verified by a DD Form 214, directly related to the area of licensure sought shall be accepted for a maximum of two-thirds of the total occupational experience required for regular secondary and postsecondary vocational licensure. An applicant presenting military hours, as verified by a DD Form 214, directly related to the license being sought in sufficient number to equal the total requirement shall be provisionally licensed for two years. Renewal of the two-year provisional license shall be contingent upon accumulation of the remaining hours of occupational experience (one-third of the total requirement) from civilian occupational experience or satisfactory progress on an individualized program in the related discipline area. The individualized program, preapproved by the appropriate state supervisor, shall be completed before a regular vocational license is issued. To be approved, an individualized program shall contain components which will allow the applicant to complete the occupational experience requirement.

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

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

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

3515.1400 VOCATIONAL TEACHER EDUCATION SEQUENCE.

When indicated by the licensure criteria, an applicant who does not meet the educational component of the licensure requirements may substitute the vocational teacher education sequence. In addition to the educational substitution

provisions set forth in parts 3515.1600 to 3515.1800, an applicant shall meet the occupational experience requirements set forth in the corresponding licensure chart for each area of licensure sought.

Vocational teacher education core:

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

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

3515.1500 INITIAL TWO-YEAR ENTRANCE VOCATIONAL LICENSE.

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

Subp. 2. Teaching internship. An applicant for secondary initial two-year entrance vocational licensure shall also verify prearrangement for a nine-week teaching internship with an approved Minnesota institution. The internship shall be completed during the first 18 weeks of employment as a vocational teacher. Previous student teaching in an approved vocational teacher education licensing program of 1,080 hours of previous, paid teaching experience in an approved educational program may be substituted for the teaching internship.

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

A. an applicant meets technical and occupational experience requirements;

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

C. an applicant submits verification of enrollment in the teaching internship set forth in subpart 2, when the emergency entrance license is for a replacement or addition at the secondary level.

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

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

3515.1600 RENEWED INITIAL ENTRANCE VOCATIONAL LICENSE.

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

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

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

MINNESOTA RULES 1989

2909

LICENSURE; TECHNICAL INSTITUTES 3515.2100

3515.1700 INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE.

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

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

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

3515.1800 ENDORSEMENTS.

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

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

3515.1900 SUBSTITUTION FOR THE INTRODUCTION TO VOCATIONAL TEACHING COURSE AND THE VOCATIONAL METHODS COURSE.

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

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

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

3515.2000 SUBSTITUTION FOR THE INTRODUCTION TO VOCATIONAL TEACHING COURSE.

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

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

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

3515.2100 HUMAN RELATIONS.

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

Subp. 2. **Exemption.** Vocational personnel who function in less than a half-time capacity are encouraged, although not required, to participate in an approved human relations program. Personnel whose initial licensing was contingent upon possession of a baccalaureate or higher degree shall not be eligible for the part-time human relations waiver as described in this subpart.

Subp. 3. **Verification of eligibility for exemption.** Applicants who are eligible for the exemption pursuant to subpart 2 shall submit verification of eligibility for such exemption from the authorized local vocational administrator.

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

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

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

CONTINUING EDUCATION REQUIREMENTS FOR RELICENSURE OF VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL

3515.2200 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE.

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

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

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

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

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

3515.2300 LOCAL VOCATIONAL RELICENSURE COMMITTEE FORMATION.

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

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

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

Members of the local relicensure committee shall serve a two-year term

MINNESOTA RULES 1989

2911

LICENSURE; TECHNICAL INSTITUTES 3515.2400

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

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

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

3515.2400 LOCAL VOCATIONAL RELICENSURE COMMITTEE OPTIONS.

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

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

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

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

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

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

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

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

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

3515.2500 LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION.

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

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

3515.2600 LOCAL VOCATIONAL RELICENSURE COMMITTEE AFFILIATION.

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

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

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

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

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

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

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

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

A. authorized local vocational administrators and supervisors;

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

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

Subp. 3. Applicant's responsibility. An applicant shall be responsible for forwarding the form endorsed by the committee to the commissioner of education. An applicant shall be individually responsible for initiating the necessary work of the local relicensure committee in renewing the regular five-year voca-

MINNESOTA RULES 1989

2913

LICENSURE; TECHNICAL INSTITUTES 3515.2800

tional license of such applicant. Any failure to initiate and/or complete the procedure shall be the responsibility of the holder of the license and not the local vocational relicensure committee.

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

3515.2700 LOCAL VOCATIONAL RELICENSURE COMMITTEE DUTIES.

The local vocational relicensure committee shall:

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

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

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

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

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

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

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

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

I. Forward to the commissioner of education verification of the membership of the local vocational relicensure committee on an annual basis by November 1 of each year.

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

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

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

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

UPDATING ACTIVITIES FOR LICENSE RENEWAL

3515.2800 LOCAL VOCATIONAL RELICENSURE COMMITTEE PREAPPROVAL.

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

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

3515.2900 TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL.

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

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

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

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

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

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

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

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

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

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

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

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

3515.3000 REEVALUATION PROCEDURE.

If upgrading activities are initially disapproved by the local vocational

MINNESOTA RULES 1989

2915

LICENSURE; TECHNICAL INSTITUTES 3515.3400

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

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

3515.3100 APPLICATION FOR MULTIPLE RELICENSURE.

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

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

3515.3200 REACTIVATION OF LAPSED REGULAR FIVE-YEAR VOCATIONAL LICENSES.

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

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

3515.3210 ADULT SUPPLEMENTARY LICENSE; NONAPPLICABILITY.

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

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

3515.3300 VOCATIONAL TEACHER EDUCATION LICENSING PROGRAMS.

Subpart 1. Approval by Board of Teaching. Minnesota institutions approved by the Board of Teaching to prepare persons for vocational teaching licensure shall obtain approval from the Board of Teaching for vocational teacher education licensing programs.

Subp. 2. Programs subject to approval. Approval procedures shall apply to all vocational teacher education licensing programs used to satisfy requirements for the initial entrance vocational license, and specific competencies mandated for renewal licenses or endorsements of additional licensure categories or levels of student. Vocational teacher education licensing programs may consist of one course, a series of courses, or a complete degree program.

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

3515.3400 APPROVAL PROCEDURE.

Subpart 1. Program description. Each approved Minnesota institution shall forward a program description of each vocational teacher education licensing program from the administrator of the defined administrative and instructional unit of that institution to the Board of Teaching for approval. The Board of Teaching shall route the program description to the Division of Vocational Technical Education pursuant to the agreement for the provision of consultative services.

Subp. 2. Board of Teaching decision. Based upon appraisal of the vocational teacher education licensing program descriptions prepared by the approved Minnesota institution and the evaluation report of the auditors the Board of Teaching shall:

- A. grant initial approval pursuant to subpart 3, and part 3515.3500;
- B. grant conditional approval pursuant to part 3515.3600;

- C. grant continuing approval pursuant to part 3515.3900, subpart 3;
- D. revoke or suspend approval pursuant to part 3515.3700; or
- E. disapprove the vocational teacher education licensing program pursuant to part 3515.3800.

Subp. 3. Criteria for initial approval. A vocational teacher education licensing program which meets the following criteria shall be approved to prepare vocational teachers. The program description shall include:

A. A statement which verifies the institutional commitment to the vocational teacher education licensing program.

B. A description of the institutional organizational structure and procedure for implementing the vocational teacher education licensing program.

C. A description of the vocational teacher role for which persons who enroll in the vocational teacher education licensing program are being prepared.

D. An enumeration of the specific knowledge, skills, and understandings to be achieved by persons completing the vocational teacher education licensing program.

E. Evidence that the vocational teacher education licensing program meets the licensure requirements for the particular licensure field and level for which the specific program is designed, as set forth in the corresponding rule.

F. A specific description of the plans for assessing the performance of each person verified as having successfully completed the vocational teacher education licensing program.

G. Evidence that the necessary faculty and physical resources are allocated to implement and maintain the vocational teacher education licensing program. Faculty who teach professional vocational courses shall be certificated as vocational teacher educators in accordance with the requirements of the joint council for vocational teacher educators.

H. Verification that the following persons or groups have participated in the development of the vocational teacher education licensing program:

- (1) licensed, practicing vocational teachers;
- (2) technical institute administrators;
- (3) institutional advisory council;
- (4) joint council of vocational teacher educators;
- (5) college departments which may be involved with the vocational teacher education licensing program;
- (6) interested citizens; and
- (7) appropriate state supervisory staff.

I. A description of the procedures to establish and maintain an internal process for systematic evaluation of the vocational teacher education licensing program.

J. When the licensure rule so stipulates, a student teaching and/or internship component and a statement which verifies that those experiences are planned, supervised, and evaluated in the licensure field in which the individuals will seek their vocational teaching licenses.

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

History: *L 1987 c 258 s 12*

3515.3500 VARIATIONS IN CURRICULAR DESIGN.

Vocational teacher education licensing programs which vary in curricular design shall be approved provided that program components meet the criteria for approval set forth in part 3515.3400, subpart 3, items A to J, and the components are designed to provide persons completing each teacher education licensing program with the knowledge, skills, and understandings enumerated therein.

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

MINNESOTA RULES 1989

2917

LICENSURE; TECHNICAL INSTITUTES 3515.3900

3515.3600 CONDITIONAL APPROVAL.

When granting conditional approval, the Board of Teaching shall state the conditions, establish time lines for meeting the stated conditions, and reconsider the approval status of the vocational teacher education licensing program upon verification by the executive secretary of the Board of Teaching that the stated conditions have been met. If stated conditions are not met within the established time lines, conditional approval shall be withdrawn.

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

3515.3700 REVOCATION OR SUSPENSION OF APPROVAL.

Subpart 1. Noncompliance. Failure to comply with the criteria for approval set forth in part 3515.3400, subpart 3, items A to J after initial approval is granted, shall result in revocation or suspension of approval by the Board of Teaching.

Subp. 2. Revision of program. When an institution makes revisions in an approved vocational teacher education licensing program, the administrator of the administrative and instructional unit of the institution shall forward to the executive secretary of the Board of Teaching a written description of the vocational teacher education licensing program revision.

Subp. 3. Audit. An audit, which need not include an on-site visit, shall be made to verify that the revised approved vocational teacher education licensing program continues to meet these rules.

Subp. 4. Revocation or suspension. The Board of Teaching shall revoke or suspend the approval of a vocational teacher education licensing program if it determines that, as revised, the vocational teacher education licensing program no longer meets the criteria required for approval set forth in part 3515.3400, subpart 3, items A to J.

Subp. 5. Termination date. The Board of Teaching shall stipulate a date upon which program approval shall be terminated if the vocational teacher education licensing program fails to regain compliance with the criteria required for approval set forth in part 3515.3400, subpart 3, items A to J by said date.

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

3515.3800 DISAPPROVAL.

When a program description fails to meet the criteria for approval set forth in part 3515.3400, subpart 3, items A to J upon the initial application for approval, the Board of Teaching shall disapprove such program and shall specifically state reasons for disapproval.

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

3515.3900 EVALUATION PROCEDURE AND SUBSEQUENT AUDITS.

Subpart 1. Evaluation procedure. Programs for which approval is requested shall be evaluated for initial approval and audited for continued approval thereafter in accordance with the provisions herein.

Subp. 2. Initial approval. The approved Minnesota institution shall submit to the Board of Teaching the vocational teacher education licensing program description for evaluation and recommendation regarding approval status. The Board of Teaching staff, or persons designated as auditors by the Board of Teaching staff, may visit the institution to verify the program description, if deemed necessary.

Subp. 3. Continuing approval. During the operation of an approved vocational teacher education licensing program, an audit visit to verify that the approved program meets the provisions of parts 3515.3300 to 3515.4000 may be arranged in consultation with the institution. Auditors shall forward a report of their findings to the executive secretary of the Board of Teaching and to the institution.

The Board of Teaching staff, or persons designated as auditors by the Board of Teaching staff, in consultation with the institution, shall make audit visits on a five-year cycle to verify program descriptions and to make a recommendation regarding initial or continuing approval status of each vocational teacher education licensing program. Expenses of auditors shall be reimbursed in accordance with Minnesota travel regulations in force at the time the expenses are incurred.

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

3515.4000 REEVALUATION PROCEDURE.

Decisions regarding the status of vocational teacher education licensing program(s) rendered by the Board of Teaching pursuant to part 3515.3400, subpart 2, may be reevaluated by the Board of Teaching, which shall be considered to be the final decision.

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

3515.4100 COMMITTEE REVIEW.

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

Subp. 2. Review committee. The commissioner of education shall appoint a review committee of a minimum of three people. The review committee shall include:

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

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

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

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

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

Recommendations of the review committee shall be reported in writing to the commissioner of education.

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

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

3515.4200 PETITIONER DEMONSTRATION.

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

MINNESOTA RULES 1989

2919

LICENSURE; TECHNICAL INSTITUTES 3515.4600

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

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

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

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

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

History: *L 1987 c 258 s 12*

3515.4300 REEXAMINATION BY COMMITTEE REVIEW.

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

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

3515.4400 APPEAL PROCEDURE.

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

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

SECONDARY VOCATIONAL INSTRUCTIONAL PERSONNEL

3515.4500 QUALIFICATION FOR LICENSURE.

An applicant, excluding secondary provisional license applicants, shall meet the requirements in the secondary licensure chart set forth in parts 3515.9910 to 3515.9913 and the general provisions and procedure for licensure of instructional and supportive personnel.

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

3515.4600 PERSONNEL WHO SHALL BE LICENSED.

Subpart 1. Instructors using simulation in a program. Any person holding a position as a secondary vocational instructor or instructor-manager of programs where simulation is the basis for the program shall be licensed pursuant to these rules when responsible for any of the following activities:

- A. developing, teaching, and evaluating instruction in areas assigned, including programs involving simulation and laboratory activities;
- B. facility and resource management;
- C. forming and utilizing a vocational advisory committee;
- D. relevant school-community relations;

E. vocational student organizations;

F. student vocational and occupational guidance and evaluation in development of skills meeting vocational objectives, as set forth 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.

Subp. 2. Secondary vocational instructor-coordinator. Any person holding a position as a secondary vocational instructor coordinator shall be licensed pursuant to these rules when responsible for any of the following activities:

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

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

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

D. all activities set forth in subpart 1, items A to G.

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

3515.4621 AUTO AND TRUCK DISMANTLING.

An applicant for an entrance license to teach the vocational program of auto and truck dismantling at a secondary school must complete either items A or B and C.

A. The applicant must have a bachelor's degree in industrial education or industrial arts, and the following work experience:

(1) 600 hours of auto and truck dismantling yardwork experience;

(2) 600 hours of auto and truck salvage inventory and warehouse experience;

(3) 600 hours of auto and truck salvage sales counter management experience; and

(4) 1,200 hours of auto and truck trade experience pertinent to auto and truck dismantling such as auto and truck mechanic, auto and truck rebuilder, auto and truck sales and service, and auto and truck sales or new/rebuilt parts sales management.

B. The applicant must have 6,000 hours of work experience as follows:

(1) 1,200 hours of auto and truck dismantling yardwork experience;

(2) 1,200 hours of auto and truck salvage inventory and warehouse experience;

(3) 1,200 hours of auto and truck salvage sales counter management experience; and

(4) 2,400 hours of auto and truck trade experience pertinent to auto and truck dismantling such as auto and truck mechanic, auto and truck rebuilder, auto and truck sales and service, and auto and truck sales or new/rebuilt parts sales management.

C. An applicant must meet the requirements on the industrial education portion of the secondary licensure chart in part 3515.9911. Option B on the industrial education portion of the chart is not an option for this license.

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

History: *10 SR 955*

3515.4700 SECONDARY PROVISIONAL LICENSE.

Subpart 1. Eligibility. An applicant for secondary provisional licensure as an

MINNESOTA RULES 1989

2921

LICENSURE; TECHNICAL INSTITUTES 3515.4800

instructor, model office instructor-manager, or instructor coordinator shall meet the requirements set forth in parts 3515.4500 to 3515.4800.

Subp. 2. Instructor. An applicant shall be eligible for a secondary provisional license which allows completion of up to the final one-third of the occupational experience required for the requested licensure during the provisional licensure period when such applicant:

A. Is eligible for secondary provisional licensure pursuant to the secondary licensure chart set forth in parts 3515.9910 to 3515.9913.

B. Has completed an education degree.

C. Has completed at least two-thirds of the occupational experience required for the requested licensure.

D. Has submitted a request for provisional licensure signed by the authorized local vocational administrator. Such request shall include verification by the requesting administrator that no fully qualified, licensed individual is available to fill an existing position.

E. Has met all other licensure requirements pursuant to the secondary licensure chart set forth in parts 3515.9910 to 3515.9913.

Subp. 3. Model office instructor-manager. An applicant may complete the final one-third of the occupational experience required for the requested licensure during the provisional licensure period when such applicant has met all requirements of subpart 2, items A to E. An applicant may complete the final one-third of the specialized courses required for model office licensure, excluding the materials and methods of model office course, when such applicant has met all requirements of subpart 2, items A to E.

Subp. 4. Instructor-coordinator. An applicant (excluding business and office instructor-coordinator applicants) may complete the final one-third of the specialized course requirements, excluding the coordination techniques course, when such applicant:

A. Is eligible for secondary provisional licensure pursuant to the secondary licensure chart set forth in parts 3515.9910 to 3515.9913.

B. Has completed an education degree.

C. Has completed the total occupational experience required for the requested licensure.

D. Has submitted a request for provisional licensure signed by the authorized local vocational administrator. Such request shall include verification by the requesting administrator that no fully qualified, licensed individual is available to fill an existing position.

E. Has met all other licensure requirements pursuant to the secondary licensure chart set forth in parts 3515.9910 to 3515.9913.

An applicant for business and office instructor-coordinator licensure may complete the final one-third of the specialized course requirements, excluding the coordination techniques and materials and methods of business and office cooperative education courses, when such applicant has met the requirements set forth in subpart 4, items A to E.

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

3515.4800 SECONDARY PROVISIONAL LICENSE VALIDITY.

The secondary provisional license shall expire two years from the July 1 nearest issuance. The secondary provisional license is nonrenewable. Full licensure pursuant to the secondary licensure chart set forth in parts 3515.9910 to 3515.9913 shall be accomplished prior to the expiration date set forth in this part.

Provisional licensure provisions apply to the following areas:

A. agriculture education (instructor-coordinator);

B. business and office education;

- C. community service occupations education;
- D. health occupations education;
- E. industrial education;
- F. service occupations; and
- G. other vocational clusters.

Consult the corresponding licensure chart for provisional licensure in agriculture education (instructor), consumer homemaking, family life education, marketing and distributive education, and nutrition specialist.

Consult the corresponding licensure chart and part 3515.5600 for provisional licensure in special needs areas.

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

POSTSECONDARY VOCATIONAL INSTRUCTIONAL PERSONNEL

3515.4900 QUALIFICATION FOR LICENSURE.

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

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

3515.5000 PERSONNEL WHO SHALL BE LICENSED.

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

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

Subp. 2. Postsecondary vocational instructor-coordinator or internship supervisor. Any person holding a position as a postsecondary vocational instructor-coordinator or internship supervisor shall be licensed pursuant to these rules when responsible for any of the following activities:

- A. identifying and selecting appropriate training stations and placing students in those respective stations;
- B. student training plans, student training agreements, completing all state and federal labor law forms required, and complying with those respective state and federal labor law rules and regulations;
- C. supervising students on the job and communicating with the employer relative to the student's performance and objectives of the student's training plan; and
- D. all activities set forth in subpart 1, items A to H.

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

3515.5050 UNCHARTED LICENSURE CRITERIA; ROBOTICS TECHNICIAN.

Subpart 1. General requirements. To qualify for a license, an applicant in a licensure area not charted in parts 3515.9910 to 3515.9942, must comply with

MINNESOTA RULES 1989

2923

LICENSURE; TECHNICAL INSTITUTES 3515.5300

parts 3515.0300 to 3515.1100, 3515.1400, items A to E, and 3515.2100, and specifically in the area of technical education/robotics technician, must present evidence of completion of the education and occupational experience requirements of subparts 2 and 3.

Subp. 2. Education requirement. An applicant must have completed at an accredited institution, either:

A. two years (2,160 clock hours) postsecondary vocational-technical training focusing on technician-level training in any one or more of the following areas: robotics/flexible automation, fluid power, electronics, automated packaging, industrial engineering, electromechanical technology, industrial technology, or manufacturing processes; or

B. a degree program in any one or more of the following: mechanical, electrical, or aerospace engineering at the baccalaureate level or higher.

Subp. 3. Occupational experience requirement. An applicant must have 2,000 hours of experience within the last five years in robotics/flexible automation, and 4,000 hours of experience focusing on the technical application of any one or more of the following areas: robotics/flexible automation, electronics emphasizing computer technician or computer programmer skills, fluid power mechanics, manufacturing processes applications, or electromechanical technology.

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

History: *9 SR 332*

ADULT VOCATIONAL INSTRUCTIONAL PERSONNEL

3515.5100 QUALIFICATION FOR LICENSURE.

An applicant (excluding adult supplementary license applicants) shall meet the requirements in the full-time adult licensure chart set forth in part 3515.9930 and the general provisions and procedure for licensure of instructional and supportive personnel. A full-time adult instructor not identified in the full-time adult licensure chart shall meet corresponding full-time postsecondary requirements. Postsecondary licensure shall automatically include adult licensure in the same area.

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

3515.5200 PERSONNEL WHO SHALL BE LICENSED.

Any person holding a position as an adult vocational instructor shall be licensed pursuant to these rules when responsible for any of the following activities:

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

B. facility and resource management;

C. providing input into and utilizing a vocational advisory committee;

D. relevant school-community relations;

E. student vocational and occupational guidance and evaluation in the development of skills meeting vocational objectives required for proficiency in the identified area of employment; and

F. personal professional and technical development.

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

3515.5300 ADULT SUPPLEMENTARY LICENSE.

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

Subp. 2. Issuance of an initial entrance adult supplementary license. The

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

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

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

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

SPECIAL NEEDS VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL

3515.5400 QUALIFICATION FOR LICENSURE.

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

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

3515.5500 PERSONNEL WHO SHALL BE LICENSED.

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

A. operating under the direct supervision of the authorized local vocational administrator or special needs supervisor;

B. identifying students with special vocational needs;

C. serving as an advocate for the student with special vocational needs in the following manner by: ascertaining the student's vocational special needs; facilitating the entrance of students with special vocational needs into appropriate vocational programs; monitoring such student's progress; and mobilizing the necessary supportive services required by such students;

D. providing the necessary supportive service to students with special vocational needs in areas deemed appropriate;

E. working with the regular vocational instructor in modifying the curriculum to meet the needs of the student with a special vocational need, in the absence of a supervisor of special needs;

F. serving as a liaison between the student's support personnel and the student's instructor; and

G. participating on an advisory committee related to the special needs program(s) managed.

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

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

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

MINNESOTA RULES 1989

2925

LICENSURE; TECHNICAL INSTITUTES 3515.5500

C. assisting the student in understanding his/her interests and capabilities;

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

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

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

Subp. 3. Instructor-coordinator for work experience program. Any person holding a position as an instructor coordinator for work experience programs shall be licensed pursuant to these rules when responsible for any of the following activities:

A. conducting employability seminars;

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

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

D. providing instruction in safety on the job prior to or concurrent with the student's preselected job;

E. providing a minimum of skill instruction prior to or concurrent with the student's preselected job;

F. providing the State Department of Education with evidence necessary to assure that the special needs program operation is in compliance with relevant state and federal labor law rules and regulations;

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 program(s) instructed and/or coordinated.

Subp. 4. Postsecondary remedial related math instructor. Any person holding a position as a postsecondary remedial related math instructor shall be licensed pursuant to these rules when responsible for any of the following activities:

A. Ascertaining student competency in math skills by administering tests designed to indicate the level at which the student is presently functioning. Such tests shall relate to the math skills required to successfully complete the vocational program in which the student is enrolled.

B. Designing individualized math programs for students when such student's math competency test results indicate the need. Such programs shall be designed to achieve the math competency level required for the successful completion of the vocational training program in which the student is enrolled.

C. Providing individualized remedial instruction in math utilizing the math program developed for each student identified to have a special need for such.

D. Participating on an advisory committee related to the special needs program(s) instructed.

Subp. 5. Postsecondary remedial related reading instructor. Any person holding a position as a postsecondary remedial related reading instructor shall be licensed pursuant to these rules when responsible for any of the following activities:

A. Ascertaining student competency in reading skills by administering tests designed to indicate the level at which the student is presently functioning.

B. Designing individualized reading programs for students when such student's reading competency test results indicate the need. Such programs shall

be designed to achieve the reading competency level required for the successful completion of the vocational training program in which the student is enrolled.

C. Providing individualized remedial instruction in reading, communication, and study skills, utilizing the reading program developed for each student identified to have a special need for such.

D. Participating on an advisory committee related to the special needs program(s) instructed.

Subp. 6. Bilingual/bicultural remedial related reading instructor. Any person holding a position as a bilingual/bicultural remedial related reading instructor shall be licensed pursuant to these rules when responsible for any of the following activities:

A. ascertaining the competency in reading and communication skills of limited English speaking students by administering tests designed to indicate the levels at which the student is presently functioning;

B. designing individualized reading and/or communication programs for students when such student's competency test results indicate the need;

C. providing individualized remedial instruction in reading and/or communication skills utilizing the reading and/or communication program developed for each student identified to have a special need for such; and

D. participating on an advisory committee related to the special needs program(s) instructed.

Subp. 7. Bilingual/bicultural remedial related math instructor. Any person holding a position as a bilingual/bicultural remedial related math instructor shall be licensed pursuant to these rules when responsible for any of the following activities:

A. ascertaining the competency in math skills of limited English speaking students by administering tests designed to indicate the level at which the student is presently functioning;

B. designing individualized math programs for students when such student's competency test results indicate the need;

C. providing individualized remedial instruction in math utilizing the math program developed for each student identified to have a special need for such; and

D. participating on an advisory committee related to the special needs program(s) instructed.

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

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

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

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

Subp. 9. Supplemental support staff technical tutor. Any person holding a position as a supplemental support staff technical tutor shall be licensed pursuant to these rules when responsible for any of the following activities:

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

(1) providing technical tutoring in a specific vocational skills training program;

MINNESOTA RULES 1989

2927

LICENSURE; TECHNICAL INSTITUTES 3515.5600

(2) providing instruction in related math, reading, or communication skills needed for a specific skills training program; and

(3) ascertaining the competency level of students by administering tests so that supportive help may be supplied when the competency test results indicate the need;

B. participating on an advisory committee related to the special needs program(s) in which he/she is a support staff member and/or tutor.

Subp. 10. **Interpreter for the deaf.** Any person holding a position as an interpreter for the deaf shall be licensed pursuant to these rules when responsible for any of the following activities:

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(s) in which he/she is an interpreter.

Subp. 11. **Occupational English as a second language instructor.** Any person holding a position as an occupational English as a second language instructor shall be licensed pursuant to these rules when responsible for any of the following activities:

A. ascertaining the competency in English of learners whose first language is not English by administering diagnostic and/or placement tests;

B. designing a curriculum which relates English listening, speaking, reading, and writing skills development to the vocational skills development of the learner;

C. providing instruction which enables the learner whose first language is not English to enroll in and succeed in vocational training programs; and

D. participating on an advisory committee related to the special needs program(s) instructed.

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

History: *L 1987 c 258 s 12*

3515.5600 SPECIAL NEEDS PROVISIONAL LICENSE.

Subpart 1. **Authorizing signature.** Applications for the special needs provisional license shall be signed by the authorized local vocational administrator.

Subp. 2. **Issuance.** The commissioner of education shall issue a special needs provisional license to an applicant:

A. eligible for a special needs provisional license pursuant to special needs licensure chart set forth in parts 3515.9940 to 3515.9942;

B. recommended for special needs provisional licensure by the authorized local vocational administrator; and

C. when no fully qualified, licensed individual is available for an existing position, as verified by the local vocational administrator on the request for provisional license form.

Subp. 3. **Special needs provisional license validity.** The special needs provisional license shall expire a maximum of two years from the July 1 nearest issuance. The special needs provisional license shall be nonrenewable. Full licensure shall be accomplished prior to the expiration date set forth in this subpart.

Subp. 4. **Special needs provisional license course requirements.** An applicant, excluding applicants for instructor-coordinator licensure, for licensure may com-

plete the final one-third of the specialized course requirements during the provisional licensure period when the applicant has complied with the authorizing signature, issuance, and license validity provisions set forth in subparts 1 to 3. An applicant for instructor-coordinator licensure may complete the final one-third of the specialized course requirements that are in addition to the philosophy of vocational education and coordination techniques courses during the provisional licensure period when the applicant has complied with the authorizing signature, issuance, and license validity provisions set forth in subparts 1 to 3.

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

SPECIALIZED VOCATIONAL INSTRUCTIONAL AND SUPPORTIVE PERSONNEL

3515.5700 QUALIFICATION FOR LICENSURE.

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

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

SPECIALIZED INSTRUCTIONAL PERSONNEL

3515.5800 PART-TIME PREPARATORY INSTRUCTOR-RESOURCE SPECIALIST.

Subpart 1. Teaching. A part-time (less than one-fourth time) preparatory instructor-resource specialist may be employed to teach a portion of a program directed by a qualified full-time instructor.

Subp. 2. Licensure requirement. Any person holding a position as a part-time preparatory instructor-resource specialist shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for performance of duties assigned by the qualified full-time instructor in charge of the class.

Subp. 3. Licensure criteria. An applicant:

A. shall be professionally and technically qualified to practice in the specific occupational area to be taught;

B. shall have occupational experience equal to that required for a full-time instructor at the student level requested;

C. shall have completed six clock hours of vocational teaching techniques prior to issuance of an initial two-year entrance license; and

D. shall submit an application for vocational licensure which includes the recommending signature of the authorized local vocational administrator.

Subp. 4. Two-year initial entrance license renewal. The applicant shall have completed a minimum of 24 clock hours of vocational teaching techniques for renewal of the initial two-year entrance license. Upon expiration of the two-year entrance license, successive three-year renewals shall be granted upon the recommendation of the authorized local vocational administrator.

Subp. 5. Relicensure. The applicant shall be required to maintain currency in the occupational field, as verified by the authorized local vocational administrator, in order to qualify for relicensure.

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

3515.5900 CONSULTANTS.

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

Subp. 2. Licensure requirement. Any person holding a position as a consultant shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible

MINNESOTA RULES 1989

2929

LICENSURE; TECHNICAL INSTITUTES 3515.6100

for conducting a portion of the sessions of a class that is directed by a qualified full-time instructor.

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

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

3515.6000 POSTSECONDARY RELATED SUBJECTS INSTRUCTOR.

Subpart 1. Licensure requirement. Any person holding a position as a postsecondary related subjects instructor shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for instructing students in foundational areas or occupational personal development areas in cooperation with instructional personnel in major occupational areas.

Subp. 2. Licensure criteria for foundational areas (e.g., mathematics, science, communications). An applicant:

A. shall be a graduate of an accredited college with a four-year degree, including a major in the area of licensure to be taught, or the equivalent, as verified by a teacher education institution that grants such degrees;

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

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

Subp. 3. License criteria for occupational personal development (e.g., job seeking, interviewing, personal dynamics). Option one: An applicant:

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

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

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

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

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

SUPPORT SERVICES, CHILDHOOD EDUCATION PERSONNEL

3515.6100 CHILDHOOD EDUCATION INSTRUCTOR.

Subpart 1. Licensure requirement. Any person holding a position as a childhood education instructor shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

A. establishing and directing a learning and/or care center for children (infants through age 12) in a technical institute or an adult vocational program; or

B. assisting a secondary vocational teacher of child care guidance and education in the instructional program.

Subp. 2. Licensure criteria. Option one: An applicant shall hold a postsecondary certificate from a child development assistant training program (minimum of 1,080 hours), and shall have completed 1,560 hours of occupational experience as a child care assistant.

Option two: An applicant shall be a graduate of an approved college with a four year degree, including a major related to the area of licensure appropriate for the age level to be taught.

Option three: An applicant shall comply with the competency requirements for child development associate certification.

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

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

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

History: *L 1987 c 258 s 12*

3515.6200 CHILDHOOD EDUCATION AIDE.

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

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

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

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

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

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

History: *L 1987 c 258 s 12*

SUPPORTIVE PERSONNEL

3515.6300 TECHNICAL INSTITUTE ADMINISTRATIVE ASSISTANT.

Subpart 1. **Licensure requirement.** Any person holding a position as a technical institute administrative assistant need not hold a license. However, should a person choose to be licensed, such person shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

A. assisting and being responsible to the director in preparing new instructional program forms for preparation and review of a new program;

B. coordinating with the local district administration and the State Department of Education, Division of Vocational Technical Education, in developing building plans, equipment, and budgeting;

C. assisting the director working with the local board of education;

D. maintaining regular communication between the business manager of either the technical institute or the district and the director;

E. procedures related to in service teacher education;

F. working with the assistant director or other designated local vocational administrators in the development of on site and self evaluation;

G. coordinating the activities of the clerical staff and recommending to the director employment of additional staff or adjustments in staff as deemed appropriate;

H. preparing a public relations program in consort with the administration of the technical institute; and

MINNESOTA RULES 1989

2931

LICENSURE; TECHNICAL INSTITUTES 3515.6500

I. providing leadership, assisting in the delivery of information to visitors of the institute, and serving as host or hostess as required.

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

A. Shall have completed 6,000 hours of occupational experience in one or more of the following areas: business, accounting, office management, public relations.

B. Shall have completed five years of administrative experience in a technical institute. This technical institute administrative experience may be used to meet the requirements for 500 hours of occupational experience within the prior five years.

C. Shall be familiar with the organization and operation of a local school district, as verified by the authorized local vocational administrator.

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

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

History: *L 1987 c 258 s 12*

3515.6400 TECHNICAL INSTITUTE AREA PROGRAM COORDINATOR OF AGRICULTURAL EDUCATION.

Subpart 1. **Licensure requirement.** Any person holding a position as a technical institute area program coordinator of agricultural education shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

A. Working in an assigned geographic area.

B. Being responsible to the director in the district in which employed with coordination from the adult supervisor of agriculture education as spokesperson for the state supervisory staff of agriculture education.

C. Coordinating adult agriculture education activities. Emphasis shall be on adult farm management education programs and veterans farm cooperative programs, including maintenance and development.

D. Coordinating secondary and postsecondary agriculture education activities. Emphasis shall be on articulating secondary and postsecondary offerings in agriculture.

E. Making all reports required by the director and the state supervisor of adult agriculture education as spokesperson for the state supervisory staff of agriculture education.

Subp. 2. **Licensure criteria.** An applicant shall meet the licensure requirements for an adult teacher of vocational agricultural education, as specified in the licensure chart set forth in parts 3515.9910 to 3515.9942, and shall have completed three years of experience as a teacher of vocational agriculture.

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

History: *L 1987 c 258 s 12*

3515.6500 POSTSECONDARY INSTRUCTIONAL RESOURCES SPECIALIST.

Subpart 1. **Licensure requirement.** Any person holding a position as a postsecondary instructional resources specialist need not hold a license. However, should a person choose to be licensed, such person shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

A. organizing, supervising, and maintaining the resource center within the technical institute;

B. establishing scheduling procedures for resource materials and equipment;

C. determining the resource materials and equipment needed for the technical institute and preparing a resource budget with the help of the director or assistant director;

D. maintaining an inventory of all instructional resource items within the technical institute;

E. keeping records and making reports on the use of materials and equipment and recommending needs to the director or assistant director;

F. supervising the general operation of the instructional resources program within the technical institute;

G. conducting in service training for personnel on the use of materials and equipment and assisting in curriculum planning;

H. producing and supervising production of teaching and public relations materials that can be made within the technical institute (e.g., tapes, transparencies, slides, 8-millimeter sound films, graphic arts materials, models, mock ups, and any other materials specified as necessary by instructors); and

I. supervising the maintenance of resource materials and equipment within the technical institute.

Subp. 2. Licensure criteria; option one. An applicant:

A. shall be a graduate of an accredited college with a four-year degree, including a major in library science, in instructional media, or in audio visual;

B. shall have completed a course in philosophy of vocational education; and

C. shall have completed 4,000 hours of occupational experience outside of education.

Subp. 3. Licensure criteria; option two. An applicant:

A. shall have completed a graduate program for state licensure in library science, in instructional media, or in audiovisual;

B. shall have completed a course in philosophy of vocational education; and

C. shall have completed 4,000 hours of occupational experience outside of education.

Subp. 4. Substitution. Librarian experience related to vocational technical areas to be served may be substituted for the occupational experience outside of education.

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

History: *L 1987 c 258 s 12*

3515.6600 VOCATIONAL PROGRAM COUNSELOR.

Subpart 1. Licensure requirement. Any person holding a position as a vocational program counselor shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

A. providing individual and group counseling assistance to students and prospective students to help them with their personal development including self-evaluation, vocational decision making, and life planning;

B. providing services which promote vocational development, assisting students to see the relationship between their goals and various courses or training opportunities which they are taking or may be considering;

C. assisting students during periods of education or vocational transitions through counseling and orientation procedures and educational placement; and

D. providing consultative services to help teachers and administrators understand the developmental needs and to determine the potential of individual students or groups of students.

MINNESOTA RULES 1989

2933

LICENSURE; TECHNICAL INSTITUTES 3515.6800

Subp. 2. Licensure criteria. An applicant:

A. shall be a graduate of an accredited college with a master's degree in a program of counselor education or the equivalent, as verified by the institution that grants such degrees;

B. shall have demonstrated competencies in individual and group counseling, career development, consultation skills, assessment skills, research and evaluation, and human relations, as verified by the preparing institution;

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

D. shall have completed 4,000 hours of occupational experience outside of education or teaching.

Subp. 3. **Secondary vocational program counselors.** In addition to the requirements set forth in subpart 2, items A to D, secondary vocational program counselors shall also hold licensure as a secondary school counselor from the appropriate licensing board.

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

3515.6700 STUDENT PERSONNEL SERVICES SPECIALIST.

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

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

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

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

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

Option two: An applicant:

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

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

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

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

History: *L 1987 c 258 s 12*

3515.6800 SECONDARY PLACEMENT SPECIALIST.

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

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 securing employment. Emphasis shall be on securing full-time employment 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, employer contact, and job seeking skills.

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

D. Promoting job openings and maintaining strong rapport with employers who hire identified students.

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

Subp. 2. Licensure criteria. An applicant:

A. shall be a graduate of an accredited college with a four year degree;

B. shall have completed a course in coordination techniques; and

C. shall have completed 4,000 hours of occupational experience, with 2,000 hours (at least 500 hours in the prior five years) in one of the following areas:

(1) personnel management (i.e., job development, employer contact, and job placement) while employed by a government agency, by a private agency, in an industrial setting, or in an educational institution; or

(2) job placement services while employed by a government agency, by a private agency, or in an industrial setting.

Subp. 3. First five year sequence. The applicant shall complete a course in philosophy of vocational education prior to renewal of the two year entrance license.

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

3515.6900 TECHNICAL INSTITUTE STUDENT FINANCIAL AIDS OFFICER.

Subpart 1. Licensure requirement. Any person holding a position as a technical institute student financial aids officer need not hold a license. However, should a person choose to be licensed, such person shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

A. developing and administering the student financial aid program at a technical institute;

B. establishing uniform standards and procedures for the awarding of student financial aids to eligible recipients in accordance with state and federal rules and regulations governing the administration of student financial aid programs;

C. timely completion of the annual institutional application for federal student aid funds and for all periodic reports to federal and state agencies which grant such funds to students;

D. coordinating financial assistance to be paid to financial aid recipients from all agencies of the federal, state, and local government; and

E. serving as a resource person to the student personnel services administrator in providing ancillary services and assistance to needy and disadvantaged students.

Subp. 2. Licensure criteria. An applicant:

A. shall be a graduate of an accredited college with a four-year or graduate degree;

B. shall have completed a course in philosophy of vocational education;

C. shall have completed 2,000 hours of occupational experience outside of education or teaching; and

D. shall have completed three years of administrative and/or supervi-

MINNESOTA RULES 1989

2935

LICENSURE; TECHNICAL INSTITUTES 3515.7100

sory experience in the management of student financial aids or related programs for the disadvantaged student.

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

History: *L 1987 c 258 s 12*

3515.7000 CURRICULUM AND PERSONNEL DEVELOPMENT SPECIALIST.

Subpart 1. Licensure requirement. Any person holding a position as a curriculum and personnel development specialist need not be licensed. However, should a person choose to be licensed, such person shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

- A. providing institutional orientation for new staff members;
- B. advising staff of initial and continuing vocational licensure and relicensure requirements;
- C. counseling and assisting professional staff in carrying out their educational responsibilities;
- D. identifying needs and goals of the individual and the institution which influence the tasks to be mastered by an instructor or other vocational personnel; and
- E. identifying the needs for revision and assisting in the development of curriculum which instructors may use when carrying out their educational responsibilities.

Subp. 2. Licensure criteria. An applicant:

- A. shall be a graduate of an accredited college with a master's degree in education;
- B. shall have completed three years of teaching experience on a vocational license in at least one of the vocational areas related to the educational responsibilities;
- C. shall have completed sufficient occupational experience to be licensed as a vocational teacher at the secondary or postsecondary level; and
- D. shall have completed a course in philosophy of vocational education.

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

3515.7100 POSTSECONDARY HEALTH SAFETY SPECIALIST.

Subpart 1. Licensure requirement. A person holding a position as a health safety specialist need not be licensed. However, should a person choose to be licensed, such person shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the following activities:

- A. coordinating ongoing emergency health and first aid care to all students and employees;
- B. being a permanent member of the technical institute safety committee; participating in safety committee meetings and safety inspections;
- C. providing services in emotional and physical health care, maintenance, and rehabilitation to all students and employees, including referral to the appropriate agencies (e.g., special needs, chemical dependency, and the handicapped);
- D. coordinating health screening, immunization, and preventive health awareness programs;
- E. coordinating or assisting with the implementation of ongoing emergency and disaster procedures and participating in the planning and administration of safety practices;
- F. coordinating ongoing student and employee safety programs (e.g., eye safety, hearing conservation, proper lifting techniques, office safety, OSHA awareness, and first aid instruction for students and employees);

MINNESOTA RULES 1989

3515.7100 LICENSURE; TECHNICAL INSTITUTES

2936

G. coordinating activities with the appropriate state and local agencies (e.g., OSHA, Department of Labor and Industry, Vocational Rehabilitation, Department of Health);

H. maintaining current knowledge of safety, health, and social agency activity in the community; and

I. coordinating student health insurance programs and confidential health records.

Subp. 2. Licensure criteria; option one. An applicant:

A. shall be a registered nurse, licensed pursuant to Minnesota Statutes, section 148.211 to practice in Minnesota;

B. shall have completed 6,000 hours of nursing experience, with at least 500 hours of nursing experience within the last five years in one of the following areas: industry; emergency, ICU, CCU nursing; school nursing; or public health agency;

C. shall have certification in cardiopulmonary resuscitation, as granted by the American Heart Association or American Red Cross; and

D. shall have certification in either standard first aid or multimedia first aid, as granted by the American Heart Association or American Red Cross.

Subp. 3. Licensure criteria; option two. An applicant:

A. shall be a graduate of an accredited college with a four year degree;

B. shall be a registered nurse, licensed pursuant to Minnesota Statutes, section 148.211 to practice in Minnesota;

C. shall have completed 4,000 hours of nursing experience with at least 500 hours of nursing experience within the last five years in one of the following areas: industry; emergency, ICU, CCU nursing; school nursing; or public health agency;

D. shall have certification in cardiopulmonary resuscitation, as granted by the American Heart Association or American Red Cross; and

E. shall have certification in either standard first aid or multimedia first aid, as granted by the American Heart Association or American Red Cross.

Subp. 4. Licensure criteria; option three. An applicant shall be certified as an occupational health nurse by the National Board of Occupational Health Nurses.

Subp. 5. Five year licensure requirements. The applicant shall complete the following requirements prior to renewal of the initial two year entrance license. The applicant:

A. shall complete courses in human relations and philosophy of vocational education;

B. shall hold cardiopulmonary resuscitation certification, as granted by the American Heart Association and American Red Cross;

C. shall hold standard first aid or multimedia first aid certification as granted by the American Heart Association and American Red Cross. Advanced first aid or emergency medical training may be substituted; and

D. shall complete 12 clock hours of instruction or experience in safety with the Minnesota Safety Council or an equivalent agency preapproved by the Minnesota Safety Council.

A subsequent one year renewal shall be available to allow the applicant to complete an additional three credits in one of the following areas: chemical dependency; special needs; or courses pertinent to the health services in the specific technical institute, as approved by the authorized local vocational administrator.

The applicant shall complete all criteria set forth in this subpart prior to approval of five year licensure.

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

History: *L 1987 c 258 s 12*

MINNESOTA RULES 1989

2937

LICENSURE; TECHNICAL INSTITUTES 3515.7400

3515.7200 POSTSECONDARY HEALTH-SAFETY ASSISTANT.

Subpart 1. **Licensure requirement.** Any person holding a position as a health-safety assistant need not be licensed. However, should a person choose to be licensed, such person shall be licensed pursuant to parts 3515.5700 to 3515.7200 when responsible for any of the duties prescribed by the health-safety specialist.

Subp. 2. **Licensure criteria; option one.** An applicant:

A. shall be a practical nurse, licensed pursuant to Minnesota Statutes, section 148.291 to practice in Minnesota;

B. shall have completed 4,000 hours of nursing experience, with at least 500 hours of nursing experience within the last five years in one of the following areas: industrial safety; emergency, ICU, CCU nursing; school nursing; or public health agency;

C. shall have certification in cardiopulmonary resuscitation, as granted by the American Heart Association or American Red Cross; and

D. shall have certification in either standard first aid or multimedia first aid, as granted by the American Heart Association or American Red Cross.

Subp. 3. **Licensure criteria; option two.** An applicant:

A. Shall be a graduate of an accredited college with a degree (associate or baccalaureate level) in industrial safety.

B. Shall have completed 2,000 hours of occupational experience in an industrial safety environment. Experience as a safety inspector or plant safety inspector shall satisfy the experience requirement.

C. Shall have certification in cardiopulmonary resuscitation, as granted by the American Heart Association or American Red Cross.

D. Shall have certification in either standard first aid or multimedia first aid, as granted by the American Heart Association or American Red Cross.

Subp. 4. **Licensure criteria; option three.** An applicant may meet any one of the options of a health safety specialist set forth in part 3515.7100, subparts 2 to 4.

Subp. 5. **Five-year licensure requirements.** The applicant shall meet all requirements set forth in part 3515.7100, subpart 5.

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

PROCEDURE FOR LICENSURE OF VOCATIONAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

3515.7300 QUALIFICATION FOR LICENSURE.

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

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

3515.7400 INITIAL ENTRANCE VOCATIONAL LICENSE.

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

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

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

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

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

3515.7500 INITIAL REGULAR FIVE-YEAR VOCATIONAL LICENSE.

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

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

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

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

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

3515.7600 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE.

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

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

CONTINUING EDUCATION REQUIREMENTS FOR RELICENSURE OF VOCATIONAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

3515.7700 RENEWED FIVE YEAR VOCATIONAL LICENSE.

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

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

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

Subp. 2. Required clock hours. In the first six years after July 7, 1980, clock

MINNESOTA RULES 1989

2939

LICENSURE; TECHNICAL INSTITUTES 3515.7800

hours of approved vocational administrative or supervisory continuing education and clock hours of individual professional development activity shall be required as follows:

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

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

C. To renew licenses expiring June 30, 1982, an applicant shall complete 125 total clock hours of relevant upgrading activities with 35 clock hours of approved administrative or supervisory continuing education and 90 clock hours of individual professional development activity.

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

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

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

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

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

History: *L 1987 c 258 s 12*

3515.7800 REACTIVATION OF LAPSED REGULAR FIVE-YEAR VOCATIONAL LICENSE.

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

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

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

CONTINUING EDUCATION PROGRAMS FOR RELICENSURE OF VOCATIONAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL**3515.7900 APPROVAL BY THE STATE BOARD FOR VOCATIONAL EDUCATION.**

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

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

3515.8000 APPROVAL PROCEDURE.

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

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

A. a description of planning activities including a list of names, addresses, and positions of those involved in planning;

B. a description of the client group, or groups, for whom the program is designed;

C. a statement of program goals which relates goals to client needs;

D. a statement concerning any prerequisite education or experience required for admission to the program;

E. a description of the proposed vocational administrative or supervisory continuing education program which includes a statement of expected learning outcomes; a description of program components designed to develop specified learning outcomes; and the means by which achievement of specified learning outcomes will be determined for each program participant;

F. statements indicating the number of clock hours requested for the proposed program, length of time for which approval is being requested, and the number of times that the program is proposed to be offered during the approval period; and

G. evidence that qualified staff have been assigned to the program and that other resources necessary to the program have been allocated.

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

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

3515.8100 VOCATIONAL ADMINISTRATIVE OR SUPERVISORY CONTINUING EDUCATION PROGRAM INITIATOR.

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

A. developing proposals for vocational administrative or supervisory continuing education programs in areas of study which have been identified, in cooperation with licensed vocational administrators and supervisors practicing in Minnesota school districts;

MINNESOTA RULES 1989

2941

LICENSURE; TECHNICAL INSTITUTES 3515.8500

B. forwarding vocational administrative or supervisory continuing education program proposals to the commissioner of education for review by the State Board for Vocational Education;

C. conducting the vocational administrative or supervisory continuing education program;

D. maintaining communication with the commissioner of education concerning the status of all approved vocational administrative or supervisory continuing education programs offered; and

E. providing each participant with an attendance certificate indicating the number of clock hours earned.

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

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

3515.8200 REQUIREMENTS FOR ADMISSION TO APPROVED VOCATIONAL ADMINISTRATIVE OR SUPERVISORY CONTINUING EDUCATION PROGRAMS.

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

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

3515.8300 DISSEMINATION.

The State Department of Education shall disseminate lists of known approved vocational administrative and supervisory continuing education programs twice annually.

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

VOCATIONAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

NOTE: Until November 29, 1989, parts 3515.8400 to 3515.8800 and 3515.9000 continue to apply to the application, qualifications, or criteria for initial licensure of technical institute director, assistant director, or adult vocational education director. During the period when both procedures apply, an applicant for any of these licenses may proceed under either procedure. A year after parts 3700.0900 to 3700.0903 are effective, (November 28, 1989) parts 3515.8400 to 3515.8800 and 3515.9000 are repealed, and thereafter an applicant for any of these licenses may only proceed under parts 3700.0900 to 3700.0903.

3515.8400 QUALIFICATION FOR LICENSURE.

An applicant shall meet the requirements set forth in parts 3515.8400 to 3515.9600 and the general provisions and procedure for licensure of instructional and supportive personnel, except when superseded by the provisions of parts 3515.8400 to 3515.9600.

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

3515.8500 PERSONNEL WHO SHALL BE LICENSED.

A person holding a position as a vocational director or vocational supervisor shall be licensed pursuant to part 3515.8600, subparts 2 to 6 when the director or supervisor:

A. devotes more than 50 percent of assigned time to administrative or supervisory duties which require the use of independent judgment;

B. has the responsibility of directing other employees or adjusting their grievances on behalf of the employer; and

C. if so assigned by the vocational administrator, has the authority to recommend the hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees on behalf of the employer.

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

3515.8600 LICENSES REQUIRED.

Subpart 1. Vocational directors and supervisors. Vocational directors and vocational supervisors falling within the provisions of part 3515.8500, items A to C shall be licensed as follows.

Subp. 2. Directors. Directors of vocational technical education in districts operating a technical institute shall hold Minnesota vocational licenses as directors of vocational technical education in districts operating a technical institute.

Subp. 3. Assistant directors. Assistant directors of vocational technical education in districts operating a technical institute shall hold Minnesota vocational licenses as assistant directors of vocational technical education in districts operating a technical institute or as directors of vocational technical education in districts operating a technical institute.

Subp. 4. Secondary local vocational program directors. Secondary local vocational program directors shall hold Minnesota vocational licenses as local vocational program directors.

Subp. 5. Adult vocational education directors. Adult vocational education directors shall hold Minnesota vocational licenses as directors of adult vocational education.

Subp. 6. Supervisors. Supervisors and nonteaching coordinators or managers shall hold Minnesota vocational licenses as supervisors of the program area or personnel services area to which assigned.

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

History: *L 1987 c 258 s 12*

ADMINISTRATIVE PERSONNEL**3515.8700 DIRECTOR OF VOCATIONAL TECHNICAL EDUCATION IN DISTRICTS OPERATING A TECHNICAL INSTITUTE.**

Subpart 1. Director. A district designated and approved by the State Board for Vocational Education to operate a technical institute shall employ a director.

Subp. 2. Licensure requirement. Any person holding a position as a director of vocational technical education in districts operating a technical institute shall be licensed pursuant to this rule when responsible for any of the following activities:

- A. postsecondary and adult vocational education;
- B. recruiting teachers, coordinators, and supervisors and recommending to the superintendent the appointment of all personnel under such director's supervision;
- C. vocational technical programming at all levels in the district;
- D. preparing plans for new programs, expansion, buildings, facilities, equipment, and budget;
- E. providing for the effective articulation of all levels of programming within the district and as feasible in the service area;
- F. preparing brochures for general distribution; visiting surrounding high schools, and conferring with school superintendents, principals, counselors, and prospective students;
- G. providing preservice and in service teacher training, assisting teachers in preparing a course of study and planned lessons, and providing instructional supervision of students in the building;
- H. requisitioning and recommending the purchase of equipment, supplies, instructional materials, and other needed items for the effective operation of the vocational program;
- I. preparing vocational reports (financial, statistical, and descriptive) required by the local board of education, the superintendent, the state director, and the State Board for Vocational Education;

MINNESOTA RULES 1989

2943

LICENSURE; TECHNICAL INSTITUTES 3515.8800

J. promoting good public relations through publications, speeches, news media, and the use of advisory committees; and

K. periodically reviewing the effectiveness of the program by analyzing job placement, follow-up of students on the job, and consultation with industries that are employing the students.

Subp. 3. Licensure criteria. An applicant:

A. Shall be a graduate of an accredited college, with a degree (baccalaureate or graduate level), including a major in one of the vocational services (agriculture, business and office, health, home economics and service, marketing and distribution, technical, trade and industrial) or the equivalent, or in vocational guidance and counseling. This degree shall include or shall have added to it a course in philosophy of vocational education and nine quarter credits in courses such as administration, conference leading, coordination, management, supervision.

B. Shall have completed one year of supervisory or administrative experience in business, industry, or education.

C. Shall have completed 6,000 hours of occupational experience outside of education or teaching.

D. Shall have completed five years of experience in one or more of the following capacities: vocational teaching; vocational supervision; vocational administration; licensed vocational counseling in a Minnesota postsecondary technical institute; licensed vocational related subjects instruction in a Minnesota postsecondary technical institute.

Subp. 4. Secondary vocational director. The director may also serve as a secondary vocational director if no vocational administrator is employed by the district, either alone or with a cooperative center, for secondary vocational education. This responsibility may be reassigned to ensure that there will be a vocational administrator responsible for secondary vocational education.

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

History: *L 1987 c 258 s 12*

3515.8800 ASSISTANT DIRECTOR OF VOCATIONAL TECHNICAL EDUCATION IN DISTRICTS OPERATING A TECHNICAL INSTITUTE.

Subpart 1. Licensure requirement. Any person holding a position as an assistant director of vocational technical education in districts operating a technical institute shall be licensed pursuant to parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

A. assisting the director in the performance of those responsibilities set forth in part 3515.8700, subpart 2, items A to K;

B. vocational technical programming at assigned levels in the district;

C. performing additional duties assigned by local school district; and

D. providing general leadership for the service area of the technical institute and coordinating such leadership with surrounding districts in keeping with the overall state plan for developing vocational technical education in the state.

Subp. 2. Licensure criteria. An applicant:

A. Shall be a graduate of an accredited college, with a degree (baccalaureate or graduate level), including a major in one of the vocational services (agriculture, business and office, health, home economics and service, marketing and distribution, technical, trade and industrial) or the equivalent, or in vocational guidance and counseling. This degree shall include or shall have added to it a course in philosophy of vocational education and nine quarter credits in courses such as administration, conference leading, coordination, management, supervision.

B. Shall have 6,000 hours of occupational experience outside of education or teaching.

C. Shall have two years of experience in one or more of the following capacities: vocational teaching; vocational supervision; vocational administration; licensed vocational counseling in a Minnesota postsecondary technical institute; licensed vocational related subjects instruction in a Minnesota postsecondary technical institute.

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

History: *L 1987 c 258 s 12*

3515.8900 SECONDARY LOCAL VOCATIONAL PROGRAM DIRECTOR.

Subpart 1. **Duties.** A local vocational director may be employed by a school district or a combination of school districts to administer and supervise vocational programs and courses in grades kindergarten through 12 and adult vocational education.

Subp. 2. **Licensure requirement.** Any person holding a position of a secondary local vocational program director shall be licensed pursuant to parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

A. serving in one of three possible administrative structures as follows:

(1) an established or developing State Board for Vocational Education approved center;

(2) an intermediate district as an administrative coordinator for secondary programs;

(3) a single school district or a combination of school districts;

B. providing leadership for local planning in vocational education (e.g., public and community relations, program planning and development, budgeting, procurement, staffing, evaluation, accountability, teacher education, communications, career education, guidance, placement and follow-up); and

C. all vocational programs and personnel reimbursed from federal and state vocational funds except for postsecondary and adult vocational programs assigned to other licensed vocational administrators.

Subp. 3. **Licensure criteria.** An applicant:

A. shall be a graduate of an accredited college, with a degree (baccalaureate or graduate level), including a major in one of the vocational services (agriculture, business and office, health, home economics and service, marketing and distribution, technical, trade and industrial) or the equivalent;

B. shall have completed a course in philosophy of vocational education;

C. shall qualify for a vocational license in one of the vocational administrative or service areas pursuant to these rules; and

D. shall have completed 6,000 hours of occupational experience in a variety of occupations outside of education or teaching.

Subp. 4. **Initial license.** An applicant who has met the requirements of subpart 3, items A to D shall be granted an initial license after demonstrating proficiency in four competency areas, including Minnesota educational system.

A. Competency areas: school finance, public relations, communications, school law, leadership and personnel management, program planning and development, Minnesota educational system.

B. The applicant shall demonstrate proficiency in Minnesota educational system by submitting verification of three years of experience in vocational education in Minnesota in one or more of the following vocational education capacities: vocational teaching; vocational supervision; vocational administration.

Two of those three years shall have been spent in teaching, licensed as a vocational instructor or as a vocational postsecondary related subjects instructor.

MINNESOTA RULES 1989

2945

LICENSURE; TECHNICAL INSTITUTES 3515.9000

C. The applicant shall demonstrate proficiency in each of the other competency areas by satisfying one of the following criteria:

(1) successful practical experience in the appropriate competency area within a public or private educational system, as verified by the employer;

(2) successful practical experience in the appropriate competency area within a noneducational setting, as verified by the employer;

(3) successful completion of a workshop in the appropriate competency area, as approved by the Division of Vocational Technical Education; or

(4) successful completion of a college course or courses in the appropriate competency area.

Subp. 5. Applicants with experience in other states. An applicant whose educational experience is not in a Minnesota educational system shall also complete a workshop or course approved by the commissioner of education and designed to orient the applicant in the Minnesota educational system prior to initial licensure.

The content of the required workshop or course shall be determined based upon the following factors:

A. the applicant's familiarity with educational administration in Minnesota; and

B. the applicant's background relative to previous work experience and training.

The state manager of secondary vocational education shall structure and direct a workshop designed to meet the individual needs of the applicant and addressing the following areas: vocational funding, secondary education funding, Minnesota school law, cooperative center structure, technical institute system, and vocational technical education division administration.

Subp. 6. Renewed regular five year vocational licensure. An individual holding an initial license for a director of local vocational programs is eligible to apply for an additional two year initial license when not employed as a local vocational administrator. The renewal procedure to gain the first five year license shall include a review by a team of peers at the end of the applicant's initial year of licensed service as a director. The peer review shall result in a plan for the applicant to complete the competency requirements set forth in subpart 4, items A and B during the second year of licensed service as a director. The competency plan established pursuant to this part shall become a part of the applicant's permanent licensure file. Renewal for the first five year license will require demonstration of proficiency in all seven competency areas.

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

History: *L 1987 c 258 s 12*

3515.9000 ADULT VOCATIONAL DIRECTOR.

Subpart 1. Licensure requirement. Any person holding a position as an adult vocational director shall be licensed pursuant to parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

A. assisting the director in the performance of the duties set forth in part 3515.8700, subpart 2, items A to K, as they relate to adult vocational programs; or

B. performing additional duties assigned by the local school district.

Subp. 2. Licensure criteria. An applicant:

A. Shall be a graduate of an accredited college with a degree (baccalaureate or graduate level), including a major in one of the vocational services (agriculture, business and office, health, home economics and service, marketing and distribution, technical, trade and industrial), or the equivalent. This degree shall include or shall have added to it a course in philosophy of vocational

education and nine quarter credits in courses such as administration, conference leading, coordination, management, supervision.

B. Shall have completed 6,000 hours of occupational experience in a variety of occupations outside of education or teaching.

C. Shall qualify for a vocational license in one of the vocational administrative or service areas pursuant to these rules.

D. Shall have completed three years of teaching experience or administration in vocational education. Two of those three years shall have been spent in teaching, licensed as a vocational instructor or as a vocational postsecondary related subjects instructor.

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

3515.9100 SUPERVISORY PERSONNEL.

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

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

3515.9200 LOCAL SECONDARY, POSTSECONDARY, AND ADULT PROGRAM SUPERVISORS OF VOCATIONAL EDUCATION.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MINNESOTA RULES 1989

2947

LICENSURE; TECHNICAL INSTITUTES 3515.9300

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

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

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

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

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

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

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

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

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

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

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

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

3515.9300 SUPERVISOR IN SPECIALIZED PROGRAM AREA.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3515.9400 SUPERVISOR OF SPECIAL NEEDS.

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

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

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

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

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

Subp. 2. Licensure criteria. An applicant:

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

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

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

- (1) community resources, including corrections;
- (2) techniques of counseling and guidance;
- (3) chemical dependency;
- (4) interpersonal relations, other than the human relations course for educational personnel;
- (5) curriculum development and modification for special needs students;
- (6) education of the disadvantaged; and
- (7) special learning problems in vocational education;

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

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

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

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

3515.9500 SUPERVISOR OF BILINGUAL-BICULTURAL SPECIAL NEEDS VOCATIONAL PROGRAMS.

Subpart 1. Licensure requirement. Any person holding a position as a supervisor of bilingual-bicultural vocational education shall be licensed pursuant to

parts 3515.8400 to 3515.9600 when responsible for any of the following activities:

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

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

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

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

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

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

Subp. 2. Licensure criteria. An applicant:

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

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

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

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

3515.9600 STUDENT PERSONNEL SERVICES SUPERVISOR.

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

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

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

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

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

Subp. 2. Licensure criteria. An applicant:

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

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

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

History: *L 1987 c 258 s 12*

MINNESOTA RULES 1989

3515.9910 LICENSURE; TECHNICAL INSTITUTES

2950

3515.9910 SECONDARY LICENSURE CHART, AGRICULTURAL EDUCATION AND BUSINESS AND OFFICE EDUCATION.

Subpart 1. Chart.

| SECONDARY LICENSURE CHART | | | | RELEVANT EDUCATION | RECENT RELEVANT OCCUPATIONAL EXP | SPECIAL COURSES OR REQUIREMENTS | PRIOR TO FIRST RENEWAL | PRIOR TO 5 YEAR LICENSE | OPTION FOR PROVISIONAL |
|---------------------------------|---|---|---|--------------------|----------------------------------|---------------------------------|------------------------|-------------------------|------------------------|
| AGRICULTURE EDUC. INSTRUCTOR | A | OPTIONS | | | | | | | |
| | X | Agriculture or Horticulture Ed Deg From Land-Grant College | | | | | | | |
| | X | Technical Agriculture Degree (1) | | | | | | | |
| | X | Business Education Degree | | | | | | | |
| | X | Secretarial/Clerical License | | | | | | | |
| | X | 1 yr/2000 hours ROX | | | | | | | |
| | X | 1 1/2 yrs/3000 hours ROX (2) | | | | | | | |
| | X | 3 yrs/6000 hours ROX | | | | | | | |
| | X | Recency Requirement (3) | | | | | | | |
| | X | Sec. Voc. Teacher Education Sequence | | | | | | | |
| | X | 6 Quarter Credits Agriculture Ed Prior to Teaching | | | | | | | |
| | X | 3 Quarter Credits- Practicum in Agriculture Education | | | | | | | |
| | X | 3 Quarter Credits- Supervision of Occupational Experience Program | | | | | | | |
| | X | Non Resident Requirement (4) | | | | | | | |
| | X | Demonstrable Competency in Area of Licensure Request | | | | | | | |
| | X | Appropriate Methods Course | | | | | | | |
| | X | Cooperative Education Courses (5) | | | | | | | |
| | X | Experience in Co-op Education (6) | | | | | | | |
| | X | Model Office Courses (7) | | | | | | | |
| X | Experience in Model Office (8) | | | | | | | | |
| X | Coordination Techniques | | | | | | | | |
| X | Philosophy of Vocational Education | | | | | | | | |
| X | Human Relations | | | | | | | | |
| X | Philosophy of Vocational Education | | | | | | | | |
| X | Secondary Provisional Parts 3515.4700 and 3515.4800 | | | | | | | | |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |
| A | A | A | A | A | A | A | A | A | A |

MINNESOTA RULES 1989

2951

LICENSURE; TECHNICAL INSTITUTES 3515.9910

Subp. 2. Abbreviations.

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

B. VE: Vocational education.

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

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

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

Subp. 3. Elaboration on special courses or requirements.

A. The agriculture instructor provisionally licensed with a technical agriculture degree shall complete six quarter credits in agriculture education prior to licensure, and shall meet the requirements for the agriculture education degree within five years, earning a minimum of six quarter credits per year on a prearranged program.

B. 500 hours ROX within the prior five years in the specific area in which the license is requested. Up to one-half of the required 3,000 hours may be earned through supervised internship programs. A minimum of 500 actual (not supervised internship) hours shall be accumulated in each area of licensure requested.

C. After initial full licensure, work experience in a specific area may be updated to meet the 500 hour recency requirement through state-approved workshops of six quarter credits of 72 clock hours or an equivalent industrial seminar. In accounting and/or data processing, a nonpaid supervised internship may be used to accumulate one-half of the required 500 hours.

D. Non-Minnesota graduates shall complete these courses in Minnesota prior to licensure: six quarter credits in supervision of occupational experience, including a practicum in agriculture education.

E. Materials and methods in business and office co-op education, and one additional approved vocational teacher education course.

F. One year business and office teaching experience, or one quarter internship in cooperative education.

G. Materials and methods in model office, plus office manager workshop of three quarter credits or 36 clock hours or equivalent industrial seminar, or a variety of office management experience (part 3515.0100, subpart 26) equal to at least one-half of the required ROX.

H. One year business and office teaching experience or one quarter internship in model office.

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

MINNESOTA RULES 1989

3515.9911 LICENSURE; TECHNICAL INSTITUTES

2952

3515.9911 SECONDARY LICENSURE CHART, HOME ECONOMICS AND INDUSTRIAL EDUCATION.

Subpart 1. Chart.

| | RELEVANT EDUCATION | | | | RECENT RELEVANT OCCUPATIONAL EXP | | | | SPECIAL COURSES OR REQUIREMENTS | | | PRIOR TO FIRST RENEWAL | PRIOR TO 5 YEAR LICENSE | OPTION FOR PROVISIONAL | | | |
|---|--------------------|---|---|---|----------------------------------|----------------------|--------------------------------------|-------------------------|---------------------------------|------------------------------------|-----------------|------------------------------------|---|------------------------------|----------------------------|---------------------------|---|
| | A | B | C | A | 1 1/2 yrs/3000 hours ROX | 3 yrs/6000 hours ROX | Sec. Voc. Teacher Education Sequence | Coordination Techniques | Recommendation | Philosophy of Vocational Education | Human Relations | Philosophy of Vocational Education | Secondary Provisional Parts 3515.4700 and 3515.4800 | Family Life Instructor Prov. | Nutrition Specialist Prov. | Consumer Homemaking Prov. | |
| SECONDARY LICENSURE CHART HOME ECONOMICS-Inst. in Consumer Homemkg. Family Life Inst. Nutrition Specialist INDUSTRIAL EDUCATION Instructor of Career Cluster Components Examples: Welding, Auto Tune-Up, Broadcasting Instructor-Coordinator Cooperative Programs | A | A | A | A | X | X | X | X | X | X | X | X | X | X | X | S | |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S | |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |
| | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | S |

MINNESOTA RULES 1989

2953

LICENSURE; TECHNICAL INSTITUTES 3515.9911

Subp. 2. Glossary.

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

B. VE: Vocational education.

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

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

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

Subp. 3. Elaboration on special courses or requirements.

A. Included in or added to the degree shall be a minimum of six quarter credits of college approved courses with consumer emphasis in each of the following areas: (1) child development including field experience, (2) clothing and textiles, (3) consumer education, (4) family life education and parenting, (5) foods and nutrition, and (6) housing.

B. Degree inclusive of 27 quarter credits in college approved family life courses including a minimum of three quarter credits in each of the following areas: (1) family structure and function, (2) parent education, (3) relationships within the family and relationships of the family and its members to society, (4) development of human sexuality, and (5) curriculum methods and materials for family life education.

C. Included in or added to the degree shall be: (1) upper division college course in nutrition within the last five years, (2) methods and materials in teaching nutrition, prekindergarten through adult, (3) basic nutrition, (4) sociocultural aspects of nutrition, and (5) physiology.

D. This requirement includes the courses listed in item C.

E. Recommendation from an approved home economics program designee required when five years pass between the degree and the licensing, or between the expiration of the license and the renewal.

F. Provisional license for family life granted with a minimum of 18 quarter credits, with the balance of the 27 credits completed within two years.

G. When no nutrition specialist is available, a provisional will be issued to consumer homemaking instructors wishing licensure. The courses required for this area shall be completed prior to relicensure in two years.

H. Provisional granted to a person with a vocational home economics education degree in service occupations, including a minimum of two-thirds of the required consumer homemaking credits, with a minimum of three quarter credits in each of the six components prior to initial licensure. The remaining one-third of the credits shall be completed prior to relicensure in two years.

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

MINNESOTA RULES 1989

3515.9912 LICENSURE; TECHNICAL INSTITUTES

2954

3515.9912 SECONDARY LICENSURE CHART, COMMUNITY SERVICE, HEALTH OCCUPATIONS.

Subpart 1. Chart.

| | COMMUNITY SERVICE OCCUPATION EDUCATION | | | | | HEALTH OCCUPATIONS EDUCATION | | | | | | | | | | | | | | | | | | | | |
|--|--|---|---|---|--|------------------------------|---|---|---|--|--|--|--------------------|----------------------------------|---------------------------------|------------------------|-------------------------|------------------------|--|--|--|--|--|--|--|--|
| | A | B | C | D | | A | B | C | D | | | | | | | | | | | | | | | | | |
| SECONDARY LICENSURE CHART | OPTIONS | | | | | | | | | | | | RELEVANT EDUCATION | RECENT RELEVANT OCCUPATIONAL EXP | SPECIAL COURSES OR REQUIREMENTS | PRIOR TO FIRST RENEWAL | PRIOR TO 5 YEAR LICENSE | OPTION FOR PROVISIONAL | | | | | | | | |
| | Relevant Education Degree | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Related Degree | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Community/Public Health Educ. Deg. | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Non-Educ. Health Related Degree | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Health Related Educ. Degree | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 or 3 year Related Post Secondary Program | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Licensed as Instructor in Area | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 1/2 yrs/3000 hours ROX | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 yrs/4000 hours ROX | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 yrs/4000 hours ROX w/1000 hours in retail experience or spec. area | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 yrs/4000 hours ROX w/2000 hours in retailing and management. | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 yrs/6000 hours ROX | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Sec. Voc. Teacher Education Sequence | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Org/Adm Vocational Education | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coordination Techniques | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Philosophy of Vocational Education | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course in DE Methods and Course in DE Curriculum | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 Technical Area Credits (1) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DE Student Teaching or one year Previous Teaching Experience | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervised Teaching Internship During First Year of Teaching | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Workshop or Course on Model Store in First Two Years. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Add. Quarter Credits in Co-op Ed. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Human Relations | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Philosophy of Vocational Education | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sec. Provisional Parts 3515 4700 and 3515 4800 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DE Emergency Provisional (2) | | | | | | | | | | | | | | | | | | | | | | | | | | |

MINNESOTA RULES 1989

2955

LICENSURE; TECHNICAL INSTITUTES 3515.9912

Subp. 2. Abbreviations.

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

B. VE: Vocational education.

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

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

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

Subp. 3. Elaboration on special courses or requirements.

A. Twenty-four quarter credits in technical areas, with a minimum of two credits or 24 clock hours in each area: selling, management, advertising and sales promotion, visual merchandising, retailing, marketing, principles of economics, and principles of accounting. In specialized programs, relevant technical areas may be substituted. Excess ROX may be substituted for relevant technical areas at the rate of three quarter credits for one year of experience.

B. When no fully licensed instructor is available, one-third technical, one-third ROX, and one-third professional requirements may be completed on a two year contract with the exclusion of coordination techniques for the instructor-coordinator.

For option "B" of the Model Store Instructor, one-third technical and one-third professional requirements may be completed on a two year contract.

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

MINNESOTA RULES 1989

3515.9913 LICENSURE; TECHNICAL INSTITUTES

2956

3515.9913 SECONDARY LICENSURE CHART, OTHER VOCATIONAL CLUSTERS, AND SERVICE OCCUPATIONS.

Subpart 1. Chart.

| | OTHER VOCATIONAL CLUSTERS | | | | INSTRUCTOR-Coordinator | SERVICE OCCUPATIONS | | | | INSTRUCTOR-Coordinator in Service Occupations | D | C | B | A |
|--|---|---|---|---|------------------------|---------------------|---|---|---|---|---|---|---|---|
| | A | B | C | D | | A | B | C | D | | | | | |
| | OPTIONS | | | | | | | | | | | | | |
| | Approved Vocational Ed Degree (1) | | | | | | | | | | | | | |
| | Related Vocational Ed Degree | | | | | | | | | | | | | |
| | Relevant Education Degree | | | | | | | | | | | | | |
| | Related Non-Education Degree | | | | | | | | | | | | | |
| | Related 2 year Post Sec. Program | | | | | | | | | | | | | |
| | Licensed as Instructor in Area | | | | | | | | | | | | | |
| | Comprehensive Program Options (2) | | | | | | | | | | | | | |
| | Single Content Program Options (3) | | | | | | | | | | | | | |
| | 3/4 yr/1500 hours ROX (4) | | | | | | | | | | | | | |
| | 1 yr/2000 hours ROX | | | | | | | | | | | | | |
| | 1 1/2 yrs/3000 hours ROX | | | | | | | | | | | | | |
| | 2 yrs/4000 hours ROX | | | | | | | | | | | | | |
| | 3 yrs/6000 hours ROX | | | | | | | | | | | | | |
| | Sec. Teacher Education Sequence | | | | | | | | | | | | | |
| | Coordination Techniques | | | | | | | | | | | | | |
| | Philosophy of Vocational Education | | | | | | | | | | | | | |
| | Add. 3 Quarter credits in Co-op Ed. | | | | | | | | | | | | | |
| | Qualifying Workshop in Occupation | | | | | | | | | | | | | |
| | College Approved 24 Quarter Credit Component (5) | | | | | | | | | | | | | |
| | Human Relations | | | | | | | | | | | | | |
| | Philosophy of Vocational Education | | | | | | | | | | | | | |
| | Secondary Provisional Parts 3515.4700 and 3515.4800 | | | | | | | | | | | | | |

MINNESOTA RULES 1989

2957

LICENSURE; TECHNICAL INSTITUTES 3515.9913

Subp. 2. Abbreviations.

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

B. VE: Vocational education.

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

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

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

Subp. 3. Elaboration on special courses or requirements.

A. Approved VE degree in hospitality and recreation or personal service occupations or vocational home economics degree in wage-earning service occupations.

B. Comprehensive program options require licensure as an instructor under the Service Occupations options A, C, D, or E. The 2,000 hours ROX requirement must be earned in a minimum of two different areas, with 1,500 hours in area of instructor licensure, and the remainder in one or more additional service occupation areas.

C. Single content area program options require licensure as an instructor under options A, C, D, or E of the Service Occupations requirements.

D. State approved supervised nonpaid work experience of up to 250 hours may be applied toward 500 hours required within the last five years.

E. Maximum of four annual renewals allowed to complete technical component. Six quarter credits are required prior to initial licensure. The minimum rate of progression is six quarter credits per year.

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

MINNESOTA RULES 1989

3515.9920 LICENSURE; TECHNICAL INSTITUTES

2958

3515.9920 POSTSECONDARY LICENSURE CHART, AGRICULTURE EDUCATION AND BUSINESS AND OFFICE EDUCATION.

Subpart 1. Chart.

| | RELEVANT EDUCATION | | RECENT RELEVANT OCCUPATIONAL EXP | | | SPECIAL COURSES OR REQUIREMENTS | | | | PRIOR TO FIRST RENEWAL | PRIOR TO 5 YEAR LICENSE | | | | | |
|--|--------------------|---|----------------------------------|--|----------------------|--|-------------------------------|--------------------------------|---|-------------------------------------|-------------------------------|--|------------------------------------|-------------------------|-----------------|------------------------------------|
| | A | B | 2 yrs/4000 hours ROX | 2 yrs/4000 hours ROX w/2000 hours in specialty | 3 yrs/6000 hours ROX | Internship Program Limitation (1) 500 Hour Recency Clause not Applicable as Endorsement | PS Teacher Education Sequence | Office Management Workshop (2) | Model Office Materials-Methods (One Quarter Model Office Internship Or One Year Business Ed Teaching) | Shorthand/Typing License Option (3) | Word Processing Workshops (4) | Verification of Typing Competency And Related Methods Course | Philosophy of Vocational Education | Coordination Techniques | Human Relations | Philosophy of Vocational Education |
| AGRICULTURE EDUCATION Instructor: Ag Business, Natural Resources, Environmental Protection BUSINESS AND OFFICE EDUCATION Instructor: Secretarial/Clerical Occupations Instructor: Specialized Secretarial/Clerical Occupations Instructor: Specialized as identified (including but not limited to Banking, Accounting, Data Proc., Practical Business Management) Model Office Instructor-Manager Word Processing Specialist Related Instructor Communications & Math Internship Instructor | A | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| | B | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| | C | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| A | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| B | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| C | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| A | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| B | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| C | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

MINNESOTA RULES 1989

2959

LICENSURE; TECHNICAL INSTITUTES 3515.9920

Subp. 2. Abbreviations.

A. VE: Vocational education.

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

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

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

Subp. 3. Elaboration on special courses or requirements.

A. Only one-half of the required hours for licensure may be taken through an approved internship program.

B. Office management workshop of three quarter credits or 36 clock hours, or a variety of office management experience (part 3515.0100, subpart 26) equal to at least one-half of the required ROX.

C. Shorthand and/or typing licensure requires verification of competency plus related methods course.

D. Word processing workshops of six quarter credits or 72 clock hours or equivalent industrial experience, covering both an orientation to word processing and the supervisor's role in a word processing center.

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

MINNESOTA RULES 1989

3515.9921 LICENSURE; TECHNICAL INSTITUTES

2960

3515.9921 POSTSECONDARY LICENSURE CHART, DISTRIBUTIVE EDUCATION, HEALTH EDUCATION, SERVICE, HOSPITALITY, AND HOME ECONOMICS, INDUSTRIAL EDUCATION, TECHNICAL EDUCATION.

Subpart 1. Chart.

| POST-SECONDARY LICENSURE CHART | DISTRIBUTIVE EDUCATION | | HEALTH EDUCATION | | SERVICE, HOSPITALITY, AND HOME ECONOMICS EDUCATION | | INDUSTRIAL EDUCATION | | TECHNICAL EDUCATION | |
|------------------------------------|--|---|------------------|---|--|---|----------------------|---|---------------------|---|
| | A | B | A | B | A | B | A | B | A | B |
| POST-SECONDARY LICENSURE CHART | OPTIONS | | | | | | | | | |
| | Related Degree | | | | | | | | | |
| | Appropriate Education Degree | | | | | | | | | |
| | Appropriate Non-Education Degree | | | | | | | | | |
| | Health-Related PS Program | | | | | | | | | |
| | 2 Years PS Education Licensure/Registration by Appropriate Board | | | | | | | | | |
| | Practicing License/Registration (1) | | | | | | | | | |
| | Instructor License in Area (2) | | | | | | | | | |
| | 2 yrs/4000 hours ROX | | | | | | | | | |
| | 2 1/4 yrs/4500 hours ROX | | | | | | | | | |
| | 3 yrs/6000 hours ROX | | | | | | | | | |
| | 3 yrs/8000 hours ROX w/2000 within prior 5 yrs. | | | | | | | | | |
| | 2 yrs Teaching Experience | | | | | | | | | |
| | 4 yrs/8000 hours ROX | | | | | | | | | |
| | Special Recency Requirement (3) | | | | | | | | | |
| | Related Hours Requirement (4) | | | | | | | | | |
| | PS Teacher Education Sequence | | | | | | | | | |
| | Distributive Education Methods | | | | | | | | | |
| | Distributive Education Curriculum | | | | | | | | | |
| | One additional VE Course | | | | | | | | | |
| | Renewals/Minimal Progress (5) | | | | | | | | | |
| | Technical Courses (6) | | | | | | | | | |
| | Coordination Techniques | | | | | | | | | |
| Curriculum Course | | | | | | | | | | |
| Human Relations | | | | | | | | | | |
| Philosophy of Vocational Education | | | | | | | | | | |

MINNESOTA RULES 1989

2961

LICENSURE; TECHNICAL INSTITUTES 3515.9921

Subp. 2. Abbreviations.

A. VE: Vocational education.

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

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

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

Subp. 3. Elaboration on special courses or requirements.

A. Licensure, registration, or program certificate is required to teach in program areas where such is required to practice in the field. Cosmetology instructors shall have a senior instructor license issued by the State Board of Cosmetology. Barbering instructors shall have a license issued by the State Board of Barbering.

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

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

D. In the general program: 1,000 hours of retail experience. In the specialized program: 3,000 hours in the specialized area.

E. The total six courses in this teacher education sequence shall be accomplished within a maximum period of three annual renewals, with a minimum progress of two courses annually.

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

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

MINNESOTA RULES 1989

2963

LICENSURE; TECHNICAL INSTITUTES 3515.9930

Subp. 2. Abbreviations.

A. VE: Vocational education.

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

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

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

Subp. 3. Elaboration on special courses or requirements.

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

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

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

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

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

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

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

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

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

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

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

MINNESOTA RULES 1989

3515.9940 LICENSURE; TECHNICAL INSTITUTES

2964

3515.9940 SPECIAL NEEDS LICENSURE CHART, SUPPORT SERVICE, AND VOCATIONAL EVALUATION.

Subpart 1. Chart.

| VOCATIONAL EVALUATOR | | | | | | | | | | | | SUPPORT SERVICE NUMBERS | | | | | | | | | | | | SPECIAL NEEDS LICENSURE CHART | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|---|--|--|--|---|--|--|--|-------------------------|--|--|--|---|--|--|--|---|--|--|--|-------------------------------|--|--|--|---|--|--|--|---|--|--|--|----|--|--|--|----|--|--|--|----|--|--|--|
| L | | | | M | | | | H | | | | B | | | | C | | | | R | | | | D | | | | A | | | | E | | | | C | | | | S | | | | | | | |
| 1 | | | | 2 | | | | 3 | | | | 4 | | | | 5 | | | | 6 | | | | 7 | | | | 8 | | | | 9 | | | | 10 | | | | 11 | | | | 12 | | | |
| OPTIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education Degree | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Vocational Education Degree | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Special Education Degree | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Counseling Degree | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Psychology Degree | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Vocational Rehabilitation Degree | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
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| 1 yr/2000 hours ROX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| 500 Hour Recency Clause Not Applicable | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Support Service Course Sequence (1) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| The Exceptional Child Teaching Students With Learning Problems | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 Hour Internship (2) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Techniques of Guidance and Counseling | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Occupational Analysis | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Vocational Tests and Measurement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Evaluation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Vocational Evaluator Course Sequence (3) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Philosophy of Vocational Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Needs Provisional Part 3515.9900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | S | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Human Relations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 Hours Special Needs Inservice (4) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | |

BEHAVIOR EDUCATION
 OCCUPATIONAL EXT
 SPECIAL COURSES OR REQUIREMENTS
 PRIOR TO FIRST REFERRAL

MINNESOTA RULES 1989

2965

LICENSURE; TECHNICAL INSTITUTES 3515.9940

Subp. 2. Abbreviations.

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

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

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

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

Subp. 3. Elaboration on special courses or requirements.

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

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

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

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

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

D. As approved by the local education agency.

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

MINNESOTA RULES 1989

3515.9941 LICENSURE; TECHNICAL INSTITUTES

2966

3515.9941 SPECIAL NEEDS LICENSURE, WORK EXPERIENCE, REMEDIAL INSTRUCTORS.

Subpart 1. Chart.

| | SPECIAL NEEDS LICENSURE CHART | | RECENT RELEVANT OCCUPATIONAL EXP | | | | | SPECIAL COURSES OR REQUIREMENTS | | | | | PRIOR TO FIRST RENEWAL | | | | | | | | | | |
|-------------------------------------|---------------------------------|---|----------------------------------|---------------------|---|--|--|--|------------------------------------|-------------------------|--------------------------------------|--------------------|---|--|---|--|---|------------------------------------|--|-----------------|------------------------------------|-------------------------------------|--|
| | RELEVANT EDUCATION | | RECENT RELEVANT OCCUPATIONAL EXP | | SPECIAL COURSES OR REQUIREMENTS | | SPECIAL COURSES OR REQUIREMENTS | | PRIOR TO FIRST RENEWAL | | PRIOR TO FIRST RENEWAL | | PRIOR TO FIRST RENEWAL | | | | | | | | | | |
| | A | B | 1/2 yr/1000 hours ROX | 1 yr/2000 hours ROX | 1000 Hours Experience Teaching Students With Reading Problems | 1000 Hours Experience Teaching Students With Math Problems | 1000 Hours Teaching Students With Limited English Speaking Ability | 500 Hour Recency Clause Not Applicable | Philosophy of Vocational Education | Coordination Techniques | Work-Experience Program Sequence (2) | 18 Hour Internship | Course in Teaching Students With Reading Problems | Course in Teaching Students With Math Problems | Course in Teaching Students With Limited English Speaking Ability | 40 Hr. Internship Under Licensed Advisor | Bilingual/Bicultural in English/Relevant Other Language | Vocational Advisor Course Seq. (4) | Special Needs Provisional Part 3515.5600 | Human Relations | Philosophy of Vocational Education | 6 Hours Special Needs Inservice (5) | |
| SPECIAL NEEDS LICENSURE CHART | OPTIONS | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | Education Degree | | | | | | | | | | | | | | | | | | | | | | |
| | Vocational Education Degree | | | | | | | | | | | | | | | | | | | | | | |
| | Special Education Licensure (1) | | | | | | | | | | | | | | | | | | | | | | |
| Counseling Degree | | | | | | | | | | | | | | | | | | | | | | | |
| Degree With 12 or More Math Credits | | | | | | | | | | | | | | | | | | | | | | | |
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MINNESOTA RULES 1989

2967

LICENSURE; TECHNICAL INSTITUTES 3515.9941

Subp. 2. Abbreviations.

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

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

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

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

Subp. 3. Elaboration on special courses or requirements.

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

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

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

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

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

E. As approved by the local education agency.

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

MINNESOTA RULES 1989

3515.9942 LICENSURE; TECHNICAL INSTITUTES

2968

3515.9942 SPECIAL NEEDS LICENSURE, SUPPLEMENTAL SUPPORT, INTERPRETER FOR THE DEAF, ENGLISH AS SECOND LANGUAGE TEACHER.

Subpart 1. Chart.

| | SPECIAL NEEDS LICENSURE CHART | | | | RELEVANT EDUCATION | RECENT RELEVANT OCCUPATIONAL EXP OR REQUIREMENTS | SPECIAL COURSES OR REQUIREMENTS | PRIOR TO FIRST RENEWAL |
|--|--|--------------------------|---|---------|--------------------|--|---------------------------------|------------------------|
| | SUPPLEMENTAL SUPPORT STAFF/TECHNICAL TUTOR | INTERPRETER FOR THE DEAF | ENGLISH AS A SECOND LANGUAGE INSTRUCTOR | OPTIONS | | | | |
| | A | B | C | D | | | | |
| Education Degree | | | X | X | | | | |
| Vocational Education Degree | | | | | | | | |
| Special Education Degree | | | | | | | | |
| Counseling Degree | | | | | | | | |
| Vocational Rehabilitation Degree | | | | | | | | |
| ESL-Related Degree (1) | | X | X | | | | | |
| National Registration | X | | | | | | | |
| 1/2 yr/1000 hours ROX | X | X | X | X | | | | |
| 1 yr/2000 hours ROX | X | X | X | X | | | | |
| 500 Hour Recency Clause Not Applicable 1000 Hours Teaching English to Students With Limited English Speaking Ability | X | X | X | X | | | | |
| Philosophy of Vocational Education Second Language Teaching Methods Course | | | X | X | | | | |
| Recommended by Local Director National Interpreter Training Con- sortium or Equivalent | X | X | | | | | | |
| Human Relations | X | X | X | X | | | | |
| Philosophy of Vocational Education 6 Clock Hours Special Needs Inservice (2) | X | X | X | X | | | | |

MINNESOTA RULES 1989

2969

LICENSURE; TECHNICAL INSTITUTES 3515.9942

Subp. 2. Abbreviations.

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

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

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

Subp. 3. Elaboration on special courses or requirements.

A. English as a second language related degree in Linguistics, Foreign Language, or English.

B. As approved by the local education agency.

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