

**3517.0082 FORMS; FEES; EVALUATION; AND VALIDITY.**

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

Subp. 2. **Fees.** License fees are set by the Board of Teaching and are nonrefundable except according to the rules of the Board of Teaching, part 8710.0200. For each application for vocational licensure, relicensure, or endorsement, the applicant shall pay the fee set by the Board of Teaching. However, if a vocational renewal and an endorsement are submitted to be reviewed simultaneously, both must be processed on the same fee.

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

Subp. 4. **License validity.** A license becomes valid on the date approved by the personnel licensing section. An individual must hold a valid Minnesota license in the corresponding category of practice before receiving payment for services. Requests for corrections of omissions on licenses must be made to the section within a calendar year of the date of issuance. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license to the personnel licensing section immediately for correction. A license must bear the date of issuance. A license expires the specified number of years from the July 1 nearest the date licensure was approved, except as provided in part 3517.0090. Renewal applications must be accepted by the personnel licensing section after January 1 of the year of expiration.

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

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

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