

3517.0110 SECONDARY LOCAL VOCATIONAL PROGRAM DIRECTOR.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a secondary local vocational program director must meet the requirements in subparts 2 to 6.

Subp. 2. **Educational criteria.** The applicant must have:

A. a baccalaureate or graduate degree with an education major in one of the vocational program areas or in vocational education, vocational industrial technology education, vocational industrial education, or vocational technical education, or in technical degree areas as specified in the educational criteria for any one of the secondary occupational program areas;

B. a course in philosophy of vocational education completed before entrance licensure;

C. the human relations program as specified in part 8700.2700; and

D. a valid Minnesota vocational teacher's license to teach at the secondary or postsecondary level in one of the vocational program areas or in secondary vocational work experience programs for the disadvantaged or persons with disabilities.

Subp. 3. **Educational criteria for those with nonvocational or noneducation degrees.** An applicant with a noneducation degree included in subpart 2, item A, or an education degree in a field other than those specified, shall meet the degree requirement for licensure as a secondary local vocational program director by verifying that the degree includes or has added to it at least three credits in each of the following courses:

A. vocational methods;

B. vocational course construction;

C. vocational tests and measurements;

D. philosophy of vocational education;

E. coordination techniques for cooperative education;

F. introduction to vocational administration or principles of management;

G. course dealing with special needs students in vocational education;

H. course in supervision techniques and principles;

I. use of computers in education; and

J. one additional course in vocational education.

Subp. 4. **Technical coursework or competency.** The applicant must also satisfy the following technical requirements:

A. the applicant must have proficiency in the Minnesota education system as specified in item B, and in three of the following six competency areas as specified in item C, gained before entrance licensure: school finance, public relations, communications, school law, leadership and personnel management, and program planning and development; and

B. the applicant must demonstrate proficiency in the 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:

- (1) vocational teaching;
- (2) vocational supervision; or
- (3) vocational administration.

Two of those three years must have been spent in teaching, licensed as a vocational teacher, as a vocationally licensed postsecondary related subjects teacher, or as a vocationally licensed secondary teacher coordinator of work experience programs for the disadvantaged or persons with disabilities.

An applicant whose educational experience is not in a Minnesota educational system must also complete a workshop or course designed to orient the applicant to the Minnesota educational system prior to entrance licensure.

The content of the required workshop or course must be determined based on the applicant's familiarity with educational administration in Minnesota and the applicant's background relative to previous work experience and training.

The manager of the personnel licensing section shall structure and direct a workshop designed to meet the individual needs of the applicant and address the following areas: vocational funding, secondary education funding, Minnesota school law, cooperative center structure, vocational education in secondary schools, postsecondary education system, and vocational education state administration at all levels.

C. The applicant must demonstrate proficiency in the chosen 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 manager of the personnel licensing section; or

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

Subp. 5. **Validity.** A license under this part is valid to permit the licensee to serve as:

- A. a secondary local vocational program director; or
- B. a secondary vocational program supervisor or secondary supervisor of special needs services.

Subp. 6. **Renewal for first five-year licensure.** To renew a license under this part, a licensed person must take these steps:

A. An individual holding an entrance license as a director of local secondary vocational programs is eligible to apply for additional two-year entrance licenses when employment has not been obtained as a local vocational director. An application for a repeated two-year entrance license or the first five-year continuing license must be signed by the local program director authorized by the local vocational administrator or supervising superintendent.

B. The renewal procedure to gain the first five year continuing license must include a review by a team of peers at the end of the applicant's first year of licensed service as a director. The peer review must produce a plan for the applicant to complete the competency requirements in subpart 4 during the second year of licensed service as a director. The competency plan must become a part of the applicant's permanent licensure file. If the first year of licensed service as a director does not occur until the second year of the entrance license, the team of peers may recommend a one year renewal to allow time for the applicant to complete the competency requirements. Renewal for the first five-year continuing license requires demonstration of proficiency in all the competency areas listed in subpart 4.

C. Renewal of later five-year continuing licenses requires completion of administrative or supervisory continuing education as specified in part 3512.2300, subpart 3.

Statutory Authority: *MS s 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14*

History: *21 SR 804; L 1998 c 397 art 11 s 3; L 2005 c 56 s 2*

Published Electronically: *October 8, 2007*