

5 MCAR1

11-3-81

1 State Board of Education

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3 Department of Education

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5 Special Services Division

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7 Adopted Rules Governing the State Education Placement Bureau

8 (State Teacher Employment Bureau), 5 MCAR SS 1.0460-1.0461 (EDU

9 460-461), and Repeal of EDU 462

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11 Rules as Adopted

12 Chapter Twenty-Four: State Teacher Employment Bureau (State

13 Education Placement Bureau)

14 5 MCAR S 1.0460 Enrollment.

15 A. Application. Enrollment with the State Teacher Education

16 Placement Bureau shall be conditioned upon completion of the

17 enrollment form by a qualified applicant and the payment of the

18 enrollment fee.

19 A qualified applicant is one who meets the standards stated

20 in Minn. Stat. S 121.26.

21 B. Fee. Within the limits of the law, the Commissioner of

22 Education shall recommend to the State Board of Education the

23 amount of the nonrefundable enrollment fee to be paid by the

24 applicant.

25 C. Time duration. Upon payment of the enrollment fee, the

26 applicant shall be entitled to the services of the bureau from

27 the time of fee payment until the next October 1st. The

28 enrollment period covered by the fee may be less than one year,

29 but shall not exceed one year.

30 D. Re-enrollment. Following the October 1st expiration of

31 enrollment each year, applicants' papers will be held for nine

32 months, until July 1st. If the applicant re-enrolls during the

33 period between October 1st and July 1st of the following year,

34 the applicant shall do so by completing a new enrollment form

35 and by paying the required fee. Re-enrollment after July 1st

36 shall require a new completed enrollment form, the accompaniment

1 of the required fee, and a new list of references.

2 E. Photograph. The bureau shall not require the applicant  
3 to submit a photograph nor shall the bureau show or send the  
4 applicant's photograph to any school official.

5 5 MCAR S 1.0461 Credentials.

6 A. Recommendations. The bureau shall secure written  
7 recommendations relating to the preparation, experience, and  
8 character of the applicant from three persons who have been  
9 listed on the enrollment form. If the applicant re-enrolls  
10 within a five-year period wherein recommendations are maintained  
11 in the files, those recommendations already on file shall be  
12 used for references. Only recommendations from the three  
13 persons named by the applicant on the most recent enrollment  
14 form shall be maintained for the five-year period.

15 Recommendations from references no longer named by the applicant  
16 on the most recent enrollment form shall be destroyed.

17 B. Applicant's file. When a an applicant accepts a  
18 position, the credentials shall be placed in the inactive file;  
19 the file shall be reactivated upon the request of the applicant  
20 at any time during the remainder of the enrollment year for  
21 which the applicant has paid the required fee.

22 C. Transfer and destruction of files. After a time lapse of  
23 five years following the expiration of the applicant's last  
24 enrollment and in compliance with appropriate Minnesota  
25 Statutes, the bureau shall destroy the inactive file. During  
26 the intervening time, the applicant may request, in writing,  
27 transfer of papers to any placement agency or re-enroll in the  
28 bureau.

29 D. Notice of vacancies. Applicants shall be furnished  
30 information relative to vacancies received by the bureau but  
31 should apply only for those positions for which the applicant  
32 holds or is eligible to hold Minnesota licensure.

33 E. Providing credentials. The bureau shall make credentials  
34 of an applicant available to employing officials of school  
35 districts upon their request or upon the request of the  
36 applicant.

1 F. Recommendation of applicants. The bureau shall not  
2 recommend applicants for positions but shall present papers of  
3 applicants which are on file to employing officials.

4 G. Reciprocity. The bureau may establish reciprocal  
5 relations with members of the Association for School, College,  
6 and University Staffing, and other noncommercial teacher  
7 placement agencies in Minnesota and other states. Papers from  
8 other agencies will no longer be maintained in bureau files.

9 Repealer. EDU 462 is repealed.