1 State Board of Education

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- 3 Adopted Rules Relating to Education; Secondary Vocational
- 4 Licenses; Comprehensive Changes

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- 6 Rules as Adopted
- 7 3517.0010 DEFINITIONS.
- 8 Subpart 1. Scope. The definitions in this part apply to
- 9 this chapter.
- Subp. 2. Accredited out-of-state institution. "Accredited 10
- out-of-state institution" means a college or university 11
- 12 accredited by an organization listed in Nationally Recognized
- Accrediting Agencies and Associations. This document is 13
- published in the Federal Register, volume 50, pages 40213 to 14
- 40217 and updated in volume 50, page 41933. It is incorporated 15
- by reference. 16
- Subp. 3. Approved Minnesota institution. "Approved 17
- Minnesota institution" means a Minnesota institution approved by 18
- the Board of Teaching under part 8700.7600 to prepare persons 19
- 20 for teacher licensure.
- Subp. 4. AVTI. "AVTI" means area vocational-technical 21
- institute. 22
- Subp. 5. Board. "Board" means the State Board of 23
- Education, except where a different board is named or in parts 24
- 3517.9000 to 3517.9700 where it means the Board of Teaching. 25
- Subp. 6. Category of practice. "Category of practice" for 26
- secondary vocational licensure means an assignment, program, or 27
- a component of a program for which licensure is required by this 28
- chapter. 29
- Subp. 7. Clock hour. "Clock hour" means 60 minutes of 30
- actual instruction or supervised group activities. 31
- Subp. 8. Clock hours for administrative and supervisory 32
- personnel. For renewal of five-year vocational administrative 33
- and supervisory licenses, "clock hours for administrative and 34

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supervisory personnel" means clock hours accumulated from 3**5**

- 1 approved Minnesota programs in administrative or supervisory
- 2 continuing education. Hours devoted to individual professional
- 3 development activity for renewal of five-year administrative and
- 4 supervisory licenses are not counted as clock hours.
- 5 Subp. 9. Commissioner. "Commissioner" means the
- 6 commissioner of education.
- 7 Subp. 10. Course. "Course" means for the purpose of
- 8 licensing for vocational staff, a planned, separate unit of
- 9 instruction in a subject area.
- 10 Subp. 11. Credit. "Credit" means a quarter college credit
- ll from an accredited college. Unless otherwise stated in this
- 12 chapter, one quarter credit equals 12 clock hours.
- Subp. 12. DD Form 214. "DD Form 214" means the form
- 14 verifying separation from military service obtained from the
- 15 separating authority upon release from active service.
- 16 Subp. 13. Degree. Unless otherwise stated, "degree" means
- 17 a four-year baccalaureate degree from a college or university
- 18 accredited by an organization listed in Nationally Recognized
- 19 Accrediting Agencies and Associations. This document is
- 20 published in the Federal Register, volume 50, pages 40213 to
- 21 40217 and updated in volume 50, page 41933. It is incorporated
- 22 by reference.
- 23 Subp. 14. Department. "Department" means the State
- 24 Department of Education.
- 25 Supb. 15. Dictionary of Occupational Titles. "Dictionary
- 26 of Occupational Titles" is published by the Employment and
- 27 Training Administration of the United States Department of
- 28 Labor. The fourth edition was published in 1977. The fourth
- 29 edition, to the extent it is referred to in this chapter, is
- 30 incorporated by reference. At the time a new edition is
- 31 published, the new edition replaces the older edition in the
- 32 references to the book in this chapter. The book is available
- 33 in the Minneapolis public library and in local public libraries
- 34 throughout the state. It is not subject to frequent change.
- 35 Subp. 16. Director. "Director" means a local vocational
- 36 administrator and includes assistant directors.

- 1 Subp. 17. Directory of the American Association of State
- 2 Colleges of Agriculture and Renewable Resources. "Directory of
- 3 the American Association of State Colleges of Agriculture and
- 4 Renewable Resources" identifies the state colleges of
- 5 agriculture and renewable resources in the United States which
- 6 are not a part of the National Association of State Universities
- 7 and Land Grant Colleges. The directory is incorporated by
- 8 reference. The directory is available at the State Law
- 9 Library. At the time a new edition is published, the new
- 10 edition replaces the older edition in the references to the book
- 11 in this chapter. The directory is subject to frequent change.
- 12 Subp. 18. Education degree. "Education degree" means a
- 13 baccalaureate or higher degree from an accredited college or
- 14 university in an educational field with at least 27 quarter
- 15 credits in professional education courses and including at least
- 16 six quarter credits of student teaching.
- 17 Subp. 19. Electromechanical technology.
- 18 "Electromechanical technology" means design, service, and repair
- 19 of any equipment that includes both electrical-electronic
- 20 controls and mechanical, hydraulic, or pneumatic operating
- 21 systems, such as automated production equipment, robots, and
- 22 computer peripherals.
- 23 Subp. 20. Emphasis area. "Emphasis area" means the
- 24 position titles or duties that are most directly related to the
- 25 occupation in which the secondary students will be employed.
- 26 This term refers to the occupational experience requirement
- 27 within a category of practice.
- Subp. 21. Endorsement. "Endorsement" means a change in an
- 29 applicant's existing license that allows the person to function
- 30 in an additional category of practice or in a different time
- 31 allotment such as part-time, full-time, or substitute.
- 32 Subp. 22. Equivalent. "Equivalent," in relation to
- 33 educational or technical training requirements, means equal in
- 34 content as verified by a written statement provided to the
- 35 personnel licensing section by staff:
- 36 A. from the department;

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- B. from the corresponding department chair from an
- 2 institution accredited to provide education or training in the
- 3 area stated as a licensure requirement; or
- 4 C. from the vocational service coordinator named by
- 5 an approved Minnesota institution approved to offer a licensing
- 6 program for vocational teacher education.
- 7 Subp. 23. Full-time educational service. "Full-time
- 8 educational service" means, for the purpose of evaluating
- 9 educational service, 1,080 hours annually.
- 10 Subp. 24. Full-time occupational service. "Full-time
- ll occupational service" means, for the purpose of evaluating
- 12 occupational service, 2,000 hours annually (for example, eight
- 13 hours daily, five days per week, 50 weeks per year).
- 14 Subp. 25. Hardship. "Hardship" has the meaning given in
- 15 part 3517.6200, subpart 2.
- 16 Subp. 26. Home economics program designee. "Home
- 17 economics program designee" means, for consumer and homemaking
- 18 and service occupations licensure, the individual from an
- 19 approved teacher education institution who is designated by the
- 20 state program specialist to verify that requirements for
- 21 approved courses or technical credits have been met.
- 22 Subp. 27. Human relations program. "Human relations
- 23 program" means a program approved by the Board of Teaching that
- 24 is designed to meet the human relations requirements under part
- 25 3517.3500 for licensure of Minnesota educational personnel.
- Subp. 28. Initiator. "Initiator" means the individual,
- 27 agency, or institution that designs and conducts programs for
- 28 continuing education of vocational administrative and
- 29 supervisory personnel according to part 3517.8600.
- 30 Subp. 29. Lapsed license. "Lapsed license" means a
- 31 Minnesota vocational license expired for at least one fiscal
- 32 year (July 1 to June 30).
- 33 Subp. 30. Leave. "Leave" means a preplanned experience
- 34 relevant to the area of licensure being sought. A leave
- 35 consists of a structured experience, including a written
- 36 educational objective, taken in an agency, business, or

- 1 industry, exclusive of the applicant's current educational
- 2 employment.
- 3 Subp. 31. Licensing program for vocational teacher
- 4 education. "Licensing program for vocational teacher education"
- 5 means a course or courses in vocational education offered at an
- 6 approved Minnesota institution.
- 7 Subp. 32. Local vocational administrator or
- 8 administrator. "Local vocational administrator" or
- 9 "administrator" means the licensed vocational administrator who
- 10 has the major responsibility for duties including budget,
- ll curriculum, and supervision in vocational education at the
- 12 secondary level for a district, center, or area
- 13 vocational-technical institute. The superintendent is the
- 14 authorized local administrator in the absence of a licensed
- 15 vocational administrator. For licensure of vocational staff
- 16 serving in a nonpublic school, the chief executive officer of
- 17 the nonpublic school or a designee may be authorized by the
- 18 commissioner to recommend licensure.
- 19 For staff serving in Minnesota correctional institutions,
- 20 an individual authorized by the Department of Corrections may be
- 21 authorized by the commissioner to recommend licensure.
- 22 For staff serving in Minnesota community colleges, the dean
- 23 of instruction or a designee may be authorized by the
- 24 commissioner to recommend licensure.
- Subp. 33. Local vocational supervisor. "Local vocational
- 26 supervisor" means the vocationally licensed supervisor who has
- 27 the most responsibility to develop and supervise local
- 28 vocational programs in a vocational discipline or to supervise
- 29 the special needs area at the secondary level for a district or
- 30 center, as assigned by the local vocational administrator.
- 31 Subp. 34. National Ag Occupations Competency Study.
- 32 "National Ag Occupations Competency Study" means a publication
- 33 with the formal title "Identifying and Validating Essential
- 34 Competencies Needed for Entry and Advancement in Major
- 35 Agriculture and Agribusiness Occupations." It is incorporated
- 36 by reference to the extent it is referred to in this chapter.

- 1 The study is by David R. McClay and is dated May 16, 1978. It
- 2 is published by the United States Department of Health and Human
- 3 Services, Office of Education, Occupational and Adult Education
- 4 Branch, and is for sale by the Superintendent of Documents,
- 5 United States Government Printing Office, Washington, DC 20402.
- 6 It is available for inspection at the Department of Education,
- 7 Secondary Vocational Section, 637 Capitol Square Building, 550
- 8 Cedar Street, Saint Paul, Minnesota 55101, and at the Government
- 9 Documents Section, Room 409, Wilson Library, University of
- 10 Minnesota, 309 19th Avenue South, Minneapolis, Minnesota 55454.
- ll It is available at local public libraries through interlibrary
- 12 loan. It is not subject to frequent change.
- Subp. 35. Occupational experience. "Occupational
- 14 experience" has the meaning given in part 3517.4000.
- Subp. 36. Occupational Outlook Handbook. "Occupational
- 16 Outlook Handbook" is published by the United States Department
- 17 of Labor, Bureau of Labor Statistics, Bulletin 2250. The latest
- 18 edition was published in April 1986. The latest edition, to the
- 19 extent it is referred to in this chapter, is incorporated by
- 20 reference. At the time a new edition is published, the new
- 21 edition replaces the older edition in the references to the book
- 22 in this chapter. The handbook is available in public libraries
- 23 throughout the state. It is subject to frequent change.
- Subp. 37. Personnel licensing section. "Personnel
- 25 licensing section" means the personnel licensing section of the
- 26 State Department of Education.
- 27 Subp. 38. Regular five-year vocational license. "Regular
- 28 five-year vocational license" means a five-year continuing
- 29 license that is subject to continuing education requirements for
- 30 renewal, in contrast to five-year vocational licenses that are
- 31 issued to part-time adult extension staff, which are not subject
- 32 to continuing education requirements.
- 33 Subp. 39. Related areas. "Related areas" refers to
- 34 position titles or duties that are associated with a category of
- 35 practice, but are indirectly related to occupations in which the
- 36 secondary students will be employed. This term refers to the

- 1 occupational experience requirement within a category of
- 2 practice.
- 3 Subp. 40. Secondary vocational staff assignment report.
- 4 "Secondary vocational staff assignment report" means form
- 5 #ED00375 that verifies from local districts that an assigned
- 6 staff person is eligible for aid.
- 7 Subp. 41. Secondary vocational teacher education core.
- 8 "Secondary vocational teacher education core" means the
- 9 following six courses included in the teacher education sequence
- 10 and offered through an approved Minnesota institution:
- 11 introduction to vocational teaching, vocational methods,
- 12 vocational course construction, vocational tests and
- 13 measurements, philosophy of vocational education, and the
- 14 teaching internship.
- Subp. 42. Secondary vocational teacher education sequence.
- 16 "Secondary vocational teacher education sequence" means the
- 17 sequence and time frame for completion of the secondary
- 18 vocational teacher education core and the human relations
- 19 requirement given in parts 3517.3250 to 3517.3350.
- Subp. 43. Short-term need for a teacher-substitute.
- 21 "Short-term need for a teacher-substitute" means a period in
- 22 which the maximum substitute assignment does not exceed 30
- 23 consecutive working days in one assignment or an annual total of
- 24 270 hours which is one-fourth of full-time employment as a
- 25 substitute.
- Subp. 44. Teacher educator. "Teacher educator" means a
- 27 faculty member who teaches professional vocational courses and
- 28 is certified as a vocational teacher educator according to the
- 29 requirements of the Joint Council for Vocational Teacher
- 30 Educators.
- 31 Subp. 45. Vocational education degree. "Vocational
- 32 education degree" means a baccalaureate or higher degree with a
- 33 major in agriculture education, business education, home
- 34 economics education, marketing education, industrial or
- 35 industrial arts education, or vocational education. The degree
- 36 must include the courses in the secondary vocational teacher

- 1 education core and must meet all other requirements in the
- 2 definition of "education degree" in subpart 18.
- 3 Subp. 46. Vocational or cooperative center. "Vocational or
- 4 cooperative center" means a vocational or cooperative center
- 5 approved by the State Board of Education.
- 6 Subp. 47. Vocational program areas. "Vocational program
- 7 areas" means the occupational areas of agriculture, business
- 8 occupations, health occupations, home economics/service
- 9 occupations, marketing, and trade and industrial occupations.
- 10 WHO MUST BE LICENSED
- 11 3517.0020 HOW THIS CHAPTER APPLIES.
- 12 This chapter governs the procedure for licensure, as well
- 13 as the duties, and the educational, technical, and occupational
- 14 experience requirements for secondary vocational instructional,
- 15 supportive, and administrative personnel who are required to be
- 16 licensed by the State Board of Education. When this chapter
- 17 conflicts with chapter 3515, this chapter governs for secondary
- 18 vocational personnel.
- 19 Parts 3517.0040 to 3517.0080 set out duties that cause a
- 20 person to need a license issued under this chapter.
- 21 Parts 3517.0082 to 3517.0090 set out the process of
- 22 applying for a license.
- 23 Parts 3517.0100 to 3517.2140 set out the educational,
- 24 technical, and occupational requirements that a person must meet
- 25 to be licensed in a particular category of practice.
- Parts 3517.3000 to 3517.3650 give more information about
- 27 general education requirements, including the vocational teacher
- 28 education sequence. Those parts set out the different types and
- 29 amounts of education requirements for the different entrance
- 30 licenses and renewals, regular five-year licenses, and
- 31 reactivations of lapsed licenses.
- 32 Parts 3517.4000 to 3517.4200 set out the different ways of
- 33 satisfying occupational experience requirements.
- Parts 3517.6000 to 3517.6500 set out the conditions under
- 35 which a person may be granted a part-time resource specialist

- 1 license, limited license, substitute license, or letter of
- 2 approval.
- 3 Parts 3517.7000 to 3517.7300 set out the requirements for
- 4 renewals of nonadministrative, nonsupervisory five-year licenses.
- 5 Parts 3517.8000 to 3517.8400 govern the work of local
- 6 vocational relicensure committees.
- 7 Parts 3517.8500 and 3517.8600 set out the requirements for
- 8 renewals of administrative and supervisory licenses.
- 9 Parts 3517.9000 to 3517.9700 govern the approval of
- 10 programs for teacher education.
- 11 3517.0030 LIMITS ON VALIDITY OF LICENSE.
- 12 Except where alternative licenses are named in parts
- 13 3517.0100 to 3517.2140, licenses issued under this chapter are
- 14 valid only in the corresponding vocational category of practice.
- 15 3517.0040 SECONDARY VOCATIONAL TEACHERS.
- 16 A person holding a position as a secondary vocational
- 17 teacher must be licensed under this chapter. Teachers are
- 18 responsible for:
- 19 A. developing, teaching, and evaluating instruction
- 20 in areas assigned, including programs involving simulation and
- 21 laboratory activities;
- B. facility and resource management;
- C. forming and using a vocational advisory committee;
- D. relevant school-community relations;
- 25 E. vocational student organizations;
- 26 F. student vocational and occupational guidance and
- 27 evaluation in development of skills meeting vocational
- 28 objectives in part 3505.2500, items A to C, and required for
- 29 proficiency in the identified area of employment; and
- 30 G. personal professional and technical development.
- 31 3517.0050 SECONDARY VOCATIONAL TEACHER-COORDINATOR.
- 32 A person holding a position as a secondary vocational
- 33 teacher-coordinator must be licensed under the part in this
- 34 chapter governing the appropriate teacher-coordinator.

- 1 Teacher-coordinators are responsible for:
- A. identifying and selecting appropriate training
- 3 stations and placing students in those stations;
- 4 B. student training plans, student training
- 5 agreements, completing all required state and federal labor law
- 6 forms, and complying with state and federal labor law rules and
- 7 regulations;
- 8 C. supervising students on the job and communicating
- 9 with the employer about the student's performance and the
- 10 objectives of the student's training plan; and
- D. activities in part 3517.0040, items A to G.
- Parts 3517.0260, 3517.0460, 3517.0620, 3517.0890,
- 13 3517.0920, 3517.1120, 3517.1440, 3517.1500, 3517.1520, and
- 14 3517.2140 govern licensure of teacher-coordinators in the
- 15 various vocational program areas and in special needs.
- 16 3517.0060 SECONDARY VOCATIONAL SPECIAL NEEDS PERSONNEL.
- 17 Subpart 1. Secondary vocational special needs personnel.
- 18 A person holding a position in secondary vocational special
- 19 needs must meet the requirements in parts 3517.1500 to 3517.1600
- 20 for special needs licensure and the general provisions and
- 21 procedure for licensure of secondary instructional and
- 22 supportive personnel in parts 3517.0082 to 3517.0090 and
- 23 3517.3000 to 3517.7300.
- Subp. 2. Teacher-coordinator for work experience program
- 25 for disadvantaged. A person holding a position as a
- 26 teacher-coordinator for work experience programs for the
- 27 disadvantaged must be licensed under part 3517.1500. The
- 28 teacher-coordinator is responsible for:
- 29 A. conducting employability seminars;
- 30 B. arranging for student placement in preselected
- 31 jobs and coordinating the students through site visits;
- 32 C. developing a training agreement and plan with the
- 33 student and the employer agreed to by the parent or guardian;
- D. providing instruction in safety on the job before
- 35 and while the student is working at a preselected job;

- 1 E. providing a minimum of skill instruction before
- 2 and while the student is working at a preselected job;
- F. providing the department with evidence necessary
- 4 to ensure that the special needs program complies with relevant
- 5 state and federal labor laws;
- 6 G. coordinating the special needs student's
- 7 activities in regular courses in which the student is enrolled
- 8 and serving as an advocate for the student;
- 9 H. providing opportunities for students to
- 10 participate in student organization activities; and
- 11 I. participating on an advisory committee related to
- 12 the special needs programs instructed or coordinated.
- Subp. 3. Teacher-coordinator for work experience program
- 14 for handicapped. A person holding a position as a
- 15 teacher-coordinator for work experience programs for the
- 16 handicapped must be licensed under part 3517.1520. The
- 17 teacher-coordinator is responsible for:
- 18 A. conducting employability seminars;
- B. arranging for student placement in preselected
- 20 employment or at a training site and coordinating the students
- 21 through site visits;
- C. developing a training agreement and plan with the
- 23 student and the employer or trainer agreed to by the parent or
- 24 guardian;
- D. teaching safety on the job before and while the
- 26 student is working at preselected employment or training;
- 27 E. providing a minimum of skill instruction before
- 28 and while the student is working at preselected employment or
- 29 training;
- 30 F. giving the department evidence necessary to ensure
- 31 that the special needs program operation complies with relevant
- 32 state and federal labor law <u>laws</u>;
- 33 G. participating in the child study Individual
- 34 Education Plan (IEP) process;
- 35 H. coordinating the special needs student's
- 36 activities in regular courses in which the student is enrolled

- 1 and serving as an advocate for the student;
- 2 I. giving students opportunities to take part in
- 3 student organization activities; and
- J. participating on an advisory committee related to
- 5 the special needs programs instructed or coordinated.
- 6 Subp. 4. Interpreter for the deaf. A person holding a
- 7 position as an interpreter for the deaf must be licensed under
- 8 part 3517.1540. The interpreter is responsible for:
- 9 A. serving as an advocate for the hearing-impaired
- 10 student enrolled in a vocational training program;
- 11 B. interpreting verbal communication to the
- 12 hearing-impaired student enrolled in a vocational training
- 13 program;
- 14 C. providing reverse interpreter services to the
- 15 hearing-impaired student; and
- D. participating on an advisory committee related to
- 17 the special needs program in which the person is an interpreter.
- Subp. 5. Support service facilitator. A person holding a
- 19 position as a support service facilitator must be licensed under
- 20 part 3517.1560. The support service facilitator is responsible
- 21 for:
- 22 A. identifying students with special vocational needs;
- B. serving as an advocate for the students with
- 24 special vocational needs by determining the students' vocational
- 25 special needs, helping students with special vocational needs
- 26 get into appropriate vocational programs, following the
- 27 students' progress, and organizing and obtaining the supportive
- 28 services required by the students;
- 29 C. helping the regular vocational teacher in adapting
- 30 the equipment, curriculum, and employment or training sites to
- 31 meet the needs of the student with a special vocational need;
- D. serving as a link between the student's support
- 33 personnel and the student's vocational teacher; and
- 34 E. participating on the special needs advisory
- 35 committee.
- 36 Subp. 6. Technical tutor/supplemental support staff. A

- 1 person holding a position as a technical tutor/supplemental
- 2 support staff must be licensed under part 3517.1580. The tutor
- 3 is responsible for the following activities:
- 4 A. Providing direct service to the student, under the
- 5 supervision of a vocationally licensed person, in one or more of
- 6 the following ways:
- 7 (1) providing technical tutoring in a specific
- 8 vocational skills training program;
- 9 (2) providing instruction in related math,
- 10 reading, or communication skills needed for a specific skills
- ll training program; and
- 12 (3) administering tests to ascertain the
- 13 competency level of students. "Administering" does not include
- 14 test interpretation.
- B. Participating on an advisory committee related to
- 16 the special needs program in which the person is a support staff
- 17 member or tutor.
- 18 Subp. 7. Vocational evaluator. A person holding a
- 19 position as a vocational evaluator must be licensed under part
- 20 3517.1600. The evaluator is responsible for:
- 21 A. providing prevocational and vocational evaluation
- 22 to identify each student's vocational training potential and
- 23 identify vocational training choices or alternatives for the
- 24 student;
- 25 B. identifying the appropriate supportive services
- 26 that the student may require;
- 27 C. assisting the student in understanding the
- 28 student's educational and employment potential and capabilities;
- D. serving as a link between the student and other
- 30 personnel such as supportive service personnel or teachers;
- 31 E. providing follow-up necessary to ensure proper
- 32 placement; and
- F. participating on the special needs advisory
- 34 committee.
- 35 3517.0070 SECONDARY VOCATIONAL SUPPORT PERSONNEL.

- Secondary vocational support personnel must meet the
- 2 requirements in parts 3517.1700 and 3517.6000 and the general
- 3 provisions and procedure for licensure of instructional and
- 4 supportive personnel in parts 3517.3000 to 3517.7300.
- 5 3517.0071 SECONDARY CONSULTANTS.
- 6 Subpart 1. Use of consultants. Unlicensed consultants
- 7 (specialists, guest speakers, resource personnel) who are
- 8 recognized authorities in the topics under consideration may be
- 9 used for special assignments to conduct part of the sessions of
- 10 a class that is directed by a qualified full-time teacher.
- 11 Subp. 2. Licensure requirement. A consultant must be
- 12 licensed as a teacher under this chapter when the consultant
- 13 provides more than 30 clock hours of service per learning unit,
- 14 or the consultant will provide services exceeding 60 clock hours
- 15 per year.
- 16 3517.0072 SECONDARY PART-TIME RESOURCE SPECIALISTS.
- Subpart 1. Teaching. A part-time (less than 270 hours
- 18 annually) resource specialist may be employed to teach part of a
- 19 program planned in cooperation with and directed by a qualified
- 20 full-time teacher.
- 21 Subp. 2. Licensure requirement. A person holding a
- 22 position as a part-time resource specialist must be licensed
- 23 under part 3517.6000 when responsible for performing duties
- 24 assigned by the qualified full-time teacher in charge of the
- 25 class.
- 26 3517.0073 SECONDARY EMPLOYMENT PLACEMENT SPECIALISTS.
- 27 A person holding a position as a secondary employment
- 28 placement specialist must be licensed under part 3517.1700. The
- 29 placement specialist is responsible for the following activities
- 30 in items A to E:
- 31 A. Providing job-placement services to a district or
- 32 a group of districts. Job-placement services:
- 33 (1) Include the procedures, practices, and
- 34 activities that assist identified students in getting a job.

- 1 Emphasis must be on getting a full-time job for the student.
- 2 (2) Involve cooperation among the total
- 3 community, parents, students, and education agencies.
- 4 (3) Require consultation and coordination with
- 5 school pupil personnel services and community services.
- 6 B. Providing job development and employer contact.
- 7 C. Establishing adequate files on employer, student,
- 8 and follow-up data.
- 9 D. Promoting job openings and maintaining close
- 10 contact with employers who hire identified students.
- 11 E. Providing an organized program of job-seeking
- 12 skills to the student population.
- 13 3517.0080 SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL.
- 14 Subpart 1. Relevant rules. Secondary administrative and
- 15 supervisory personnel must meet the educational, technical, and
- 16 occupational experience requirements in part 3517.0100 or
- 17 3517.0120 for each area of licensure sought. They must be
- 18 licensed under the general provisions for licensure of
- 19 instructional personnel in this chapter. In case of conflict,
- 20 however, this part and parts 3517.0100, 3517.0120, 3517.8500,
- 21 and 3517.8600 govern for secondary administrative and
- 22 supervisory personnel.
- 23 Subp. 2. Who must be licensed. A person holding a
- 24 position as a secondary vocational director or vocational
- 25 supervisor must be licensed under part 3517.0100 or 3517.0120 if
- 26 the director or supervisor:
- 27 A. devotes more than 50 percent of assigned time to
- 28 administrative or supervisory duties that require the use of
- 29 independent judgment;
- 30 B. directs other employees or adjusts their
- 31 grievances on behalf of the employer; and
- 32 C. has the authority to recommend the hiring,
- 33 transfer, suspension, promotion, discharge, assignment, reward,
- 34 or discipline of other employees on behalf of the employer.
- 35 Subp. 3. Licenses required. Secondary local vocational

- 1 program directors must hold Minnesota vocational licenses as
- 2 secondary local vocational program directors.
- 3 Secondary supervisors and nonteaching coordinators or
- 4 managers must hold Minnesota vocational licenses as secondary
- 5 supervisors of the program area or special needs area to which
- 6 assigned or as secondary program directors.
- 7 Postsecondary vocational directors or assistant directors
- 8 assigned responsibility for secondary vocational programs must
- 9 hold Minnesota vocational licenses as secondary local vocational
- 10 program directors. For the period of July 1, 1987, to June 30,
- 11 1988, persons holding postsecondary vocational director or
- 12 assistant director licensure and who were assigned verified
- 13 secondary administrative responsibilities at any time from July
- 14 1, 1984, to June 30, 1987, are eligible for an entrance license
- 15 as a secondary vocational director. To receive the license,
- 16 they must submit a formal application, verifying their secondary
- 17 assignment on the Secondary Vocational Staff Assignment Report
- 18 (ED00375), and pay the processing fee. To renew the entrance
- 19 license, the person must follow the renewal procedure in part
- 20 3517.0100, subpart 7, items A and B, including the peer review.
- 21 Subp. 4. Duties of program director. A local vocational
- 22 director may be employed by a school district or a combination
- 23 of school districts to administer and supervise vocational
- 24 programs and courses in grades kindergarten to 12 and to perform
- 25 the following duties:
- 26 A. serving in one of the following administrative
- 27 structures:
- 28 (1) an established or developing State Board of
- 29 Education approved center;
- 30 (2) an intermediate district as an administrative
- 31 coordinator for secondary programs; or
- 32 (3) a single school district or a combination of
- 33 school districts;
- 34 B. providing leadership for local planning in
- 35 vocational education (for example, public and community
- 36 relations, program planning and development, budgeting,

- 1 procurement, staffing, evaluation, accountability, teacher
- 2 education, communications, career education, guidance,
- 3 placement, and follow-up); and
- 4 C. managing secondary vocational programs and
- 5 personnel reimbursed from federal or state vocational funds.
- 6 Subp. 5. Duties of supervisors. The duties of secondary
- 7 local vocational supervisors are to:
- A. develop, organize, implement, supervise, and
- 9 promote vocational programs in the assigned vocational
- 10 discipline or special needs area;
- 11 B. evaluate programs and instruction, equipment,
- 12 facilities, and conditions for effective instruction to all
- 13 students, including special needs;
- 14 C. prepare vocational reports (descriptive and
- 15 statistical) required by local, state, and federal agencies;
- D. recommend the purchase of equipment, supplies, and
- 17 reference materials to the authorized local vocational
- 18 administrator;
- 19 E. organize and consult with advisory committees in
- 20 cooperation with vocationally interested individuals,
- 21 organizations, associations, and companies;
- 22 F. provide leadership and encourage the development
- 23 and improvement of vocational student organizations for all
- 24 levels of programs assigned;
- G. coordinate the assigned vocational programs with
- 26 other educational programs, including special needs services;
- 27 H. provide for preservice and in-service teacher
- 28 training in cooperation with teacher education institutions,
- 29 business, and industry;
- 30 I. participate in relevant conferences and meetings
- 31 to maintain currency in the assigned vocational discipline or
- 32 special needs area;
- 33 J. when assigned to do so by the authorized local
- 34 vocational administrator, direct other employees and adjust
- 35 grievances on behalf of the employer;
- 36 K. when assigned to do so by the authorized local

- 1 vocational administrator, make recommendations to hire,
- 2 transfer, suspend, promote, discharge, assign, reward, or
- 3 discipline other employees; and
- 4 L. for a special needs supervisor, provide for
- 5 necessary support services to students with special needs.
- 6 FORMS AND APPLICATIONS
- 7 3517.0082 FORMS; FEES; EVALUATION; AND VALIDITY.
- 8 Subpart 1. Application forms. Application forms for
- 9 secondary vocational licensure are available from local school
- 10 districts and from the personnel licensing section.
- 11 Subp. 2. Fees. License fees are set by the Board of
- 12 Teaching and are nonrefundable except according to the rules of
- 13 the Board of Teaching, part 8700.0600. For each application for
- 14 vocational licensure, relicensure, or endorsement, the applicant
- 15 shall pay the fee set by the Board of Teaching. However, if a
- 16 vocational renewal and an endorsement are submitted to be
- 17 reviewed simultaneously, both must be processed on the same fee.
- Subp. 3. Evaluating the credentials. When an applicant
- 19 submits credentials for licensure, the personnel licensing
- 20 section shall evaluate them for compliance with this chapter.
- 21 The section issues licenses for existing secondary vocational
- 22 categories of practice.
- Subp. 4. License validity. A license becomes valid on the
- 24 date approved by the personnel licensing section. An individual
- 25 must hold a valid Minnesota license in the corresponding
- 26 category of practice before receiving payment for services.
- 27 Requests for corrections of omissions on licenses must be made
- 28 to the section within a calendar year of the date of issuance.
- 29 If a processing error results in issuance of a license to an
- 30 individual who does not meet rule requirements for the license,
- 31 the license is invalid. It is the applicant's responsibility to
- 32 return the license to the personnel licensing section
- 33 immediately for correction. A license must bear the date of
- 34 issuance. A license expires the specified number of years from
- 35 the July 1 nearest the date licensure was approved, except as

- 1 provided in part 3517.0090. Renewal applications must be
- 2 accepted by the personnel licensing section after January 1 of
- 3 the year of expiration.
- 4 3517.0085 REQUIRED SIGNATURES.
- 5 Subpart 1. When signature is not needed. Except where
- 6 otherwise stated in subpart 2 and in this chapter, an entrance
- 7 licensure application accompanied by all required credentials
- 8 need not be signed by an authorized local vocational
- 9 administrator to be processed.
- 10 Subp. 2. When signature is required. Applications for the
- 11 following licenses must be signed by the authorized local
- 12 vocational administrator:
- 13 A. renewal of a regular entrance license;
- B. renewal of a license issued under the vocational
- 15 teacher education sequence in parts 3517.3000 to 3517.3500;
- 16 C. initial or renewed limited license; and
- D. initial or renewed substitute or part-time
- 18 resource specialist license.
- 19 A person who applies for renewal of an entrance license or
- 20 a license issued under the vocational teacher education
- 21 sequence, and who has not been employed in a Minnesota
- 22 vocational program during the licensure period, shall contact an
- 23 approved Minnesota teacher educator in the licensure field or an
- 24 authorized local vocational administrator for consultation and
- 25 for signature of the renewal recommendation.
- 26 3517.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.
- 27 Subpart 1. Endorsements in areas related to current
- 28 license. When an applicant applies for endorsement in an area
- 29 similar to one in which the applicant is already licensed under
- 30 this chapter, the section shall give the endorsement the same
- 31 expiration date as the one on the applicant's existing license,
- 32 if the applicant has met current licensure requirements to hold
- 33 full licensure in the endorsed category of practice.
- 34 Subp. 2. Multiple expiration dates. Under certain
- 35 conditions, to correlate multiple expiration dates, a licensee

- 1 may apply a year early to renew a category of practice on a
- 2 five-year vocational continuing license. The licensee may take
- 3 this step if another similar full-time category on the license
- 4 is due for renewal, and if the licensee has completed and
- 5 verified the usual renewal requirements a year early. Except
- 6 for administrators and supervisors, applicants must have renewal
- 7 requirements approved and verified by the local vocational
- 8 relicensure committee.
- 9 CATEGORIES OF PRACTICE
- 10 SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL
- 11 3517.0100 SECONDARY LOCAL VOCATIONAL PROGRAM DIRECTOR.
- 12 Subpart 1. Requirements. An applicant for an entrance
- 13 license to serve as a secondary local vocational program
- 14 director must meet the requirements in subparts 2 to 7.
- Subp. 2. Educational criteria. The applicant must have:
- 16 A. a baccalaureate or graduate degree with an
- 17 education major in one of the vocational program areas or in
- 18 vocational education, vocational industrial technology
- 19 education, vocational industrial education, or vocational
- 20 technical education, or in technical degree areas as specified
- 21 in the educational criteria for any one of the secondary
- 22 occupational program areas included in parts 3517.0200 to
- 23 3517.1500 or 3517.1800 to 3517.2140;
- B. a course in philosophy of vocational education
- 25 completed before entrance licensure;
- C. the human relations program as specified in part
- 27 3517.3500; and
- D. a valid Minnesota vocational teacher's license to
- 29 teach at the secondary or postsecondary level in one of the
- 30 vocational program areas or in secondary vocational work
- 31 experience programs for the disadvantaged or handicapped.
- 32 Subp. 3. Educational criteria for those with nonvocational
- 33 or noneducation degrees. An applicant with a noneducation
- 34 degree included in subpart 2, item A, or an education degree in
- 35 a field other than those specified, shall meet the degree

- 1 requirement for licensure as a secondary local vocational
- 2 program director by verifying that the degree includes or has
- 3 added to it at least three credits in each of the following
- 4 courses:
- 5 A. vocational methods;
- 6 B. vocational course construction;
- 7 C. vocational tests and measurements;
- 8 D. philosophy of vocational education;
- 9 E. coordination techniques for cooperative education;
- 10 F. introduction to vocational administration;
- 11 G. course dealing with special needs students in
- 12 vocational education;
- 13 H. course in supervision techniques for one of the
- 14 vocational program areas or supervision in business or industry;
- I. use of computers in education; and
- J. one additional course in vocational education.
- 17 Subp. 4. Technical coursework or competency. The
- 18 applicant must also satisfy the following technical requirements:
- 19 A. The applicant must have proficiency in the
- 20 Minnesota education system, and in three of the following six
- 21 competency areas, gained before entrance licensure: school
- 22 finance, public relations, communications, school law,
- 23 leadership and personnel management, and program planning and
- 24 development.
- B. The applicant must demonstrate proficiency in the
- 26 Minnesota educational system by submitting verification of three
- 27 years of experience in vocational education in Minnesota in one
- 28 or more of the following vocational education capacities:
- 29 vocational teaching, vocational supervision, or vocational
- 30 administration. Two of those three years must have been spent
- 31 in teaching, licensed as a vocational teacher, as a vocationally
- 32 licensed postsecondary related subjects teacher, or as a
- 33 vocationally licensed secondary teacher-coordinator of work
- 34 experience programs for disadvantaged or handicapped.
- 35 An applicant whose educational experience is not in a
- 36 Minnesota educational system must complete in addition a

- l workshop or course designed to orient the applicant to the
- 2 Minnesota educational system prior to entrance licensure.
- 3 The content of the required workshop or course must be
- 4 determined based on the applicant's familiarity with educational
- 5 administration in Minnesota and the applicant's background
- 6 relative to previous work experience and training.
- 7 The state manager of secondary vocational education shall
- 8 structure and direct a workshop designed to meet the individual
- 9 needs of the applicant and address the following areas:
- 10 vocational funding, secondary education funding, Minnesota
- 11 school law, cooperative center structure, vocational education
- 12 in secondary schools, AVTI system, and vocational education
- 13 state administration at all levels.
- 14 C. The applicant must demonstrate proficiency in the
- 15 chosen competency areas by satisfying one of the following
- 16 criteria:
- 17 (1) successful practical experience in the
- 18 appropriate competency area within a public or private
- 19 educational system, as verified by the employer;
- 20 (2) successful practical experience in the
- 21 appropriate competency area within a noneducational setting, as
- 22 verified by the employer;
- 23 (3) successful completion of a workshop in the
- 24 appropriate competency area, as approved by the secondary
- 25 vocational education section; or
- 26 (4) successful completion of a college course or
- 27 courses in the appropriate competency area.
- Subp. 5. Occupational experience criteria. The applicant
- 29 must have 6,000 hours of occupational experience as specified in
- 30 parts 3517.4000 to 3517.4200. One hundred percent of the
- 31 experience must be in emphasis or related areas specified for
- 32 one or more of the occupational programs in parts 3517.0200 to
- 33 3517.1440 or 3517.1800 to 3517.2140.
- 34 Subp. 6. Validity. A license under this part is valid to
- 35 permit the licensee to serve as:
- A. a secondary local vocational program director; or

- B. a secondary vocational program supervisor or
- 2 secondary supervisor of special needs services.
- 3 Subp. 7. Renewal for first five-year licensure. To renew
- 4 a license under this part, a licensed person must take these
- 5 steps:
- 6 A. An individual holding an entrance license as a
- 7 director of local secondary vocational programs is eligible to
- 8 apply for additional two-year entrance licenses when employment
- 9 has not been obtained as a local vocational director. An
- 10 application for a repeated two-year entrance license or the
- 11 first five-year continuing license must be signed by the local
- 12 program director's authorized local vocational administrator or
- 13 supervising superintendent.
- B. The renewal procedure to gain the first five-year
- 15 continuing license must include a review by a team of peers at
- 16 the end of the applicant's first year of licensed service as a
- 17 director. The peer review must produce a plan for the applicant
- 18 to complete the competency requirements in subpart 4 during the
- 19 second year of licensed service as a director. The competency
- 20 plan must become a part of the applicant's permanent licensure
- 21 file. If the first year of licensed service as a director does
- 22 not occur until the second year of the entrance license, the
- 23 team of peers may recommend a one-year renewal to allow time for
- 24 the applicant to complete the competency requirements. Renewal
- 25 for the first five-year continuing license requires
- 26 demonstration of proficiency in all the competency areas listed
- 27 in subpart 4.
- 28 C. Renewal of later five-year continuing licenses
- 29 requires completion of administrative or supervisory continuing
- 30 education as specified in parts 3517.8500 to 3517.8600.
- 31 3517.0120 SECONDARY VOCATIONAL PROGRAM OR SPECIAL NEEDS
- 32 SUPERVISOR.
- 33 Subpart 1. Entrance requirements. An applicant for an
- 34 entrance license to serve as a secondary vocational program or
- 35 special needs supervisor must meet the following requirements:

Educational criteria: 1 (1) A baccalaureate or graduate degree with a 2 major in the corresponding area set forth below: 3 4 (a) Supervisor of agriculture occupations: 5 agriculture education. (b) Supervisor of business occupations: 6 business education or business administration. 7 8 (c) Supervisor of health occupations: 9 occupational health area. The supervisor of health must also 10 hold a valid Minnesota license to practice in that field. 11 (d) Supervisor of home economics and service occupations: home economics education. 12 (e) Supervisor of marketing occupations: 13 marketing education or marketing or business administration. 14 (f) Supervisor of special needs: any of the 15 16 following: 17 education major in a vocational program area or special education; 18 ii. secondary education major plus 19 Minnesota licensure in a special education field at the 20 secondary level; 21 educational guidance and 22 iii. 23 counseling; or iv. vocational rehabilitation. 24 25 (g) Supervisor of trade and industrial industrial education or industrial arts. 26 occupations: 27 (2) A course in philosophy of vocational education, completed before entrance licensure. 28 (3) The human relations program as specified in 29 30 part 3517.3500. 31 (4) Three years of teaching experience in the past five years as a vocationally licensed instructor in one of 32 the approved vocational programs that will be supervised. For 33 special needs supervisor the three years must be as a secondary 34 vocational teacher-coordinator of work experience programs for 35 36 the handicapped or disadvantaged or support service manager or

- 1 vocational evaluator.
- B. Technical coursework or experience: nine credits
- 3 or 108 clock hours in supervisory or management techniques.
- 4 C. Occupational experience criteria: The applicant
- 5 must have 6,000 hours of occupational experience as specified in
- 6 parts 3517.4000 to 3517.4200. One hundred percent of the
- 7 experience must be in occupations in the program area
- 8 supervised. For special needs supervisor the experience must be
- 9 in occupations within one or more of the vocational program
- 10 areas or in human or social services for the disadvantaged or
- 11 handicapped.
- 12 Subp. 2. Renewal criteria for the first five-year license.
- 13 A two-year entrance license under this part shall be renewed
- 14 only upon the recommendation of the supervisor's authorized
- 15 local vocational administrator and verification of at least six
- 16 additional clock hours of upgrading activities related to the
- 17 supervisory license held. The clock hours must be verified on
- 18 the applicant's renewal application form by the authorized local
- 19 vocational administrator. On meeting these renewal requirements
- 20 the applicant is eligible for the first five-year continuing
- 21 license.
- 22 Renewal of later five-year continuing licenses requires
- 23 completion of administrative or supervisory continuing education
- 24 as specified in parts 3517.8500 to 3517.8600.
- 25 SECONDARY AGRICULTURE OCCUPATIONS
- 26 3517.0200 SECONDARY ANIMAL CARE OCCUPATIONS TEACHER.
- 27 Subpart 1. Requirements. An applicant for an entrance
- 28 license to teach the vocational program of animal care
- 29 occupations in a secondary school must meet the following
- 30 requirements:
- 31 A. Educational criteria:
- 32 (1) a baccalaureate degree in agriculture
- 33 education from a land grant university or from an institution
- 34 with a college of agriculture on its campus as defined in the
- 35 Directory of American Association of State Colleges of

- 1 Agriculture and Renewable Resources or verified by the secondary
- 2 vocational program specialist;
- 3 (2) a course in philosophy of vocational
- 4 education, completed before renewal of the entrance license; and
- 5 (3) the human relations program as specified in
- 6 part 3517.3500.
- 7 B. Technical coursework as included in the
- 8 baccalaureate degree.
- 9 C. Occupational experience criteria:
- 10 (1) The applicant must have 2,000 hours of
- 11 occupational experience as specified in parts 3517.4000 to
- 12 3517.4200.
- 13 (2) Eight hundred hours of experience must be in
- 14 the emphasis areas.
- 15 (3) Emphasis areas are the breeding, care, and
- 16 selection of laboratory, companion, recreational, pleasure, or
- 17 commercial animals.
- 18 (4) Related areas are the agriculture occupations
- 19 listed in the National Ag Occupations Competency Study, with the
- 20 following exceptions: flour miller's assistant; cereal grains;
- 21 laborer; mill maintenance worker; citrus processor, milk
- 22 processor, or milk plant manager; butter, ice cream and cheese
- 23 maker, maintenance engineer (milk plant), plant electrician,
- 24 lift truck operator, fruit and vegetable processing industry,
- 25 instrument technician, lab technician, or plant maintenance
- 26 mechanic; slaughterhouse worker, processed meals worker,
- 27 breaking house worker, fish cannery worker, retail fish cutter,
- 28 nut sorter, supervisor nut sorter, nut sorting machine operator,
- 29 nut tester, nut sanitarian, nut maintenance mechanic, or nut
- 30 machine operator; egg processor; rice shift miller, rice huller
- 31 person, or rice hull maintenance person; sweet potato processor;
- 32 floriculture delivery person, or floral salesperson; air
- 33 pollution control inspector or technician; fish conservation
- 34 officer, fish hatchery worker, or fish research technician;
- 35 zoning compliance officer, commercial fisherman, or fisheries
- 36 technician; campground manager and maintenance person, park

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- 1 aide, park maintenance person, or hunting and fishing guide;
- 2 water treatment plant operator or waste water technician;
- 3 sawyer, sawmill worker, fire ranger, forest fire fighter, forest
- 4 insect ranger, fire warden, or forest fire suppression crew
- 5 leader; and maple syrup producer.
- 6 (5) Notwithstanding part 3517.4000, occupational
- 7 experience required for this license need not be paid, if the
- 8 unpaid experience is verified by an affidavit signed by both:
- 9 (a) the applicant; and
- 10 (b) one of the following practitioners,
- 11 exclusive of the applicant's family members, who has firsthand
- 12 knowledge that the experience has been completed as stated:
- i. an individual currently practicing
- 14 in a business profession, including certified public accountant,
- 15 attorney, banker, farm insurance agent, or county agent;
- ii. currently practicing proprietor of
- 17 an animal care business; or
- iii. a vocationally licensed
- 19 agriculture teacher who supervised the applicant in a
- 20 cooperative animal care occupations educational experience.
- The affidavit must state dates, hours, places, job
- 22 classification, and duties involved in the unpaid occupational
- 23 experience, as well as a specific statement of success and
- 24 documentation of the means by which part-time hours were
- 25 determined.
- 26 (6) In hardship cases as defined in part
- 27 3517.6200, a person may teach with a limited license and delay
- 28 completing part of the occupational experience requirement under
- 29 part 3517.6200.
- 30 Subp. 2. Alternative license. A valid Minnesota secondary
- 31 vocational license in agricultural occupations is an acceptable
- 32 alternative for a license under this part.
- 33 3517.0220 SECONDARY HORTICULTURE OR SPECIALTY CROPS TEACHER.
- 34 Subpart 1. Requirements. An applicant for an entrance
- 35 license to teach the vocational program of horticulture or

- 1 specialty crops in a secondary school must meet the following
- 2 requirements:
- 3 A. Educational criteria:
- 4 (1) a baccalaureate degree in horticulture
- 5 education from a land grant university or from an institution
- 6 with a college of agriculture on its campus as defined in the
- 7 Directory of American Association of State Colleges of
- 8 Agriculture and Renewable Resources or verified by the secondary
- 9 vocational program specialist;
- 10 (2) a course in philosophy of vocational
- ll education, completed before renewal of the entrance license; and
- 12 (3) the human relations program as specified in
- 13 part 3517.3500.
- B. Technical coursework as included in the
- 15 baccalaureate degree.
- 16 C. Occupational experience:
- 17 (1) An applicant must have 2,000 hours of
- 18 occupational experience as specified in parts 3517.4000 to
- 19 3517.4200.
- 20 (2) Eight hundred hours of the experience must be
- 21 in emphasis areas.
- 22 (3) The emphasis areas are experiences gained in
- 23 horticulture enterprises that include the production, care,
- 24 propagation, processing, or marketing of indoor or outdoor
- 25 plants, shrubs, trees, turf or soils, or repair and maintenance
- 26 of power-driven horticulture equipment.
- 27 (4) Related areas are the agriculture occupations
- 28 listed in the current edition of the National Ag Occupations
- 29 Competency Study, with the following exceptions: flour miller's
- 30 assistant; cereal grains, laborer, or mill maintenance worker;
- 31 citrus processor, milk processor, or milk plant manager; butter,
- 32 ice cream and cheese maker, maintenance engineer (milk plant),
- 33 plant electrician, lift truck operator, fruit and vegetable
- 34 processing industry, instrument technician, lab technician, or
- 35 plant maintenance mechanic; slaughterhouse worker, processed
- 36 meals worker, breaking house worker, fish cannery worker, retail

- 1 fish cutter, nut sorter, supervisor nut sorter, nut sorting
- 2 machine operator, nut tester, nut sanitarian, nut maintenance
- 3 mechanic, or nut machine operator; egg processor; rice shift
- 4 miller, rice huller person, or rice hull maintenance person;
- 5 sweet potato processor; floriculture delivery person or floral
- 6 salesperson; air pollution control inspector or technician; fish
- 7 conservation officer, fish hatchery worker, or fish research
- 8 technician; zoning compliance officer, commercial fisherman, or
- 9 fisheries technician; campground manager and maintenance person,
- 10 park aide, park maintenance person, or hunting and fishing
- ll guide; water treatment plant operator or waste water technician;
- 12 sawyer, sawmill worker, fire ranger, forest fire fighter, forest
- 13 insect ranger, fire warden, or forest fire suppression crew
- 14 leader; and maple syrup producer.
- 15 (5) Notwithstanding part 3517.4000, occupational
- 16 experience required for this license need not be paid, if the
- 17 unpaid experience is verified by an affidavit signed by both the
- 18 applicant and one of the following practitioners, other than the
- 19 applicant's family members, who has firsthand knowledge that the
- 20 experience has been completed as stated:
- 21 (a) an individual currently practicing in a
- 22 business profession including certified public accountant,
- 23 attorney, banker, farm insurance agent, or county agent;
- 24 (b) currently practicing horticultural
- 25 business proprietor; or
- 26 (c) a vocationally licensed horticulture or
- 27 agriculture teacher who supervised the applicant in a
- 28 cooperative horticultural business educational experience.
- 29 The affidavit must state dates, hours, places, job
- 30 classification, and duties involved in the unpaid occupational
- 31 experience, as well as a specific statement of success and
- 32 documentation of the means by which part-time hours were
- 33 determined.
- 34 (6) In hardship cases as defined in part
- 35 3517.6200, a person may teach with a limited license and delay
- 36 completing part of the occupational experience requirement under

- 1 part 3517.6200.
- Subp. 2. Alternative license. A valid Minnesota secondary
- 3 vocational license in vocational agriculture is an acceptable
- 4 alternative for a license under this part.
- 5 3517.0240 SECONDARY VOCATIONAL AGRICULTURE TEACHER.
- 6 Subpart 1. Requirements. An applicant for an entrance
- 7 license to teach the vocational program of agriculture in a
- 8 secondary school must meet the following requirements:
- 9 A. Educational criteria:
- 10 (1) a baccalaureate degree in agriculture
- 11 education from a land grant university or from an institution
- 12 with a college of agriculture on its campus as defined in the
- 13 Directory of American Association of State Colleges of
- 14 Agriculture and Renewable Resources or verifed by the secondary
- 15 vocational program specialist;
- 16 (2) a course in philosophy of vocational
- 17 education completed before renewal of the entrance license; and
- 18 (3) the human relations program as specified in
- 19 part 3517.3500.
- 20 B. The technical coursework requirement is met by the
- 21 baccalaureate degree.
- 22 C. Occupational experience:
- 23 (1) An applicant must have 2,000 hours of
- 24 occupational experience as specified in parts 3517.4000 to
- 25 3517.4200.
- 26 (2) Eight hundred hours of the experience must be
- 27 in the emphasis area.
- 28 (3) The emphasis area is experience gained in the
- 29 operation of farms or ranches that includes the production,
- 30 management, care, processing, marketing, or propagation of
- 31 plants or animals.
- 32 (4) Related areas are the agriculture occupations
- 33 listed in the current edition of the National Ag Occupations
- 34 Competency Study, with the following exceptions: flour miller's
- 35 assistant; cereal grains or laborer; mill maintenance worker;

- 1 citrus processor, milk processor, or milk plant manager; butter,
- 2 ice cream and cheese maker, maintenance engineer (milk plant),
- 3 plant electrician, lift truck operator, fruit and vegetable
- 4 processing industry, instrument technician, lab technician, or
- 5 plant maintenance mechanic; slaughterhouse worker, processed
- 6 meals worker, breaking house worker, fish cannery worker, retail
- 7 fish cutter, nut sorter, supervisor nut sorter, nut sorting
- 8 machine operator, nut tester, nut sanitarian, nut maintenance
- 9 mechanic, or nut machine operator; egg processor; rice shift
- 10 miller, rice huller person, or rice hull maintenance person;
- 11 sweet potato processor; floriculture delivery person or floral
- 12 salesperson; air pollution control inspector or technician; fish
- 13 conservation officer, fish hatchery worker, or fish research
- 14 technician; zoning compliance officer, commercial fisherman, or
- 15 fisheries technician; campground manager and maintenance person,
- 16 park aide, park maintenance person, or hunting and fishing
- 17 guide; water treatment plant operator or waste water technician;
- 18 sawyer, sawmill worker, fire ranger, forest fire fighter, forest
- 19 insect ranger, fire warden, or forest fire supression crew
- 20 leader; and maple syrup producer.
- 21 (5) Notwithstanding part 3517.4000, occupational
- 22 experience required for a license under this part need not be
- 23 paid, if the unpaid experience is verified by an affidavit
- 24 signed by both the applicant and one of the following
- 25 practitioners, exclusive of the applicant's family members, who
- 26 has firsthand knowledge that the experience has been completed
- 27 as stated:
- 28 (a) an individual currently practicing in a
- 29 business profession including certified public accountant,
- 30 attorney, banker, farm insurance agent, or county agent;
- 31 (b) a currently practicing farm or ranch
- 32 proprietor; or
- 33 (c) a vocationally licensed agriculture
- 34 teacher who supervised the applicant in an on-farm or
- 35 cooperative agriculture business educational experience or who
- 36 worked with the applicant's family farm operation in the

- 1 capacity of adult farm management teacher.
- The affidavit must state dates, hours, places, job
- 3 classification, and duties involved in the unpaid occupational
- 4 experience, as well as a specific statement of success and
- 5 documentation of the means by which part-time hours were
- 6 determined.
- 7 (6) In hardship cases as defined in part
- 8 3517.6200, a person may teach with a limited license and delay
- 9 completing part of the occupational experience requirement under
- 10 part 3517.6200.
- 11 Subp. 2. License validity. A license under this part is
- 12 valid to:
- 13 (1) teach any junior high or senior high program
- 14 in agriculture;
- 15 (2) teach any junior high or senior high program
- 16 in horticulture or specialty crops;
- 17 (3) teach any junior high or senior high program
- 18 in animal care occupations; and
- 19 (4) teach any junior high or senior high program
- 20 listed in secondary vocational program rules under agriculture
- 21 occupations.
- 22 3517.0260 SECONDARY TEACHER-COORDINATOR OF AGRICULTURE
- 23 OCCUPATIONS COOPERATIVE EDUCATION PROGRAMS (EXCLUSIVE OF FARM
- 24 COOPERATIVE EDUCATION).
- 25 Subpart 1. Requirements. An applicant for an entrance
- 26 license to serve as a vocational teacher-coordinator of an
- 27 agriculture occupations cooperative education program, in a
- 28 secondary school (exclusive of farm cooperative education, which
- 29 requires only a secondary vocational agriculture teacher's
- 30 license) must meet the following requirements:
- 31 A. Educational criteria:
- 32 (1) a valid Minnesota secondary vocational
- 33 agriculture, secondary vocational horticulture, or secondary
- 34 animal care occupations teacher's license;
- 35 (2) three-credit practicum in agriculture

- l education from a land grant university or an institution with a
- 2 college of agriculture on its campus as defined in the Directory
- 3 of American Association of State Colleges of Agriculture and
- 4 Renewable Resources or verified by the secondary vocational
- 5 program specialist;
- 6 (3) three-credit course focusing on the
- 7 supervision of agriculture cooperative education programs from a
- 8 land grant college or an institution with a college of
- 9 agriculture on its campus as defined in the Directory of
- 10 American Association of State Colleges of Agriculture and
- 11 Renewable Resources or verified by the secondary vocational
- 12 program specialist;
- 13 (4) a course in philosophy of vocational
- 14 education, completed before renewal of the entrance license; and
- 15 (5) the human relations program as specified in
- 16 part 3517.3500.
- B. The technical coursework requirement is met by the
- 18 baccalaureate degree.
- 19 C. Occupational experience: the applicant must have
- 20 the occupational experience that was required to obtain the
- 21 teacher's license when issued.
- 22 Subp. 2. License validity. A license under this part is
- 23 valid to:
- 24 A. teach an agricultural occupations cooperative
- 25 education program; and
- B. teach a diversified occupations or interrelated
- 27 cooperative education program.
- 28 SECONDARY BUSINESS OCCUPATIONS
- 29 3517.0300 SECONDARY ACCOUNTING TEACHER.
- 30 Subpart 1. Requirements. An applicant for an entrance
- 31 license to teach the secondary vocational accounting program
- 32 must meet the requirements in subpart 2, 3, 4, 5, or 6 (option
- 33 one, two, three, four, or five). A person licensed to teach
- 34 accounting before the effective date of this chapter may also be
- 35 eligible for other licenses according to subpart 7.

- Subp. 2. Accounting teacher; option one. For option one,
- 2 the applicant must meet the following requirements:
- 3 A. Educational criteria:
- 4 (1) A baccalaureate degree with a major in
- 5 business education.
- 6 (2) Two quarter credits or 24 clock hours of
- 7 formal training in keyboarding methods. A noncomputer-based
- 8 keyboarding methods course may be substituted.
- 9 (3) A course in philosophy of vocational
- 10 education, completed before renewal of the entrance license.
- 11 (4) The human relations program as specified in
- 12 part 3517.3500.
- B. No additional technical coursework is required in
- 14 this option.
- 15 C. Occupational experience:
- 16 (1) The applicant must have 3,000 hours of
- 17 occupational experience as specified in parts 3517.4000 to
- 18 3517.4200.
- 19 (2) At least 1,000 hours, including the 500
- 20 recent hours, must be in the emphasis areas.
- 21 (3) Emphasis areas are employment as an auditor,
- 22 controller, accountant, or as a bookkeeper, if the bookkeeping
- 23 experience includes maintaining a general ledger, accounting for
- 24 payables, receivables, and payroll, and preparing financial
- 25 statements.
- 26 (4) Related areas are employment in a position
- 27 where the applicant is responsible for one or more functions
- 28 involving the computing, classifying, and recording of numerical
- 29 data to keep financial records and prepare tax reports,
- 30 including business management experience when responsible for
- 31 budgeting, forecasting, and making business management decisions
- 32 based on prepared financial statements.
- 33 (5) Notwithstanding part 3517.4200, subparts 3,
- 34 5, and 7, an applicant for licensure under this subpart must not
- 35 use a competency-based occupational exam, community-based
- 36 training, or funded Minnesota AVTI vocational teaching to meet

- 1 occupational experience requirements.
- D. Limitations:
- 3 (1) In hardship cases as defined in part
- 4 3517.6200, a person may teach with a limited license and delay
- 5 completing part of the occupational experience according to part
- 6 3517.6200.
- 7 (2) A person must not teach in a secondary
- 8 vocational business education program on a letter of approval.
- 9 Subp. 3. Accounting teacher; option two. For option two,
- 10 the applicant must meet the following requirements:
- 11 A. Educational criteria:
- 12 (1) A baccalaureate degree with a major in
- 13 business education.
- 14 (2) Two quarter credits or 24 clock hours of
- 15 formal training in keyboarding methods. A noncomputer-based
- 16 keyboarding methods course may be substituted.
- 17 (3) A course in philosophy of vocational
- 18 education, completed before renewal of the entrance license.
- 19 (4) The human relations program as specified in
- 20 part 3517.3500.
- 21 B. Technical coursework: thirteen quarter credits or
- 22 156 clock hours with at least two quarter credits or 24 clock
- 23 hours of formal training using each of the following types of
- 24 computer software: word processing, accounting, spreadsheets,
- 25 data base, and graphics.
- 26 C. Occupational experience:
- 27 (1) The applicant must have 2,000 hours of
- 28 occupational experience as specified in parts 3517.4000 to
- 29 3517.4200.
- 30 (2) At least 1,000 hours, including the recent
- 31 500 hours, must be in the emphasis area.
- 32 (3) The emphasis area is employment as an
- 33 auditor, controller, accountant, or as a bookkeeper, if the
- 34 bookkeeping experience includes maintaining a general ledger,
- 35 preparing financial statements, and accounting for payables,
- 36 receivables, and payroll.

- 1 (4) Related areas are employment in a position
- 2 where the applicant is responsible for one or more functions
- 3 involving the computing, classifying, and recording of numerical
- 4 data to keep financial records and prepare tax reports,
- 5 including business management experience, when the applicant is
- 6 responsible for budgeting, forecasting, and making business
- 7 management decisions based on prepared financial statements.
- 8 (5) Notwithstanding part 3517.4200, subparts 3,
- 9 5, and 7, an applicant for licensure under this subpart must not
- 10 use a competency-based exam, community-based training, or funded
- ll Minnesota AVTI vocational teaching to meet occupational
- 12 experience requirements.
- D. Limitations:
- 14 (1) In hardship cases as defined in part
- 15 3517.6200, a person may teach on a limited license and delay
- 16 completing parts of the technical coursework and the
- 17 occupational experience under part 3517.6200.
- 18 (2) A person must not teach in a secondary
- 19 vocational business education program on a letter of approval.
- Subp. 4. Accounting teacher; option three. For option
- 21 three, the applicant must meet the following requirements:
- 22 A. Educational criteria:
- 23 (1) a baccalaureate degree with a major in office
- 24 administration;
- 25 (2) the secondary vocational teacher education
- 26 sequence as specified in part 3517.3150; and
- 27 (3) the human relations program as specified in
- 28 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 30 clock hours with a minimum of two quarter credits or 24 clock
- 31 hours of formal training using each of the following types of
- 32 computer software: word processing, accounting, spreadsheets,
- 33 data base, and graphics.
- 34 C. Occupational experience:
- 35 (1) The applicant must have 2,000 hours of
- 36 occupational experience as specified in parts 3517.4000 to

- 1 3517.4200.
- 2 (2) One hundred percent of the experience must be
- 3 in the emphasis area.
- 4 (3) The emphasis area is employment as an
- 5 auditor, controller, accountant, or as a bookkeeper, if the
- 6 bookkeeping experience includes maintaining a general ledger,
- 7 preparing financial statements, and accounting for payables,
- 8 receivables, and payroll.
- 9 (4) Notwithstanding part 3517.4200, an applicant
- 10 for licensure under this subpart must not use alternative
- 11 experiences to meet occupational experience requirements.
- 12 D. Limitations:
- 13 (1) In hardship cases as defined in part
- 14 3517.6200, a person may teach on a limited license and delay
- 15 completing part of the technical coursework under part 3517.6200.
- 16 (2) A person must not teach in a secondary
- 17 vocational business education program on a letter of approval.
- 18 Subp. 5. Accounting teacher; option four. For option
- 19 four, the applicant must meet the following requirements:
- 20 A. Educational criteria:
- 21 (1) a baccalaureate degree with a major in
- 22 accounting;
- 23 (2) the secondary vocational teacher education
- 24 sequence as specified in part 3517.3150; and
- 25 (3) the human relations program as specified in
- 26 part 3517.3500.
- B. Technical coursework is not required in this
- 28 option.
- 29 C. Occupational experience:
- 30 (1) The applicant must have 2,000 hours of
- 31 occupational experience as specified in parts 3517.4000 to
- 32 3517.4200.
- 33 (2) One hundred percent of the experience must be
- 34 in the emphasis area.
- 35 (3) The emphasis area is employment as an
- 36 auditor, controller, accountant, or as a bookkeeper, if the

- 1 bookkeeping experience includes maintaining a general ledger,
- 2 preparing financial statements, and accounting for payables,
- 3 receivables, and payroll.
- 4 (4) Notwithstanding part 3517.4200, an applicant
- 5 for licensure under this subpart must not use alternative
- 6 experiences to meet occupational experience requirements.
- 7 D. Limitations:
- 8 (1) A person must not teach with a limited
- 9 license under this option.
- 10 (2) A person must not teach in a secondary
- 11 vocational business education program on a letter of approval.
- 12 Subp. 6. Accounting teacher; option five. For option
- 13 five, the applicant must meet the following requirements:
- 14 A. Educational criteria:
- 15 (1) the secondary vocational teacher education
- 16 sequence as specified in part 3517.3150; and
- 17 (2) the human relations program as specified in
- 18 part 3517.3500.
- 19 B. Technical coursework is not required in this
- 20 option.
- 21 C. Occupational experience:
- 22 (1) The applicant must have 6,000 hours of
- 23 occupational experience as specified in parts 3517.4000 to
- 24 3517.4200.
- 25 (2) One hundred percent of the experience must be
- 26 in the emphasis area.
- 27 (3) The emphasis area is employment as an
- 28 auditor, controller, accountant, or as a bookkeeper if the
- 29 bookkeeping experience includes maintaining a general ledger,
- 30 preparing financial statements, and accounting for payables,
- 31 receivables, and payroll.
- 32 (4) Notwithstanding part 3517.4200, an applicant
- 33 for licensure under this subpart must not use alternative
- 34 experiences to meet occupational experience requirements.
- 35 D. Limitations:
- 36 (1) A person must not teach on a limited license

- 1 under this option.
- 2 (2) A person must not teach in a secondary
- 3 vocational business education program on a letter of approval.
- 4 Subp. 7. Replacing an accounting license. A person
- 5 licensed to teach secondary vocational accounting before the
- 6 effective date of this chapter is eligible for a license under
- 7 this part. If the teacher holds a baccalaureate degree in
- 8 business education, the teacher is also eligible for the
- 9 administrative support occupations license treated in part
- 10 3517.0320.
- 11 A person licensed to teach secondary vocational
- 12 accounting/data processing before this chapter takes effect is
- 13 eligible for an accounting teacher's license under this part and
- 14 a data processing teacher's license treated in part 3517.0390.
- 15 If the teacher holds a baccalaureate degree in business
- 16 education, the teacher is also eligible for an administrative
- 17 support occupations license.
- 18 The personnel licensing section shall issue the new license
- 19 when the teacher applies for license renewal. A teacher who
- 20 wants to be licensed in the new category before renewal is
- 21 required may apply and pay the licensure fee to receive the new
- 22 license. The personnel licensing section must not issue new
- 23 licenses in accounting/data processing after this chapter takes
- 24 effect.
- 25 3517.0320 SECONDARY ADMINISTRATIVE SUPPORT OCCUPATIONS TEACHER.
- 26 Subpart 1. Requirements. An applicant for an entrance
- 27 license to teach the secondary vocational administrative support
- 28 occupations program must meet the requirements in subpart 2, 3,
- 29 or 4 (option one, two, or three). Teachers in certain other
- 30 categories of practice must replace their licenses with
- 31 administrative support occupations licenses according to
- 32 subparts 5 and 6. Those categories are: general
- 33 secretarial/clerical occupations with a shorthand component,
- 34 general secretarial/clerical occupations without a shorthand
- 35 component, and supervisory management occupations.

- Subp. 2. Administrative support occupations teacher;
- 2 option one. For option one, the applicant must meet the
- 3 following requirements:
- 4 A. Educational criteria:
- 5 (1) A baccalaureate degree with a major in
- 6 business education.
- 7 (2) Two quarter credits or 24 clock hours of
- 8 formal training in keyboarding methods. A noncomputer-based
 - 9 keyboarding methods course may be substituted.
- 10 (3) A course in philosophy of vocational
- 11 education, completed before renewal of the entrance license.
- 12 (4) The human relations program as specified in
- 13 part 3517.3500.
- B. No additional technical coursework is required in
- 15 this option.
- 16 C. Occupational experience:
- 17 (1) The applicant must have 3,000 hours of
- 18 occupational experience as specified in parts 3517.4000 to
- 19 3517.4200.
- 20 (2) At least 1,000 hours, including the 500
- 21 recent hours, must be in the emphasis area.
- 22 (3) The emphasis area is employment as an
- 23 administrative support staff member responsible for applying
- 24 keyboarding, oral/written communications, transcription,
- 25 proofreading, filing/records management, and procedures using
- 26 current technology in a business office environment; or
- 27 employment as an accountant; or as a bookkeeper responsible for
- 28 maintaining a general ledger and preparing financial statements;
- 29 or as a tax preparer responsible for preparing sole proprietor,
- 30 partnerships, or corporate income tax returns in a business
- 31 office environment; as a business manager in a business office
- 32 when responsible for budgeting, forecasting, and making business
- 33 management decisions based on prepared financial statements; or
- 34 as a supervisor/manager in a business office.
- 35 (4) Related areas are employment in a business
- 36 office environment with responsibility for one function, or

- 1 limited functions, such as an accounts receivable clerk, a data
- 2 entry operator, or a file clerk; employment in a business office
- 3 environment with responsibility for helping administrative
- 4 support staff, but with no direct administrative support staff
- 5 responsibility, such as a messenger or reprographics operator;
- 6 employment as a supervisor/manager of operations and personnel;
- 7 or employment in any position included within the occupational
- 8 emphasis area for any secondary vocational business education
- 9 license.
- 10 (5) Notwithstanding part 3517.4200, subparts 3,
- 11 5, and 7, an applicant for licensure under this subpart must not
- 12 use a competency-based exam, community-based training, or funded
- 13 Minnesota AVTI vocational teaching to meet occupational
- 14 experience requirements.
- D. Limitations:
- 16 (1) In hardship cases as defined in part
- 17 3517.6200, a person may teach with a limited license and delay
- 18 completing part of the occupational experience requirement under
- 19 part 3517.6200.
- 20 (2) A person must not teach in a secondary
- 21 vocational business education program on a letter of approval.
- 22 Subp. 3. Administrative support occupations teacher;
- 23 option two. For option two, the applicant must satisfy the
- 24 following requirements:
- 25 A. Educational criteria:
- 26 (1) A baccalaureate degree with a major in
- 27 business education.
- 28 (2) Two quarter credits or 24 clock hours of
- 29 formal training in keyboarding methods. A noncomputer-based
- 30 keyboarding methods course may be substituted.
- 31 (3) A course in philosophy of vocational
- 32 education completed before renewal of the entrance license.
- 33 (4) The human relations program as specified in
- 34 part 3517.3500.
- 35 B. Technical coursework: 13 quarter credits or 156
- 36 clock hours with at least two quarter credits or 24 clock hours

- 1 of formal training using each of the following types of computer
- 2 software: word processing, accounting, spreadsheets, data base,
- 3 and graphics.
- 4 C. Occupational experience:
- 5 (1) The applicant must have 2,000 hours of
- 6 occupational experience as specified in parts 3517.4000 to
- 7 3517.4200.
- 8 (2) At least 1,000 hours, including the recent
- 9 500 hours, must be in the emphasis area.
- 10 (3) The emphasis area is employment as an
- 11 administrative support staff person responsible for applying
- 12 keyboarding, oral/written communications, transcription,
- 13 proofreading, filing/records management, and office procedures
- 14 using current technology in a business office environment; or as
- 15 an accountant; or as a bookkeeper responsible for maintaining a
- 16 general ledger and preparing financial statements; or as a tax
- 17 preparer responsible for preparing sole proprietor,
- 18 partnerships, or corporate income tax returns in a business
- 19 office environment; as a business manager in a business office
- 20 when responsible for budgeting, forecasting, and making business
- 21 management decisions based on prepared financial statements; or
- 22 as a supervisor/manager in a business office.
- 23 (4) Related areas are employment in a business
- 24 office environment with responsibility for one function, or
- 25 limited functions, such as an accounts receivable clerk, a data
- 26 entry operator, or a file clerk; employment in a business office
- 27 environment with responsibility for helping administrative
- 28 support staff, but with no direct administrative support staff
- 29 responsibility, such as a messenger or reprographics operator;
- 30 employment as a supervisor/manager of operations and personnel;
- 31 or employment in any position included within the occupational
- 32 emphasis area for any secondary vocational business education
- 33 license.
- 34 (5) Notwithstanding part 3517.4200, subparts 3,
- 35 5, and 7, an applicant for licensure under this subpart must not
- 36 use a competency-based exam, community-based training, or funded

- 1 Minnesota AVTI vocational teaching to meet occupational
- 2 experience requirements.
- 3
 D. Limitations:
- 4 (1) In hardship cases as defined in part
- 5 3517.6200, a person may teach with a limited license and delay
- 6 completing part of the technical coursework and occupational
- 7 experience requirement under part 3517.6200.
- 8 (2) A person must not teach in a secondary
- 9 vocational business education program on a letter of approval.
- 10 Subp. 4. Administrative support occupations teacher;
- 11 option three. For option three, the applicant must meet the
- 12 following requirements:
- 13 A. Educational criteria:
- (1) a baccalaureate degree with a major in office
- 15 administration;
- 16 (2) credit coursework in specialized methods in
- 17 each of the following: keyboarding/typewriting, accounting, and
- 18 administrative support skills procedures;
- 19 (3) the secondary vocational teacher education
- 20 sequence as specified in part 3517.3150; and
- 21 (4) the human relations program as specified in
- 22 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 24 clock hours with at least two quarter credits or 24 clock hours
- 25 of formal training using each of the following types of computer
- 26 software: word processing, accounting, spreadsheets, data base,
- 27 and graphics.
- 28 C. Occupational experience:
- 29 (1) The applicant must have 2,000 hours of
- 30 occupational experience as specified in parts 3517.4000 to
- 31 3517.4200.
- 32 (2) One hundred percent of the experience must be
- 33 in the emphasis area.
- 34 (3) The emphasis area is employment as an
- 35 administrative support staff person responsible for applying
- 36 keyboarding, oral/written communications, transcription,

- 1 proofreading, filing/records management, and office procedures,
- 2 using current technology, in a business or governmental office
- 3 environment; or as an accountant; or as a bookkeeper responsible
- 4 for maintaining a general ledger and preparing financial
- 5 statements; or as a tax preparer responsible for preparing sole
- 6 proprietor, partnerships, or corporate income tax returns in a
- 7 business office environment; as a business manager in a business
- 8 office when responsible for budgeting, forecasting, and making
- 9 business management decisions based on prepared financial
- 10 statements; or as a supervisor/manager in a business office
- 11 environment.
- 12 (4) Notwithstanding part 3517.4200, an applicant
- 13 for licensure under this subpart must not use alternative
- 14 experiences to meet occupational experience requirements.
- D. Limitations:
- 16 (1) In hardship cases as defined in part
- 17 3517.6200, a person may teach with a limited license and delay
- 18 completing part of the technical coursework under part 3517.6200.
- 19 (2) A person must not teach in a secondary
- 20 vocational business education program on a letter of approval.
- 21 Subp. 5. Replacing a narrower license. A license in
- 22 administrative support occupations is required to teach an
- 23 administrative support occupations program. By July 1, 1992,
- 24 programs in secretarial/clerical occupations with a shorthand
- 25 component, secretarial/clerical occupations without a shorthand
- 26 component, and supervisory management occupations must be
- 27 converted to administrative support occupations programs. The
- 28 personnel licensing section must not issue licenses in the
- 29 narrower categories of practice after this chapter takes effect.
- 30 A person licensed to teach secretarial/clerical
- 31 occupations, with or without shorthand, is eligible for a
- 32 license under this part. A person licensed to teach supervisory
- 33 management occupations is eligible for a license under this part
- 34 if the person has a business education degree and meets the
- 35 technical coursework requirements in subpart 3, item B.
- 36 The personnel licensing section must issue the new license

- 1 when the teacher applies for license renewal. A teacher who
- 2 wants the new license before renewal is required may apply and
- 3 pay the licensure fee to receive the new license.
- 4 Subp. 6. Other persons eligible. Under parts 3517.0300
- 5 and 3517.0390, an administrative support occupations license
- 6 must also be issued to persons licensed to teach accounting who
- 7 have business education degrees, and to persons licensed to
- 8 teach accounting/data processing who have business education
- 9 degrees.
- 10 3517.0330 SECONDARY BANKING AND FINANCE TEACHER.
- 11 Subpart 1. Requirements. An applicant for an entrance
- 12 license to teach the secondary vocational program banking and
- 13 finance must meet the requirements in subpart 2, 3, 4, 5, or 6
- 14 (option one, two, three, four, or five). A license in financial
- 15 teller occupations must be replaced according to subpart 7.
- Subp. 2. Banking and finance teacher; option one. For
- 17 option one, the applicant must meet the following requirements:
- 18 A. Educational criteria:
- 19 (1) A baccalaureate degree with a major in
- 20 business education.
- 21 (2) Two quarter credits or 24 clock hours of
- 22 formal training in keyboarding methods. A noncomputer-based
- 23 keyboarding methods course may be substituted.
- 24 (3) A course in philosophy of vocational
- 25 education, completed before renewal of the entrance license.
- 26 (4) The human relations program as specified in
- 27 part 3517.3500.
- 28 B. No additional technical coursework is required in
- 29 this option.
- 30 C. Occupational experience:
- 31 (1) The applicant must have 3,000 hours of
- 32 occupational experience as specified in parts 3517.4000 to
- 33 3517.4200.
- 34 (2) At least 1,000 hours, including the 500
- 35 recent hours, must be in the emphasis areas.

- 1 (3) Emphasis areas are employment within a
- 2 financial institution as a bookkeeper, personal banker, retail
- 3 banking officer, or loan officer.
- 4 (4) Related areas are employment as a cashier,
- 5 teller, proofmachine operator, new accounts clerk, or other
- 6 operations positions within a financial institution.
- 7 (5) Notwithstanding part 3517.4200, subparts 3,
- 8 5, and 7, an applicant for licensure under this subpart must not
- 9 use a competency-based exam, community-based training, or funded
- 10 Minnesota AVTI vocational teaching to meet occupational
- 11 experience requirements.
- D. Limitations:
- 13 (1) In hardship cases as defined in part
- 14 3517.6200, a person may teach with a limited license and delay
- 15 completing part of the occupational experience requirement under
- 16 part 3517.6200.
- 17 (2) A person must not teach in a secondary
- 18 vocational business education program on a letter of approval.
- 19 Subp. 3. Banking and finance teacher; option two. For
- 20 option two, the applicant must meet the following requirements:
- 21 A. Educational criteria:
- 22 (1) A baccalaureate degree with a major in
- 23 business education.
- 24 (2) Two quarter credits or 24 clock hours of
- 25 formal training in keyboarding methods. A noncomputer-based
- 26 keyboarding methods course may be substituted.
- 27 (3) A course in philosophy of vocational
- 28 education, completed before renewal of the entrance license.
- 29 (4) The human relations program as specified in
- 30 part 3517.3500.
- 31 B. Technical coursework: 13 quarter credits or 156
- 32 clock hours with a minimum of two quarter credits or 24 clock
- 33 hours of formal training using each of the following types of
- 34 computer software: word processing, accounting, spreadsheets,
- 35 data base, and graphics.
- 36 C. Occupational experience:

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- 1 (1) The applicant must have 2,000 hours of
- 2 occupational experience as specified in parts 3517.4000 to
- 3 3517.4200.
- 4 (2) At least 1,000 hours, including the recent
- 5 500 hours, must be in the emphasis areas.
- 6 (3) The emphasis area is employment within a
- 7 financial institution as a bookkeeper, personal banker, retail
- 8 banking officer, or loan officer.
- 9 (4) Related areas are employment as a cashier,
- 10 teller, proofmachine operator, new accounts clerk, or other
- 11 operations positions within a financial institution.
- 12 (5) Notwithstanding part 3517.4200, subparts 3,
- 13 5, and 7, an applicant for licensure under this subpart must not
- 14 use a competency-based exam, community-based training, or funded
- 15 Minnesota AVTI vocational teaching to meet occupational
- 16 experience requirements.
- D. Limitations:
- 18 (1) In hardship cases as defined in part
- 19 3517.6200, a person may teach with a limited license and delay
- 20 completing part of the technical coursework and the occupational
- 21 experience requirement under part 3517.6200.
- 22 (2) A person must not teach in a secondary
- 23 vocational business education program on a letter of approval.
- Subp. 4. Banking and finance teacher; option three. For
- 25 option three, the applicant must meet the following requirements:
- 26 A. Educational criteria:
- 27 (1) a baccalaureate degree with a major in office
- 28 administration;
- 29 (2) vocational teacher education sequence as
- 30 specified in part 3517.3150; and
- 31 (3) the human relations program as specified in
- 32 part 3517.3500.
- 33 B. Technical coursework: 13 quarter credits or 156
- 34 clock hours with a minimum of two quarter credits or 24 clock
- 35 hours of formal training using each of the following types of
- 36 computer software: word processing, accounting, spreadsheets,

- 1 data base, and graphics.
- C. Occupational experience:
- 3 (1) The applicant must have 2,000 hours of
- 4 occupational experience as specified in parts 3517.4000 to
- 5 3517.4200.
- 6 (2) One hundred percent of the experience must be
- 7 in the emphasis area.
- 8 (3) The emphasis area is employment within a
- 9 financial institution as a bookkeeper, personal banker, retail
- 10 banking officer, or loan officer.
- 11 (4) Notwithstanding part 3517.4200, an applicant
- 12 for licensure under this subpart must not use alternative
- 13 experiences to meet occupational experience requirements.
- D. Limitations:
- 15 (1) In hardship cases as defined in part
- 16 3517.6200, a person may teach with a limited license and delay
- 17 completing part of the technical coursework under part 3517.6200.
- 18 (2) A person must not teach in a secondary
- 19 vocational business education program on a letter of approval.
- Subp. 5. Banking and finance teacher; option four. For
- 21 option four, the applicant must meet the following requirements:
- 22 A. Educational criteria:
- 23 (1) a baccalaureate degree with a major in
- 24 business management, or administration, or accounting, or
- 25 finance and credit;
- 26 (2) the secondary vocational teacher education
- 27 sequence as specified in part 3517.3150; and
- 28 (3) the human relations program as specified in
- 29 part 3517.3500.
- 30 B. No additional technical coursework is required in
- 31 this option.
- 32 C. Occupational experience:
- 33 (1) The applicant must have 2,000 hours of
- 34 occupational experience as specified in parts 3517.4000 to
- 35 3517.4200.
- 36 (2) One hundred percent of the experience must be

- l in the emphasis area.
- 2 (3) The emphasis area is employment within a
- 3 financial institution as a bookkeeper, personal banker, retail
- 4 banking officer, or loan officer.
- 5 (4) Notwithstanding part 3517.4200, an applicant
- 6 for licensure under this subpart must not use alternative
- 7 experiences to meet occupational experience requirements.
- 8 D. Limitations:
- 9 (1) A person must not teach on a limited license
- 10 under this option.
- 11 (2) A person must not teach in a secondary
- 12 vocational business education program on a letter of approval.
- Subp. 6. Banking and finance teacher; option five. For
- 14 option five, the applicant must meet the following requirements:
- 15 A. Educational criteria:
- 16 (1) the secondary vocational teacher education
- 17 sequence as specified in part 3517.3150; and
- 18 (2) the human relations program as specified in
- 19 part 3517.3500.
- 20 B. Technical coursework is not required in this
- 21 option.
- 22 C. Occupational experience:
- 23 (1) The applicant must have 6,000 hours of
- 24 occupational experience as specified in parts 3517.4000 to
- 25 3517.4200.
- 26 (2) One hundred percent of the experience must be
- 27 in the emphasis area.
- 28 (3) The emphasis area is employment within a
- 29 financial institution as a bookkeeper, personal banker, retail
- 30 banking officer, or loan officer.
- 31 (4) Notwithstanding part 3517.4200, an applicant
- 32 for licensure under this subpart must not use alternative
- 33 experiences to meet occupational experience requirements.
- 34 D. Limitations:
- 35 (1) A person must not teach on a limited license
- 36 under this option.

- 1 (2) A person must not teach in a secondary
- 2 vocational business education program on a letter of approval.
- 3 Subp. 7. Replacing a financial teller license. By July 1,
- 4 1992, programs in financial teller occupations must be converted
- 5 to banking and finance programs. A license under this part is
- 6 required to teach the banking and finance occupations program.
- 7 The personnel licensing section must not issue new licenses in
- 8 financial teller occupations after the effective date of this
- 9 chapter. A person licensed to teach financial teller
- 10 occupations is eligible for a license in banking and finance
- 11 occupations. The section shall issue a banking and finance
- 12 license when a financial teller occupations teacher applies for
- 13 renewal. A teacher who wants licensure in the new category
- 14 before renewal is required may apply and pay the licensure fee
- 15 to receive the new license.
- 16 3517.0350 SECONDARY BUSINESS SIMULATION OCCUPATIONS TEACHER.
- 17 Subpart 1. Requirements. An applicant for an entrance
- 18 license to teach secondary business simulation must meet the
- 19 requirements in this subpart. A person licensed to teach the
- 20 model office program must replace that license according to
- 21 subpart 2.
- 22 A. Educational criteria:
- 23 (1) Possession of a valid vocational
- 24 administrative support teacher's license.
- 25 (2) A three-credit course in methods and
- 26 materials of business simulation.
- 27 (3) A two-credit course in integrating the
- 28 appropriate vocational student organization into the curriculum,
- 29 completed before renewal of the entrance license.
- 30 (4) Two quarter credits or 24 clock hours of
- 31 formal training in keyboarding methods. A noncomputer-based
- 32 keyboarding methods course may be substituted.
- 33 (5) A course in philosophy of vocational
- 34 education, completed before renewal of the entrance license.
- 35 (6) The human relations program as specified in

- 1 part 3517.3500.
- B. Technical coursework: technical preparation of 15
- 3 credits or 180 clock hours with a minimum of two credits or 24
- 4 clock hours of formal training using each of the following types
- 5 of computer software: word processing, accounting,
- 6 spreadsheets, data base, relational data bases, and graphics.
- 7 Technical preparation must be completed within the five-year
- 8 period just before the date the license is to be issued.
- 9 C. Occupational experience: the applicant must have
- 10 the occupational experience that was required to obtain the
- 11 vocational administrative support teacher's license when it was
- 12 issued.
- D. Limitations:
- 14 (1) In hardship cases as defined in part
- 15 3517.6200, a person may teach on a limited license and delay
- 16 completing part of the educational criteria, and technical
- 17 coursework. In those cases, the person must not delay obtaining
- 18 a valid vocational administrative support teacher's license or
- 19 completing the course in methods and materials of business
- 20 simulation.
- 21 (2) A person must not teach in a secondary
- 22 vocational business education program on a letter of approval.
- Subp. 2. Converting a model office license. By July 1,
- 24 1989, model office programs must be converted to business
- 25 simulation occupations programs. A license under this part is
- 26 required to teach business simulation occupations. The
- 27 personnel licensing section must not issue new model office
- 28 licenses after the effective date of this chapter. However, a
- 29 model office license is renewable under this chapter until July
- 30 1, 1989, and is valid to teach model office.
- 31 3517.0370 SECONDARY DATA ENTRY CLERK TEACHER.
- 32 Subpart 1. Requirements. An applicant for an entrance
- 33 license to teach the secondary vocational program of data entry
- 34 clerk must meet the requirements in subpart 2, 3, 4, 5, or 6
- 35 (option one, two, three, four, or five).

- Subp. 2. Data entry clerk teacher; option one. For option
- 2 one, the applicant must meet the following requirements:
- 3 A. Educational criteria:
- 4 (1) A baccalaureate degree with a major in
- 5 business education.
- 6 (2) Two quarter credits or 24 clock hours of
- 7 formal training in keyboarding methods. A noncomputer-based
- 8 keyboarding methods course may be substituted.
- 9 (3) A course in philosophy of vocational
- 10 education, completed before renewal of the entrance license.
- 11 (4) The human relations program as specified in
- 12 part 3517.3500.
- B. No additional technical coursework is required in
- 14 this option.
- 15 C. Occupational experience:
- 16 (1) The applicant must have 3,000 hours of
- 17 occupational experience as specified in parts 3517.4000 to
- 18 3517.4200.
- 19 (2) At least 1,000 hours, including the 500
- 20 recent hours, must be in the emphasis area.
- 21 (3) The emphasis area is employment as a data
- 22 entry clerk.
- 23 (4) Related areas are employment as a computer
- 24 programmer, mainframe computer operator, or systems analyst.
- 25 (5) Notwithstanding part 3517.4200, subparts 3,
- 26 5, and 7, an applicant for licensure under this subpart must not
- 27 use a competency-based exam, community-based training, or funded
- 28 Minnesota AVTI vocational teaching to meet occupational
- 29 experience requirements.
- 30 D. Limitations:
- 31 (1) In hardship cases as defined in part
- 32 3517.6200, a person may teach with a limited license and delay
- 33 completing part of the occupational experience requirement under
- 34 part 3517.6200.
- 35 (2) A person must not teach in a secondary
- 36 vocational business education program on a letter of approval.

- Subp. 3. Data entry clerk teacher; option two. For option
- 2 two, the applicant must meet the following requirements:
- 3 A. Educational criteria:
- 4 (1) A baccalaureate degree with a major in
- 5 business education.
- 6 (2) Two quarter credits or 24 clock hours of
- 7 formal training in keyboarding methods. A noncomputer-based
- 8 keyboarding methods course may be substituted.
- 9 (3) A course in philosophy of vocational
- 10 education, completed before renewal of the entrance license.
- 11 (4) The human relations program as specified in
- 12 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 14 clock hours with a minimum of two quarter credits or 24 clock
- 15 hours of formal training using each of the following types of
- 16 computer software: word processing, accounting, spreadsheets,
- 17 data base, and graphics.
- 18 C. Occupational experience:
- 19 (1) The applicant must have 2,000 hours of
- 20 occupational experience as specified in parts 3517.4000 to
- 21 3517.4200.
- 22 (2) At least 1,000 hours, including the recent
- 23 500 hours, must be in the emphasis area.
- 24 (3) The emphasis area is employment as a data
- 25 entry clerk.
- 26 (4) Related areas are employment as a computer
- 27 programmer, mainframe computer operator, or systems analyst.
- 28 (5) Notwithstanding part 3517.4200, subparts 3,
- 29 5, and 7, an applicant for licensure under this subpart must not
- 30 use a competency-based exam, community-based training, or funded
- 31 Minnesota AVTI vocational teaching to meet occupational
- 32 experience requirments.
- 33
 D. Limitations:
- 34 (1) In hardship cases as defined in part
- 35 3517.6200, a person may teach with a limited license and delay
- 36 completing part of the technical coursework and the occupational

- 1 experience under part 3517.6200.
- 2 (2) A person must not teach in a secondary
- 3 vocational business education program on a letter of approval.
- 4 Subp. 4. Data entry clerk teacher; option three. For
- 5 option three, the applicant must meet the following requirements:
- A. Educational criteria:
- 7 (1) a baccalaureate degree with a major in office
- 8 administration;
- 9 (2) the secondary vocational teacher education
- 10 sequence as specified in part 3517.3150; and
- 11 (3) the human relations program as specified in
- 12 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 14 clock hours with a minimum of two quarter credits or 24 clock
- 15 hours of formal training using each of the following types of
- 16 computer software: word processing, accounting, spreadsheets,
- 17 data base, and graphics.
- 18 C. Occupational experience:
- 19 (1) The applicant must have 2,000 hours of
- 20 occupational experience as specified in parts 3517.4000 to
- 21 3517.4200.
- 22 (2) One hundred percent of the experience must be
- 23 in the emphasis area.
- 24 (3) The emphasis area is employment as a data
- 25 entry clerk.
- 26 (4) Notwithstanding part 3517.4200, an applicant
- 27 for licensure under this subpart must not use alternative
- 28 experiences to meet occupational experience requirements.
- 29 D. Limitations:
- 30 (1) In hardship cases as defined in part
- 31 3517.6200, a person may teach with a limited license and delay
- 32 completing part of the technical coursework under part 3517.6200.
- 33 (2) A person must not teach in a secondary
- 34 vocational business education program on a letter of approval.
- 35 Subp. 5. Data entry clerk teacher; option four. For
- 36 option four, the applicant must meet the following requirements:

- 1 A. Educational criteria:
- 2 (1) a baccalaureate degree with a major in
- 3 computer science or any major granted through a college of
- 4 business;
- 5 (2) the secondary vocational teacher education
- 6 sequence as specified in part 3517.3150; and
- 7 (3) the human relations program as specified in
- 8 part 3517.3500.
- 9 B. No additional technical coursework is required in
- 10 this option.
- 11 C. Occupational experience:
- 12 (1) The applicant must have 2,000 hours of
- 13 occupational experience as specified in parts 3517.4000 to
- 14 3517.4200.
- 15 (2) One hundred percent of the experience must be
- 16 in the emphasis area.
- 17 (3) The emphasis area is employment as a data
- 18 entry clerk.
- 19 (4) Notwithstanding part 3517.4200, an applicant
- 20 for licensure under this subpart must not use alternative
- 21 experience to meet occupational experience requirements.
- 22 D. Limitations:
- 23 (1) A person must not teach on a limited license
- 24 under this option.
- 25 (2) A person must not teach in a secondary
- 26 vocational business education program on a letter of approval.
- 27 Subp. 6. Data entry clerk teacher; option five. For
- 28 option five, the applicant must meet the following requirements:
- 29 A. Educational criteria:
- 30 (1) the secondary vocational teacher education
- 31 sequence as specified in part 3517.3150; and
- 32 (2) the human relations program as specified in
- 33 part 3517.3500.
- 34 B. Technical coursework is not required in this
- 35 option.
- 36 C. Occupational experience:

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- 1 (1) The applicant must have 6,000 hours of
- 2 occupational experience as specified in parts 3517.4000 to
- 3 3517.4200.
- 4 (2) One hundred percent of the experience must be
- 5 in the emphasis area.
- 6 (3) The emphasis area is employment as a data
- 7 entry clerk.
- 8 (4) Notwithstanding part 3517.4200, an applicant
- 9 for licensure under this subpart must not use alternative
- 10 experience to meet occupational requirements.
- D. Limitations:
- 12 (1) A person must not teach on a limited license
- 13 under this option.
- 14 (2) A person must not teach in a secondary
- 15 vocational business education program on a letter of approval.
- 16 3517.0390 SECONDARY DATA PROCESSING OCCUPATIONS TEACHER.
- 17 Subpart 1. Requirements. An applicant for an entrance
- 18 license to teach the secondary vocational program of data
- 19 processing must meet the requirements in subpart 2, 3, 4, 5, or
- 20 6 (option one, two, three, four, or five). A person licensed to
- 21 teach accounting/data processing who wishes to replace that
- 22 license must follow the procedures in subpart 7.
- Subp. 2. Data processing occupations teacher; option one.
- 24 For option one, the applicant must meet the following
- 25 requirements:
- 26 A. Educational criteria:
- 27 (1) A baccalaureate degree with a major in
- 28 business education.
- 29 (2) Two quarter credits or 24 clock hours of
- 30 formal training in keyboarding methods. A noncomputer-based
- 31 keyboarding methods course may be substituted.
- 32 (3) A course in philosophy of vocational
- 33 education, completed before renewal of the entrance license.
- 34 (4) The human relations program as specified in
- 35 part 3517.3500.

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- B. No additional technical coursework is required in this option.
- 3 C. Occupational experience:
- 4 (1) The applicant must have 3,000 hours of
- 5 occupational experience as specified in parts 3517.4000 to
- 6 3517.4200.
- 7 (2) At least 1,000 hours, including the 500
- 8 recent hours, must be in the emphasis area.
- 9 (3) The emphasis area is employment as a business
- 10 applications programmer or business software analyst.
- 11 (4) Related areas are employment as a mainframe
- 12 computer operator, data entry clerk, or systems analyst.
- 13 (5) Notwithstanding part 3517.4200, subparts 3,
- 14 5, and 7, an applicant for licensure under this subpart must not
- 15 use a competency-based exam, community-based training, or funded
- 16 Minnesota AVTI vocational teaching to meet occupational
- 17 experience requirements.
- D. Limitations:
- 19 (1) In hardship cases as defined in part
- 20 3517.6200, a person may teach with a limited license and delay
- 21 completing part of the occupational experience requirement under
- 22 part 3517.6200.
- 23 (2) A person must not teach in a secondary
- 24 vocational business education program on a letter of approval.
- Subp. 3. Data processing occupations teacher; option two.
- 26 For option two, the applicant must meet the following
- 27 requirements:
- 28 A. Educational criteria:
- 29 (1) A baccalaureate degree with a major in
- 30 business education.
- 31 (2) Two quarter credits or 24 clock hours of
- 32 formal training in keyboarding methods. A noncomputer-based
- 33 keyboarding methods course may be substituted.
- 34 (3) A course in philosophy of vocational
- 35 education, completed before renewal of the entrance license; and
- 36 (4) The human relations program as specified in

- 1 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 3 clock hours with at least two quarter credits or 24 clock hours
- 4 of formal training using each of the following types of computer
- 5 software: word processing, accounting, spreadsheets, data base,
- 6 and graphics.
- 7 C. Occupational experience:
- 8 (1) The applicant must have 2,000 hours of
- 9 occupational experience as specified in parts 3517.4000 to
- 10 3517.4200.
- 11 (2) At least 1,000 hours, including the recent
- 12 500 hours, must be in the emphasis area.
- 13 (3) The emphasis area is employment as a business
- 14 applications programmer or business software analyst.
- 15 (4) Related areas are employment as a mainframe
- 16 computer operator, data entry clerk, or systems analyst.
- 17 (5) Notwithstanding part 3517.4200, subparts 3,
- 18 5, and 7, an applicant for licensure under this subpart must not
- 19 use a competency-based exam, community-based training, or funded
- 20 Minnesota AVTI vocational teaching to meet occupational
- 21 experience requirements.
- 22 D. Limitations:
- 23 (1) In hardship cases as defined in part
- 24 3517.6200, a person may teach with a limited license and delay
- 25 completing part of the technical coursework and occupational
- 26 experience requirement under part 3517.6200.
- 27 (2) A person must not teach in a secondary
- 28 vocational business education program on a letter of approval.
- 29 Subp. 4. Data processing occupations teacher; option
- 30 three. For option three, the applicant must meet the following
- 31 requirements:
- 32 A. Educational criteria:
- 33 (1) a baccalaureate degree with a major in office
- 34 administration;
- 35 (2) the secondary vocational teacher education
- 36 sequence as specified in part 3517.3150; and

- 1 (3) the human relations program as specified in
- 2 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 4 clock hours with at least two quarter credits or 24 clock hours
- 5 of formal training using each of the following types of computer
- 6 software: word processing; accounting; spreadsheets; data base;
- 7 and graphics.
- 8 C. Occupational experience:
- 9 (1) The applicant must have 2,000 hours of
- 10 occupational experience as specified in parts 3517.4000 to
- 11 3517.4200.
- 12 (2) The emphasis area is employment as a business
- 13 applications programmer or business software analyst.
- 14 (3) Notwithstanding part 3517.4200, an applicant
- 15 for licensure under this subpart must not use alternative
- 16 experiences to meet occupational experience requirements.
- D. Limitations:
- 18 (1) In hardship cases as defined in part
- 19 3517.6200, a person may teach with a limited license and delay
- 20 completing part of the technical coursework under part 3517.6200.
- 21 (2) A person must not teach in a secondary
- 22 vocational business education program on a letter of approval.
- 23 Subp. 5. Data processing occupations teacher; option
- 24 four. For option four, an applicant must meet the following
- 25 requirements:
- 26 A. Educational criteria:
- 27 (1) a baccalaureate degree with a major in
- 28 computer science or any major with 20 credits in programming;
- 29 (2) the secondary vocational teacher education
- 30 sequence as specified in part 3517.3150; and
- 31 (3) the human relations program as specified in
- 32 part 3517.3500.
- B. No additional technical coursework is required in
- 34 this option.
- 35 C. Occupational experience:
- 36 (1) The applicant must have 2,000 hours of

- 1 occupational experience as specified in parts 3517.4000 to
- 2 3517.4200.
- 3 (2) One hundred percent of the experience must be
- 4 in the emphasis area.
- 5 (3) The emphasis area is employment as a business
- 6 applications programmer or business software analyst.
- 7 (4) Notwithstanding part 3517.4200, an applicant
- 8 for licensure under this subpart must not use alternative
- 9 experiences to meet occupational experience requirements.
- 10 D. Limitations:
- 11 (1) A person must not teach on a limited license
- 12 under this option.
- 13 (2) A person must not teach in a secondary
- 14 vocational business education program on a letter of approval.
- Subp. 6. Data processing occupations teacher; option
- 16 five. For option five, an applicant must meet the following
- 17 requirements:
- 18 A. Educational criteria:
- 19 (1) the secondary vocational teacher education
- 20 sequence as specified in part 3517.3150; and
- 21 (2) the human relations program as specified in
- 22 part 3517.3500.
- B. Technical coursework is not required in this
- 24 option.
- 25 C. Occupational experience:
- 26 (1) The applicant must have 6,000 hours of
- 27 occupational experience as specified in parts 3517.4000 to
- 28 3517.4200.
- 29 (2) One hundred percent of the experience must be
- 30 in the emphasis area.
- 31 (3) The emphasis area is employment as a business
- 32 applications programmer or business software analyst.
- 33 (4) Notwithstanding part 3517.4200, an applicant
- 34 for licensure under this subpart must not use alternative
- 35 experiences to meet occupational experience requirements.
- 36 D. Limitations:

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- 1 (1) A person must not teach on a limited license
- 2 under this option.
- 3 (2) A person must not teach in a secondary
- 4 vocational business education program on a letter of approval.
- 5 Subp. 7. Replacing an accounting/data processing license.
- 6 By July 1, 1992, programs in accounting/data processing must be
- 7 converted to separate programs in accounting and in data
- 8 processing occupations. A license under this part is required
- 9 to teach data processing. The personnel licensing section must
- 10 not issue new licenses in accounting/data processing after the
- ll effective date of this chapter. A person licensed in
- 12 accounting/data processing is eligible for both a data
- 13 processing license under this part and an accounting license
- 14 under part 3517.0300. An accounting/data processing teacher
- 15 with a business education degree is also eligible for an
- 16 administrative support occupations license. The personnel
- 17 licensing section shall issue the new licenses when the
- 18 accounting/data processing teacher applies for license renewal.
- 19 A teacher who wants licensure in the new category before renewal
- 20 is required may apply and pay the licensure fee to receive the
- 21 new license.
- 22 3517.0410 SECONDARY LEGAL SECRETARIAL OCCUPATIONS TEACHER.
- 23 Subpart 1. Requirements. An applicant for an entrance
- 24 license to teach the secondary vocational program legal
- 25 secretarial occupations must meet the requirements in subpart 2,
- 26 3, 4, or 5 (option one, two, three, or four).
- 27 Subp. 2. Legal secretarial occupations teacher; option
- 28 one. For option one, the applicant must meet the following
- 29 requirements:
- 30 A. Educational criteria:
- 31 (1) A baccalaureate degree with a major in
- 32 business education.
- 33 (2) Two quarter credits or 24 clock hours of
- 34 formal training in keyboarding methods. A noncomputer-based
- 35 keyboarding methods course may be substituted.

- 1 (3) A course in philosophy of vocational
- 2 education, completed before renewal of the entrance license;
- 3 (4) The human relations program as specified in
- 4 part 3517.3500.
- 5 B. No additional technical coursework is required in
- 6 this option.
- 7 C. Occupational experience:
- 8 (1) The applicant must have 3,000 hours of
- 9 occupational experience as specified in parts 3517.4000 to
- 10 3517.4200.
- 11 (2) At least 1,000 hours, including the 500
- 12 recent hours, must be in the emphasis area.
- 13 (3) The emphasis area is employment as a legal
- 14 secretary, typist, stenographer, word processor within the legal
- 15 department of a corporation, a private law practice, the
- 16 judicial branch of government, or the office of the attorney
- 17 general at the national, state, or county level. Experience as
- 18 a legal assistant, paralegal staff, or clerk of court is
- 19 applicable if duties were at least 50 percent secretarial.
- 20 (4) Related areas are experiences included in the
- 21 occupational emphasis area leading to the teacher's license in
- 22 administrative support occupations.
- 23 (5) Notwithstanding part 3517.4200, subparts 3,
- 24 5, and 7, an applicant for licensure under this subpart must not
- 25 use a competency-based exam, community-based training, or funded
- 26 Minnesota AVTI vocational teaching to meet occupational
- 27 experience requirements.
- D. Limitations:
- 29 (1) In hardship cases as defined in part
- 30 3517.6200, a person may teach with a limited license and delay
- 31 completing part of the occupational experience requirement under
- 32 part 3517.6200.
- 33 (2) A person must not teach in a secondary
- 34 vocational business education program on a letter of approval.
- 35 Subp. 3. Legal secretarial occupations teacher; option
- 36 two. For option two, the applicant must meet the following

- 1 requirements:
- 2 A. Educational criteria:
- 3 (1) A baccalaureate degree with a major in
- 4 business education.
- 5 (2) Two quarter credits or 24 clock hours of
- 6 formal training in keyboarding methods. A noncomputer-based
- 7 keyboarding methods course may be substituted.
- 8 (3) A course in philosophy of vocational
- 9 education, completed before renewal of the entrance license.
- 10 (4) The human relations program as specified in
- ll part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 13 clock hours with at least two quarter credits or 24 clock hours
- 14 of formal training using each of the following types of computer
- 15 software: word processing, accounting, spreadsheets, data base,
- 16 and graphics.
- 17 C. Occupational experience:
- 18 (1) The applicant must have 2,000 hours of
- 19 occupational experience as specified in parts 3517.4000 to
- 20 3517.4200.
- 21 (2) At least 1,000 hours, including the recent
- 22 500, must be in the emphasis area.
- 23 (3) The emphasis area is employment as a legal
- 24 secretary, typist, stenographer, word processor within the legal
- 25 department of a corporation, a private law practice, the judical
- 26 branch of government, or the office of the attorney general at
- 27 the national, state, or county level. Employment as a legal
- 28 assistant, paralegal staff, or clerk of court is applicable if
- 29 duties were at least 50 percent secretarial.
- 30 (4) Related areas are employment in positions
- 31 included in the emphasis area leading to the teacher's license
- 32 in administrative support occupations.
- 33 (5) Notwithstanding part 3517.4200, subparts 3,
- 34 5, and 7, an applicant for licensure under this subpart must not
- 35 use a competency-based exam, community-based training, or funded
- 36 Minnesota AVTI vocational teaching to meet occupational

- 1 experience requirements.
- D. Limitations:
- 3 (1) In hardship cases as defined in part
- 4 3517.6200, a person may teach with a limited license and delay
- 5 completing part of the technical coursework and the occupational
- 6 experience requirement under part 3517.6200.
- 7 (2) A person must not teach in a secondary
- 8 vocational business education program on a letter of approval.
- 9 Subp. 4. Legal secretarial occupations teacher; option
- 10 three. For option three, the applicant must meet the following
- ll requirements:
- 12 A. Educational criteria:
- 13 (1) a baccalaureate degree with a major in office
- 14 administration;
- 15 (2) two quarter credits or 24 clock hours of
- 16 formal training in each of the following:
- 17 keyboarding/typewriting methods and administrative support
- 18 skills;
- 19 (3) the secondary vocational teacher education
- 20 sequence as specified in part 3517.3150; and
- 21 (4) the human relations program as specified in
- 22 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 24 clock hours with a minimum of two quarter credits or 24 clock
- 25 hours of formal training using each of the following types of
- 26 computer software: word processing, accounting, spreadsheets,
- 27 data base, and graphics.
- 28 C. Occupational experience:
- 29 (1) The applicant must have 2,000 hours of
- 30 occupational experience as specified in parts 3517.4000 to
- 31 3517.4200.
- 32 (2) One hundred percent of the occupational
- 33 experience must be in the occupational area.
- 34 (3) The emphasis area is employment as a legal
- 35 secretary, typist, stenographer, word processor within the legal
- 36 department of a corporation, a private law practice, the

- l judicial branch of government, or the office of the attorney
- 2 general at the national, state, or county level. Employment as
- 3 a legal assistant, paralegal staff, or clerk of court applies if
- 4 duties were at least 50 percent secretarial.
- 5 (4) Notwithstanding part 3517.4200, an applicant
- 6 for licensure under this subpart must not use alternative
- 7 experiences to meet occupational experience requirements.
- 8 D. Limitations:
- 9 (1) In hardship cases as defined in part
- 10 3517.6200, a person may teach with a limited license and delay
- 11 completing part of the technical coursework under part 3517.6200.
- 12 (2) A person must not teach in a secondary
- 13 vocational business education program on a letter of approval.
- 14 Subp. 5. Legal secretarial occupations teacher; option
- 15 four. For option four, the applicant must meet the following
- 16 requirements:
- 17 A. Educational criteria:
- 18 (1) The secondary vocational teacher education
- 19 sequence as specified in part 3517.3150.
- 20 (2) Two quarter credits or 24 clock hours of
- 21 formal training in each of the following:
- 22 keyboarding/typewriting methods and administrative support
- 23 skills.
- 24 (3) The human relations program as specified in
- 25 part 3517.3500.
- B. Technical coursework is not required in this
- 27 option.
- 28 C. Occupational experience:
- 29 (1) The applicant must have 6,000 hours of
- 30 occupational experience as specified in parts 3517.4000 to
- 31 3517.4200.
- 32 (2) One hundred percent of the occupational
- 33 experience must be in the emphasis area.
- 34 (3) The emphasis area is employment as a legal
- 35 secretary, typist, stenographer, word processor within the legal
- 36 department of a corporation, a private law practice, the

- 1 judicial branch of government, or the office of the attorney
- 2 general at the national, state, or county level. Employment as
- 3 a legal assistant, paralegal staff, or clerk of court applies if
- 4 duties were at least 50 percent secretarial.
- 5 (4) Notwithstanding part 3517.4200, an applicant
- 6 for licensure under this subpart must not use alternative
- 7 experiences to meet occupational experience requirements.
- 8 D. Limitations:
- 9 (1) A person must not teach on a limited license
- 10 under this option.
- 11 (2) A person must not teach in a secondary
- 12 vocational business education program on a letter of approval.
- Subp. 6. Replacing a narrower license. By July 1, 1992,
- 14 programs in legal secretarial occupations with a shorthand
- 15 component, and legal secretarial occupations without a shorthand
- 16 component, must be converted to programs in legal secretarial
- 17 occupations. The personnel licensing section must not issue
- 18 licenses in the categories of practice that correspond to the
- 19 narrower programs after the effective date of this chapter. A
- 20 person licensed to teach in one of the narrower categories is
- 21 eligible for a license under this part. The personnel licensing
- 22 section shall issue the new license when the teacher applies for
- 23 license renewal. A teacher who wants licensure in the new
- 24 category before renewal is required may apply and pay the
- 25 licensure fee to receive the new license.
- 26 3517.0430 SECONDARY MEDICAL SECRETARIAL OCCUPATIONS TEACHER.
- 27 Subpart 1. Requirements. An applicant for an entrance
- 28 license to teach the secondary vocational medical secretarial
- 29 program must meet the requirements in subpart 2, 3, 4, or 5
- 30 (option one, two, three, or four).
- 31 Subp. 2. Medical secretarial occupations teacher; option
- 32 one. For option one, the applicant must meet the following
- 33 requirements:
- 34 A. Educational criteria:
- 35 (1) A baccalaureate degree with a major in

- 1 business education.
- 2 (2) Two quarter credits or 24 clock hours of
- 3 formal training in keyboarding methods. A noncomputer-based
- 4 keyboarding methods course may be substituted.
- 5 (3) A course in philosophy of vocational
- 6 education, completed before renewal of the entrance license.
- 7 (4) The human relations program as specified in
- 8 part 3517.3500.
- 9 B. No additional technical coursework is required in
- 10 this option.
- 11 C. Occupational experience:
- 12 (1) The applicant must have 3,000 hours of
- 13 occupational experience as specified in parts 3517.4000 to
- 14 3517.4200.
- 15 (2) At least 1,000 hours, including the 500
- 16 recent hours, must be in the emphasis area.
- 17 (3) The emphasis area is employment obtained in a
- 18 medical clinic setting as a secretary, receptionist, or office
- 19 manager.
- 20 (4) Related areas are employment in other
- 21 secretarial/clerical positions within a medical clinic or
- 22 hospital. Other appropriate positions include those within the
- 23 emphasis area leading to a teacher's licensure in administrative
- 24 support occupations.
- 25 (5) Notwithstanding part 3517.4200, subparts 3,
- 26 5, and 7, an applicant for licensure under this subpart must not
- 27 use a competency-based exam, community-based training, or funded
- 28 Minnesota AVTI vocational teaching to meet occupational
- 29 experience requirements.
- 30 D. Limitations:
- 31 (1) In hardship cases as defined in part
- 32 3517.6200, a person may teach with a limited license and delay
- 33 completing part of the occupational experience requirement under
- 34 part 3517.6200.
- 35 (2) A person must not teach in a secondary
- 36 vocational business education program on a letter of approval.

- 1 Subp. 3. Medical secretarial occupations teacher; option
- 2 two. For option two, the applicant must meet the following
- 3 requirements:
- 4 A. Educational criteria:
- 5 (1) A baccalaureate degree with a major in
- 6 business education.
- 7 (2) Two quarter credits or 24 clock hours of
- 8 formal training in keyboarding methods. A noncomputer-based
- 9 keyboarding methods course may be substituted.
- 10 (3) A course in philosophy of vocational
- 11 education, completed before renewal of the entrance license.
- 12 (4) The human relations program as specified in
- 13 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 15 clock hours with at least two quarter credits or 24 clock hours
- 16 of formal training using each of the following types of computer
- 17 software: word processing, accounting, spreadsheets, data base,
- 18 and graphics.
- 19 C. Occupational experience:
- 20 (1) The applicant must have 2,000 hours of
- 21 occupational experience as specified in parts 3517.4000 to
- 22 3517.4200.
- 23 (2) At least 1,000 hours, including the recent
- 24 500 hours, must be in the emphasis area.
- 25 (3) The emphasis area is employment in a medical
- 26 clinic setting as a secretary, receptionist, or office manager.
- 27 (4) Related areas are employment in other
- 28 secretarial/clerical positions within a medical clinic or
- 29 hospital. Other appropriate positions include those within the
- 30 occupational emphasis area leading to a teacher's license in
- 31 administrative support occupations.
- 32 (5) Notwithstanding part 3517.4200, subparts 3,
- 33 5, and 7, an applicant for licensure under this subpart must not
- 34 use a competency-based exam, community-based training, or funded
- 35 Minnesota AVTI vocational teaching to meet occupational
- 36 experience requirements.

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- D. Limitations:
- 2 (1) In hardship cases as defined in part
- 3 3517.6200, a person may teach with a limited license and delay
- 4 completing part of the technical coursework and occupational
- 5 experience requirement under part 3517.6200.
- 6 (2) A person must not teach in a secondary
- 7 vocational business education program on a letter of approval.
- 8 Subp. 4. Medical secretarial occupations teacher; option
- 9 three. For option three, the applicant must meet the following
- 10 requirements:
- 11 A. Educational criteria:
- (1) a baccalaureate degree with a major in office
- 13 administration;
- 14 (2) two quarter credits or 24 clock hours of
- 15 formal training in each of the following:
- 16 keyboarding/typewriting methods and administrative support
- 17 skills;
- 18 (3) the secondary vocational teacher education
- 19 sequence as specified in part 3517.3150; and
- 20 (4) the human relations program as specified in
- 21 part 3517.3500.
- B. Technical coursework: 13 quarter credits or 156
- 23 clock hours with a minimum of two quarter credits or 24 clock
- 24 hours of formal training using each of the following types of
- 25 computer software: word processing, accounting, spreadsheets,
- 26 data base, and graphics.
- 27 C. Occupational experience:
- 28 (1) The applicant must have 2,000 hours of
- 29 occupational experience as specified in parts 3517.4000 to
- 30 3517.4200.
- 31 (2) One hundred percent of the occupational
- 32 experience must be in the emphasis area.
- 33 (3) The emphasis area is employment in a medical
- 34 clinic setting as a secretary, receptionist, or office manager.
- 35 (4) Notwithstanding part 3517.4200, an applicant
- 36 for licensure under this subpart must not use alternative

- l experiences to meet occupational experience requirements.
- D. Limitations:
- 3 (1) In hardship cases as defined in part
- 4 3517.6200, a person may teach with a limited license and delay
- 5 completing part of the technical coursework under part 3517.6200.
- 6 (2) A person must not teach in a secondary
- 7 vocational business education program on a letter of approval.
- 8 Subp. 5. Medical secretarial occupations teacher; option
- 9 four. For option four, the applicant must meet the following
- 10 requirements:
- 11 A. Educational criteria:
- 12 (1) The secondary vocational teacher education
- 13 sequence as specified in part 3517.3150.
- 14 (2) Two quarter credits or 24 clock hours of
- 15 formal training in each of the following:
- 16 keyboarding/typewriting methods and administrative support
- 17 skills.
- 18 (3) The human relations program as specified in
- 19 part 3517.3500.
- 20 B. Technical coursework is not required in this
- 21 option.
- 22 C. Occupational experience:
- 23 (1) The applicant must have 6,000 actual hours of
- 24 occupational experience as specified in parts 3517.4000 to
- 25 3517.4200.
- 26 (2) One hundred percent of the occupational
- 27 experience must be in the emphasis area.
- 28 (3) The emphasis area is employment in a medical
- 29 clinic setting as a secretary, receptionist, or office manager.
- 30 (4) Notwithstanding part 3517.4200, an applicant
- 31 under this subpart must not use alternative experiences to meet
- 32 occupational experience requirements.
- 33 D. Limitations:
- 34 (1) A person must not teach on a limited license
- 35 under this option.
- 36 (2) A person must not teach in a secondary

- l vocational business education program on a letter of approval.
- Subp. 6. Replacing a narrower license. By July 1, 1992,
- 3 programs in medical secretarial occupations with a shorthand
- 4 component, and medical secretarial occupations without a
- 5 shorthand component, must be converted to programs in medical
- 6 secretarial occupations. The personnel licensing section must
- 7 not issue licenses in the narrower categories after the
- 8 effective date of this chapter. A person licensed to teach in
- 9 one of the narrower categories is eligible for a license under
- 10 this part. The personnel licensing section shall issue the new
- 11 license when the teacher applies for license renewal. A teacher
- 12 who wants the new license before renewal is required may apply
- 13 and pay the licensure fee to receive the new license.
- 14 3517.0460 SECONDARY TEACHER-COORDINATOR OF BUSINESS OCCUPATIONS
- 15 COOPERATIVE EDUCATION.
- 16 Subpart 1. Requirements. An applicant for an entrance
- 17 license to teach business occupations cooperative education must
- 18 meet the following requirements:
- 19 A. Educational criteria:
- 20 (1) possession of a valid vocational
- 21 administrative support teacher's license;
- 22 (2) a three-credit course in coordination
- 23 techniques for cooperative education;
- 24 (3) a two-credit course in integrating the
- 25 appropriate vocational student organization into the curriculum,
- 26 completed before renewal of the entrance license;
- 27 (4) a two-credit course in related curriculum
- 28 development and classroom management;
- 29 (5) a course in philosophy of vocational
- 30 education, completed before renewal of the entrance license; and
- 31 (6) the human relations program as specified in
- 32 part 3517.3500.
- B. No additional technical coursework is required in
- 34 this option.
- 35 C. Occupational experience:

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- 1 (1) Notwithstanding part 3517.4200, subpart 8, the applicant must have one of the following: 2 (a) 500 clock hours within the five-year 3 period immediately before the date the teacher-coordinator 4 license is to be issued. The 500 hours must be within the 5 emphasis area leading to administrative support teacher 6 licensure. 7 (b) An updating industrial experience under 8 part 3517.4200, subpart 4. 9 (c) Technical preparation of 15 credits or 10 180 clock hours with a minimum of two credits or 24 clock hours 11 of formal training using each of the following types of computer 12 software: word processing, accounting, spreadsheets, data base, 13 relational data bases, and graphics, taken within the five-year 14 period just before the date the license is to be issued. 15 (d) Completion of 7.5 credits or 90 clock 16 hours in at least three of the six technical coursework areas 17 listed in unit (c) substitutes for 250 of the required recent 18 500 clock hours. The technical preparation must be completed 19 within the five-year period just before the license is to be 20 21 issued and must meet the minimum distribution in unit (c). (2) The emphasis area is employment as an 22 administrative office support staff person responsible for 23 applying keyboarding, oral/written communications, 24 transcription, proofreading, filing/records management, and 25 office procedures using current technology in a business office 26 environment; or as an accountant; or as a bookkeeper responsible 27 for maintaining a general ledger and preparing financial 28 statements; or as a tax preparer responsible for preparing sole 29 proprietor, partnerships, or corporate income tax returns in a 30
- 32 (3) Notwithstanding part 3517.4200, subparts 3,
- 33 5, and 7, an applicant for licensure under this subpart must not
- 34 use a competency-based exam, community-based training, or funded
- 35 Minnesota AVTI vocational teaching to meet occupational
- 36 experience requirements.

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business office environment.

1	D. Limitations:
2	(1) In hardship cases as defined in part
3	3517.6200, a person may teach with a limited license and delay
4	completing part of the occupational experience requirement and
5	the educational criteria under part 3517.6200. In those cases,
6	a person must not delay obtaining a valid vocational
7	administrative support teacher's license or completing the
8	course in coordination techniques for cooperative education.
9	(2) A person must not teach in a secondary
LO	vocational business education program on a letter of approval.
L1	Subp. 2. License validity. A license under this part is
L 2	valid to:
L3	(1) teach a secondary vocational business
L4	occupations cooperative education program; and
L5	(2) teach a secondary vocational diversified
.6	occupations/interrelated cooperative education program.
L7	SECONDARY CONSUMER AND HOMEMAKING EDUCATION OCCUPATIONS
18	3517.0500 SECONDARY CONSUMER AND HOMEMAKING TEACHER.
.9	Subpart 1. Requirements. An applicant for an entrance
20	license to teach the vocational program of consumer and
21	homemaking education excluding the family life component in a
22	secondary school must complete the following requirements:
23	A. Educational criteria:
24	(1) a baccalaureate degree in home economics
25	education;
26	(2) a two-credit course in integrating the
27	appropriate vocational student organization into the curriculum
8	completed before renewal of the entrance license;
29	(3) a course in philosophy of vocational
0 8	education, completed before renewal of the entrance license;
31	(4) the human relations program as specified in
32	part 3517.3500; and
3	(5) recommendation from an approved home
4	economics program designee verifying that entrance requirements

35 of the degree and technical coursework have been met, including

- 1 activities within the prior five years in the amount and in the
- 2 categories stated in the continuing education requirement in
- 3 part 3517.7200.
- B. Technical coursework: included in or added to the
- 5 degree, the applicant must have at least six quarter credits of
- 6 college courses approved by an approved home economics program
- 7 designee in each of the six following areas: clothing and
- 8 textiles (with emphasis on consumer decision making); foods and
- 9 nutrition (with emphasis on consumer decision making); housing
- 10 (with emphasis on consumer decision making); family resource
- 11 management; family relationships; and child development,
- 12 including a field experience.
- 13 C. Occupational experience is not required in this
- 14 category of practice.
- D. In hardship cases as defined in part 3517.6200, a
- 16 person may teach with a limited license and delay completing
- 17 parts of the technical coursework under part 3517.6200.
- 18 Subp. 2. Validity. A license under this part is valid to:
- 19 A. teach junior high and senior high home economics;
- 20 and
- 21 B. teach all components of a secondary vocational
- 22 consumer and homemaking occupations program except family life.
- 23 3517.0520 SECONDARY CONSUMER AND HOMEMAKING/FAMILY LIFE
- 24 EDUCATION TEACHER.
- 25 Subpart 1. Requirements. An applicant for an entrance
- 26 license to teach the vocational program of consumer and
- 27 homemaking education including the family life component in a
- 28 secondary school must meet the following requirements:
- 29 A. Educational criteria:
- 30 (1) a valid full-time Minnesota secondary
- 31 vocational license as a teacher of consumer and homemaking
- 32 education;
- 33 (2) three credits in curriculum methods and
- 34 materials of family life education;
- 35 (3) a two-credit course in integrating the

- 1 appropriate vocational student organization into the curriculum,
- 2 completed before renewal of the entrance license;
- 3 (4) a course in philosophy of vocational
- 4 education, completed before renewal of the entrance license;
- 5 (5) the human relations program as specified in
- 6 part 3517.3500; and
- 7 (6) recommendation from an approved home
- 8 economics program designee verifying that the education and
- 9 technical coursework requirements have been met, including
- 10 activities within the prior five years in the amount and in the
- 11 categories stated in the continuing education requirement in
- 12 part 3517.7200.
- B. Technical coursework: 24 quarter credits of
- 14 college family life courses. The 24 credits must include at
- 15 least three quarter credits each and a maximum of nine quarter
- 16 credits each, approved by an approved home economics program
- 17 designee, in parenting and in development of human sexuality.
- 18 The 24 credits must also include a minimum of six quarter
- 19 credits and a maximum of 12 credits in relationships within the
- 20 family, family structures, and relationships of the family and
- 21 its members to society.
- 22 C. Occupational experience is not required in this
- 23 category of practice.
- D. In hardship cases as defined in part 3517.6200, a
- 25 person may teach with a limited license and delay completing
- 26 part of the technical coursework requirement under part
- 27 3517.6200.
- Subp. 2. Validity. A license under this part is valid to:
- 29 A. teach junior high and senior high home economics;
- 30 B. teach all components of a secondary vocational
- 31 consumer and homemaking occupations program; and
- 32 C. teach all options of secondary vocational consumer
- 33 and homemaking occupations programs.
- 34 SECONDARY ENVIRONMENTAL HEALTH OCCUPATIONS
- 35 3517.0600 SECONDARY ENVIRONMENTAL HEALTH OCCUPATIONS TEACHER.

- 1 Subpart 1. Requirements. An applicant for an entrance
- 2 license to teach the vocational program of environmental health
- 3 in a secondary school must complete the requirements in subpart
- 4 2 or 3 (option one or two).
- 5 Subp. 2. Secondary environmental health teacher; option
- 6 one. For option one, the applicant must meet the following
- 7 requirements:
- 8 A. Educational criteria:
- 9 (1) A baccalaureate degree with a major in
- 10 physical science education, biology education, life science
- 11 education, chemistry education, environmental health education,
- 12 environmental studies education, physics education, earth
- 13 science education, public health, chemistry, chemical
- 14 engineering, industrial hygiene, radiology, environmental
- 15 engineering, environmental studies, toxicology, epidemiology,
- 16 biology, or zoology.
- 17 (2) The secondary vocational teacher education
- 18 sequence as specified in part 3517.3150. Education majors
- 19 listed in subitem (1) are exempt from the secondary teacher
- 20 education sequence, except for philosophy of vocational
- 21 education, which must be completed before renewal of the
- 22 entrance license.
- 23 (3) A two-credit course in integrating the
- 24 appropriate vocational student organization into the curriculum,
- 25 completed before renewal of the entrance license.
- 26 (4) The human relations program as specified in
- 27 part 3517.3500.
- 28 B. No additional technical coursework is required in
- 29 this option.
- 30 C. Occupational experience:
- 31 (1) The applicant must have 3,000 hours of
- 32 occupational experience, as specified in parts 3517.4000 to
- 33 3517.4200.
- 34 (2) One hundred percent of the experience must be
- 35 in the emphasis areas.
- 36 (3) Emphasis areas are environmental health,

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- 1 pollution control, environmental engineering, industrial health,
- 2 government food and drug analysis, occupational safety,
- 3 industrial hygiene engineering, chemical engineering, or
- 4 environmental and occupational analytical services. Experience
- 5 must be at the technician level or higher.
- 6 (4) In hardship cases as defined in part
- 7 3517.6200, an applicant with a baccalaureate degree may teach
- 8 with a limited license and delay completing part of the
- 9 occupational experience requirement under part 3517.6200.
- 10 Subp. 3. Secondary environmental health teacher; option
- 11 two. For option two, the applicant must meet the following
- 12 requirements:
- 13 A. Educational criteria:
- 14 (1) completion of a secondary, postsecondary, or
- 15 adult technical training program in air-water analysis,
- 16 environmental technology, environmental studies, sanitary
- 17 engineering, or radiology/X-ray;
- 18 (2) the secondary vocational teacher education
- 19 sequence as specified in part 3517.3150;
- 20 (3) a two-credit course in integrating the
- 21 appropriate vocational student organization into the curriculum,
- 22 completed before renewal of the entrance license; and
- 23 (4) the human relations program as specified in
- 24 part 3517.3500.
- 25 B. No additional technical coursework is required in
- 26 this option.
- 27 C. Occupational experience:
- 28 (1) The applicant must have 6,000 hours of
- 29 occupational experience as specified in parts 3517.4000 to
- 30 3517.4200.
- 31 (2) One hundred percent of the experience must be
- 32 in the emphasis areas.
- 33 (3) Emphasis areas are environmental health,
- 34 pollution control, environmental engineering, industrial health,
- 35 government food and drug analysis, occupational safety,
- 36 industrial hygiene engineering, chemical engineering, or

- l environmental and occupational analytical services. Experience
- 2 must be at the technician level or higher.
- 3 3517.0620 SECONDARY TEACHER-COORDINATOR OF ENVIRONMENTAL HEALTH
- 4 COOPERATIVE EDUCATION.
- 5 Subpart 1. Requirements. An applicant for an entrance
- 6 license to serve as a vocational teacher-coordinator of
- 7 environmental health cooperative education programs in a
- 8 secondary school must meet the following requirements:
- 9 A. Educational criteria:
- 10 (1) Minnesota vocational licensure as a teacher
- ll in secondary environmental health.
- 12 (2) The secondary vocational teacher education
- 13 sequence as specified in part 3517.3150. Education majors
- 14 listed in part 3517.0600, subpart 2, item A, subitem (1) are
- 15 exempt from the secondary teacher education sequence, except for
- 16 philosophy of vocational education, which must be completed
- 17 before renewal of the entrance license.
- 18 (3) A two-credit course in integrating the
- 19 appropriate vocational student organization into the curriculum,
- 20 completed before renewal of the entrance license.
- 21 (4) Three credits in coordination techniques for
- 22 cooperative education, completed before entrance licensure.
- 23 (5) The human relations program as specified in
- 24 part 3517.3500.
- 25 B. Technical coursework is not required in this
- 26 category of practice.
- C. Occupational experience: The applicant must have
- 28 the occupational experience that was required to obtain the
- 29 teacher's license when it was issued.
- 30 Subp. 2. License validity. A license under this part is
- 31 valid to:
- 32 A. teach a secondary environmental health occupations
- 33 cooperative education program; and
- 34 B. teach a secondary diversified
- 35 occupations/interrelated cooperative education program.

1 SECONDARY HEALTH OCCUPATIONS

- 2 3517.0700 SECONDARY DENTAL ASSISTING TEACHER.
- 3 An applicant for an entrance license to teach the
- 4 vocational program of dental assisting in a secondary school
- 5 must meet the following requirements:
- A. Educational criteria:
- 7 (1) graduation from a dental assisting program
- 8 accredited by the American Dental Association Commission on
- 9 Dental Accreditation and certification as a dental assistant and
- 10 registration as a dental assistant in Minnesota, or graduation
- 11 from a dental hygienist program with current dental assisting
- 12 certification and Minnesota state registration, or a degree in
- 13 dentistry with the Minnesota Board of Dentistry license;
- 14 (2) the secondary vocational teacher education
- 15 sequence as specified in part 3517.3150;
- 16 (3) a two-credit course in integrating the
- 17 appropriate vocational student organization into the curriculum,
- 18 completed before renewal of the entrance license; and
- 19 (4) the human relations program as specified in
- 20 part 3517.3500.
- 21 B. No additional technical coursework is required in
- 22 this category of practice.
- 23 C. Occupational experience:
- 24 (1) The applicant must have 6,000 hours of
- 25 occupational experience as specified in parts 3517.4000 to
- 26 3517.4200.
- 27 (2) One hundred percent of the experience must be
- 28 in the emphasis area.
- 29 (3) Emphasis hours must include at least 4,000
- 30 hours in general family dentistry, including 1,500 hours within
- 31 the prior three years. No more than 2,000 of the 6,000 hours
- 32 may be in a specialty office. All experience must be performing
- 33 the duties of a certified dental assistant (CDA) and registered
- 34 dental assistant (RDA).
- 35 (4) In hardship cases as defined in part

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- 1 3517.6200, an applicant with a baccalaureate degree may teach
- 2 with a limited license and delay completing part of the
- 3 occupational experience requirement under part 3517.6200.
- 4 3517.0720 SECONDARY DENTAL LABORATORY TECHNICIAN TEACHER.
- 5 An applicant for an entrance license to teach the
- 6 vocational program of dental laboratory technician in a
- 7 secondary school must meet the following requirements:
- 8 A. Educational criteria:
- 9 (1) an associate or higher degree in dental
- 10 laboratory technology;
- 11 (2) current national certification by the Board
- 12 of Dental Laboratory Technology as a dental laboratory
- 13 technician;
- 14 (3) the secondary vocational teacher education
- 15 sequence as specified in part 3517.3150;
- 16 (4) a two-credit course in integrating the
- 17 appropriate vocational student organization into the curriculum,
- 18 completed before renewal of the entrance license; and
- 19 (5) the human relations program as specified in
- 20 part 3517.3500.
- B. No additional technical coursework is required in
- 22 this category of practice.
- 23 C. Occupational experience:
- 24 (1) The applicant must have 6,000 hours of
- 25 occupational experience as specified in parts 3517.4000 to
- 26 3517.4200.
- 27 (2) One hundred percent of the experience must be
- 28 in the emphasis areas.
- 29 (3) Emphasis areas are dental laboratory
- 30 technician, or dentist with 25 percent of the work experience in
- 31 a dental laboratory.
- 32 (4) In hardship cases as defined in part
- 33 3517.6200, an applicant with a baccalaureate degree may teach
- 34 with a limited license and delay completing part of the
- 35 occupational experience requirement under part 3517.6200.

- 1 3517.0740 SECONDARY EMERGENCY MEDICAL TECHNICIAN TEACHER.
- 2 An applicant for an entrance license to teach the
- 3 vocational program of emergency medical technician in a
- 4 secondary school must meet the following requirements:
- 5 A. Educational criteria:
- 6 (1) A baccalaureate or advanced degree in health
- 7 education, biology, public health education, registered nursing,
- 8 or completion of a secondary, postsecondary, or adult technical
- 9 training program for physical therapist, athletic trainer,
- 10 orthopedic physician's assistant, paramedic, registered nurse,
- 11 or emergency medical technician.
- 12 (2) Current Minnesota certification as an
- 13 emergency medical technician or Minnesota licensure as a
- 14 registered nurse or Minnesota licensed physician.
- 15 (3) The secondary vocational teacher education
- 16 sequence as specified in part 3517.3150. Education majors
- 17 listed in subitem (1) are exempt from the secondary teacher
- 18 education sequence, except for philosophy of vocational
- 19 education, which must be completed before renewal of the
- 20 entrance license.
- 21 (4) A two-credit course in integrating the
- 22 appropriate vocational student organization into the curriculum,
- 23 completed before renewal of the entrance license.
- 24 (5) The human relations program as specified in
- 25 part 3517.3500.
- B. No additional technical coursework is required in
- 27 this category of practice.
- 28 C. Occupational experience:
- 29 (1) The applicant must have 6,000 hours of
- 30 occupational experience as specified in parts 3517.4000 to
- 31 3517.4200.
- 32 (2) One hundred percent of the experience must be
- 33 in the emphasis areas.
- 34 (3) Emphasis areas are emergency care as an
- 35 emergency medical technician; or experience in critical care,

- 1 coronary care, or emergency room as a physician or registered
- 2 nurse.
- 3 (4) In hardship cases as defined in part
- 4 3517.6200, an applicant with a baccalaureate degree may teach
- 5 with a limited license and delay completing part of the
- 6 occupational experience requirement under part 3517.6200.
- 7 3517.0760 SECONDARY HEALTH CARE CAREER EXPLORATION TEACHER.
- 8 Subpart 1. Requirements. An applicant for an entrance
- 9 license to teach the vocational program of health care career
- 10 exploration in a secondary school must meet the requirements in
- 11 subpart 2 or 3 (option one or two).
- 12 Subp. 2. Secondary health care career exploration
- 13 teacher; option one. For option one, the applicant must meet
- 14 the following requirements:
- 15 A. Educational criteria:
- 16 (1) A baccalaureate or advanced degree with a
- 17 major in health education, health/physical education, public
- 18 health education, nursing, medical technology, pharmacy,
- 19 respiratory therapy, human services, physical therapy, medicine,
- 20 audiology, occupational therapy, mortuary science, chiropractic,
- 21 optometry, dietetics/nutrition, social work, medical records
- 22 administration, speech pathology, podiatry, osteopathy, sports
- 23 medicine, clinical psychology, hospital administration,
- 24 recreational therapy, epidemiology, dentistry, dental hygiene,
- 25 or corrective therapy.
- 26 (2) The secondary vocational teacher education
- 27 sequence as specified in part 3517.3150. Education majors
- 28 listed in subitem (1) are exempt from the secondary teacher
- 29 education sequence, except for philosophy of vocational
- 30 education, which must be completed before renewal of the
- 31 entrance license.
- 32 (3) A two-credit course in integrating the
- 33 appropriate vocational student organization into the curriculum,
- 34 completed before renewal of the entrance license.
- 35 (4) The human relations program as specified in

- 1 part 3517.3500.
- B. No additional technical coursework is required in
- 3 this category of practice.
- 4 C. Occupational experience:
- 5 (1) The applicant must have 3,000 hours of
- 6 occupational experience as specified in parts 3517.4000 to
- 7 3517.4200.
- 8 (2) At least two-thirds of the experience must be
- 9 in the emphasis areas.
- 10 (3) Emphasis areas are direct health care
- 11 experience in professional nursing services, rehabilitation
- 12 services as specified in the Dictionary of Occupational Titles,
- 13 medical laboratory, dental services, respiratory therapy,
- 14 optometric services, radiology, mortuary services, pharmacy
- 15 services, emergency services, medical practice, or health care
- 16 facility experience in social work or dietetics.
- 17 (4) Related areas are direct health care
- 18 experience in nursing assisting, behavioral science as specified
- 19 in the Dictionary of Occupational Titles, dental assisting,
- 20 dental laboratory technician services, optical services, health
- 21 research laboratory, pharmacy technician services, medical
- 22 clerical, or health care administration.
- 23 (5) In hardship cases as defined in part
- 24 3517.6200, a person may teach with a limited license and delay
- 25 completing part of the occupational experience requirement under
- 26 part 3517.6200.
- Subp. 3. Secondary health care career exploration teacher;
- 28 option two. For option two, the applicant must meet the
- 29 following requirements:
- 30 A. Educational criteria:
- 31 (1) at least a two-year postsecondary program in
- 32 one of the following occupations: registered nurse (diploma and
- 33 associate degree), certified occupational therapy assistant,
- 34 physical therapy assistant, pastoral care practitioner, medical
- 35 laboratory technician, dental hygienist, dietetic technician,
- 36 respiratory therapy technician, orthotist/prosthetist, optician,

- 1 x-ray technician/radiological technician;
- 2 (2) the secondary vocational teacher education
- 3 sequence as specified in part 3517.3150;
- 4 (3) a two-credit course in integrating the
- 5 appropriate vocational student organization into the curriculum,
- 6 completed before renewal of the entrance license; and
- 7 (4) the human relations program as specified in
- 8 part 3517.3500.
- 9 B. No additional technical coursework is required in
- 10 this category of practice.
- 11 C. Occupational experience:
- 12 (1) The applicant must have 6,000 hours of
- 13 occupational experience as specified in parts 3517.4000 to
- 14 3517.4200.
- 15 (2) At least two-thirds of the experience must be
- 16 in the emphasis areas.
- 17 (3) Emphasis areas are direct health care
- 18 experience in professional nursing services, rehabilitation
- 19 services as specified in the Dictionary of Occupational Titles,
- 20 medical laboratory, dental services, respiratory therapy,
- 21 optometric services, radiology, mortuary services, pharmacy
- 22 services, emergency services, medical practice, or health care
- 23 facility experience in social work or dietetics.
- 24 (4) Related areas are direct health care
- 25 experience in nursing assisting, behavioral science as specified
- 26 in the Dictionary of Occupational Titles, dental assisting,
- 27 dental laboratory technican services, optical services, health
- 28 research laboratory, pharmacy technican services, medical
- 29 clerical, or health care administration.
- 30 (5) In hardship cases as defined in part
- 31 3517.6200, an applicant with a baccalaureate degree may teach
- 32 with a limited license and delay completing part of the
- 33 occupational experience requirement under part 3517.6200.
- 34 Subp. 4. Alternative license. A valid Minnesota secondary
- 35 vocational license as a nursing assistant, medical laboratory
- 36 technician, or home health aide is an acceptable alternative for

- 1 a license under this part.
- 2 3517.0780 SECONDARY HEALTH UNIT COORDINATOR (WARD CLERK) TEACHER.
- 3 An applicant for an entrance license to teach the
- 4 vocational program of health unit coordinator in a secondary
- 5 school must meet the following requirements:
- 6 A. Educational criteria:
- 7 (1) Minnesota licensure as a registered nurse for
- 8 the current year or completion of a secondary, postsecondary, or
- 9 adult technical training program as a health unit coordinator or
- 10 ward clerk;
- 11 (2) the secondary vocational teacher education
- 12 sequence as specified in part 3517.3150;
- 13 (3) a two-credit course in integrating the
- 14 appropriate vocational student organization into the curriculum,
- 15 completed before renewal of the entrance license; and
- 16 (4) the human relations program as specified in
- 17 part 3517.3500.
- 18 B. No additional technical coursework is required in
- 19 this category of practice.
- 20 C. Occupational experience:
- 21 (1) The applicant must have 6,000 hours of
- 22 occupational experience as specified in parts 3517.4000 to
- 23 3517.4200.
- 24 (2) One hundred percent of the experience must be
- 25 in the emphasis areas.
- 26 (3) Emphasis areas are health unit
- 27 coordinator/ward clerk or a registered nurse with head
- 28 nurse/charge nurse/supervisory duties and experience.
- 29 (4) In hardship cases as defined in part
- 30 3517.6200, an applicant with a baccalaureate degree may teach
- 31 with a limited license and delay completing part of the
- 32 occupational experience requirement under part 3517.6200.
- 33 3517.0800 SECONDARY HOME HEALTH AIDE TEACHER.
- 34 Subpart 1. Requirements. An applicant for an entrance
- 35 license to teach the vocational program of home health aide in a

- 1 secondary school must meet the following requirements:
- 2 A. Educational criteria:
- 3 (1) Minnesota licensure as a registered nurse for
- 4 the current year;
- 5 (2) the secondary vocational teacher education
- 6 sequence as specified in part 3517.3150;
- 7 (3) a two-credit course in integrating the
- 8 appropriate vocational student organization into the curriculum,
- 9 completed before renewal of the entrance license; and
- 10 (4) the human relations program as specified in
- ll part 3517.3500.
- B. No additional technical coursework is required in
- 13 this category of practice.
- 14 C. Occupational experience:
- 15 (1) The applicant must have 6,000 hours of
- 16 occupational experience as specified in parts 3517.4000 to
- 17 3517.4200.
- 18 (2) One hundred percent of the experience must be
- 19 in the emphasis area with 500 hours within the prior five years
- 20 in long-term home care.
- 21 (3) The emphasis area is registered nurse doing
- 22 public health nursing or medical nursing, or long-term care
- 23 nursing, or geriatric nursing.
- 24 (4) In hardship cases as defined in part
- 25 3517.6200, an applicant with a baccalaureate degree may teach
- 26 with a limited license and delay completing part of the
- 27 occupational experience requirement under part 3517.6200.
- Subp. 2. Alternative license. A valid Minnesota secondary
- 29 vocational license in nursing assisting is an acceptable
- 30 alternative for this license.
- 31 3517.0820 SECONDARY MEDICAL LABORATORY TECHNICIAN TEACHER.
- 32 An applicant for an entrance license to teach the
- 33 vocational program of medical laboratory technician in a
- 34 secondary school must meet the following requirements:
- 35 A. Educational criteria:

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the current year;

1 (1) a baccalaureate degree in medical technology; (2) certification by the American Society of 2 Clinical Pathologists or the American Society of Medical 3 Technologists; 4 5 (3) the secondary vocational teacher education sequence as specified in part 3517.3150; 6 7 (4) a two-credit course in integrating the 8 appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and 10 (5) the human relations program as specified in part 3517.3500. 11 12 No additional technical coursework is required in this category of practice. 13 C. Occupational experience: 14 (1) The applicant must have 6,000 hours of 15 occupational experience as specified in parts 3517.4000 to 16 17 3517.4200. 18 (2) At least two-thirds of the experience must be 19 in the emphasis area. 20 (3) The emphasis area is medical technologist experience. 21 22 (4) The related area is medical laboratory 23 technician experience. (5) In hardship cases as defined in part 24 3517.6200, a person may teach with a limited license and delay 25 completing part of the occupational experience requirement under 26 part 3517.6200. 27 3517.0840 SECONDARY NURSING ASSISTING TEACHER. 28 29 Subpart 1. Requirements. An applicant for an entrance license to teach the vocational program of nursing assisting in 30 a secondary school must meet the following requirements: 31 A. Educational criteria: 32 33 (1) Minnesota licensure as a registered nurse for

(2) the secondary vocational teacher education

- 1 sequence as specified in part 3517.3150;
- 2 (3) a two-credit course in integrating the
- 3 appropriate vocational student organization into the curriculum,
- 4 completed before renewal of the entrance license; and
- 5 (4) the human relations program as specified in
- 6 part 3517.3500.
- 7 B. No additional technical coursework is required in
- 8 this category of practice.
- 9 C. Occupational experience:
- 10 (1) The applicant must have 6,000 hours of
- 11 occupational experience as specified in parts 3517.4000 to
- 12 3517.4200.
- 13 (2) One hundred percent of the experience must be
- 14 in the emphasis area.
- 15 (3) The emphasis area is registered nurse in a
- 16 health care facility doing public health nursing, or medical
- 17 nursing, or long-term care nursing, or geriatric nursing.
- 18 (4) In hardship cases as defined in part
- 19 3517.6200, an applicant with a baccalaureate degree may teach
- 20 with a limited license and delay completing part of the
- 21 occupational experience requirement under part 3517.6200.
- Subp. 2. Alternative license. A valid Minnesota secondary
- 23 vocational license in home health aide is an acceptable
- 24 alternative for this license.
- 25 3517.0860 SECONDARY ORTHOTICS/PROSTHETICS TECHNICIAN TEACHER.
- An applicant for an entrance license to teach the
- 27 vocational program of orthotics/prosthetics technician in a
- 28 secondary school must meet the following requirements:
- 29 A. Educational criteria:
- 30 (1) Certification as an orthotist-prosthetist or
- 31 orthotist or prosthetist by the American Board for Certification
- 32 of Orthotics and Prosthetics.
- 33 (2) The secondary vocational teacher education
- 34 sequence as specified in part 3517.3150.
- 35 (3) A two-credit course in integrating the

- 1 appropriate vocational student organization into the curriculum,
- 2 completed before renewal of the entrance license.
- 3 (4) The human relations program as specified in
- 4 part 3517.3500.
- 5 (5) Certificate or diploma from an accredited
- 6 postsecondary vocational institution substituted for ABC
- 7 certification listed in subitem (1) if the applicant is a
- 8 graduate of any American Board accredited school as a
- 9 prosthetics or orthotics technician or prosthetics or orthotics
- 10 practitioner. The applicant must become certified by the
- 11 American Board for Certification of Orthotics and Prosthetics
- 12 before renewal of the two-year entrance license.
- B. No additional technical coursework is required in
- 14 this category of practice.
- 15 C. Occupational experience:
- 16 (1) The applicant must have 2,000 hours of
- 17 occupational experience as specified in parts 3517.4000 to
- 18 3517.4200.
- 19 (2) One hundred percent of the experience must be
- 20 in the emphasis area.
- 21 (3) The emphasis area is orthotics technology or
- 22 prosthetics technology.
- 23 (4) In hardship cases as defined in part
- 24 3517.6200, an applicant with a baccalaureate degree may teach
- 25 with a limited license and delay completing part of the
- 26 occupational experience requirement under part 3517.6200.
- 27 (5) Notwithstanding part 3517.4200, subpart 3,
- 28 the applicant may pass a competency-based occupational
- 29 examination by the American Board for Certification of Orthotics
- 30 and Prosthetics within the five years just before licensure in
- 31 lieu of occupational experience.
- 32 3517.0880 SECONDARY PHARMACY TECHNICIAN TEACHER.
- 33 An applicant for an entrance license to teach the
- 34 vocational program of pharmacy technician in a secondary school
- 35 must meet the following requirements:

- 1 A. Educational criteria:
- 2 (1) licensure by the Minnesota Board of Pharmacy
- 3 as a registered pharmacist;
- 4 (2) the secondary vocational teacher education
- 5 sequence as specified in part 3517.3150;
- 6 (3) a two-credit course in integrating the
- 7 appropriate vocational student organization into the curriculum,
- 8 completed before renewal of the entrance license; and
- 9 (4) the human relations program as specified in
- 10 part 3517.3500.
- 11 B. No additional technical coursework is required for
- 12 this category of practice.
- 13 C. Occupational experience:
- 14 (1) The applicant must have 6,000 hours of
- 15 occupational experience as specified in parts 3517.4000 to
- 16 3517.4200.
- 17 (2) One hundred percent of the experience must be
- 18 in the emphasis area.
- 19 (3) The emphasis area is pharmacist, with at
- 20 least 4,000 hours in hospital pharmacy and 1,000 hours in retail
- 21 pharmacy, including unit dose system, IV preparation, outpatient
- 22 prescriptions, computer, and inventory control.
- 23 (4) In hardship cases as defined in part
- 24 3517.6200, a person may teach with a limited license and delay
- 25 completing part of the occupational experience requirement under
- 26 part 3517.6200.
- 27 3517.0890 SECONDARY TEACHER-COORDINATOR OF HEALTH OCCUPATIONS
- 28 COOPERATIVE EDUCATION.
- 29 Subpart 1. Requirements. An applicant for an entrance
- 30 license to serve as a vocational teacher-coordinator of health
- 31 occupations cooperative education programs in a secondary school
- 32 must meet the following requirements:
- 33 A. Educational criteria:
- 34 (1) Minnesota licensure as a teacher in one of
- 35 the secondary health occupations categories of practice.

- 1 (2) The secondary vocational teacher education
- 2 sequence as specified in part 3517.3150. Education majors
- 3 listed in part 3517.0760, subpart 2, item A, subitem (1) are
- 4 exempt from the secondary teacher education sequence, except for
- 5 philosophy of vocational education, which must be completed
- 6 before renewal of the entrance license.
- 7 (3) A two-credit course in integrating the
- 8 appropriate vocational student organization into the curriculum,
- 9 completed before renewal of the entrance license.
- 10 (4) Three credits in coordination techniques for
- 11 cooperative education, completed before entrance licensure.
- B. No additional technical coursework is required in
- 13 this category of practice.
- 14 C. Occupational experience:
- 15 (1) The applicant must have the occupational
- 16 experience that was required to obtain the teacher's license
- 17 when it was issued.
- 18 (2) In hardship cases as defined in part
- 19 3517.6200, an applicant with a baccalaureate degree may teach
- 20 with a limited license and delay completing part of the
- 21 occupational experience requirement under part 3517.6200.
- 22 Subp. 2. License validity. A license issued under this
- 23 part is valid to:
- A. teach a secondary vocational health occupations
- 25 cooperative education program; and
- B. teach a secondary vocational diversified
- 27 occupations/interrelated cooperative education program.
- 28 SECONDARY MARKETING OCCUPATIONS
- 29 3517.0900 SECONDARY MARKETING TEACHER.
- 30 Subpart 1. Requirements. An applicant for an entrance
- 31 license to teach the vocational program of marketing in a
- 32 secondary school must meet the following requirements:
- 33 A. Educational criteria:
- 34 (1) A baccalaureate or associate degree with a
- 35 major in marketing education, business administration,

1 marketing, or a business education degree with marketing 2 coursework as required in a marketing education degree. 3 (2) A course in vocational marketing education methods/curriculum and philosophy of vocational education 4 completed before renewal of entrance license. An applicant with 5 6 a business administration or marketing degree must have a course 7 in teacher internship as specified in part 3517.3250, subpart 2. 8 (3) The human relations program as specified in part 3517.3500. 9 10 B. Technical coursework: 11 (1) At least 24 credits in marketing, management, business administration, computer science, or marketing 12 communication. At least 12 of the 24 credits must be in 13 14 marketing. (2) Excess occupational experience may be 15 substituted for technical coursework at the rate of one year of 16 17 occupational experience for each three credits, provided that 18 the excess occupational experience has been accumulated in the content area for which the substitution is to be made. 19 20 (3) In hardship cases as defined in part 21 3517.6200, a person may teach with a limited license and delay 22 completing part of the technical coursework under part 3517.6200. C. Occupational experience: 23 24 (1) The applicant must have 4,000 hours of 25 occupational experience as specified in parts 3517.4000 to 26 3517.4200. 27 (2) Fifty percent of the experience must be in 28 the emphasis area. 29 (3) The emphasis area is marketing and sales, 30 including any occupations listed in the Dictionary of 31 Occupational Titles or the Occupational Outlook Handbook under the following categories: 32 33 (a) sales or sales related occupations; 34 (b) managerial occupations: 35 i. purchasing; 36 sales and distribution;

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1
                              iii. advertising;
 2
                              iv. public relations;
                              v. wholesale and retail trade; and
 3
 4
                                   finance, insurance, and real
 5
    estate;
                         (c) traffic/transportation management,
 6
 7
    dispatching;
                         (d) guide/escort services;
 8
 9
                         (e) travel planning/reservations, vehicle
10
    leasing;
11
                         (f) hotel/motel management; clerk; bellhop;
12
                         (g) recreation facility management,
13
    ushering/ticket taking; counter worker;
14
                         (h) employment services, recruitment,
15
    personnel department management;
16
                         (i) food service management, counter
    worker/waiter/waitress/steward/stewardess/host/hostess/car
17
    hop/bartender/cashier services;
18
19
                        (j) terminal operations, mail or station
20
    agent services;
21
                        (k) customer service/relations;
22
                        (1) financial services; and
23
                        (m) owner/manager.
24
                   (4) Related areas are occupations listed in the
25
    publications in subitem (3), but which are not marketing and
26
    sales activities.
                   (5) In hardship cases as defined in part
27
    3517.6200, a person may teach with a limited license and delay
28
29
    completing part of the occupational experience requirement under
30
    part 3517.6200.
         Subp. 2. License validity. A license under this part is
37
    valid to:
32
                  teach a secondary vocational program in marketing;
33
                  teach a secondary vocational program in
34
              В.
   merchandising;
35
36
              C. teach other marketing programs that have been
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- 1 converted and retitled merchandising or marketing; and
- D. teach business components of vocational marketing
- 3 programs such as business principles, management, accounting,
- 4 business law, sales, advertising/promotion, finance, or business
- 5 ownership.
- 6 Subp. 3. Converting a narrower license. Upon application
- 7 and payment of the processing fee, a holder of a valid secondary
- 8 vocational program teaching license in any of the following
- 9 categories of practice may have the license converted to the
- 10 broad category of practice marketing:
- 11 A. general merchandising/retail sales;
- B. professional/industrial/wholesale marketing;
- C. fashion merchandising;
- D. purchasing agent/industrial and institutional; or
- E. traffic/transportation management; or
- F. model store.
- 17 At the next regular renewal of a currently held valid
- 18 secondary vocational program teaching license identified in
- 19 items A to E, the personnel licensing section must automatically
- 20 convert the license designation to the broad category of
- 21 practice marketing.
- 22 3517.0920 SECONDARY TEACHER-COORDINATOR OF MARKETING OCCUPATIONS
- 23 COOPERATIVE EDUCATION.
- 24 Subpart 1. Requirements. An applicant for an entrance
- 25 license as teacher-coordinator in the vocational program of
- 26 marketing occupations cooperative education must meet the
- 27 following requirements:
- 28 A. Educational criteria:
- 29 (1) Minnesota licensure as a secondary vocational
- 30 teacher in marketing.
- 31 (2) A course in coordination techniques for
- 32 cooperative education, completed before entrance licensure.
- 33 B. The technical coursework that was required to
- 34 obtain the teacher's license when it was issued.
- 35 C. Occupational experience that was required to

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- l obtain the teacher's license when issued.
- 2 Subp. 2. License validity. A license under this part is
- 3 valid to:
- 4 A. teach a marketing occupations cooperative
- 5 education program; and
- B. teach a diversified occupations/interrelated
- 7 cooperative education program.
- 8 SECONDARY PERFORMING ARTS OCCUPATIONS
- 9 3517.1000 SECONDARY PERFORMING ARTS OCCUPATIONS TEACHER.
- 10 Subpart 1. Requirements. An applicant for an entrance
- 11 license to teach the vocational program of performing arts in a
- 12 secondary school must meet the requirements in subpart 2 or 3
- 13 (option one or two).
- 14 Subp. 2. Secondary performing arts occupations teacher;
- 15 option one. For option one, the applicant must meet the
- 16 following requirements:
- 17 A. Educational criteria:
- 18 (1) a baccalaureate or associate degree with a
- 19 major in theater arts or drama;
- 20 (2) a course in vocational marketing education
- 21 methods/curriculum and philosophy of vocational education
- 22 completed before renewal of entrance license and a course in
- 23 teacher internship as specified in part 3517.3250, subpart 2;
- 24 and
- 25 (3) the human relations program as specified in
- 26 part 3517.3500.
- 27 B. Technical coursework as required to obtain the
- 28 baccalaureate or associate degree.
- 29 C. Occupational experience:
- 30 (1) The applicant must have 3,000 hours of
- 31 occupational experience as specified in parts 3517.4000 to
- 32 3517.4200.
- 33 (2) One hundred percent of the experience must be
- 34 in the emphasis area.
- 35 (3) The emphasis area is experience in

- l professional or technical aspects of performing arts.
- 2 (4) In hardship cases as defined in part
- 3 3517.6200, a person may teach with a limited license and delay
- 4 completing part of the occupational experience requirement under
- 5 part 3517.6200.
- 6 Subp. 3. Secondary performing arts occupations teacher;
- 7 option two. For option two, the applicant must meet the
- 8 following requirements:
- 9 A. Educational criteria:
- 10 (1) a course in vocational marketing education
- 11 methods/curriculum and philosophy of vocational education
- 12 completed before renewal of entrance license and a course in
- 13 teacher internship as specified in part 3517.3250, subpart 2;
- 14 and
- 15 (2) the human relations program as specified in
- 16 part 3517.3500.
- B. Technical coursework is not required in this
- 18 option.
- 19 C. Occupational experience:
- 20 (1) The applicant must have 6,000 hours of
- 21 occupational experience as specified in parts 3517.4000 to
- 22 3517.4200.
- 23 (2) One hundred percent of the experience must be
- 24 in the emphasis area.
- 25 (3) The emphasis area is experience in
- 26 professional or technical aspects of performing arts.
- 27 SECONDARY PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS
- 28 3517.1100 SECONDARY PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS
- 29 TEACHER.
- 30 Subpart 1. Requirements. An applicant for an entrance
- 31 license to teach the vocational program of public
- 32 affairs/community service occupations in a secondary school must
- 33 complete the requirements in subpart 2 or 3 (option one or two).
- 34 Subp. 2. Secondary public affairs/community service
- 35 occupations teacher; option one. For option one, the applicant

- l must meet the following requirements:
- 2 A. Educational criteria:
- 3 (1) A baccalaureate degree with a major in
- 4 political science education, economics education, social studies
- 5 education, psychology education, law, criminology/criminal
- 6 justice, public health/health careers, community services, or
- 7 community recreation.
- 8 (2) The secondary vocational teacher education
- 9 sequence as specified in part 3517.3150. Education majors
- 10 listed in subitem (1) are exempt from the secondary teacher
- 11 education sequence, except for philosophy of vocational
- 12 education, which must be completed before renewal of the
- 13 entrance license.
- 14 (3) A two-credit course in integrating the
- 15 appropriate vocational student organization into the curriculum,
- 16 completed before renewal of the entrance license.
- 17 (4) The human relations program as specified in
- 18 part 3517.3500.
- B. No additional technical coursework is required in
- 20 this option.
- 21 C. Occupational experience:
- 22 (1) The applicant must have 3,000 hours of
- 23 occupational experience as specified in parts 3517.4000 to
- 24 3517.4200.
- 25 (2) One hundred percent of the experience must be
- 26 in one or more of the emphasis areas.
- 27 (3) The emphasis areas are supervisory level
- 28 experiences in governmental agencies and regulatory services;
- 29 public safety (such as fire protection and tactical law
- 30 enforcement); community recreation; management of volunteers;
- 31 rural, urban, and community development; corrections and
- 32 judicial services; public transportation; or social services.
- 33 (4) In hardship cases as defined in part
- 34 3517.6200, a person may teach with a limited license and delay
- 35 completing part of the occupational experience requirement under
- 36 part 3517.6200.

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- 1 Subp. 2. Secondary public affairs/community service
- 2 occupation teacher; option two. For option two, the applicant
- 3 must meet the following requirements:
- 4 A. Educational criteria:
- 5 (1) completion of a secondary, postsecondary, or
- 6 adult technical training program in law enforcement, fire
- 7 protection, public safety, emergency medical
- 8 technician/paramedic/rescue services, human services, or child
- 9 development;
- 10 (2) the secondary vocational teacher education
- 11 sequence as specified in part 3517.3150;
- 12 (3) a two-credit course in integrating the
- 13 appropriate vocational student organization into the curriculum,
- 14 completed before renewal of the entrance license; and
- 15 (4) the human relations program as specified in
- 16 part 3517.3500.
- B. No additional technical coursework is required in
- 18 this option.
- 19 C. Occupational experience:
- 20 (1) The applicant must have 6,000 hours of
- 21 occupational experience as specified in parts 3517.4000 to
- 22 3517.4200.
- 23 (2) One hundred percent of the experience must be
- 24 in the emphasis areas.
- 25 (3) The emphasis areas are supervisory level
- 26 experiences in governmental agencies and regulatory services;
- 27 public safety (such as fire protection and tactical law
- 28 enforcement); community recreation; management of volunteers;
- 29 rural, urban, and community development; corrections and
- 30 judicial services; public transportation; or social services.
- 31 3517.1120 SECONDARY TEACHER-COORDINATOR IN PUBLIC
- 32 AFFAIRS/COMMUNITY SERVICE OCCUPATIONS COOPERATIVE EDUCATION.
- 33 Subpart 1. Requirements. An applicant for an entrance
- 34 license to serve as a vocational teacher-coordinator of public
- 35 affairs/community service occupations cooperative education in a

- 1 secondary school must meet the following requirements:
- 2 A. Educational criteria:
- 3 (1) Licensure as a teacher in secondary public
- 4 affairs/community service occupations.
- 5 (2) Secondary vocational teacher education
- 6 sequence as specified in part 3517.3150. Education majors
- 7 listed in part 3517.1100, subpart 2, item A, subitem (1) are
- 8 exempt from the secondary teacher education sequence, except for
- 9 philosophy of vocational education, which must be completed
- 10 before renewal of the entrance license.
- 11 (3) A two-credit course in integrating the
- 12 appropriate vocational student organization into the curriculum,
- 13 completed before renewal of the entrance license.
- 14 (4) A three-credit course in coordination
- 15 techniques for cooperative education, completed before entrance
- 16 licensure.
- 17 (5) A course in philosophy of vocational
- 18 education, completed before renewal of entrance license.
- 19 B. No additional technical coursework is required in
- 20 this category of practice.
- 21 C. Occupational experience as completed to obtain the
- 22 teacher's license when it was issued.
- Subp. 2. License validity. A license under this part is
- 24 valid to:
- A. teach a secondary public affairs/community service
- 26 occupations cooperative education program; and
- 27 B. teach a secondary diversified
- 28 occupations/interrelated cooperative education program.
- 29 SECONDARY SERVICE OCCUPATIONS
- 30 3517.1200 SECONDARY BUILDING CARE AND MAINTENANCE OCCUPATIONS
- 31 TEACHER.
- 32 Subpart 1. Requirements. An applicant for an entrance
- 33 license to teach the vocational program of building care and
- 34 maintenance occupations in a secondary school must meet the
- 35 following requirements:

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- 1 A. Educational criteria:
- 2 (1) The secondary vocational teacher education
- 3 sequence as specified in part 3517.3150, except for the
- 4 introduction to vocational teaching course.
- 5 (2) Three credits in methods/materials for
- 6 service occupations, completed before entrance licensure. This
- 7 course substitutes for the introduction to vocational teaching
- 8 course in the secondary vocational teacher education sequence.
- 9 (3) A two-credit course in integrating the
- 10 appropriate vocational student organization into the curriculum,
- 11 completed before renewal of the entrance license.
- 12 (4) The human relations program as specified in
- 13 part 3517.3500.
- 14 B. Technical coursework is not required in this
- 15 category of practice.
- 16 C. Occupational experience:
- 17 (1) The applicant must have 6,000 hours of
- 18 occupational experience as specified in parts 3517.4000 to
- 19 3517.4200.
- 20 (2) One hundred percent of the experience must be
- 21 in one or more of the emphasis areas.
- 22 (3) Emphasis areas are custodial maintenance or
- 23 housekeeping jobs in commercial and industrial buildings,
- 24 schools, residences, hotels, motels, or health care facilities.
- 25 Subp. 2. Alternative license. A valid Minnesota secondary
- 26 vocational license in housing occupations is an acceptable
- 27 alternative for a license under this part.
- Subp. 3. Converting a narrower license. Upon application
- 29 and payment of the processing fee, a holder of a valid secondary
- 30 vocational program teaching license in the housekeeping aide
- 31 category of practice may have the license converted to the broad
- 32 category of practice, building care and maintenance.
- 33 At the next regular renewal of a currently held valid
- 34 secondary vocational program teaching license identified as
- 35 housekeeping aide, the license designation must be converted
- 36 automatically to the broad category of practice, building care

- 1 and maintenance.
- 2 3517.1220 SECONDARY CHILD CARE/GUIDANCE AND EDUCATION
- 3 OCCUPATIONS TEACHER.
- 4 Subpart 1. Requirements. An applicant for an entrance
- 5 license to teach the vocational program of child care/guidance
- 6 and education occupations in a secondary school must meet the
- 7 requirements in subpart 2, 3, or 4 (option one, two, or three).
- 8 Subp. 2. Child care and guidance education occupations
- 9 teacher; option one. For option one, the applicant must meet
- 10 the following requirements:
- 11 A. Educational criteria:
- 12 (1) A baccalaureate degree with a major in home
- 13 economics education, early childhood education,
- 14 preschool/elementary education, child development, or child
- 15 psychology.
- 16 (2) The secondary vocational teacher education
- 17 sequence as specified in part 3517.3150, except for the
- 18 introduction to vocational teaching course. A home economics
- 19 education major is exempt from the secondary vocational teacher
- 20 education sequence, except for the philosophy of vocational
- 21 education course, which must be completed before renewal of the
- 22 entrance license.
- 23 (3) Three credits in methods and materials for
- 24 service occupations, completed before entrance licensure. This
- 25 course substitutes for the introduction to vocational teaching
- 26 course in the secondary vocational teacher education sequence.
- 27 (4) A two-credit course in integrating the
- 28 appropriate vocational student organization into the curriculum,
- 29 completed before renewal of the entrance license.
- 30 (5) The human relations program as specified in
- 31 part 3517.3500.
- 32 B. Technical coursework:
- 33 (1) At least 18 credits or 216 clock hours with
- 34 at least two credits or 24 clock hours in each of the following
- 35 areas:

1	(a) child development;
2	(b) child psychology/guidance and discipline;
3	(c) early childhood administration: health
4	and safety, nutrition, food preparation, licensing requirements,
5	leadership skills, recordkeeping, equipping and arranging
6	classrooms, or schedule preparation;
7	(d) development of learning activities,
8	creative activities, cognitive activities, physical activities,
9	or language activities for early childhood or elementary
10	education; and
11	(e) exceptional children.
12	(2) Verification by an approved Minnesota home
13	economics program designee.
14	(3) In hardship cases as defined in part
15	3517.6200, a person may teach with a limited license and delay
16	completing part of the technical coursework under part 3517.6200.
17	C. Occupational experience:
18	(1) The applicant must have 1,500 hours of
19	occupational experience as specified in parts 3517.4000 to
20	3517.4200.
21	(2) Fifty percent of the experience must be in
22	one or more of the emphasis areas.
23	(3) The emphasis areas are experiences as an
24	assistant teacher or teacher in a licensed large group home,
25	headstart, nursery school, latch key, kindergarten/primary, or
26	preschool handicapped program.
27	(4) Related areas are experiences as a latch key
28	aide, nanny, community school aide for children through age 12,
29	licensed family day care provider, vocational childhood aide,
30	primary camp counselor, day care aide, primary summer
31	recreational program teacher, or developmental achievement
32	center teacher.
33	(5) Notwithstanding part 3517.4000, an applicant
34	may apply instructional experience with students as specified in
35	subitems (3) and (4).
36	(6) In hardship cases as defined in part

- 1 3517.6200, a person may teach with a limited license and delay
- 2 completing part of the occupational experience requirement under
- 3 part 3517.6200.
- Subp. 3. Child care guidance and education teacher; option
- 5 two. For option two, the applicant must meet the following
- 6 requirements:
- 7 A. Educational criteria:
- 8 (1) At least a one-year (1,080 hours) program in
- 9 one of the following areas: child development assistant,
- 10 educational aide, or developmental assistant.
- 11 (2) The secondary vocational teacher education
- 12 sequence as specified in part 3517.3150, except for the
- 13 introduction to vocational teaching course.
- 14 (3) Three credits in methods and materials for
- 15 service occupations, completed before entrance licensure. This
- 16 course substitutes for the introduction to vocational teaching
- 17 course in the secondary vocational teacher education sequence.
- 18 (4) A two-credit course in integrating the
- 19 appropriate vocational student organization into the curriculum,
- 20 completed before renewal of the entrance license.
- 21 (5) The human relations program as specified in
- 22 part 3517.3500.
- B. Technical coursework:
- 24 (1) At least 18 credits or 216 clock hours with a
- 25 minimum of two credits or 24 clock hours in each of the
- 26 following areas:
- 27 (a) child development;
- (b) child psychology/guidance and discipline;
- 29 (c) early childhood administration: health
- 30 and safety, nutrition, food preparation, licensing requirements,
- 31 leadership skills, recordkeeping, equipping and arranging
- 32 classrooms, or schedule preparations;
- (d) development of learning activities,
- 34 creative activities, cognitive activities, physical activities,
- 35 or language activities for early childhood or elementary
- 36 education; and

- 1 (e) exceptional children.
- 2 (2) Verification by an approved Minnesota home
- 3 economics program designee.
- 4 (3) In hardship cases as defined in part
- 5 3517.6200, a person may teach with a limited license and delay
- 6 completing part of the technical coursework under part 3517.6200.
- 7 C. Occupational experience:
- 8 (1) The applicant must have 4,000 hours of
- 9 occupational experience as specified in parts 3517.4000 to
- 10 3517.4200.
- 11 (2) Fifty percent of the experience must be in
- 12 one or more of the emphasis areas.
- 13 (3) The emphasis areas are experiences as an
- 14 assistant teacher or teacher in a licensed large group home,
- 15 head start, nursery school, latch key, kindergarten/primary, or
- 16 preschool handicapped program.
- 17 (4) Related areas are experiences as a latch key
- 18 aide, nanny, community school aide for children through age 12,
- 19 licensed family day care provider, vocational childhood aide,
- 20 primary camp counselor, day care aide, primary summer
- 21 recreational program teacher, or developmental achievement
- 22 center teacher.
- 23 (5) Nothwithstanding part 3517.4000, an applicant
- 24 may apply instructional experience with students as specified in
- 25 subitems (3) and (4).
- Subp. 4. Child care guidance and education teacher; option
- 27 three. For option three, the applicant must meet the following
- 28 requirements:
- 29 A. Educational criteria:
- 30 (1) The secondary vocational teacher education
- 31 sequence as specified in part 3517.3150, except for the
- 32 introduction to vocational teaching course.
- 33 (2) Three credits in methods/materials for
- 34 service occupations, completed before entrance licensure. This
- 35 course substitutes for the introduction to vocational teaching
- 36 course in the vocational teacher education sequence.

- 1 (3) A two-credit course in integrating the
- 2 appropriate vocational student organization into the curriculum,
- 3 completed before renewal of the entrance license.
- 4 (4) The human relations program as specified in
- 5 part 3517.3500.
- 6 B. Technical coursework is not required in this
- 7 category of practice.
- 8 C. Occupational experience:
- 9 (1) The applicant must have 6,000 hours of
- 10 occupational experience as specified in parts 3517.4000 to
- 11 3517.4200.
- 12 (2) One hundred percent of the experience must be
- 13 in one or more of the emphasis areas.
- 14 (3) The emphasis areas are experiences as an
- 15 asssistant teacher or teacher in a licensed large group home,
- 16 headstart, nursery school, latch key, kindergarten/primary, or
- 17 preschool handicapped program.
- 18 (4) Notwithstanding part 3517.4000, an applicant
- 19 may apply instructional experience with students as specified in
- 20 subitem (3).
- 21 3517.1240 SECONDARY CHILDHOOD EDUCATION AIDE (SUPPORT STAFF).
- 22 Subpart 1. Requirements. An applicant for an entrance
- 23 license to serve as a childhood education aide who is
- 24 responsible for assisting a secondary vocational child care and
- 25 guidance education occupations teacher must meet either the
- 26 educational criteria in item A or the occupational experience
- 27 criteria in item C:
- 28 A. Educational criteria:
- 29 (1) A baccalaureate degree with a major in early
- 30 childhood education, preschool/elementary education, child
- 31 development, child psychology, or a minimum of a 280-hour child
- 32 care and guidance education program.
- 33 (2) The human relations program as specified in
- 34 part 3517.3500.
- 35 (3) The philosophy of vocational education

- 1 requirement does not apply in this category of practice.
- B. No additional technical coursework is required in
- 3 this category of practice.
- 4 C. Occupational experience:

- 5 (1) The applicant must have 1,200 hours of
- 6 occupational experience as specified in parts 3517.4000 to
- 7 3517.4200.
- 8 (2) Occupational experience may be in either the
- 9 emphasis or related areas.
- 10 (3) Emphasis areas are assistant teacher or
- 11 teacher in a licensed large group home, headstart, nursery
- 12 school, latch key, kindergarten/primary, or preschool
- 13 handicapped program.
- 14 (4) Related areas are latch key aide, community
- 15 school aide for children through age 12, licensed day-care
- 16 provider, vocational childhood aide, or day-care aide.
- 17 (5) Notwithstanding part 3517.4000, the
- 18 requirement that 500 hours of the occupational experience must
- 19 be within the last five years does not apply in this category of
- 20 practice.
- 21 (6) Notwithstanding part 3517.4000, an applicant
- 22 may apply instructional experience with students as specified in
- 23 subitems (3) and (4).
- Subp. 2. Alternative license. A valid Minnesota secondary
- 25 vocational license in child care and guidance education
- 26 occupations is an acceptable alternative for a license under
- 27 this part.
- Subp. 3. Converting a merged license. Upon application
- 29 and payment of the processing fee, a holder of a valid secondary
- 30 vocational program teaching license in a secondary childhood
- 31 education component (teacher) category of practice may have the
- 32 license converted to the merged category of practice, secondary
- 33 childhood education aide (support staff).
- 34 At the next regular renewal of a currently held valid
- 35 secondary vocational program teaching license identified as a
- 36 secondary childhood education component (teacher), the license

- 1 designation shall be converted automatically to the merged
- 2 category of practice, secondary childhood education aide
- 3 (support staff).
- 4 3517.1260 SECONDARY COSMETOLOGY OCCUPATIONS TEACHER.
- 5 Subpart 1. Requirements. An applicant for an entrance
- 6 license to teach the vocational program of cosmetology in a
- 7 secondary school must meet the requirements in subpart 2 or 3
- 8 (option one or two).
- 9 Subp. 2. Cosmetology occupations teacher; option one. For
- 10 option one, the applicant must meet the following requirements:
- 11 A. Educational criteria:
- 12 (1) a baccalaureate degree with a major in home
- 13 economics education;
- 14 (2) current Minnesota licensure as a cosmetology
- 15 instructor;
- 16 (3) three credits in methods and materials for
- 17 service occupations completed before entrance licensure;
- 18 (4) a two-credit course in integrating the
- 19 appropriate vocational student organization into the curriculum,
- 20 completed before renewal of the entrance license;
- 21 (5) a course in philosophy of vocational
- 22 education completed before renewal of the entrance license; and
- 23 (6) the human relations program as specified in
- 24 part 3517.3500.
- B. No additional technical coursework is required in
- 26 this category of practice.
- 27 C. Occupational experience:
- 28 (1) The applicant must have 1,500 hours of
- 29 occupational experience as specified in parts 3517.4000 to
- 30 3517.4200.
- 31 (2) One hundred percent of the experience must be
- 32 in the emphasis area.
- 33 (3) The emphasis area is licensed cosmetologist
- 34 or licensed cosmetology manager.
- 35 (4) In hardship cases as defined in part

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- 1 3517.6200, a person may teach with a limited license and delay
- 2 completing part of the occupational experience requirement under
- 3 part 3517.6200.
- Subp. 3. Cosmetology occupations teacher; option two. For
- 5 option two, the applicant must meet the following requirements:
- 6 A. Educational criteria:
- 7 (1) Current Minnesota licensure as a cosmetology
- 8 instructor.
- 9 (2) The secondary vocational teacher education
- 10 sequence as specified in part 3517.3150, except for the
- 11 introduction to vocational teaching course.
- 12 (3) Three credits in methods/materials for
- 13 service occupations, completed before entrance licensure. This
- 14 course substitutes for the introduction to vocational teaching
- 15 course in the secondary vocational teacher education sequence.
- 16 (4) A two-credit course in integrating the
- 17 appropriate vocational student organization into the curriculum,
- 18 completed before renewal of the entrance license.
- 19 (5) The human relations program as specified in
- 20 part 3517.3500.
- 21 B. Technical coursework is not required in this
- 22 category of practice.
- 23 C. Occupational experience:
- 24 (1) The applicant must have 6,000 hours of
- 25 occupational experience as specified in parts 3517.4000 to
- 26 3517.4200.
- 27 (2) One hundred percent of the experience must be
- 28 in the emphasis areas.
- 29 (3) Emphasis areas are licensed cosmetologist and
- 30 licensed cosmetology manager.
- 31 3517.1280 SECONDARY DRY CLEANING OCCUPATIONS TEACHER.
- 32 An applicant for an entrance license to teach the
- 33 vocational program of dry cleaning in a secondary school must
- 34 meet the following requirements:
- 35 A. Educational criteria:

- 1 (1) The secondary vocational teacher education
- 2 sequence as specified in part 3517.3150, except for the
- 3 introduction to vocational teaching course.
- 4 (2) Three credits in methods and materials for
- 5 service occupations completed before initial licensure. This
- 6 course substitutes for the introduction to vocational teaching
- 7 course in the secondary vocational teacher education sequence.
- 8 (3) A two-credit course in integrating the
- 9 appropriate vocational student organization into the curriculum,
- 10 completed before renewal of the entrance license.
- 11 (4) The human relations program as specified in
- 12 part 3517.3500.
- B. Technical coursework is not required in this
- 14 category of practice.
- 15 C. Occupational experience:
- 16 (1) The applicant must have 6,000 hours of
- 17 occupational experience as specified in parts 3517.4000 to
- 18 3517.4200.
- 19 (2) One hundred percent of the experience must be
- 20 in the emphasis area.
- 21 (3) The emphasis area is operation of more than
- 22 one type of dry cleaning equipment in a commercial dry cleaning
- 23 establishment.
- 24 3517.1300 SECONDARY FASHION/APPAREL/TEXTILE OCCUPATIONS TEACHER.
- 25 Subpart 1. Requirements. An applicant for an entrance
- 26 license to teach the vocational program of
- 27 fashion/apparel/textile occupations in a secondary school must
- 28 meet the requirements in subpart 2, 3, or 4 (option one, two, or
- 29 three).
- 30 Subp. 2. Fashion/apparel/textile teacher; option one. For
- 31 option one, an applicant must meet the following requirements:
- 32 A. Educational criteria:
- 33 (1) A baccalaureate degree with a major in home
- 34 economics education, clothing/textiles, or fashion merchandising.
- 35 (2) The secondary vocational teacher education

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3517.4200.

sequence as specified in part 3517.3150, except for the 1 introduction to vocational teaching course. Home economics 2 3 education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which 4 must be completed before renewal of the entrance license. 5 (3) Three credits in methods and materials for 6 service occupations, completed before entrance licensure. This 7 course substitutes for the introduction to vocational teaching 8 course in the secondary vocational teacher education sequence. 9 10 (4) A two-credit course in integrating the appropriate vocational student organization into the curriculum, 11 completed before renewal of the entrance license. 12 (5) The human relations program as specified in 13 part 3517.3500. 14 Technical coursework: В. 15 (1) At least 18 credits or 216 clock hours with a 16 minimum of two credits or 24 clock hours in each of the 17 following areas: 18 (a) color and textile analysis; 19 (b) flat pattern design; 20 21 (c) draping design and construction; (d) history of fashion and design; 22 (e) apparel industry (production or 23 fashion/fabric merchandising) or production of commercial, 24 institutional, or residential textile products; and 25 26 (f) fashion, apparel, textile occupational 27 opportunities and activities. (2) Verification by an approved Minnesota home 28 economics program designee. 29 (3) In hardship cases as defined in part 30 31 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200. 32 C. Occupational experience: 33 (1) The applicant must have 1,500 hours of 34

occupational experience as specified in parts 3517.4000 to

- 1 (2) At least 50 percent of the experience must be
- 2 in one or more of the emphasis areas.
- 3 (3) The emphasis areas are apparel production
- 4 with power sewing equipment or commercial tailoring and
- 5 alterations, or both.
- 6 (4) Related areas are design of apparel, sales in
- 7 fabric store, upholstery, sewing for profit in home environment
- 8 as specified in part 3517.4100 (drapery, alterations of
- 9 garments, or construction).
- 10 (5) In hardship cases as defined in part
- 11 3517.6200, a person may teach with a limited license and delay
- 12 completing part of the occupational experience requirement under
- 13 part 3517.6200.
- 14 Subp. 3. Fashion/apparel/textile teacher; option two. For
- 15 option two, the applicant must meet the following requirements:
- 16 A. Educational criteria:
- 17 (1) At least a one-year (1,080 hours) program in
- 18 one of the following areas: apparel design and production or
- 19 tailoring.
- 20 (2) The secondary vocational teacher education
- 21 sequence as specified in part 3517.3150, except for the
- 22 introduction to vocational teaching course.
- 23 (3) Three credits in methods and materials for
- 24 service occupations, completed before entrance licensure. This
- 25 course substitutes for the introduction to vocational teaching
- 26 course in the vocational teacher education sequence.
- 27 (4) A two-credit course in integrating the
- 28 appropriate vocational student organization into the curriculum,
- 29 completed before renewal of the entrance license.
- 30 (5) The human relations program as specified in
- 31 part 3517.3500.
- 32 B. Technical coursework:
- 33 (1) At least 18 credits or 216 clock hours with a
- 34 minimum of two credits or 24 clock hours in each of the
- 35 following areas:
- 36 (a) color and textile analysis;

(b) flat pattern design; 1 (c) draping design and construction; 2 (d) history of fashion and design; 3 (e) apparel industry (production or 4 fashion/fabric merchandising) or production of commercial, 5 institutional, or residential textile products; and 6 7 (f) fashion, apparel, textile occupational opportunities and activities. 8 9 (2) Verification by an approved Minnesota home economics program designee. 10 C. Occupational experience: 1 7 (1) The applicant must have 4,000 hours of 12 occupational experience as specified in parts 3517.4000 to 13 3517.4200. 14 (2) At least 50 percent of the experience must be 15 in one or more of the emphasis areas. 16 (3) Emphasis areas are apparel production with 17 power sewing equipment or commercial tailoring and alterations, 18 19 or both. 20 (4) Related areas are design of apparel, sales in fabric store, upholstery, sewing for profit in home environment 21 as specified in part 3517.4100 (drapery, alteration of garments, 22 or construction). 23 Subp. 4. Fashion/apparel/textile teacher; option three. 24 A. Educational criteria: 25 (1) Secondary vocational teacher education 26 sequence as specified in part 3517.3150, except for the 27 introduction to vocational teaching course. 28 (2) Three credits in methods and materials for 29 service occupations, completed before initial licensure. 30 course substitutes for the introduction to vocational teaching 31 course in the vocational teacher education sequence. 32 (3) A two-credit course in integrating the 33 appropriate vocational student organization into the curriculum, 34 completed before renewal of the entrance license. 35

(4) The human relations program as specified in

- 1 part 3517.3500.
- B. Technical coursework is not required in this
- 3 option.
- 4 C. Occupational experience:
- 5 (1) The applicant must have 6,000 hours of
- 6 occupational experience as specified in parts 3517.4000 to
- 7 3517.4200.
- 8 (2) One hundred percent of the experience must be
- 9 in one or more of the emphasis areas.
- 10 (3) Emphasis areas are apparel production with
- 11 power sewing equipment or commercial tailoring and alterations,
- 12 or both.
- 13 3517.1320 SECONDARY FOODS OCCUPATIONS TEACHER.
- 14 Subpart 1. Requirements. An applicant for an entrance
- 15 license to teach the vocational program of foods occupations in
- 16 a secondary school must meet the requirements in subpart 2, 3,
- 17 or 4 (option one, two, or three).
- 18 Subp. 2. Foods occupations teacher; option one. For
- 19 option one, the applicant must meet the following requirements:
- 20 A. Educational criteria:
- 21 (1) A baccalaureate degree with a major in home
- 22 economics education, food and nutrition, dietetics, or food
- 23 management.
- 24 (2) The secondary vocational teacher education
- 25 sequence as specified in part 3517.3150, except for the
- 26 introduction to vocational teaching course. Home economics
- 27 education majors are exempt from the secondary teacher education
- 28 sequence, except for philosophy of vocational education, which
- 29 must be completed before renewal of the entrance license.
- 30 (3) Three credits in methods and materials for
- 31 service occupations completed before entrance licensure. This
- 32 course substitutes for the introduction to vocational teaching
- 33 course in the secondary vocational teacher education sequence.
- 34 (4) A two-credit course in integrating the
- 35 appropriate vocational student organization into the curriculum,

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completed before renewal of the entrance license. 1 2 (5) The human relations program as specified in part 3517.3500. 3 Technical coursework: 4 В. (1) At least 18 credits or 216 clock hours with 5 at least two credits or 24 clock hours in each of the following 6 7 areas: 8 (a) nutrition; 9 (b) bacteriology/food sanitation/hygiene; 10 (c) management of food production and food service systems; 11 (d) design and layout of food service 12 13 facilities; (e) quantity food purchasing/cost control; 14 15 and 16 (f) quantity food preparation. 17 (2) Verification by an approved Minnesota home economics program designee. 18 19 (3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay 20 completing part of the technical coursework under part 3517.6200. 21 22 C. Occupational experience: (1) The applicant must have 1,500 hours of 23 occupational experience, as specified in parts 3517.4000 to 24 3517.4200. 25 (2) At least 50 percent of the experience must be 26 27 in one or more of the emphasis areas. (3) Emphasis areas are chef, cook, licensed 28 caterer, dietician, food service supervisor, and restaurant 29 30 manager. (4) Related areas are pantry person, baker, 31 32 waiter/waitress, dietetic aide, kitchen helper, prep cook, or short order cook in fast foods. 33 (5) In hardship cases as defined in part 34

3517.6200, a person may teach with a limited license and delay

completing part of the occupational experience requirement under

- part 3517.6200. 1 Subp. 3. Foods occupations teacher; option two. 2 option two, the applicant must meet the following requirements: 3 A. Educational criteria: 4 (1) At least a one-year (1,080 hours) program in 5 one of the following areas: food service and management or food 6 management; dietetic manager training or dietetic technician 7 training; quantity foods; or chef training. 9 (2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the 10 introduction to vocational teaching course. 11 (3) Three credits in methods and materials for 1.2 service occupations, completed before entrance licensure. This 13 course substitutes for the introduction to vocational teaching 14 course in the vocational teacher education sequence. 1.5 (4) A two-credit course in integrating the 16 appropriate vocational student organization into the curriculum, 17 completed before renewal of the entrance license. 18 (5) The human relations program as specified in 19 part 3517.3500. 20 21 Technical coursework: (1) At least 18 credits or 216 clock hours with 22 at least two credits or 24 clock hours in each of the following 23 24 areas: (a) nutrition; 25 (b) bacteriology/food sanitation hygiene; 26 (c) management of food production and food 27 28 service systems; (d) design and layout of food service 29 facilities; 30 (e) quantity food purchasing/cost control; 31 32 and (f) quantity food preparation. 33 (2) Verification by an approved Minnesota home 34
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Occupational experience:

economics program designee.

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- 1 (1) The applicant must have 4,000 hours of
- 2 occupational experience as specified in parts 3517.4000 to
- 3 3517.4200.
- 4 (2) At least 50 percent of the experience must be
- 5 in one or more of the emphasis areas.
- 6 (3) Emphasis areas are chef, cook, licensed
- 7 caterer, dietician, food service supervisor, restaurant manager.
- 8 (4) Related areas are pantry person, baker,
- 9 waiter/waitress, dietetic aide, kitchen helper, prep cook, or
- 10 short order cook in fast foods.
- 11 Subp. 4. Foods occupations teacher; option three. For
- 12 option three, the applicant must meet the following requirements:
- 13 A. Educational criteria:
- 14 (1) The secondary vocational teacher education
- 15 sequence as specified in part 3517.3150, except for the
- 16 introduction to vocational teaching course.
- 17 (2) Three credits in methods and materials for
- 18 service occupations completed before initial licensure. This
- 19 course substitutes for the introduction to vocational teaching
- 20 course in the secondary vocational teacher education sequence.
- 21 (3) A two-credit course in integrating the
- 22 appropriate vocational student organization into the curriculum,
- 23 completed before renewal of the entrance license.
- 24 (4) The human relations program as specified in
- 25 part 3517.3500.
- B. Technical coursework is not required in this
- 27 option.
- 28 C. Occupational experience:
- 29 (1) The applicant must have 6,000 hours of
- 30 occupational experience as specified in parts 3517.4000 to
- 31 3517.4200.
- 32 (2) One hundred percent of the experience must be
- 33 in one or more of the emphasis areas.
- 34 (3) Emphasis areas are chef, cook, licensed
- 35 caterer, dietician, food service supervisor, restaurant manager.

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activities; or

3517.1340 SECONDARY GROOMING SERVICES OCCUPATIONS TEACHER. 2 Subpart 1. Requirements. An applicant for an entrance license to teach the vocational program of grooming services in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three). 5 Subp. 2. Grooming services teacher; option one. 6 7 option one, the applicant must meet the following requirements: A. Educational criteria: 8 (1) A baccalaureate degree with a major in home 9 economics education or general home economics. 10 (2) The secondary vocational teacher education 11 sequence as specified in part 3517.3150, except for the 12 13 introduction to vocational teaching course. Home economics education majors are exempt from the teacher education sequence, 14 except for philosophy of vocational education, which must be 15 16 completed before renewal of the entrance license. (3) Three credits in methods and materials for 17 service occupations completed before entrance licensure. 18 course substitutes for the introduction to vocational teaching 19 course in the secondary vocational teacher education sequence. 20 (4) A two-credit course in integrating the 21 appropriate vocational student organization into the curriculum, 22 completed before renewal of the entrance license. 23 (5) The human relations program as specified in 24 25 part 3517.3500. Technical coursework: 26 27 (1) At least 18 credits or 216 clock hours in the following areas with at least two credits or 24 clock hours in 28 each of subitems (a) to (d): 29 30 (a) introduction to occupational opportunities and activities in one of the following areas: 31 (i) cosmetology; 32 (ii) barbering; 33

(iii) domestic animal grooming;

(iv) grooming in death-related

(v) personal appearance/skin and hair 1 2 care; (b) principles of small business management; 3 (c) interpersonal relationships on the job; 4 5 and (d) safety and sanitation in the grooming 6 service workplace. 7 (2) Verification by an approved Minnesota home 8 economics program designee. 9 (3) In hardship cases as defined in part 10 3517.6200, a person may teach with a limited license and delay 11 completing part of the technical coursework under part 3517.6200. 12 Occupational experience: 13 (1) The applicant must have 1,500 hours of 14 occupational experience as specified in parts 3517.4000 to 15 3517.4200. 16 (2) Fifty percent of the experience must be in 17 one or more of the emphasis areas. 18 (3) Emphasis areas are cosmetology or barbering 19 while licensed as a practitioner. 20 (4) Related areas are mortuary science, animal 21 22 grooming, or skin and hair care. 23 (5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay 24 completing part of the occupational experience requirement under 25 part 3517.6200. 26 Subp. 3. Grooming services teacher; option two. For 27 option two, the applicant must meet the following requirements: 28 Educational criteria: Α. 29 (1) At least a one-year (1,080 hours) program in 30 31 cosmetology or barbering. (2) The secondary vocational teacher education 32 sequence as specified in part 3517.3150, except for the 33 introduction to vocational teaching course. 34 (3) Three credits in methods/materials for 35

service occupations completed before entrance licensure.

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course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence. 2 (4) A two-credit course in integrating the 3 appropriate vocational student organization into the curriculum, 4 completed before renewal of the entrance license. 5 (5) The human relations program as specified in 6 7 part 3517.3500. Technical coursework: В. 8 (1) At least 18 credits or 216 clock hours in the 9 10 following areas with at least two credits or 24 clock hours in each of subitems (a) to (d): 11 (a) introduction to occupational 12 opportunities and activities in one of the following areas: 13 14 i. cosmetology; ii. barbering; 15 iii. domestic animal grooming; 16 iv. grooming in death-related 17 18 activities; or personal appearance/skin and hair 19 20 care; (b) principles of small business management; 21 22 (c) interpersonal relationships on the job; **2**3 and (d) safety and sanitation in the grooming 24 service workplace. 25 (2) Verification by an approved Minnesota home 26 economics program designee. 27 (3) In hardship cases as defined in part 28 3517.6200, a person may teach with a limited license and delay 29 completing part of the technical coursework under part 3517.6200. 30 C. Occupational experience: 31 (1) The applicant must have 4,000 hours of 3**2** occupational experience as specified in parts 3517.4000 to 33 3517.4200. 34

one or more of the emphasis areas.

(2) Fifty percent of the experience must be in

- 1 (3) Emphasis areas are cosmetology and barbering
- 2 while licensed as a practitioner.
- 3 (4) Related areas are mortuary science, animal
- 4 grooming, or skin and hair care.
- 5 Subp. 4. Grooming services teacher; option three. For
- 6 option three, the applicant must meet the following requirements:
- 7 A. Educational criteria:
- 8 (1) The secondary vocational teacher education
- 9 sequence as specified in part 3517.3150, except for the
- 10 introduction to vocational teaching course.
- 11 (2) Three credits in methods and materials for
- 12 service occupations completed before initial licensure. This
- 13 course substitutes for the introduction to vocational teaching
- 14 course in the secondary vocational teacher education sequence.
- 15 (3) A two-credit course in integrating the
- 16 appropriate vocational student organization into the curriculum,
- 17 completed before renewal of the entrance license.
- 18 (4) The human relations program as specified in
- 19 part 3517.3500.
- 20 B. Technical coursework is not required in this
- 21 category of practice.
- 22 C. Occupational experience:
- 23 (1) The applicant must have 6,000 hours of
- 24 occupational experience as specified in parts 3517.4000 to
- 25 3517.4200.
- 26 (2) One hundred percent of the experience must be
- 27 in one or more of the emphasis areas.
- 28 (3) Emphasis areas are cosmetology and barbering,
- 29 while licensed as a practitioner.
- 30 3517.1360 SECONDARY HOUSING OCCUPATIONS TEACHER.
- 31 Subpart 1. Requirements. An applicant for an entrance
- 32 license to teach the vocational program of housing occupations
- 33 in a secondary school must meet the requirements in subpart 2,
- 34 3, or 4 (option one, two, or three).
- 35 Subp. 2. Housing occupations teacher; option one. For

- l option one, the applicant must meet the following requirements:
- 2 A. Educational criteria:
- 3 (1) A baccalaureate degree with a major in home
- 4 economics education, housing, or interior design.
- 5 (2) The secondary vocational teacher education
- 6 sequence as specified in part 3517.3150, except for the
- 7 introduction to vocational teaching course. Home economics
- 8 education majors are exempt from the teacher education sequence,
- 9 except for philosophy of vocational education, which must be
- 10 completed before renewal of the entrance license.
- 11 (3) Three credits in methods and materials for
- 12 service occupations completed before entrance licensure. This
- 13 course substitutes for the introduction to vocational teaching
- 14 course in the secondary vocational teacher education sequence.
- 15 (4) A two-credit course in integrating the
- 16 appropriate vocational student organization into the curriculum,
- 17 completed before renewal of the entrance license.
- 18 (5) The human relations program as specified in
- 19 part 3517.3500.
- 20 B. Technical coursework:
- 21 (1) At least 18 credits or 216 clock hours with
- 22 at least two credits or 24 clock hours in each of the following
- 23 areas:
- 24 (a) the role of housing in society (social,
- 25 economic, or cultural aspects of housing);
- 26 (b) urban, suburban, or rural planning and
- 27 zoning; or commercial, institutional, and residential interior
- 28 design or decorating; or building management and building
- 29 maintenance;
- 30 (c) energy management; and
- 31 (d) housing occupational opportunities and
- 32 activities.
- 33 (2) Verification by an approved Minnesota home
- 34 economics program designee.
- 35 (3) In hardship cases as defined in part
- 36 3517.6200, a person may teach with a limited license and delay

- 1 completing parts of the technical coursework under part
- 2 3517.6200.
- 3 C. Occupational experience:
- 4 (1) The applicant must have 1,500 hours of
- 5 occupational experience as specified in parts 3517.4000 to
- 6 3517.4200.
- 7 (2) At least 50 percent of the experience must be
- 8 in one or more of the emphasis areas.
- 9 (3) Emphasis areas are interior design or care
- 10 and management of single or multiple dwellings or of commercial
- 11 and industrial buildings.
- 12 (4) Related areas are city housing planning,
- 13 building restoration, sales in home furnishings, floral design,
- 14 kitchen planning, home computer center planning, or commercial
- 15 laundry.
- 16 (5) In hardship cases as defined in part
- 17 3517.6200, a person may teach with a limited license and delay
- 18 completing part of the occupational experience requirement under
- 19 part 3517.6200.
- 20 Subp. 3. Housing occupations teacher; option two.
- 21 A. Educational criteria:
- (1) At least a one-year (1,080 hours) program in
- 23 housing and home furnishings or in interior design.
- 24 (2) The secondary vocational teacher education
- 25 sequence as specified in part 3517.3150, except for the
- 26 introduction to vocational teaching course.
- 27 (3) Three credits in methods and materials for
- 28 service occupations completed before entrance licensure. This
- 29 course substitutes for the introduction to vocational teaching
- 30 course in the secondary vocational teacher education sequence.
- 31 (4) A two-credit course in integrating the
- 32 appropriate vocational student organization into the curriculum,
- 33 completed before renewal of the entrance license.
- 34 (5) The human relations program as specified in
- 35 part 3517.3500.
- 36 B. Technical coursework:

- 1 (1) At least 18 credits or 216 clock hours with
- 2 at least two credits or 24 clock hours in each of the following
- 3 areas:
- 4 (a) the role of housing in society (social,
- 5 economic, or cultural aspects of housing);
- 6 (b) urban, suburban, or rural planning and
- 7 zoning; or commercial, institutional, and residential interior
- 8 design or decorating; or building management and building
- 9 maintenance;
- 10 (c) energy management; and
- 11 (d) housing occupational opportunities and
- 12 activities.
- 13 (2) Verification by an approved Minnesota home
- 14 economics program designee.
- 15 C. Occupational experience:
- 16 (1) The applicant must have 4,000 hours of
- 17 occupational experience as specified in parts 3517.4000 to
- 18 3517.4200.
- 19 (2) Fifty percent of the experience must be in
- 20 one or more of the emphasis areas.
- 21 (3) Emphasis areas are interior design, or care
- 22 and management of single or multiple dwellings or of commercial
- 23 and industrial buildings.
- 24 (4) Related areas are city housing planning,
- 25 building restoration, sales in home furnishings, floral design,
- 26 kitchen planning, home computer center planning, or commercial
- 27 laundry.
- Subp. 4. Housing occupations teacher; option three. For
- 29 option three, the applicant must meet the following requirements:
- 30 A. Educational criteria:
- 31 (1) The secondary vocational teacher education
- 32 sequence as specified in part 3517.3150, except for the
- 33 introduction to vocational teaching course.
- 34 (2) Three credits in methods and materials for
- 35 service occupations completed before initial licensure. This
- 36 course substitutes for the introduction to vocational teaching

- l course in the secondary vocational teacher education sequence.
- 2 (3) A two-credit course in integrating the
- 3 appropriate vocational student organization into the curriculum,
- 4 completed before renewal of the entrance license.
- 5 (4) The human relations program as specified in
- 6 part 3517.3500.
- 7 B. Technical coursework is not required for this
- 8 option.
- 9 C. Occupational experience:
- 10 (1) The applicant must have 6,000 hours of
- 11 occupational experience as specified in parts 3517.4000 to
- 12 3517.4200.
- 13 (2) One hundred percent of the experience must be
- 14 in one or more of the emphasis areas.
- 15 (3) Emphasis areas are interior design, or care
- 16 and management of single or multiple dwellings or of commercial
- 17 or industrial buildings.
- 18 3517.1380 SECONDARY TOURISM OCCUPATIONS TEACHER.
- 19 Subpart 1. Requirements. An applicant for an entrance
- 20 license to teach the vocational program of tourism occupations
- 21 in a secondary school must meet the requirements in subpart 2,
- 22 3, or 4 (option one, two, or three).
- 23 Subp. 2. Tourism occupations teacher; option one. For
- 24 option one, the applicant must meet the following requirements:
- 25 A. Educational criteria:
- 26 (1) A baccalaureate degree with a major in home
- 27 economics education, food and nutrition, hospitality, restaurant
- 28 or institutional foods, or marketing.
- 29 (2) The secondary vocational teacher education
- 30 sequence as specified in part 3517.3150, except for the
- 31 introduction to vocational teaching course. Home economics
- 32 education majors are exempt from the secondary teacher education
- 33 sequence except for philosophy of vocational education, which
- 34 must be completed before renewal of the entrance license.
- 35 (3) Three credits in methods and materials for

- 1 service occupations completed before entrance licensure. This
- 2 course substitutes for the introduction to vocational teaching
- 3 course in the secondary vocational teacher education sequence.
- 4 (4) A two-credit course in integrating the
- 5 appropriate vocational student organization into the curriculum,
- 6 completed before renewal of the entrance license.
- 7 (5) The human relations program as specified in
- 8 part 3517.3500.
- 9 B. Technical coursework:
- 10 (1) At least 18 credits or 216 clock hours with
- 11 at least two credits or 24 clock hours in each of the following
- 12 areas:
- 13 (a) the tourism industry; its nature, growth
- 14 and development; and occupational opportunities;
- (b) planning and operating lodging
- 16 facilities or planning and operating recreational activities and
- 17 facilities or planning and operating travel services;
- (c) principles of small business management;
- (d) recordkeeping and accounting for the
- 20 tourism industry; and
- 21 (e) techniques and interpersonal
- 22 relationships involved in extending hospitality and services.
- 23 (2) Verification by an approved Minnesota home
- 24 economics program designee.
- 25 (3) In hardship cases as defined in part
- 26 3517.6200, a person may teach with a limited license and delay
- 27 completing part of the technical coursework under part 3517.6200.
- 28 C. Occupational experience:
- 29 (1) The applicant must have 1,500 hours of
- 30 occupational experience as specified in parts 3517.4000 to
- 31 3517.4200.
- 32 (2) At least fifty percent of the experience must
- 33 be in one or more of the emphasis areas.
- 34 (3) Emphasis areas are travel agent, hotel/resort
- 35 activity director or convention planner, tour leader, cruise
- 36 director, state and city tourism planner, or corporate travel

- 1 planner.
- 2 (4) Related areas are camp counselor, resort
- 3 activity planner, or recreational leader.
- 4 (5) In hardship cases as defined in part
- 5 3517.6200, a person may teach with a limited license and delay
- 6 completing part of the occupational experience requirement under
- 7 part 3517.6200.
- 8 Subp. 3. Tourism occupations teacher; option two. For
- 9 option two, the applicant must meet the following requirements:
- 10 A. Educational criteria:
- 11 (1) At least a one-year (1,080 hours) program in
- 12 one of the following areas: hospitality, marketing, or travel
- 13 planning.
- 14 (2) The secondary vocational teacher education
- 15 sequence as specified in part 3517.3150, except for the
- 16 introduction to vocational teaching course.
- 17 (3) Three credits in methods and materials for
- 18 service occupations completed before entrance licensure. This
- 19 course substitutes for the introduction to vocational teaching
- 20 course in the secondary vocational teacher education sequence.
- 21 (4) A two-credit course in integrating the
- 22 appropriate vocational student organization into the curriculum,
- 23 completed before renewal of the entrance license.
- 24 (5) The human relations program as specified in
- 25 part 3517.3500.
- 26 B. Technical coursework:
- 27 (1) At least 18 credits or 216 clock hours with
- 28 at least two credits or 24 clock hours in each of the following
- 29 areas:
- 30 (a) the tourism industry, its nature,
- 31 growth, and development and occupational opportunities;
- 32 (b) planning and operating lodging
- 33 facilities or planning and operating recreational activities and
- 34 facilities or planning and operating travel services;
- 35 (c) principles of small business management;
- 36 (d) recordkeeping and accounting for the

- 1 tourism industry; and
- 2 (e) techniques and interpersonal
- 3 relationships involved in extending hospitality and services.
- 4 (2) Verification by an approved Minnesota home
- 5 economics program designee.
- 6 C. Occupational experience:
- 7 (1) The applicant must have 4,000 hours of
- 8 occupational experience as specified in parts 3517.4000 to
- 9 3517.4200.
- 10 (2) At least fifty percent of the experience must
- 11 be in one or more of the emphasis areas.
- 12 (3) Emphasis areas are travel agent, hotel/resort
- 13 activity director or convention planner, tour leader, cruise
- 14 director, state and city tourism planner, or corporate travel
- 15 planner.
- 16 (4) Related areas are camp counselor, resort
- 17 activity planner, or recreation leader.
- 18 Subp. 4. Tourism occupations teacher; option three. For
- 19 option three, the applicant must meet the following requirements:
- 20 A. Educational criteria:
- 21 (1) The secondary vocational teacher education
- 22 sequence as specified in part 3517.3150, except for the
- 23 introduction to vocational teaching course.
- 24 (2) Three credits in methods and materials for
- 25 service occupations completed before initial licensure. This
- 26 course substitutes for the introduction to vocational teaching
- 27 course in the secondary vocational teacher education sequence.
- 28 (3) A two-credit course in integrating the
- 29 appropriate vocational student organization into the curriculum,
- 30 completed before renewal of the entrance license.
- 31 (4) The human relations program as specified in
- 32 part 3517.3500.
- 33 B. Technical coursework is not required in this
- 34 option.
- 35 C. Occupational experience:
- 36 (1) The applicant must have 6,000 hours of

- 1 occupational experience as specified in parts 3517.4000 to
- 2 3517.4200.
- 3 (2) One hundred percent of the experience must be
- 4 in one or more of the emphasis areas.
- 5 (3) Emphasis areas are travel agent, hotel/resort
- 6 activity director, or convention planner, tour leader, cruise
- 7 director, state and city tourism planner, or corporate travel
- 8 planner.
- 9 3517.1400 SECONDARY UPHOLSTERY OCCUPATIONS TEACHER.
- 10 An applicant for an entrance license to teach the
- 11 vocational program of upholstery in a secondary school must meet
- 12 the following requirements:
- 13 A. Educational criteria:
- 14 (1) The secondary vocational teacher education
- 15 sequence as specified in part 3517.3150, except for the
- 16 introduction to vocational teaching course.
- 17 (2) Three credits in methods and materials for
- 18 service occupations, completed before initial licensure. This
- 19 course substitutes for the introduction to vocational teaching
- 20 course in the secondary vocational teacher education sequence.
- 21 (3) A two-credit course in integrating the
- 22 appropriate vocational student organization into the curriculum,
- 23 completed before renewal of the entrance license.
- 24 (4) The human relations program as specified in
- 25 part 3517.3500.
- B. No technical coursework is required in this
- 27 category of practice.
- 28 C. Occupational experience:
- 29 (1) The applicant must have 6,000 hours of
- 30 occupational experience as specified in parts 3517.4000 to
- 31 3517.4200.
- 32 (2) One hundred percent of the experience must be
- 33 in the emphasis area.
- 34 (3) The emphasis area is upholstery of household
- 35 or commercial furniture.

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facilities;

3517.1420 SECONDARY WAITER OR WAITRESS OCCUPATIONS TEACHER. 1 2 Subpart 1. Requirements. An applicant for an entrance 3 license to teach the vocational program of waiter or waitress in a secondary school must meet the requirements in subpart 2 or 3 4 5 (option one or two). 6 Subp. 2. Waiter or waitress teacher; option one. option one, the applicant must meet the following requirements: 7 Α. Educational criteria: 8 9 (1) A baccalaureate degree with a major in home economics, food and nutrition, dietetics, or food management. 10 11 (2) The secondary vocational teacher education 12 sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics 13 14 education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which 15 must be completed before renewal of the entrance license. 16 17 (3) Three credits in methods and materials for service occupations completed before entrance licensure. 18 course substitutes for the introduction to vocational teaching 19 20 course in the secondary vocational teacher education sequence. (4) A two-credit course in integrating the 21 22 appropriate vocational student organization into the curriculum, 23 completed before renewal of the entrance license. (5) The human relations program as specified in 24 25 part 3517.3500. 26 Technical coursework: (1) At least 18 credits or 216 clock hours with 27 at least two credits or 24 clock hours in each of the following 28 29 areas: 30 (a) nutrition; (b) bacteriology/food sanitation/hygiene; 31 (c) managing food production and food 32 33 service systems;

(d) design and layout of food service

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option.

- 1 (e) quantity food purchasing/cost control; 2 and 3 (f) quantity food preparation. 4 (2) Verification by an approved Minnesota home economics program designee. 5 6 (3) In hardship cases as defined in part 7 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200. 8 9 Occupational experience: (1) The applicant must have 1,500 hours of 1.0 occupational experience as specified in parts 3517.4000 to 11 3517.4200. 12 13 (2) One hundred percent of the experience must be 14 in the emphasis area. 15 (3) The emphasis area is waiter or waitress. (4) In hardship cases as defined in part 16 17 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under 18 part 3517.6200. 19 20 Subp. 3. Waiter or waitress teacher; option two. option two, the applicant must meet the following requirements: 21 Α. Educational criteria: 22 23 (1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the 24 25 introduction to vocational teaching course. (2) Three credits in methods and materials for 26 service occupations completed before initial licensure. 27 course substitutes for the introduction to vocational teaching 28 course in the secondary vocational teacher education sequence. 29 (3) A two-credit course in integrating the 30 appropriate vocational student organization into the curriculum, 31 completed before renewal of the entrance license. 32 33 (4) The human relations program as specified in part 3517.3500. 34
 - Approved
 by Revisor _____

Technical coursework is not required for this

- 1 C. Occupational experience:
- 2 (1) The applicant must have 6,000 hours of
- 3 occupational experience as specified in parts 3517.4000 to
- 4 3517.4200.
- 5 (2) One hundred percent of the experience must be
- 6 in the emphasis area.
- 7 (3) The emphasis area is waiter or waitress.
- 8 Subp. 4. Alternative license. A valid Minnesota secondary
- 9 vocational license in food occupations is an acceptable
- 10 alternative for a license under this part.
- 11 3517.1440 SECONDARY TEACHER-COORDINATOR IN SERVICE OCCUPATIONS
- 12 COOPERATIVE EDUCATION PROGRAMS.
- 13 Subpart 1. Requirements. An applicant for an entrance
- 14 license to serve as a vocational teacher-coordinator of service
- 15 occupations cooperative education programs in a secondary school
- 16 must meet the following requirements:
- 17 A. Educational criteria:
- 18 (1) A baccalaureate degree with a major specified
- 19 in the criteria for one of the secondary vocational service
- 20 occupations teacher licenses in parts 3517.1200 to 3517.1420.
- 21 (2) The secondary vocational teacher education
- 22 sequence as specified in part 3517.3150, including philosophy of
- 23 vocational education, which must be completed before entrance
- 24 licensure. A home economics education major is exempt from the
- 25 secondary teacher education sequence except for philosophy of
- 26 vocational education which must be completed before renewal of
- 27 entrance licensure.
- 28 (3) Three credits in methods and materials for
- 29 service occupations completed before entrance licensure. This
- 30 course substitutes for the introduction to vocational teaching
- 31 course in the secondary vocational teacher education sequence.
- 32 (4) A two-credit course in integrating the
- 33 appropriate vocational student organization into the curriculum,
- 34 completed before renewal of the entrance license.
- 35 (5) The human relations program as specified in

- 1 part 3517.3500.
- 2 (6) A course in coordination techniques for
- 3 cooperative education completed before application for entrance
- 4 licensure.
- 5 B. No additional technical coursework is required in
- 6 this option.
- 7 C. Occupational experience:
- 8 (1) The applicant must have 2,000 hours of
- 9 occupational experience as specified in parts 3517.4000 to
- 10 3517.4200.
- 11 (2) One hundred percent of the occupational
- 12 experience must be in two or more of the emphasis areas or
- 13 related areas as specified in two or more of the service
- 14 occupations categories of practice. The 2,000 hours must
- 15 include at least 500 hours in each of two areas and at least 500
- 16 hours within the five-year period immediately before the date
- 17 the license is to be issued.
- 18 (3) In hardship cases as defined in part
- 19 3517.6200, a person may teach with a limited license and delay
- 20 completing part of the occupational experience requirement under
- 21 part 3517.6200.
- 22 Subp. 2. License validity. A license under this part is
- 23 valid to:
- 24 A. teach any existing single content service
- 25 occupations cooperative education program;
- 26 B. teach a comprehensive service occupations
- 27 cooperative education program; or
- 28 C. teach a diversified occupations/interrelated
- 29 cooperative education program.
- 30 Subp. 3. Converting a narrower license. Upon application
- 31 and payment of the processing fee, a holder of a valid secondary
- 32 vocational program teaching license in any of the following
- 33 categories of practice may have the license converted to the
- 34 broad category of practice, secondary teacher-coordinator in
- 35 service occupations cooperative education programs:
- 36 A. teacher-coordinator, child care occupations

- 1 cooperative program;
- B. teacher-coordinator, clothing occupations
- 3 cooperative program;
- 4 C. teacher-coordinator, foods occupations cooperative
- 5 program;
- D. teacher-coordinator, housing occupations
- 7 cooperative program; and
- 8 E. teacher-coordinator, tourism occupations
- 9 cooperative program.
- 10 At the next regular renewal of a currently held valid
- ll secondary vocational program teaching license identified in
- 12 items A to E, the license designation must be converted
- 13 automatically to the broad category of practice,
- 14 teacher-coordinator in service occupations cooperative education
- 15 programs.
- 16 SECONDARY SPECIAL NEEDS PERSONNEL
- 17 3517.1500 SECONDARY TEACHER-COORDINATOR OF WORK EXPERIENCE
- 18 PROGRAMS FOR THE DISADVANTAGED.
- 19 Subpart 1. Requirements. An applicant for an entrance
- 20 license to serve as a vocational teacher-coordinator of work
- 21 experience programs for the disadvantaged in a secondary school
- 22 must meet the following requirements:
- 23 A. Educational criteria:
- 24 (1) a baccalaureate degree with a major in a
- 25 secondary education field;
- 26 (2) a course in coordination techniques for
- 27 cooperative education completed before entrance licensure;
- 28 (3) a course in philosophy of vocational
- 29 education completed before entrance licensure; and
- 30 (4) the human relations program as specified in
- 31 part 3517.3500.
- 32 B. Technical coursework:
- 33 (1) A directed independent study through an
- 34 approved Minnesota college designed to update the applicant in
- 35 current employment environments and conditions and operation of

- 1 special needs work experience programs. This independent study
- 2 replaces the usual 500 hours of recent occupational experience.
- 3 The independent study must be completed within the two years
- 4 immediately before the date the license is issued.
- 5 (2) 18 quarter credits relevant to working with
- 6 disadvantaged or handicapped students, with at least three
- 7 credits in each of three of the following four concept areas,
- 8 including three credits in the area described in unit (a):
- 9 (a) Exceptional characteristics (such as
- 10 learning disabilities, emotional disturbances, chemical
- 11 dependency, disenchantment with learning, abnormal psychology).
- 12 (b) Developing and adapting curriculum
- 13 (curriculum modification, remediation techniques and issues).
- 14 (c) Use of county, community and family
- 15 service resources (such as working with parents, advisory
- 16 committees, social service agencies, corrections).
- 17 (d) Interpersonal skills (such as techniques
- 18 of individual or group counseling, personal and working
- 19 relationships). The required course in human relations does not
- 20 apply toward this requirement.
- 21 (3) In hardship cases as defined in part
- 22 3517.6200, a person may teach with a limited license and delay
- 23 completing part of the technical coursework under part
- 24 3517.6200. In those cases, the person must not delay completing
- 25 the courses in subitem (2), unit (a), or the directed
- 26 independent study.
- 27 C. Occupational experience:
- 28 (1) The applicant must have 2,000 hours of
- 29 occupational experience as specified in parts 3517.4000 to
- 30 3517.4200 within occupational emphasis areas or related areas
- 31 included in parts 3517.0200 to 3517.1440 and 3517.1800 to
- 32 3517.2140. The directed independent study course specified in
- 33 item B replaces the 500 hours of recent occupational experience.
- 34 (2) In hardship cases as defined in part
- 35 3517.6200, a person may teach with a limited license and delay
- 36 completing part of the occupational experience requirement under

- 1 part 3517.6200.
- 2 Subp. 2. Conversion of licenses. An applicant holding a
- 3 valid vocational secondary license as teacher-coordinator of
- 4 work experience programs for the disadvantaged and handicapped
- 5 is eligible to convert that single license to the two new
- 6 licenses of teacher-coordinator of work experience programs for
- 7 the disadvantaged in part 3517.1500 and teacher-coordinator of
- 8 work experience programs for the handicapped in part 3517.1520
- 9 by following one of these procedures:
- 10 A. The applicant shall submit to the personnel
- 11 licensing section a separate licensure application and
- 12 processing fee requesting the conversion.
- B. At the time of renewal of the single license the
- 14 applicant shall submit to the section the usual renewal
- 15 application and processing fee, and the renewed license will
- 16 automatically be issued as two licensure categories of practice.
- 17 3517.1520 SECONDARY TEACHER-COORDINATOR OF WORK EXPERIENCE
- 18 PROGRAMS FOR THE HANDICAPPED.
- 19 Subpart 1. Requirements. An applicant for an entrance
- 20 license to serve as a vocational teacher-coordinator of work
- 21 experience programs for the handicapped in a secondary school
- 22 must meet the following requirements:
- 23 A. Educational criteria:
- 24 (1) a baccalaureate degree in a secondary
- 25 education field plus valid Minnesota licensure in any special
- 26 education field that includes secondary level students;
- 27 (2) a course in coordination techniques for
- 28 cooperative education completed before entrance licensure;
- 29 (3) a course in philosophy of vocational
- 30 education completed before entrance licensure; and
- 31 (4) the human relations program as specified in
- 32 part 3517.3500.
- 33 B. Technical coursework:
- 34 (1) Coursework that was required to obtain
- 35 special education licensure when it was issued.

- 1 (2) A directed independent study completed
- 2 through an approved Minnesota college designed to update the
- 3 applicant in current work environments and conditions and
- 4 operation of special needs work experience programs. This
- 5 independent study replaces the usual 500 hours of recent
- 6 occupational experience. The independent study must be
- 7 completed within the two years immediately before the date the
- 8 license is issued.
- 9 (3) Three credits in utilization of county,
- 10 community, and family service resources (working with parents,
- ll advisory committees, social service agencies, corrections).
- 12 In hardship cases as defined in part 3517.6200, a person
- 13 may teach with a limited license and delay completing part of
- 14 the technical coursework under part 3517.6200, but must not
- 15 delay completing the directed independent study.
- 16 C. Occupational experience:
- 17 (1) The applicant must have 2,000 hours of
- 18 occupational experience as specified in parts 3517.4000 to
- 19 3517.4200 within emphasis areas or related areas included in
- 20 parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The
- 21 directed independent study course specified in item B, subitem
- 22 (2) replaces the 500 hours of recent occupational experience.
- 23 (2) In hardship cases as defined in part
- 24 3517.6200, a person may teach with a limited license and delay
- 25 completing part of the occupational experience requirement under
- 26 part 3517.6200.
- 27 Subp. 2. Conversion of licenses. An applicant holding a
- 28 valid vocational secondary license as teacher-coordinator of
- 29 work experience programs for the disadvantaged and handicapped
- 30 is eligible to convert that single license to the two new
- 31 licenses of teacher-coordinator of work experience programs for
- 32 the disadvantaged in part 3517.1500 and teacher-coordinator of
- 33 work experience programs for the handicapped in part 3517.1520
- 34 by following one of these procedures:
- 35 A. The applicant shall submit to the personnel
- 36 licensing section a separate licensure application and

- l processing fee requesting the conversion.
- B. At the time of renewal of the single license the
- 3 applicant shall submit to the section the usual renewal.
- 4 application and processing fee, and the section shall
- 5 automatically issue the renewed license as two licensure
- 6 categories of practice.
- 7 3517.1540 SECONDARY INTERPRETER FOR THE DEAF IN A VOCATIONAL
- 8 PROGRAM.
- 9 An applicant for an entrance license to serve as an
- 10 interpreter for the deaf in a secondary school must meet the
- 11 following requirements:
- 12 A. Educational criteria:
- 13 (1) partial certification or comprehensive
- 14 certification as an interpreter with the National Registry of
- 15 Interpreters for the Deaf;
- 16 (2) a course in philosophy of vocational
- 17 education, completed before renewal of the entrance license; and
- 18 (3) the human relations program as specified in
- 19 part 3517.3500.
- 20 B. Technical coursework is not required for this
- 21 category of practice.
- 22 C. Occupational experience is not required for this
- 23 category of practice.
- 24 3517.1560 SECONDARY SUPPORT SERVICE FACILITATOR.
- 25 An applicant for an entrance license to serve as support
- 26 service facilitator in a secondary school must meet the
- 27 following requirements:
- 28 A. Educational criteria: current requirements as
- 29 specified for an entrance license as a vocational
- 30 teacher-coordinator for handicapped in part 3517.1520.
- 31 B. Technical coursework:
- 32 (1) Coursework to obtain the special education
- 33 licensure required for the teacher-coordinator's license.
- 34 (2) A directed independent study through an
- 35 approved Minnesota college designed to update the applicant in

- l current employment environments and conditions and operation of
- 2 special needs work experience programs. This independent study
- 3 replaces the usual 500 hours of recent occupational experience.
- 4 The independent study must be completed within the two years
- 5 immediately before the date the license is issued.
- 6 (3) Three credits in interpretation of test
- 7 results.
- 8 (4) Three credits in use of county, community,
- 9 and family service resources (working with parents, advisory
- 10 committees, social service agencies, corrections).
- 11 (5) Three credits in modification and adaptation
- 12 of equipment.
- 13 (6) In hardship cases as defined in part
- 14 3517.6200, a person may teach with a limited license and delay
- 15 completing part of the technical coursework under part
- 16 3517.6200, but must not delay completing the directed
- 17 independent study.
- 18 C. Occupational experience:
- 19 (1) The applicant must have 2,000 hours of
- 20 occupational experience as specified in parts 3517.4000 to
- 21 3517.4200 within emphasis areas or related areas included in
- 22 parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The
- 23 directed independent study course specified in item B, subitem
- 24 (2) replaces the recent 500 hours of occupational experience.
- 25 (2) In hardship cases as defined in part
- 26 3517.6200, a person may teach with a limited license and delay
- 27 completing part of the occupational experience requirement under
- 28 part 3517.6200.
- 29 3517.1580 SECONDARY SUPPLEMENTAL SUPPORT/TECHNICAL TUTOR.
- 30 An applicant for an entrance license to serve as a
- 31 supplemental support/technical tutor in a vocational program in
- 32 a secondary school must meet the following requirements:
- 33 A. Educational criteria:
- 34 (1) a course in philosophy of vocational
- 35 education completed before renewal of the entrance license; and

- 1 (2) the human relations program as specified in
- 2 part 3517.3500.
- 3 B. Technical coursework is not required in this
- 4 category of practice.
- 5 C. Occupational experience: recommendation by the
- 6 authorized local vocational administrator verifying competencies
- 7 to function as a technical tutor.
- 8 3517.1600 SECONDARY VOCATIONAL EVALUATOR.
- 9 An applicant for an entrance license to serve as a
- 10 vocational evaluator in a secondary school must meet the
- 11 following requirements:
- 12 A. Educational criteria:
- 13 (1) a baccalaureate degree with a major in a
- 14 secondary education field or a baccalaureate or graduate degree
- 15 with a major in vocational rehabilitation, vocational
- 16 rehabilitation/work evaluation, vocational
- 17 rehabilitation/rehabilitation counseling or graduate degree in
- 18 educational counseling;
- 19 (2) for applicants with a secondary education
- 20 major, a Minnesota special education license in one of the
- 21 following: learning disabled, educable mentally handicapped,
- 22 trainable mentally handicapped, visually impaired, hearing
- 23 impaired, physically handicapped, or emotionally disturbed;
- 24 (3) a course in philosophy of vocational
- 25 education completed before renewal of the entrance license; and
- 26 (4) the human relations program as specified in
- 27 part 3517.3500.
- 28 B. Technical coursework:
- 29 (1) Three credits in each of the following three
- 30 competency areas:
- 31 (a) work evaluation tools and applications
- 32 (work samples, psychometric testing, evaluation planning, and
- 33 behavioral observation techniques);
- 34 (b) occupational information, community
- 35 resources, job placement knowledge, work sample development,

- 1 work setting modification, and job analysis; and
- 2 (c) professional and student communications
- 3 (counseling techniques, team approach to providing services,
- 4 student feedback, interdisciplinary staffings, and evaluation
- 5 report writing).
- 6 (2) An additional three credits in each of the
- 7 following areas:
- 8 (a) exceptional characteristics of special
- 9 needs students (learning disabled, emotionally disturbed,
- 10 developmentally disabled, visually impaired, hearing impaired,
- 11 physically handicapped);
- 12 (b) interpersonal skills (communications,
- 13 counseling techniques, working relationships); and
- 14 (c) personal and social development of
- 15 disadvantaged/handicapped.
- 16 (3) A college-supervised internship, practicum,
- 17 or field experience as a vocational evaluator in a supervised,
- 18 state-approved vocational setting, consisting of at least 300
- 19 hours; or one year of paid experience as a vocational
- 20 evaluator. Either experience must be completed within the two
- 21 years immediately before the date the license is issued.
- In hardship cases as defined in part 3517.6200, a person
- 23 may serve with a limited license and delay completing part of
- 24 the technical coursework under part 3517.6200. In these cases,
- 25 a person must not delay completing the coursework in subitem
- 26 (2), unit (a), or subitem (3).
- 27 C. Occupational experience:
- 28 (1) The applicant must have 2,000 hours of
- 29 occupational experience as specified in parts 3517.4000 to
- 30 3517.4200 within emphasis or related areas included in parts
- 31 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The
- 32 internship specified in item B, subitem (3) replaces the recent
- 33 500 hours of occupational experience.
- 34 (2) In hardship cases as defined in part
- 35 3517.6200, a person may serve with a limited license and delay
- 36 completing part of the occupational experience requirements

- l under part 3517.6200.
- 2 SECONDARY SUPPORT SERVICES
- 3 3517.1700 SECONDARY EMPLOYMENT PLACEMENT SPECIALIST.
- 4 An applicant for an entrance license to serve as a
- 5 vocational employment placement specialist in a secondary school
- 6 must meet the following requirements:
- 7 A. Educational criteria:
- 8 (1) a baccalaureate degree;
- 9 (2) a course in coordination techniques for
- 10 cooperative education;
- 11 (3) a course in philosophy of vocational
- 12 education completed before renewal of the entrance license; and
- 13 (4) the human relations program as specified in
- 14 part 3517.3500.
- B. Technical coursework: a directed independent
- 16 study completed through an approved Minnesota college designed
- 17 to update the applicant in current employment environments and
- 18 conditions. The independent study must be completed within the
- 19 two years immediately before the date the license is issued.
- 20 C. Occupational experience:
- 21 (1) The applicant must have 4,000 hours of
- 22 occupational experience as specified in parts 3517.4000 to
- 23 3517.4200.
- 24 (2) At least 50 percent of the experience must be
- 25 in the emphasis area.
- 26 (3) The emphasis area is job placement (including
- 27 job development, employer contact, and placement) in a
- 28 government agency, private agency, industry, or educational
- 29 institution.
- 30 (4) Related areas are any emphasis or related
- 31 areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to
- 32 3517.2140.
- 33 (5) In hardship cases as defined in part
- 34 3517.6200, a person may serve with a limited license and delay
- 35 completing part of the occupational experience requirement under

- 1 part 3517.6200.
- 2 SECONDARY TRADE AND INDUSTRIAL OCCUPATIONS
- 3 3517.1800 SECONDARY AUTO BODY REPAIR OCCUPATIONS TEACHER.
- 4 Subpart 1. Requirements. An applicant for an entrance
- 5 license to teach the vocational program of auto body repair
- 6 occupations in a secondary school must meet the following
- 7 requirements in subpart 2, 3, or 4 (option one, two, or three).
- 8 Subp. 2. Auto body repair teacher; option one. For option
- 9 one, the applicant must meet the following requirements:
- 10 A. Educational criteria:
- 11 (1) A baccalaureate degree with a major in
- 12 industrial arts, industrial education, or industrial technology.
- 13 (2) The secondary vocational teacher education
- 14 sequence as specified in part 3517.3150. Education majors in
- 15 industrial arts or industrial education are exempt from the
- 16 secondary teacher education sequence, except for philosophy of
- 17 vocational education, which must be completed before renewal of
- 18 the entrance license.
- 19 (3) A two-credit course in integrating the
- 20 appropriate vocational student organization into the curriculum,
- 21 completed before renewal of the entrance license.
- 22 (4) The human relations program as specified in
- 23 part 3517.3500.
- B. No additional technical coursework is required for
- 25 this option.
- 26 C. Occupational experience:
- 27 (1) The applicant must have 3,000 hours of
- 28 occupational experience as specified in parts 3517.4000 to
- 29 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 30 subparts 3 to 7 must not be used.
- 31 (2) Of the 3,000 hours, 1,000 may be accrued from
- 32 college credits or technical workshops. They must be in the
- 33 emphasis areas listed in this category of practice. One quarter
- 34 credit of college work equals 80 hours of occupational
- 35 experience. One instructional clock hour of technical workshop

- 1 equals four hours of occupational experience. The credits or
- 2 workshops must be completed in the five years just before the
- 3 license is to be issued.
- 4 (3) Two-thirds of the occupational experience
- 5 must be in the emphasis areas with at least 300 hours in each of
- 6 the four emphasis area elements.
- 7 (4) Emphasis area elements are auto body repair
- 8 experience, including metal straightening by hammering or
- 9 machine, replacement of body components, refinishing, and
- 10 welding.
- 11 (5) Related areas are vehicle glass replacement,
- 12 vehicle frame repair, and new and used vehicle preparation.
- 13 (6) In hardship cases as defined in part
- 14 3517.6200, a person may teach with a limited license and delay
- 15 completing part of the occupational experience requirement under
- 16 part 3517.6200.
- Subp. 3. Auto body repair teacher; option two. For option
- 18 two, the applicant must meet the following requirements:
- 19 A. Educational criteria:
- 20 (1) the secondary vocational teacher education
- 21 sequence as specified in part 3517.3150;
- 22 (2) a two-credit course in integrating the
- 23 appropriate vocational student organization into the curriculum,
- 24 completed before renewal of the entrance license; and
- 25 (3) the human relations program as specified in
- 26 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 28 hours) postsecondary education in auto body repair or auto body
- 29 mechanics.
- 30 C. Occupational experience:
- 31 (1) The applicant must have 3,000 hours of
- 32 occupational experience as specified in parts 3517.4000 to
- 33 3517.4200.
- 34 (2) Two-thirds of the experience must be in the
- 35 emphasis area with at least 300 hours in each of the four
- 36 emphasis area elements.

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- 1 (3) Emphasis area elements are auto body repair
- 2 experience, including metal straightening by hammering or
- 3 machine, replacement of body components, refinishing, and
- 4 welding.
- 5 (4) Related areas are vehicle glass replacement,
- 6 vehicle frame repair, and new and used vehicle preparation.
- 7 Subp. 4. Auto body repair teacher; option three. For
- 8 option three, the applicant must meet the following requirements:
- 9 A. Educational criteria:
- 10 (1) the secondary vocational teacher education
- 11 sequence as specified in part 3517.3150;
- 12 (2) a two-credit course in integrating the
- 13 appropriate vocational student organization into the curriculum,
- 14 completed before renewal of the entrance license; and
- 15 (3) the human relations program as specified in
- 16 part 3517.3500.
- 17 B. Technical coursework is not required for this
- 18 option.
- 19 C. Occupational experience:
- 20 (1) The applicant must have 6,000 hours of
- 21 occupational experience as specified in parts 3517.4000 to
- 22 3517.4200.
- 23 (2) Two-thirds of the experience must be in the
- 24 emphasis area with at least 600 hours in each of the four
- 25 emphasis area elements.
- 26 (3) Emphasis area elements are auto body repair
- 27 experience, including metal straightening by hammering or
- 28 machine, replacement of body components, refinishing, and
- 29 welding.
- 30 (4) Related areas are vehicle glass replacement,
- 31 vehicle frame repair, and new and used vehicle preparation.
- 32 3517.1820 SECONDARY AUTO/TRUCK DISMANTLING OCCUPATIONS TEACHER.
- 33 Subpart 1. Requirements. An applicant for an entrance
- 34 license to teach the vocational program of auto/truck
- 35 dismantling occupations in a secondary school must meet the

- l requirements in subpart 2, 3, or 4 (option one, two, or three).
- Subp. 2. Auto/truck dismantling teacher; option one. For
- 3 option one, the applicant must meet the following requirements:
- 4 A. Educational criteria:
- 5 (1) A baccalaureate degree with a major in
- 6 industrial arts, industrial education, or industrial technology.
- 7 (2) The secondary vocational teacher education
- 8 sequence as specified in part 3517.3150. Education majors in
- 9 industrial arts or industrial education are exempt from the
- 10 secondary teacher education sequence, except for philosophy of
- 11 vocational education, which must be completed before renewal of
- 12 the entrance license.
- 13 (3) A two-credit course in integrating the
- 14 appropriate vocational student organization into the curriculum,
- 15 completed before renewal of the entrance license.
- 16 (4) The human relations program as specified in
- 17 part 3517.3500.
- B. No additional technical coursework is required for
- 19 this option.
- 20 C. Occupational experience:
- 21 (1) The applicant must have 3,000 hours of
- 22 occupational experience as specified in parts 3517.4000 to
- 23 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 24 subparts 3 to 7 must not be used.
- 25 (2) Of the 3,000 hours, 1,000 may be accrued from
- 26 college credits or technical workshops. They must be in the
- 27 emphasis areas listed in this category of practice. One quarter
- 28 credit of college work equals 80 hours of occupational
- 29 experience. One instructional clock hour of technical workshop
- 30 equals four hours of occupational experience. The credits or
- 31 workshops must be completed in the five years just before the
- 32 license is to be issued.
- 33 (3) Fifty percent of the experience must be in
- 34 the emphasis areas with at least 400 in each of the three
- 35 emphasis area elements.
- 36 (4) Emphasis area elements are auto and truck

- 1 dismantling yardwork, parts counter management, and parts
- 2 inventory and warehousing.
- 3 (5) Related areas are auto/truck mechanics,
- 4 automotive part and component rebuilding, parts sales and
- 5 service, or new/rebuilt parts sales management.
- 6 (6) In hardship cases as defined in part
- 7 3517.6200, a person may teach with a limited license and delay
- 8 completing part of the occupational experience requirement under
- 9 part 3517.6200.
- 10 Subp. 3. Auto/truck dismantling teacher; option two. For
- 11 option two the applicant must meet the following requirements:
- 12 A. Educational criteria:
- 13 (1) the secondary vocational teacher education
- 14 sequence as specified in part 3517.3150;
- 15 (2) a two-credit course in integrating the
- 16 appropriate vocational student organization into the curriculum,
- 17 completed before renewal of the entrance license; and
- 18 (3) the human relations program as specified in
- 19 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 21 hours) postsecondary education in auto mechanics or auto body
- 22 repair.
- 23 C. Occupational experience:
- 24 (1) The applicant must have 3,000 hours of
- 25 occupational experience as specified in parts 3517.4000 to
- 26 3517.4200.
- 27 (2) Fifty percent of the experience must be in
- 28 the emphasis areas with at least 400 hours in each of the three
- 29 emphasis area elements.
- 30 (3) Emphasis area elements are auto and truck
- 31 dismantling yardwork, parts counter management, and parts
- 32 inventory and warehousing.
- 33 (4) Related areas are auto/truck mechanics,
- 34 automotive part and component rebuilding, parts sales and
- 35 service, or new/rebuilt parts sales management.
- 36 Subp. 4. Auto/truck dismantling teacher; option three.

- 1 For option three, the applicant must meet the following
- 2 requirements:
- 3 A. Educational criteria:
- 4 (1) the secondary vocational teacher education
- 5 sequence as specified in part 3517.3150;
- 6 (2) a two-credit course in integrating the
- 7 appropriate vocational student organization into the curriculum,
- 8 completed before renewal of the entrance license; and
- 9 (3) the human relations program as specified in
- 10 part 3517.3500.
- 11 B. Technical coursework is not required in this
- 12 option.
- 13 C. Occupational experience:
- 14 (1) The applicant must have 6,000 hours of
- 15 occupational experience as specified in parts 3517.4000 to
- 16 3517.4200.
- 17 (2) Fifty percent of the experience must be in
- 18 the emphasis areas with at least 800 hours in each of the three
- 19 emphasis area elements.
- 20 (3) Emphasis area elements are auto and truck
- 21 dismantling yardwork, parts counter management, and parts
- 22 inventory and warehousing.
- 23 (4) Related areas are auto/truck mechanics,
- 24 automotive part and component rebuilding, parts sales and
- 25 service, or new/rebuilt parts sales management.
- 26 3517.1840 SECONDARY AVIATION OCCUPATIONS TEACHER.
- 27 Subpart 1. Requirements. An applicant for an entrance
- 28 license to teach the vocational program of aviation occupations
- 29 in a secondary school must meet the requirements in subpart 2,
- 30 3, or 4 (option one, two, or three).
- 31 Subp. 2. Aviation occupations teacher; option one. For
- 32 option one, the applicant must meet the following requirements:
- 33 A. Educational criteria:
- 34 (1) A baccalaureate degree with a major in
- 35 industrial arts, industrial education, or industrial technology.

- 1 (2) The secondary vocational teacher education
- 2 sequence as specified in part 3517.3150. Education majors in
- 3 industrial arts or industrial education are exempt from the
- 4 secondary teacher education sequence, except for philosophy of
- 5 vocational education, which must be completed before renewal of
- 6 the entrance license.
- 7 (3) A two-credit course in integrating the
- 8 appropriate vocational student organization into the curriculum,
- 9 completed before renewal of the entrance license.
- 10 (4) The human relations program as specified in
- 11 part 3517.3500.
- 12 (5) A current Federal Aviation Administration
- 13 pilot license (any level) for Federal Aviation Administration
- 14 Airframe and Power Plant mechanic license.
- B. Technical coursework is not required for this
- 16 option.
- 17 C. Occupational experience:
- 18 (1) The applicant must have 3,000 hours of
- 19 occupational experience as specified in parts 3517.4000 to
- 20 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 21 subparts 3 to 7 must not be used.
- 22 (2) Of the 3,000 hours, 1,000 may be accrued from
- 23 college credits or technical workshops. They must be in the
- 24 emphasis areas listed in this category of practice. One quarter
- 25 credit of college work equals 80 hours of occupational
- 26 experience. One instructional clock hour of technical workshop
- 27 equals four hours of occupational experience. The credits or
- 28 workshops must be completed in the five years just before the
- 29 license is to be issued.
- 30 (3) Fifty percent of the experience must be in
- 31 the emphasis areas with at least 300 hours in each of at least
- 32 two of the emphasis area components.
- 33 (4) Emphasis area components are aircraft pilot,
- 34 aircraft mechanic, fixed base operator, ground school or flight
- 35 instructor.
- 36 (5) Related areas are airline reservationist,

- 1 aircraft cabin attendant, and aircraft weight and balance
- 2 specialist.
- 3 (6) Notwithstanding part 3517.4000, an applicant
- 4 may apply instructional experience with students as specified in
- 5 subitem (4).
- 6 (7) In hardship cases as defined in part
- 7 3517.6200, a person may teach with a limited license and delay
- 8 completing part of the occupational experience requirement under
- 9 part 3517.6200.
- 10 Subp. 3. Aviation occupations teacher; option two. For
- 11 option two, an applicant must meet the following requirements:
- 12 A. Educational criteria:
- 13 (1) the secondary vocational teacher education
- 14 sequence as specified in part 3517.3150;
- 15 (2) a two-credit course in integrating the
- 16 appropriate vocational student organization into the curriculum,
- 17 completed before renewal of the entrance license;
- 18 (3) the human relations program as specified in
- 19 part 3517.3500; and
- 20 (4) a current Federal Aviation Administration
- 21 pilot license (any level) or Federal Aviation Administration
- 22 Airframe and Power Plant mechanic license.
- B. Technical coursework: at least 18 months (2,160
- 24 hours) postsecondary education in aviation mechanics/air frame
- 25 and power plants, or aviation administration.
- 26 C. Occupational experience:
- 27 (1) The applicant must have 3,000 hours of
- 28 occupational experience as specified in parts 3517.4000 to
- 29 3517.4200.
- 30 (2) Fifty percent of the experience must be in
- 31 the emphasis areas with at least 300 hours in each of at least
- 32 two of the emphasis area components.
- 33 (3) Emphasis area components are aircraft pilot,
- 34 aircraft mechanic, fixed base operator, ground school or flight
- 35 instructor.
- 36 (4) Related areas are airline reservationist,

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- 1 aircraft cabin attendant, and aircraft weight and balance
- 2 specialist.
- 3 (5) Notwithstanding part 3517.4000, an applicant
- 4 may apply instructional experience with students as specified in
- 5 subitem (3).
- 6 Subp. 4. Aviation occupations teacher; option three. For
- 7 option three, the applicant must meet the following requirements:
- 8 A. Educational criteria:
- 9 (1) the secondary vocational teacher education
- 10 sequence as specified in part 3517.3150;
- 11 (2) a two-credit course in integrating the
- 12 appropriate vocational student organization into the curriculum,
- 13 completed before renewal of the entrance license;
- 14 (3) the human relations program as specified in
- 15 part 3517.3500; and
- 16 (4) a current Federal Aviation Administration
- 17 pilot license (any level) or Federal Aviation Administration
- 18 Airframe and Power Plant mechanic license.
- B. Technical coursework is not required for this
- 20 option.
- 21 C. Occupational experience:
- 22 (1) The applicant must have 6,000 hours of
- 23 occupational experience as specified in parts 3517.4000 to
- 24 3517.4200.
- 25 (2) Fifty percent of the experience must be in
- 26 the emphasis areas with at least 600 hours in each of at least
- 27 two of the emphasis area components.
- 28 (3) Emphasis area components are aircraft pilot,
- 29 aircraft mechanic, fixed base operator, ground school or flight
- 30 instructor.
- 31 (4) Related areas are airline reservationist,
- 32 aircraft cabin attendant, and aircraft weight and balance
- 33 specialist.
- 34 (5) Notwithstanding part 3517.4000, an applicant
- 35 may apply instructional experience with students as specified in
- 36 subitem (3).

- 1 3517.1860 SECONDARY BROADCAST/MEDIA OCCUPATIONS TEACHER.
- 2 Subpart 1. Requirements. An applicant for an entrance
- 3 license to teach the vocational program of broadcast/media
- 4 occupations in a secondary school must meet the requirements in
- 5 subpart 3, 4, or 5 (option one, two, or three). A license under
- 6 this part is valid to teach any secondary vocational program
- 7 identified in the secondary vocational program rules under
- 8 broadcast/media occupations and to replace the narrower licenses
- 9 given in subpart 2.
- 10 Subp. 2. Requirements for replacing narrower licenses. A
- 11 license under this part is required to teach broadcast/media
- 12 occupations programs. By July 1, 1992, the single-occupation
- 13 programs of radio broadcasting and radio/television production
- 14 must be converted to broadcast/media occupations programs. The
- 15 personnel licensing section must not issue new licenses in the
- 16 categories of practice that correspond to the programs being
- 17 converted after this chapter takes effect. However, valid
- 18 licenses in the programs being converted are renewable under
- 19 this chapter until July 1, 1992, and are valid to teach the
- 20 corresponding single-occupation programs.
- 21 To convert a single-occupation license to a broadcast/media
- 22 occupations license, the applicant must verify competency in the
- 23 emphasis area by meeting the requirements in item A or B or a
- 24 combination of items A and B at the ratio given in item B:
- 25 A. Completing the occupational experience emphasis
- 26 area requirements in subpart 3, 4, or 5. An applicant must
- 27 possess the educational qualifications stated in the chosen
- 28 subpart.
- 29 B. Substituting for the required occupational
- 30 experience emphasis hours, specific technical education in the
- 31 emphasis area completed within the five years before conversion.
- 32 One clock hour of technical education equals four hours of
- 33 occupational experience. The requirements for hours of related
- 34 occupational experience are met by holding the single-occupation
- 35 license being converted.

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- Subp. 3. Broadcast/media teacher; option one. For option
- 2 one the applicant must meet the following requirements:
- 3 A. Educational criteria:
- 4 (1) A baccalaureate degree with a major in
- 5 industrial arts, industrial education, or industrial technology.
- 6 (2) Secondary vocational teacher education
- 7 sequence as specified in part 3517.3150. Education majors in
- 8 industrial arts or industrial education are exempt from the
- 9 secondary teacher education sequence, except for philosophy of
- 10 vocational education, which must be completed before renewal of
- 11 the entrance license.
- 12 (3) A two-credit course in integrating the
- 13 appropriate vocational student organization into the curriculum,
- 14 completed before renewal of the entrance license.
- 15 (4) The human relations program as specified in
- 16 part 3517.3500.
- B. No additional technical coursework is required for
- 18 this option.
- 19 C. Occupational experience:
- 20 (1) The applicant must have 3,000 hours of
- 21 occupational experience as specified in parts 3517.4000 to
- 22 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 23 subparts 3 to 7 must not be used.
- 24 (2) Of the 3,000 hours, 1,000 may be accrued from
- 25 college credits or technical workshops. They must be in the
- 26 emphasis areas listed in this category of practice. One quarter
- 27 credit of college work equals 80 hours of occupational
- 28 experience. One instructional clock hour of technical workshop
- 29 equals four hours of occupational experience. The credits or
- 30 workshops must be completed in the five years just before the
- 31 license is to be issued.
- 32 (3) Fifty percent of the experience must be in
- 33 one or more of the emphasis areas.
- 34 (4) Emphasis areas are radio or television
- 35 broadcasting, script and program preparation, and television
- 36 studio production.

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- 1 (5) Related areas are broadcast engineering,
- 2 television studio directing, television camera operation,
- 3 lighting/illumination direction, and script editing.
- 4 (6) In hardship cases as defined in part
- 5 3517.6200, a person may teach with a limited license and delay
- 6 completing part of the occupational experience requirement under
- 7 part 3517.6200.
- 8 Subp. 4. Broadcast/media teacher; option two. For option
- 9 two, the applicant must have:
- 10 A. Educational criteria:
- 11 (1) the secondary vocational teacher education
- 12 sequence as specified in part 3517.3150;
- 13 (2) a two-credit course in integrating the
- 14 appropriate vocational student organization into the curriculum,
- 15 completed before renewal of the entrance license; and
- 16 (3) the human relations program as specified in
- 17 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 19 hours) postsecondary education in broadcasting technology, radio
- 20 and television broadcasting, television production, television
- 21 and audio visual production, or video production.
- 22 C. Occupational experience:
- 23 (1) The applicant must have 3,000 hours of
- 24 occupational experience as specified in parts 3517.4000 to
- 25 3517.4200.
- 26 (2) Fifty percent of the experience must be in
- 27 one or more of the emphasis areas.
- 28 (3) Emphasis areas are radio or television
- 29 broadcasting, script and program preparation; and television
- 30 studio production.
- 31 (4) Related areas are broadcast engineering,
- 32 television studio directing, television camera operation,
- 33 lighting/illumination direction, and script editing.
- 34 Subp. 5. Broadcast/media teacher; option three. For
- 35 option three, the applicant must meet the following requirements:
- 36 A. Educational criteria:

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- 1 (1) the secondary vocational teacher education
- 2 sequence as specified in part 3517.3150;
- 3 (2) a two-credit course in integrating the
- 4 appropriate vocational student organization into the curriculum,
- 5 completed before renewal of the entrance license; and
- 6 (3) the human relations program as specified in
- 7 part 3517.3500.
- 8 B. No technical coursework is required for this
- 9 option.
- 10 C. Occupational experience:
- 11 (1) The applicant must have 6,000 hours of
- 12 occupational experience as specified in parts 3517.4000 to
- 13 3517.4200.
- 14 (2) Fifty percent of the experience must be in
- 15 one or more of the emphasis areas.
- 16 (3) Emphasis areas are radio or television
- 17 broadcasting, script and program preparation, and television
- 18 studio production.
- 19 (4) Related areas are broadcast engineering,
- 20 television studio directing, television camera operation,
- 21 lighting/illumination direction, and script editing.
- 22 3517.1880 SECONDARY COMMUNICATIONS/MEDIA OCCUPATIONS TEACHER.
- 23 Subpart 1. Requirements. An applicant for an entrance
- 24 license to teach the vocational program of communication/media
- 25 occupations in a secondary school must meet the requirements in
- 26 subpart 3, 4, or 5 (option one, two, or three). A license under
- 27 this part is valid to teach any secondary vocational program
- 28 identified in secondary vocational program rules under
- 29 communications/media occupations and to replace the narrower
- 30 licenses given in subpart 2.
- 31 Subp. 2. Requirements for replacing narrower licenses. A
- 32 license under this part is required to teach
- 33 communications/media occupations programs. By July 1, 1992, the
- 34 following single-occupation programs must be converted to
- 35 communications/media occupations programs: the industrial

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- l education areas of graphic arts, commercial art, commercial
- 2 photography, and communication/media technology. The personnel
- 3 licensing section must not issue new licenses in the categories
- 4 of practice that correspond to the programs being converted
- 5 after this chapter takes effect. However, valid
- 6 single-occupation licenses are renewable under this chapter
- 7 until July 1, 1992, and are valid to teach the corresponding
- 8 programs.
- 9 To convert a single-occupation license to a
- 10 communications/media occupations license, the applicant must
- 11 verify competency in the emphasis area by meeting the
- 12 requirements in item A or B or a combination of items A and B at
- 13 the ratio given in item B:
- 14 A. Completing the occupational experience emphasis
- 15 area requirements in subpart 3, 4, or 5. An applicant must
- 16 possess the educational qualifications stated in the chosen
- 17 subpart.
- 18 B. Substituting for the required occupational
- 19 experience emphasis hours, specific technical education in the
- 20 emphasis area completed within the five years before
- 21 conversion. One clock hour of technical education equals four
- 22 hours of occupational experience. The requirements for hours of
- 23 related occupational experience are met by holding the
- 24 single-occupation license being converted.
- Subp. 3. Communications/media teacher; option one. For
- 26 option one, the applicant must meet the following requirements:
- 27 A. Educational criteria:
- 28 (1) A baccalaureate degree with a major in
- 29 industrial arts, industrial education, or industrial technology.
- 30 (2) The secondary vocational teacher education
- 31 sequence as specified in part 3517.3150. Education majors in
- 32 industrial arts or industrial education are exempt from the
- 33 secondary teacher education sequence, except for philosophy of
- 34 vocational education, which must be completed before renewal of
- 35 the entrance license.
- 36 (3) A two-credit course in integrating the

- l appropriate vocational student organization into the curriculum,
- 2 completed before renewal of the entrance license.
- 3 (4) The human relations program as specified in
- 4 part 3517.3500.
- 5 B. No additional technical coursework is required for
- 6 this option.
- 7 C. Occupational experience:
- 8 (1) The applicant must have 3,000 hours of
- 9 occupational experience as specified in parts 3517.4000 to
- 10 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 11 subparts 3 to 7 must not be used.
- 12 (2) Of the 3,000 hours, 1,000 may be accrued from
- 13 college credits or technical workshops. They must be in the
- 14 emphasis areas listed in this category of practice. One quarter
- 15 credit of college work equals 80 hours of occupational
- 16 experience. One instructional clock hour of technical workshop
- 17 equals four hours of occupational experience. The credits or
- 18 workshops must be completed in the five years just before the
- 19 license is to be issued.
- 20 (3) Fifty percent of the experience must be in
- 21 the emphasis areas with at least 300 hours in each of at least
- 22 three emphasis area components.
- 23 (4) Emphasis area components are layout and
- 24 design; composition; production/presswork; photography including
- 25 line, halftone, and continuous tone; and platemaking.
- 26 (5) Related areas are color separation,
- 27 electronic image generation, electronic data communication,
- 28 bindery, screen printing, artwork, and direction of
- 29 lighting/illumination.
- 30 (6) In hardship cases as defined in part
- 31 3517.6200, a person may teach with a limited license and delay
- 32 completing part of the occupational experience requirements
- 33 under part 3517.6200.
- 34 Subp. 4. Communications/media teacher; option two. For
- 35 option two, the applicant must meet the following requirements:
- 36 A. Educational criteria:

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- 1 (1) the secondary vocational teacher education
- 2 sequence as specified in part 3517.3150;
- 3 (2) a two-credit course in integrating the
- 4 appropriate vocational student organization into the curriculum,
- 5 completed before renewal of the entrance license; and
- 6 (3) the human relations program as specified in
- 7 part 3517.3500.
- 8 B. Technical coursework: at least 18 months (2,160
- 9 hours) postsecondary education in graphic arts or graphic
- 10 communications.
- 11 C. Occupational experience:
- 12 (1) The applicant must have 3,000 hours of
- 13 occupational experience as specified in parts 3517.4000 to
- 14 3517.4200.
- 15 (2) Fifty percent of the experience must be in
- 16 the emphasis areas with at least 300 hours in each of at least
- 17 three emphasis area components.
- 18 (3) Emphasis area components are layout and
- 19 design; composition; production/presswork; photography including
- 20 line, halftone, and continuous tone; and platemaking.
- 21 (4) Related areas are color separation,
- 22 electronic image generation, electronic data communication,
- 23 bindery, screen printing, artwork, direction of
- 24 lighting/illumination.
- Subp. 5. Communications/media teacher; option three. For
- 26 option three, the applicant must meet the following requirements:
- 27 A. Educational criteria:
- 28 (1) the secondary vocational teacher educational
- 29 sequence as specified in part 3517.3150;
- 30 (2) a two-credit course in integrating the
- 31 appropriate vocational student organization into the curriculum,
- 32 completed before renewal of the entrance license; and
- 33 (3) the human relations program as specified in
- 34 part 3517.3500.
- 35 B. Technical coursework is not required for this
- 36 option.

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- 1 C. Occupational experience:
- 2 (1) The applicant must have 6,000 hours of
- 3 occupational experience as specified in parts 3517.4000 to
- 4 3517.4200.
- 5 (2) Fifty percent of the experience must be in
- 6 the emphasis areas with at least 600 hours in each of at least
- 7 three emphasis area components.
- 8 (3) Emphasis area components are layout and
- 9 design; composition; production/presswork; photography including
- 10 line, halftone, and continuous tone; and platemaking.
- 11 (4) Related areas are color separation,
- 12 electronic image generation, electronic data communication,
- 13 bindery, screen printing, artwork, and direction of
- 14 lighting/illumination.
- 15 3517.1900 SECONDARY CONSTRUCTION OCCUPATIONS TEACHER.
- 16 Subpart 1. Requirements for entrance license. An
- 17 applicant for an entrance license to teach the vocational
- 18 program of construction occupations in a secondary school must
- 19 meet the requirements in subpart 3, 4, or 5 (option one, two, or
- 20 three). A license under this part is valid to teach any
- 21 secondary vocational program identified in secondary vocational
- 22 program rules under construction occupations and to replace the
- 23 narrower licenses given in subpart 2.
- 24 Subp. 2. Requirements for replacing narrower license. A
- 25 license under this part is required to teach construction
- 26 occupations programs. By July 1, 1992, the following
- 27 single-occupation programs must be converted to construction
- 28 occupations programs: the industrial education areas of
- 29 cabinetmaking, construction occupations/finishing trades,
- 30 construction occupations/general, construction
- 31 occupations/masonry trades, construction occupations/mechanical
- 32 trades, construction occupations/planning and management, energy
- 33 occupations, mobile home maintenance, painting and decorating,
- 34 and plastics/lamination occupations. The personnel licensing
- 35 section must not issue new licenses in the categories of

- l practice that correspond to these programs after this chapter
- 2 takes effect. However, valid licenses in the programs being
- 3 converted are renewable under this chapter until July 1, 1992,
- 4 and are valid to teach the corresponding single-occupation
- 5 programs.
- 6 To convert a single-occupation license to a construction
- 7 occupations license, the applicant must verify competency in the
- 8 emphasis area by meeting the requirements in item A or B or a
- 9 combination of items A and B at the ratio given in item B:
- 10 A. Completing the occupational experience emphasis
- 11 area requirements in subpart 3, 4, or 5. An applicant must
- 12 possess the educational qualifications stated in the chosen
- 13 subpart.
- B. Substituting for the required occupational
- 15 experience emphasis hours, specific technical education in the
- 16 emphasis area completed within the five years before conversion.
- 17 One clock hour of technical education equals four hours of
- 18 occupational experience. The related occupational experience
- 19 hour requirements are met by holding the single-occupation
- 20 license being converted.
- Subp. 3. Construction occupations teacher; option one.
- 22 For option one, the applicant must meet the following
- 23 requirements:
- 24 A. Educational criteria:
- 25 (1) A baccalaureate degree with a major in
- 26 industrial arts, industrial education, or industrial technology.
- 27 (2) The secondary vocational teacher education
- 28 sequence as specified in part 3517.3150. Education majors in
- 29 industrial arts or industrial education are exempt from the
- 30 sequence, except for philosophy of vocational education, which
- 31 must be completed before renewal of the entrance license.
- 32 (3) A two-credit course in integrating the
- 33 appropriate vocational student organization into the curriculum,
- 34 completed before renewal of the entrance license.
- 35 (4) The human relations program as specified in
- 36 part 3517.3500.

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- B. No additional technical coursework is required for
 - 2 this option.
 - 3 C. Occupational experience:
 - 4 (1) The applicant must have 3,000 hours of
 - 5 occupational experience as specified in parts 3517.4000 to
 - 6 3517.4200, subpart 2. Experiences described in part 3517.4200,
 - 7 subparts 3 to 7 must not be used.
 - 8 (2) Of the 3,000 hours, 1,000 may be accrued from
 - 9 college credits or technical workshops. They must be in the
- 10 emphasis areas listed in this category of practice. One quarter
- 11 credit of college work equals 80 hours of occupational
- 12 experience. One instructional clock hour of technical workshop
- 13 equals four hours of occupational experience. The credits or
- 14 workshops must be completed in the five years just before the
- 15 license is to be issued.
- 16 (3) Fifty percent of the experience must be in
- 17 the emphasis area.
- 18 (4) The emphasis area is residential carpentry
- 19 including framing.
- 20 (5) Related areas are cabinetmaking, painting and
- 21 decorating, masonry, plastic lamination, energy, mobile home
- 22 maintenance, architectural drafting, heating/air
- 23 conditioning/refrigeration, and construction electricity.
- 24 (6) In hardship cases as defined in part
- 25 3517.6200, a person may teach with a limited license and delay
- 26 completing part of the occupational experience requirements
- 27 under part 3517.6200.
- Subp. 4. Construction occupations teacher; option two.
- 29 For option two, the applicant must meet the following
- 30 requirements:
- 31 A. Educational criteria:
- 32 (1) the secondary vocational teacher education
- 33 sequence as specified in part 3517.3150;
- 34 (2) a two-credit course in integrating the
- 35 appropriate vocational student organization into the curriculum,
- 36 completed before renewal of the entrance license; and

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- 1 (3) the human relations program as specified in
- 2 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 4 hours) in a postsecondary technical program in carpentry or
- 5 construction.
- 6 C. Occupational experience:
- 7 (1) The applicant must have 3,000 hours of
- 8 occupational experience as specified in parts 3517.4000 to
- 9 3517.4200.
- 10 (2) Fifty percent of the experience must be in
- 11 the emphasis area.
- 12 (3) The emphasis area is residential carpentry
- 13 including framing.
- 14 (4) Related areas are cabinetmaking, painting and
- 15 decorating, masonry, plastic lamination, energy, mobile home
- 16 maintenance, architectural drafting, heating/air
- 17 conditioning/refrigeration, and construction electricity.
- Subp. 5. Construction occupations teacher; option three.
- 19 For option three, the applicant must meet the following
- 20 requirements:
- 21 A. Educational criteria:
- 22 (1) the secondary vocational teacher education
- 23 sequence as specified in part 3517.3150;
- 24 (2) a two-credit course in integrating the
- 25 appropriate vocational student organization into the curriculum,
- 26 completed before renewal of the entrance license; and
- 27 (3) the human relations program as specified in
- 28 part 3517.3500.
- 29 B. Technical coursework is not required for this
- 30 option.
- 31 C. Occupational experience:
- 32 (1) The applicant must have 6,000 hours of
- 33 occupational experience as specified in parts 3517.4000 to
- 34 3517.4200.
- 35 (2) Fifty percent of the experience must be in
- 36 the emphasis area.

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- 1 (3) The emphasis area is residential carpentry
- 2 including framing.
- 3 (4) Related areas are cabinetmaking, painting and
- 4 decorating, masonry, plastic lamination, energy, mobile home
- 5 maintenance, architectural drafting, heating/air
- 6 conditioning/refrigeration, and construction electricity.
- 7 3517.1920 SECONDARY CONTROL TECHNOLOGY OCCUPATIONS TEACHER.
- 8 An applicant for an entrance license to teach the
- 9 vocational program of control technology in a secondary school
- 10 must meet the following requirements:
- 11 A. Educational criteria:
- 12 (1) A baccalaureate degree with a major in
- 13 industrial arts, industrial education, or industrial technology.
- 14 (2) Valid Minnesota licensure as a secondary
- 15 vocational teacher in a trade and industrial category of
- 16 practice.
- 17 (3) Secondary vocational teacher education
- 18 sequence as specified in part 3517.3150. Education majors in
- 19 industrial arts or industrial education are exempt from the
- 20 secondary teacher education sequence, except for philosophy of
- 21 vocational education, which must be completed before renewal of
- 22 the entrance license.
- 23 (4) A two-credit course in integrating the
- 24 appropriate vocational student organization into the curriculum,
- 25 completed before renewal of the entrance license.
- 26 (5) Three credits or 36 clock hours in control
- 27 technology education completed before entrance licensure.
- 28 (6) The human relations program as specified in
- 29 part 3517.3500.
- 30 B. Technical coursework: at least 12 clock hours
- 31 each of microprocessor control and electromechanical systems,
- 32 completed before renewal of the entrance license.
- 33 C. Occupational experience that was required to
- 34 obtain the teacher's license when it was issued.
- 35 3517.1930 SECONDARY DRAFTING OCCUPATIONS TEACHER.

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- 1 Subpart 1. Requirements for entrance license. An
- 2 applicant for an entrance license to teach the vocational
- 3 program of drafting occupations in a secondary school must meet
- 4 the requirements in subpart 3, 4, or 5 (option one, two, or
- 5 three). A license under this part is valid to teach any
- 6 secondary vocational program identified in secondary vocational
- 7 program rules under drafting occupations and to replace narrower
- 8 licenses given in subpart 2.
- 9 Subp. 2. Requirements for replacing narrower license. A
- 10 license under this part is required to teach drafting
- 11 occupations programs. By July 1, 1992, the following
- 12 single-occupations programs must be converted to drafting
- 13 occupations programs: the industrial occupation areas of
- 14 construction occupations/planning and management, and mechanical
- 15 drafting. The personnel licensing section must not issue new
- 16 licenses in the categories of practice that correspond to these
- 17 programs after the effective date of this chapter. However,
- 18 valid licenses in these categories are renewable under this
- 19 chapter until July 1, 1992, and are valid to teach the
- 20 corresponding single-occupation programs.
- 21 To convert a single-occupation license to a drafting
- 22 occupations license, the applicant must verify competency in the
- 23 emphasis area by meeting the requirements in item A or B or a
- 24 combination of items A and B at the ratio given in item B:
- 25 A. Completing the emphasis area requirements in
- 26 subpart 3, 4, or 5. An applicant must possess the educational
- 27 qualifications stated in the chosen subpart.
- 28 B. Substituting for the required occupational
- 29 experience emphasis hours, specific technical education in the
- 30 emphasis area completed within the five years before conversion.
- 31 One clock hour of technical education equals four hours of
- 32 occupational experience. The related occupational experience
- 33 hour requirements are met by holding the single-occupation
- 34 license being converted.
- 35 Subp. 3. Drafting occupations teacher; option one. For
- 36 option one, the applicant must meet the following requirements:

- 1 A. Educational criteria:
- 2 (1) A baccalaureate degree with a major in
- 3 industrial arts, industrial education, or industrial technology.
- 4 (2) The secondary vocational teacher education
- 5 sequence as specified in part 3517.3150. Education majors in
- 6 industrial arts or industrial education are exempt from the
- 7 sequence, except for philosophy of vocational education, which
- 8 must be completed before renewal of the entrance license.
- 9 (3) A two-credit course in integrating the
- 10 appropriate vocational student organization into the curriculum,
- 11 completed before renewal of the entrance license.
- 12 (4) The human relations program as specified in
- 13 part 3517.3500.
- B. No additional technical coursework is required for
- 15 this option.
- 16 C. Occupational experience:
- 17 (1) The applicant must have 3,000 hours of
- 18 occupational experience as specified in parts 3517.4000 to
- 19 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 20 subparts 3 to 7 must not be used.
- 21 (2) Of the 3,000 hours, 1,000 may be accrued from
- 22 college credits or technical workshops. They must be in the
- 23 emphasis areas listed in this category of practice. One quarter
- 24 credit of college work equals 80 hours of occupational
- 25 experience. One instructional clock hour of technical workshop
- 26 equals four hours of occupational experience. The credits or
- 27 workshops must be completed in the five years just before the
- 28 license is to be issued.
- 29 (3) Fifty percent of the occupational experience
- 30 must be in the emphasis area with at least 25 percent in each of
- 31 the two emphasis areas.
- 32 (4) Emphasis areas are architectural drafting and
- 33 mechanical drafting.
- 34 (5) Related areas are electronic or other
- 35 technical drafting; civil engineering; machine shop set-up or
- 36 operation; or construction work that has required interpretation

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- 1 of and production according to blueprints, including carpentry,
- 2 electrical construction, plumbing, steelwork, and welding.
- 3 (6) In hardship cases as defined in part
- 4 3517.6200, a person may teach with a limited license and delay
- 5 completing part of the occupational requirements under part
- 6 3517.6200.
- 7 Subp. 4. Drafting occupations teacher; option two. For
- 8 option two, the applicant must meet the following requirements:
- 9 A. Educational criteria:
- 10 (1) the secondary vocational teacher education
- 11 sequence as specified in part 3517.3150;
- 12 (2) a two-credit course in integrating the
- 13 appropriate vocational student organization into the curriculum,
- 14 completed before renewal of the entrance license; and
- 15 (3) the human relations program as specified in
- 16 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 18 hours) in a postsecondary technical program in architectural
- 19 drafting or mechanical drafting.
- 20 C. Occupational experience:
- 21 (1) The applicant must have 3,000 hours of
- 22 occupational experience as specified in parts 3517.4000 to
- 23 3517.4200.
- 24 (2) Fifty percent of the occupational experience
- 25 must be in the emphasis area with at least 25 percent in each of
- 26 the two emphasis areas.
- 27 (3) Emphasis areas are architectural drafting and
- 28 mechanical drafting.
- 29 (4) Related areas are electronic or other
- 30 technical drafting; civil engineering; machine shop set-up or
- 31 operation; or construction work that has required interpretation
- 32 of and production according to blueprints, including carpentry,
- 33 electrical construction, plumbing, steelwork, and welding.
- 34 Subp. 5. Drafting occupations teacher; option three. For
- 35 option three, the applicant must meet the following requirements:
- 36 A. Educational criteria:

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- 1 (1) the secondary vocational teacher education
- 2 sequence as specified in part 3517.3150;
- 3 (2) a two-credit course in integrating the
- 4 appropriate vocational student organization into the curriculum,
- 5 completed before renewal of the entrance license; and
- 6 (3) the human relations program as specified in
- 7 part 3517.3500.
- 8 B. Technical coursework is not required for this
- 9 option.
- 10 C. Occupational experience:
- 11 (1) The applicant must have 6,000 hours of
- 12 occupational experience as specified in parts 3517.4000 to
- 13 3517.4200.
- 14 (2) Fifty percent of the experience must be in
- 15 the emphasis areas with a minimum of 25 percent in each of the
- 16 two emphasis areas.
- 17 (3) Emphasis areas are architectural drafting and
- 18 mechanical drafting.
- 19 (4) Related areas are electronic or other
- 20 technical drafting; civil engineering; machine shop set-up or
- 21 operation; or construction work that has required interpretation
- 22 of and production according to blueprints, including carpentry,
- 23 electrical construction, plumbing, steelwork, and welding.
- 24 3517.1940 SECONDARY ELECTROMECHANICAL TECHNOLOGY OCCUPATIONS
- 25 TEACHER.
- Subpart 1. Requirements. An applicant for an entrance
- 27 license to teach the vocational program of electromechanical
- 28 technology in a secondary school must meet the requirements in
- 29 subpart 3, 4, or 5 (option one, two, or three). A license under
- 30 this part is valid to teach any secondary vocational program
- 31 identified in secondary vocational program rules under
- 32 electromechanical technology occupations or to replace narrower
- 33 licenses given subpart 2.
- 34 Subp. 2. Requirements for replacing narrower licenses. A
- 35 license under this part is required to teach electromechanical

- 1 technology occupations programs. By July 1, 1992, the following
- 2 single-occupation programs must be converted to
- 3 electromechanical technology occupations programs: the
- 4 industrial education areas of automated packaging equipment
- 5 maintenance, major appliances, office machine repair and
- 6 servicing, vending machines repair, and heating/air
- 7 conditioning/refrigeration. The personnel licensing section
- 8 must not issue new licenses in the categories of practice that
- 9 correspond to the programs being converted after the effective
- 10 date of this chapter. However, valid single-occupation licenses
- 11 are renewable under this chapter until July 1, 1992, and are
- 12 valid to teach the corresponding programs.
- To convert a single-occupation license to an
- 14 electromechanical technology occupations license, the applicant
- 15 must verify competency in the emphasis area by meeting the
- 16 requirements in item A or B or a combination of items A and B at
- 17 the ratio given in item B:
- 18 A. Completing the occupational experience emphasis
- 19 area requirements in subpart 3, 4, or 5. An applicant must
- 20 possess the educational qualifications stated in the chosen
- 21 subpart.
- 22 B. Substituting for the required occupational
- 23 experience emphasis hours, specific technical education in the
- 24 emphasis area completed within the five years before
- 25 conversion. One clock hour of technical education equals four
- 26 hours of occupational experience. The requirements for hours of
- 27 related occupational experience are met by holding the
- 28 single-occupation license being converted.
- Subp. 3. Electromechanical technology teacher; option
- 30 one. For option one, the applicant must meet the following
- 31 requirements:
- 32 A. Educational criteria:
- (1) A baccalaureate degree with a major in
- 34 industrial arts, industrial education, or industrial technology.
- 35 (2) The secondary vocational teacher education
- 36 sequence as specified in part 3517.3150. Education majors in

- 1 industrial arts or industrial education are exempt from the
- 2 secondary teacher education sequence, except for philosophy of
- 3 vocational education, which must be completed before renewal of
- 4 the entrance license.
- 5 (3) A two-credit course in integrating the
- 6 appropriate vocational student organization into the curriculum,
- 7 completed before renewal of entrance license.
- 8 (4) The human relations program as specified in
- 9 part 3517.3500.
- 10 B. Technical coursework: at least 12 clock hours
- 11 each of microprocessor control and electromechanical systems,
- 12 completed before renewal of the entrance license.
- 13 C. Occupational experience:
- 14 (1) The applicant must have 3,000 hours of
- 15 occupational experience as specified in parts 3517.4000 to
- 16 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 17 subparts 3 to 7 must not be used.
- 18 (2) Of the 3,000 hours, 1,000 may be accrued from
- 19 college credits or technical workshops. They must be in the
- 20 emphasis areas listed in this category of practice. One quarter
- 21 credit of college work equals 80 hours of occupational
- 22 experience. One instructional clock hour of technical workshop
- 23 equals four hours of occupational experience. The credits or
- 24 workshops must be completed in the five years just before the
- 25 license is to be issued.
- 26 (3) Fifty percent of the occupational experience
- 27 must be in one or more of the emphasis areas.
- 28 (4) Emphasis areas are electronics maintenance
- 29 and repair, electromechanical technology, robotics, automated
- 30 packaging repair, and vending machine repair.
- 31 (5) Related areas are major appliance repair,
- 32 office machine repair, and heating/air
- 33 conditioning/refrigeration.
- 34 (6) In hardship cases as defined in part
- 35 3517.6200, a person may teach with a limited license and delay
- 36 completing part of the occupational experience requirement under

- 1 part 3517.6200.
- Subp. 4. Electromechanical technology teacher; option
- 3 two. For option two, the applicant must meet the following
- 4 requirements:
- 5 A. Educational criteria:
- 6 (1) the secondary vocational teacher education
- 7 sequence as specified in part 3517.3150;
- 8 (2) a two-credit course in integrating the
- 9 appropriate vocational student organization into the curriculum,
- 10 completed before renewal of the entrance license; and
- 11 (3) the human relations program as specified in
- 12 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 14 hours) in a postsecondary technical program in electromechanical
- 15 technology, robotics, or electronics.
- 16 C. Occupational experience:
- 17 (1) The applicant must have 3,000 hours of
- 18 occupational experience as specified in parts 3517.4000 to
- 19 3517.4200.
- 20 (2) Fifty percent of the experience must be in
- 21 one or more of the emphasis areas.
- 22 (3) Emphasis areas are electronics maintenance
- 23 and repair, electromechanical technology, robotics, automated
- 24 packaging repair, and vending machine repair.
- 25 (4) Related areas are major appliance repair,
- 26 office machine repair, and heating/air
- 27 conditioning/refrigeration.
- Subp. 5. Electromechanical technology teacher; option
- 29 three. For option three, the applicant must meet the following
- 30 requirements:
- 31 A. Educational criteria:
- 32 (1) the secondary vocational teacher education
- 33 sequence as specified in part 3517.3150;
- 34 (2) a two-credit course in integrating the
- 35 appropriate vocational student organization into the curriculum,
- 36 completed before renewal of the entrance license; and

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- 1 (3) the human relations program as specified in
- 2 part 3517.3500.
- 3 B. Technical coursework is not required for this
- 4 option.
- 5 C. Occupational experience:
- 6 (1) The applicant must have 6,000 hours of
- 7 occupational experience as specified in parts 3517.4000 to
- 8 3517.4200.
- 9 (2) Fifty percent of the experience must be in
- 10 one or more of the emphasis areas.
- 11 (3) Emphasis areas are electronics maintenance
- 12 and repair, electromechanical technology, robotics, automated
- 13 packaging repair, and vending machine repair.
- 14 (4) Related areas are major appliance repair,
- 15 office machine repair, and heating/air
- 16 conditioning/refrigeration.
- 17 3517.1960 SECONDARY ELECTRONICS OCCUPATIONS TEACHER.
- 18 Subpart 1. Requirements. An applicant for an entrance
- 19 license to teach the vocational program of
- 20 electricity/electronics occupations in a secondary school must
- 21 meet the requirements in subpart 2, 3, or 4 (option one, two, or
- 22 three).
- Subp. 2. Electronics teacher; option one. For option one,
- 24 the applicant must meet the following requirements:
- 25 A. Educational criteria:
- 26 (1) A baccalaureate degree with a major in
- 27 industrial arts, industrial education, or industrial technology.
- 28 (2) The secondary vocational teacher education
- 29 sequence as specified in part 3517.3150. Education majors in
- 30 industrial arts or industrial education are exempt from the
- 31 secondary teacher education sequence, except for philosophy of
- 32 vocational education, which must be completed before renewal of
- 33 the entrance license.
- 34 (3) A two-credit course in integrating the
- 35 appropriate vocational student organization into the curriculum,

- 1 completed before renewal of the entrance license.
- 2 (4) The human relations program as specified in
- 3 part 3517.3500.
- B. No additional technical coursework is required for
- 5 this option.
- 6 C. Occupational experience:
- 7 (1) The applicant must have 3,000 hours of
- 8 occupational experience as specified in parts 3517.4000 to
- 9 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 10 subparts 3 to 7 must not be used.
- 11 (2) Of the 3,000 hours, 1,000 may be accrued from
- 12 college credits or technical workshops. They must be in the
- 13 emphasis areas listed in this category of practice. One quarter
- 14 credit of college work equals 80 hours of occupational
- 15 experience. One instructional clock hour of technical workshop
- 16 equals four hours of occupational experience. The credits or
- 17 workshops must be completed in the five years just before the
- 18 license is to be issued.
- 19 (3) Fifty percent of the experience must be in
- 20 one or more of the emphasis areas.
- 21 (4) Emphasis areas are repair and/or service of
- 22 radio/television equipment, sound equipment, computers,
- 23 communications equipment, and industrial electronic equipment.
- 24 (5) Related areas are repair, service, or
- 25 installation of biomedical equipment, avionic equipment, or
- 26 telephone electronics equipment, electrical wiring, or
- 27 electromechanical technology.
- 28 (6) In hardship cases as defined in part
- 29 3517.6200, a person may teach with a limited license and delay
- 30 completing part of the occupational experience requirement under
- 31 part 3517.6200.
- 32 Subp. 3. Electronics teacher; option two. For option two,
- 33 the applicant must meet the following requirements:
- 34 A. Educational criteria:
- 35 (1) the secondary vocational teacher education
- 36 sequence as specified in parts 3517.4000 to 3517.4200.

- 1 (2) a two-credit course in integrating the
- 2 appropriate vocational student organization into the curriculum,
- 3 completed before renewal of the entrance license; and
- 4 (3) the human relations program as specified in
- 5 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 7 hours) postsecondary education in electronics technician, or
- 8 electronics technician/digital.
- 9 C. Occupational experience:
- 10 (1) The applicant must have 3,000 hours of
- 11 occupational experience as specified in parts 3517.4000 to
- 12 3517.4200.
- 13 (2) Fifty percent of the experience must be in
- 14 one or more of the emphasis areas.
- 15 (3) Emphasis areas are repair and/or service of
- 16 radio/television equipment, sound equipment, computers,
- 17 communications equipment, or industrial electronics equipment.
- 18 (4) Related areas are repair, service, or
- 19 installation of biomedical equipment, avionic equipment, or
- 20 telephone electronic equipment, electrical wiring, or
- 21 electromechanical technology.
- Subp. 4. Electronics teacher; option three. For option
- 23 three, the applicant must meet the following requirements:
- 24 A. Educational criteria:
- 25 (1) the secondary vocational teacher education
- 26 sequence as specified in part 3517.3150;
- 27 (2) a two-credit course in integrating the
- 28 appropriate vocational student organization into the curriculum,
- 29 completed before renewal of the entrance license; and
- 30 (3) the human relations program as specified in
- 31 part 3517.3500.
- 32 B. Technical coursework is not required for this
- 33 option.
- 34 C. Occupational experience:
- 35 (1) The applicant must have 6,000 hours of
- 36 occupational experience as specified in parts 3517.4000 to

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- 1 3517.4200.
- 2 (2) Fifty percent of the experience must be in
- 3 one or more of the emphasis areas.
- 4 (3) Emphasis areas are repair and/or service of
- 5 radio/television equipment, sound equipment, computers,
- 6 communications equipment, and industrial electronics equipment.
- 7 (4) Related areas are repair, service, or
- 8 installation of biomedical equipment, avionic equipment, or
- 9 telephone electronics equipment, electrical wiring, or
- 10 electromechanical technology.
- 11 3517.1980 SECONDARY INDUSTRIAL DESIGN TECHNOLOGY OCCUPATIONS
- 12 TEACHER.
- 13 An applicant for an entrance license to teach the
- 14 vocational program of industrial design technology in a
- 15 secondary school must meet the following requirements:
- 16 A. Educational criteria:
- 17 (1) A baccalaureate degree with a major in
- 18 industrial arts, industrial education, or industrial technology.
- 19 (2) Valid Minnesota licensure as a secondary
- 20 vocational teacher in a trade and industrial category of
- 21 practice.
- 22 (3) The secondary vocational teacher education
- 23 sequence as specified in part 3517.3150. Education majors in
- 24 industrial arts or industrial education are exempt from the
- 25 secondary teacher education sequence, except for philosophy of
- 26 vocational education, which must be completed before renewal of
- 27 the entrance license.
- 28 (4) A two-credit course in integrating the
- 29 appropriate vocational student organization into the curriculum,
- 30 completed before renewal of the entrance license.
- 31 (5) Three credits or 36 clock hours in industrial
- 32 design technology education completed before entrance licensure.
- 33 (6) The human relations program as specified in
- 34 part 3517.3500.
- 35 B. Technical coursework criteria: at least 12 clock

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this option.

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- hours in each of the following areas completed before renewal of 1 entrance license: 2 (1) problem solving; 3 (2) technical report writing; (3) computer-aided drafting; and 5 (4) electromechanical technology. 6 Occupational experience that was required to 7 obtain the teacher's license when it was issued. 3517.2000 SECONDARY JEWELRY GOLDSMITHING AND SILVERSMITHING 9 OCCUPATIONS TEACHER. 10 Subpart 1. Requirements. An applicant for an entrance 11 license to teach the vocational program of jewelry goldsmithing 12 and silversmithing in a secondary school must meet the 13 requirements in subpart 2, 3, or 4 (option one, two, or three). 14 Subp. 2. Jewelry goldsmithing and silversmithing teacher; 15 option one. For option one, the applicant must meet the 16 following requirements: 17 A. Educational criteria: 18 (1) A baccalaureate degree with a major in 19 industrial arts, industrial education, or industrial technology. 20 (2) The secondary vocational teacher education 21 sequence as specified in part 3517.3150. Education majors in 22 industrial arts or industrial education are exempt from the 23 secondary teacher education sequence, except for philosophy of 24 vocational education, which must be completed before renewal of 25 the entrance license. 26 (3) A two-credit course in integrating the 27 appropriate vocational student organization into the curriculum, . 28 completed before renewal of the entrance license. 29 (4) The human relations program as specified in 30 part 3517.3500. 31 No additional technical coursework is required for 32
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(1) The applicant must have 3,000 hours of

C. Occupational experience:

- 1 occupational experience as specified in parts 3517.4000 to
- 2 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 3 subparts 3 to 7 must not be used.
- 4 (2) Of the 3,000 hours, 1,000 may be accrued from
- 5 college credits or technical workshops. They must be in the
- 6 emphasis areas listed in this category of practice. One quarter
- 7 credit of college work equals 80 hours of occupational
- 8 experience. One instructional clock hour of technical workshop
- 9 equals four hours of occupational experience. The credits or
- 10 workshops must be completed in the five years just before the
- 11 license is to be issued.
- 12 (3) One hundred percent of the experience must be
- 13 in the emphasis area.
- 14 (4) The emphasis area is jewelry manufacture or
- 15 repair.
- 16 (5) In hardship cases as defined in part
- 17 3517.6200, a person may teach with a limited license and delay
- 18 completing part of the occupational experience requirement under
- 19 part 3517.6200.
- 20 Subp. 3. Jewelry goldsmithing and silversmithing teacher;
- 21 option two. For option two, the applicant must meet the
- 22 following requirements:
- 23 A. Educational criteria:
- 24 (1) the secondary vocational teacher education
- 25 sequence as specified in part 3517.3150;
- 26 (2) a two-credit course in integrating the
- 27 appropriate vocational student organization into the curriculum,
- 28 completed before renewal of the entrance license; and
- 29 (3) the human relations program as specified in
- 30 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 32 hours) of postsecondary technical education in jewelry
- 33 goldsmithing and silversmithing.
- 34 C. Occupational experience:
- 35 (1) The applicant must have 3,000 hours of
- 36 experience as specified in parts 3517.4000 to 3517.4200.

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- 1 (2) One hundred percent of the experience must be
- 2 in the emphasis area.
- 3 (3) The emphasis area is jewelry manufacturing
- 4 and repair.
- 5 Subp. 4. Jewelry goldsmithing and silversmithing teacher;
- 6 option three. For option three, the applicant must meet the
- 7 following requirements:
- 8 A. Educational criteria:
- 9 (1) the secondary vocational teacher education
- 10 sequence as specified in part 3517.3150;
- 11 (2) a two-credit course in integrating the
- 12 appropriate vocational student organization into the curriculum,
- 13 completed before renewal of the entrance license; and
- 14 (3) the human relations program as specified in
- 15 parts 3517.3500.
- 16 B. Technical coursework is not required for this
- 17 option.
- 18 C. Occupational experience:
- 19 (1) The applicant must have 6,000 hours of
- 20 occupational experience as specified in parts 3517.4000 to
- 21 3517.4200.
- 22 (2) One hundred percent of the experience must be
- 23 in the emphasis area.
- 24 (3) The emphasis area is jewelry manufacturing
- 25 and repair.
- 26 3517.2020 SECONDARY MECHANICAL TECHNOLOGY OCCUPATIONS TEACHER.
- 27 Subpart 1. Requirements. An applicant for an entrance
- 28 license to teach the vocational program of mechanical technology
- 29 in a secondary school must meet the requirements in subpart 3,
- 30 4, or 5 (option one, two, or three). A license under this part
- 31 is valid to teach any secondary vocational program identified in
- 32 secondary vocational program rules under mechanical technology
- 33 occupations or to replace narrower licenses given in subpart 2.
- 34 Subp. 2. Requirements for replacing narrower licenses. A
- 35 license under this part is required to teach mechanical

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- 1 technology occupations programs. By July 1, 1992, the following
- 2 single-occupation programs must be converted to mechanical
- 3 technology occupations programs: the industrial education areas
- 4 of fluid power mechanics, industrial equipment maintenance and
- 5 repair, and quality/quantity control technician. The personnel
- 6 licensing section must not issue new licenses in the categories
- 7 of practice that correspond to the programs being converted
- 8 after this chapter takes effect. However, valid
- 9 single-occupation licenses are renewable under this chapter
- 10 until July 1, 1992, and are valid to teach the corresponding
- ll programs.
- To convert a single-occupation license to a mechanical
- 13 technology occupations license, the applicant must verify
- 14 competency in the emphasis area by meeting the requirements in
- 15 item A or B or a combination of items A and B at the ratio given
- 16 in item B:
- 17 A. Completing the occupational experience emphasis
- 18 area requirements in subpart 3, 4, or 5. An applicant must
- 19 possess the educational qualifications stated in the chosen
- 20 subpart.
- 21 B. Substituting for the required occupational
- 22 experience emphasis hours, specific technical education in the
- 23 emphasis area completed within the five years before
- 24 conversion. One clock hour of technical education equals four
- 25 hours of occupational experience. The requirements for hours of
- 26 related occupational experience are met by holding the
- 27 single-occupation license being converted.
- Subp. 3. Mechanical technology teacher; option one. For
- 29 option one, the applicant must meet the following requirements:
- 30 A. Educational criteria:
- 31 (1) A baccalaureate degree with a major in
- 32 industrial arts, industrial education, or industrial technology.
- 33 (2) The secondary vocational teacher education
- 34 sequence as specified in part 3517.3150. An education major in
- 35 industrial arts or industrial education is exempt from the
- 36 secondary teacher education sequence, except for philosophy of

- l vocational education, which must be completed before renewal of
- 2 the entrance license.
- 3 (3) A two-credit course in integrating the
- 4 appropriate vocational student organization into the curriculum,
- 5 completed before the renewal of the entrance license.
- 6 (4) The human relations program as specified in
- 7 part 3517.3500.
- 8 B. No additional technical coursework is required for
- 9 this option.
- 10 C. Occupational experience:
- 11 (1) The applicant must have 3,000 hours of
- 12 occupational experience as specified in parts 3517.4000 to
- 13 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 14 subparts 3 to 7 must not be used.
- 15 (2) Of the 3,000 hours, 1,000 may be accrued from
- 16 college credits or technical workshops. They must be in the
- 17 emphasis areas listed in this category of practice. One quarter
- 18 credit of college work equals 80 hours of occupational
- 19 experience. One instructional clock hour of technical workshop
- 20 equals four hours of occupational experience. The credits or
- 21 workshops must be completed in the five years just before the
- 22 license is to be issued.
- 23 (3) Fifty percent of the experience must be in
- 24 the emphasis areas with at least 500 hours in each of the two
- 25 emphasis areas.
- 26 (4) Emphasis areas are fluid power and industrial
- 27 equipment maintenance and repair.
- 28 (5) Related areas are quality and quantity
- 29 control, millwright, welding, and machine shop.
- 30 (6) In hardship cases as defined in part
- 31 3517.6200, a person may teach with a limited license and delay
- 32 completing part of the occupational experience requirement under
- 33 part 3517.6200.
- 34 Subp. 4. Mechanical technology teacher; option two. For
- 35 option two, the applicant must meet the following requirements:
- 36 A. Educational criteria:

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- 1 (1) the secondary vocational teacher education
- 2 sequence as specified in part 3517.3150;
- 3 (2) a two-credit course in integrating the
- 4 appropriate vocational student organization into the curriculum,
- 5 completed before renewal of the entrance license; and
- 6 (3) the human relations program as specified in
- 7 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 9 hours) in a postsecondary technical program in machine shop,
- 10 welding, or industrial equipment mechanics, or fluid power.
- 11 C. Occupational experience:
- 12 (1) The applicant must have 3,000 hours of
- 13 occupational experience as specified in parts 3517.4000 to
- 14 3517.4200.
- 15 (2) Fifty percent of the experience must be in
- 16 the emphasis area with at least 500 hours in each of the two
- 17 emphasis areas.
- 18 (3) Emphasis areas are fluid power and industrial
- 19 equipment maintenance.
- 20 (4) Related areas are quality/quantity control,
- 21 millwright, welding, and machine shop.
- Subp. 5. Mechanical technology teacher; option three. For
- 23 option three, the applicant must meet the following requirements:
- 24 A. Educational criteria:
- 25 (1) the secondary vocational teacher education
- 26 sequence as specified in part 3517.3150;
- 27 (2) a two-credit course in integrating the
- 28 appropriate vocational student organization into the curriculum,
- 29 completed before renewal of the entrance license; and
- 30 (3) the human relations program as specified in
- 31 part 3517.3500.
- 32 B. Technical coursework is not required for this
- 33 option.
- 34 C. Occupational experience:
- 35 (1) The applicant must have 6,000 hours of
- 36 occupational experience as specified in parts 3517.4000 to

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- 1 3517.4200.
- 2 (2) Fifty percent of the experience must be in
- 3 the emphasis area with at least 1,000 hours in each of the two
- 4 emphasis areas.
- 5 (3) Emphasis areas are fluid power and industrial
- 6 equipment maintenance and repair.
- 7 (4) Related areas are quality/quantity control,
- 8 millwright, welding, and machine shop.
- 9 3517.2040 SECONDARY METAL/MATERIAL PROCESSING OCCUPATIONS
- 10 TEACHER.
- 11 Subpart 1. Requirements. An applicant for an entrance
- 12 license to teach the vocational program of metal/material
- 13 processing in a secondary school must meet the requirements in
- 14 subpart 3, 4, or 5 (option one, two, or three). A license under
- 15 this part is valid to teach any secondary vocational program
- 16 identified in secondary vocational program rules under
- 17 metal/material processing occupations or to replace narrower
- 18 licenses given in subpart 2.
- 19 Subp. 2. Requirements for replacing narrower licenses. A
- 20 license under this part is required to teach metal/material
- 21 processing occupations programs. By July 1, 1992, the following
- 22 single-occupation programs must be converted to metal/material
- 23 processing occupations programs: the industrial education areas
- 24 of machine shop; manufacturing technology, metal repairing,
- 25 finishing and welding; metals fabrication; sheet metal working/
- 26 fabrication; and welding occupations. The personnel licensing
- 27 section must not issue new licenses in the categories of
- 28 practice that correspond to the programs being converted after
- 29 this chapter takes effect. However, valid single-occupation
- 30 licenses are renewable under this chapter until July 1, 1992,
- 31 and are valid to teach the corresponding programs.
- To convert a single-occupation license to a metal/material
- 33 processing occupations license, the applicant must verify
- 34 competency in the emphasis area by meeting the requirements in
- 35 item A or B or a combination of items A and B at the ratio given

- 1 in item B:
- 2 A. completing the occupational experience emphasis
- 3 area requirements in subpart 3, 4, or 5. An applicant must
- 4 possess the educational qualifications stated in the chosen
- 5 subpart.
- 6 B. substituting for the required occupational
- 7 experience emphasis hours, specific technical education in the
- 8 emphasis area completed within the five years before
- 9 conversion. One clock hour of technical education equals four
- 10 hours of occupational experience. The requirements for hours of
- 11 related occupational experience are met by holding the
- 12 single-occupation license being converted.
- Subp. 3. Metal/material processing teacher; option one.
- 14 For option one, the applicant must meet the following
- 15 requirements:
- 16 A. Educational criteria:
- 17 (1) A baccalaureate degree with a major in
- 18 industrial arts, industrial education, or industrial technology.
- 19 (2) The secondary vocational teacher education
- 20 sequence as specified in part 3517.3150. Education majors in
- 21 industrial arts or industrial education are exempt from the
- 22 secondary teacher education sequence, except for philosophy of
- 23 vocational education, which must be completed before renewal of
- 24 the entrance license.
- 25 (3) A two-credit course in integrating the
- 26 appropriate vocational student organization into the curriculum,
- 27 completed before renewal of the entrance license.
- 28 (4) The human relations program as specified in
- 29 part 3517.3500.
- 30 B. Technical coursework: at least two credits or 24
- 31 clock hours in computer integrated manufacturing, completed
- 32 before renewal of the entrance license.
- 33 C. Occupational experience:
- 34 (1) The applicant must have 3,000 hours of
- 35 occupational experience as specified in parts 3517.4000 to
- 36 3517.4200, subpart 2. Experiences described in part 3517.4200,

- 1 subparts 3 to 7 must not be used.
- 2 (2) Of the 3,000 hours, 1,000 may be accrued from
- 3 college credits or technical workshops. They must be in the
- 4 emphasis areas listed in this category of practice. One quarter
- 5 credit of college work equals 80 hours of occupational
- 6 experience. One instructional clock hour of technical workshop
- 7 equals four hours of occupational experience. The credits or
- 8 workshops must be completed in the five years just before the
- 9 license is to be issued.
- 10 (3) Fifty percent of the experience must be in
- 11 the emphasis areas with at least 500 hours in each of the two
- 12 emphasis areas.
- 13 (4) Emphasis areas are machine shop and welding.
- 14 (5) Related areas are metals fabrication and
- 15 sheet metal working.
- 16 (6) In hardship cases as defined in part
- 17 3517.6200, a person may teach with a limited license and delay
- 18 completing part of the occupational experience requirement under
- 19 part 3517.6200.
- 20 Subp. 4. Metal/material processing teacher; option two.
- 21 For option two, the applicant must meet the following
- .22 requirements:
- 23 A. Educational criteria:
- 24 (1) the secondary vocational teacher education
- 25 sequence as specified in part 3517.3150;
- 26 (2) a two-credit course in integrating the
- 27 appropriate vocational student organization into the curriculum,
- 28 completed before renewal of the entrance license; and
- 29 (3) the human relations program as specified in
- 30 part 3517.3500.
- 31 B. Technical coursework:
- 32 (1) at least 18 months (2,160 hours) in a
- 33 postsecondary technical program in welding or machine shop; and
- 34 (2) at least two credits or 24 clock hours in
- 35 computer-integrated manufacturing completed before renewal of
- 36 the entrance license.

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- 1 C. Occupational experience:
- 2 (1) The applicant must have 3,000 hours of
- 3 occupational experience as specified in parts 3517.4000 to
- 4 3517.4200.
- 5 (2) Fifty percent of the experience must be in
- 6 the emphasis areas with at least 500 hours in each of the two
- 7 emphasis areas.
- 8 (3) Emphasis areas are machine shop and welding.
- 9 (4) Related areas are metals fabrication and
- 10 sheet metal working.
- 11 Subp. 5. Metal/material processing teacher;
- 12 option three. For option three, the applicant must meet the
- 13 following requirements:
- 14 A. Educational criteria:
- 15 (1) the secondary vocational teacher education
- 16 sequence as specified in part 3517.3150;
- 17 (2) a two-credit course in integrating the
- 18 appropriate vocational student organization into the curriculum,
- 19 completed before renewal of the entrance license; and
- 20 (3) the human relations program as specified in
- 21 part 3517.3500.
- B. Technical coursework: at least two credits or 24
- 23 clock hours in computer-integrated manufacturing completed
- 24 before renewal of the entrance license.
- 25 C. Occupational experience:
- 26 (1) The applicant must have 6,000 hours of
- 27 occupational experience as specified in parts 3517.4000 to
- 28 3517.4200.
- 29 (2) Fifty percent of the experience must be in
- 30 the emphasis area with at least 1,000 hours in each of the two
- 31 emphasis areas.
- 32 (3) Emphasis areas are machine shop and welding.
- 33 (4) Related areas are metals fabrication and
- 34 sheet metal working.
- 35 3517.2060 SECONDARY PARTS SALES AND SERVICE OCCUPATIONS TEACHER.

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- 1 Subpart 1. Requirements. An applicant for an entrance
- 2 license to teach the vocational program of parts sales and
- 3 service occupations in a secondary school must meet the
- 4 requirements in subpart 2, 3, or 4 (option one, two, or three).
- 5 Subp. 2. Parts sales and service occupations teacher;
- 6 option one. For option one, the applicant must meet the
- 7 following requirements:
- 8 A. Educational criteria:
- 9 (1) A baccalaureate degree with a major in
- 10 industrial arts, industrial education, or industrial technology.
- 11 (2) The secondary vocational teacher education
- 12 sequence as specified in part 3517.3150. Education majors in
- 13 industrial arts or industrial education are exempt from the
- 14 secondary teacher education sequence, except for philosophy of
- 15 vocational education, which must be completed before renewal of
- 16 the entrance license.
- 17 (3) A two-credit course in integrating the
- 18 appropriate vocational student organization into the curriculum,
- 19 completed before renewal of the entrance license.
- 20 (4) The human relations program as specified in
- 21 part 3517.3500.
- B. No additional technical coursework is required for
- 23 this option.
- 24 C. Occupational experience:
- 25 (1) The applicant must have 3,000 hours of
- 26 occupational experience as specified in parts 3517.4000 to
- 27 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 28 subparts 3 to 7 must not be used.
- 29 (2) Of the 3,000 hours, 1,000 may be accrued from
- 30 college credits or technical workshops. They must be in the
- 31 emphasis areas listed in this category of practice. One quarter
- 32 credit of college work equals 80 hours of occupational
- 33 experience. One instructional clock hour of technical workshop
- 34 equals four hours of occupational experience. The credits or
- 35 workshops must be completed in the five years just before the
- 36 license is to be issued.

- 1 (3) Fifty percent of the occupational experience
- 2 must be in the emphasis area.
- 3 (4) The emphasis area is automotive/truck parts
- 4 sales.
- 5 (5) Related areas are auto mechanics, auto
- 6 machining, parts warehousing and distribution, auto/truck
- 7 dismantling/salvage, appliance parts sales, electronics
- 8 equipment parts sales, industrial equipment parts sales, and
- 9 agricultural equipment parts sales.
- 10 (6) In hardship cases as defined in part
- 11 3517.6200, a person may teach with a limited license and delay
- 12 completing part of the occupational experience requirement under
- 13 part 3517.6200.
- Subp. 3. Parts sales and service occupations teacher;
- 15 option two. For option two, the applicant must meet the
- 16 following requirements:
- 17 A. Educational criteria:
- 18 (1) the secondary vocational teacher education
- 19 sequence as specified in part 3517.3150;
- 20 (2) a two-credit course in integrating the
- 21 appropriate vocational student organization into the curriculum,
- 22 completed before renewal of the entrance license; and
- 23 (3) the human relations program as specified in
- 24 part 3517.3500.
- B. Technical coursework: at least 18 months (2,160
- 26 hours) postsecondary education in parts sales and service.
- 27 C. Occupational experience:
- 28 (1) The applicant must have 3,000 hours of
- 29 occupational experience as specified in parts 3517.4000 to
- 30 3517.4200.
- 31 (2) Fifty percent of the experience must be in
- 32 the emphasis area.
- 33 (3) The emphasis area is automotive/truck parts
- 34 sales.
- 35 (4) Related areas are auto mechanics, auto
- 36 machining, parts warehousing and distribution, auto/truck

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- l dismantling/salvage, appliance parts sales, electronic equipment
- 2 parts sales, industrial equipment parts sales, and agricultural
- 3 equipment parts sales.
- 4 Subp. 4. Parts sales and service occupations teacher;
- 5 option three. For option three, the applicant must meet the
- 6 following requirements:
- 7 A. Educational criteria:
- 8 (1) the secondary vocational teacher education
- 9 sequence as specified in part 3517.3150;
- 10 (2) a two-credit course in integrating the
- ll appropriate vocational student organization into the curriculum,
- 12 completed before renewal of the entrance license; and
- 13 (3) the human relations program as specified in
- 14 part 3517.3500.
- B. Technical coursework is not required for this
- 16 option.
- 17 C. Occupational experience:
- 18 (1) The applicant must have 6,000 hours of
- 19 occupational experience as specified in parts 3517.4000 to
- 20 3517.4200.
- 21 (2) Fifty percent of the experience must be in
- 22 the emphasis area.
- 23 (3) The emphasis area is automotive/truck parts
- 24 sales.
- 25 (4) Related areas are auto mechanics, auto
- 26 machining, parts warehousing and distribution, auto/truck
- 27 dismantling/salvage, appliance parts sales, electronic equipment
- 28 parts sales, industrial equipment parts sales, and agricultural
- 29 equipment parts sales.
- 30 3517.2080 SECONDARY PRINCIPLES OF TECHNOLOGY OCCUPATIONS TEACHER.
- 31 An applicant for an entrance license to teach the
- 32 vocational program of principles of technology in a secondary
- 33 school must meet the following requirements:
- 34 A. Educational criteria:
- 35 (1) A baccaulaureate degree with a major in

- l industrial arts, industrial education, or industrial technology.
- 2 (2) Valid Minnesota licensure as a secondary
- 3 vocational teacher in a trade and industrial category of
- 4 practice.
- 5 (3) Secondary vocational teacher education
- 6 sequence as specified in part 3517.3150. Education majors in
- 7 industrial arts or industrial education are exempt from the
- 8 secondary teacher education sequence, except for philosophy of
- 9 vocational education, which must be completed before renewal of
- 10 the entrance license.
- 11 (4) A two-credit course in integrating the
- 12 appropriate vocational student organization into the curriculum,
- 13 completed before renewal of the entrance license.
- 14 (5) Three credits or 36 clock hours in principles
- 15 of technology education completed before entrance licensure.
- 16 (6) The human relations program as specified in
- 17 part 3517.3500.
- 18 B. No additional technical coursework is required in
- 19 this category of practice.
- 20 C. Occupational experience that was required to
- 21 obtain the teacher's license when it was issued.
- 22 3517.2100 SECONDARY TRUCK/BUS DRIVING OCCUPATIONS TEACHER.
- 23 Subpart 1. Requirements. An applicant for an entrance
- 24 license to teach the vocational program of truck/bus driving
- 25 occupations in a secondary school must meet the requirements in
- 26 subpart 2, 3, or 4 (option one, two, or three).
- 27 Subp. 2. Truck/bus driving teacher; option one. For
- 28 option one, the applicant must meet the following requirements:
- 29 A. Educational criteria:
- 30 (1) A baccalaureate degree with a major in
- 31 industrial arts, industrial education, or industrial technology.
- 32 (2) Secondary vocational teacher education
- 33 sequence as specified in part 3517.3150. Education majors in
- 34 industrial arts or industrial education are exempt from the
- 35 secondary teacher education sequence, except for philosophy of

- 1 vocational education, which must be completed before renewal of
- 2 the entrance license.
- 3 (3) A two-credit course in integrating the
- 4 appropriate vocational student organization into the curriculum,
- 5 completed before renewal of the entrance license.
- 6 (4) The human relations programs as specified in
- 7 part 3517.3500.
- 8 B. No additional technical coursework is required for
- 9 this option.
- 10 C. Occupational experience:
- 11 (1) The applicant must have 3,000 hours of
- 12 occupational experience as specified in parts 3517.4000 to
- 13 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 14 subparts 3 to 7 must not be used.
- 15 (2) Of the 3,000 hours, 1,000 may be accrued from
- 16 college credits or technical workshops. They must be in the
- 17 emphasis areas listed in this category of practice. One quarter
- 18 credit of college work equals 80 hours of occupational
- 19 experience. One instructional clock hour of technical workshop
- 20 equals four hours of occupational experience. The credits or
- 21 workshops must be completed in the five years just before the
- 22 license is to be issued.
- 23 (3) Fifty percent of the experience must be in
- 24 one or more of the emphasis areas.
- 25 (4) Emphasis areas are bus driving, city delivery
- 26 truck driving, and over-the-road driving.
- 27 (5) Related areas are dispatching, truck loading
- 28 dock work, and trailer spotter.
- 29 (6) In hardship cases as defined in part
- 30 3517.6200, a person may teach with a limited license and delay
- 31 completing part of the occupational experience requirements
- 32 under part 3517.6200.
- 33 Subp. 3. Truck/bus driving teacher; option two. For
- 34 option two, the applicant must meet the following requirements:
- 35 A. Educational criteria:
- 36 (1) the secondary vocational teacher education

- 1 sequence as specified in part 3517.3150;
- 2 (2) a two-credit course in integrating the
- 3 appropriate vocational student organization into the curriculum,
- 4 completed before renewal of the entrance license; and
- 5 (3) the human relations program as specified in
- 6 part 3517.3500.
- 7 B. Technical coursework: at least 18 months (2,160
- 8 hours) of postsecondary education in truck driving.
- 9 C. Occupational experience:
- 10 (1) The applicant must have 3,000 hours of
- 11 occupational experience as specified in parts 3517.4000 to
- 12 3517.4200.
- 13 (2) Fifty percent of the experience must be in
- 14 one or more of the emphasis areas.
- 15 (3) Emphasis areas are bus driving, city delivery
- 16 truck driving, and over-the-road driving.
- 17 (4) Related areas are dispatching, truck loading
- 18 dock work, and trailer spotter.
- 19 Subp. 4. Truck/bus driving teacher; option three. For
- 20 option three, the applicant must meet the following requirements:
- 21 A. Educational criteria:
- 22 (1) the secondary vocational teacher education
- 23 sequence as specified in part 3517.3150;
- 24 (2) a two-credit course in integrating the
- 25 appropriate vocational student organization into the curriculum,
- 26 completed before renewal of the entrance license; and
- 27 (3) the human relations program as specified in
- 28 part 3517.3500.
- 29 B. Technical coursework is not required for this
- 30 option.
- 31 C. Occupational experience:
- 32 (1) The applicant must have 6,000 hours of
- 33 occupational experience as specified in parts 3517.4000 to
- 34 3517.4200.
- 35 (2) Fifty percent of the experience must be in
- 36 one or more of the emphasis areas.

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- 1 (3) Emphasis areas are bus driving, city delivery
- 2 truck driving, and over-the-road driving.
- 3 (4) Related areas are dispatching, truck loading
- 4 dock work, and trailer spotter.
- 5 3517.2120 SECONDARY VEHICLE SERVICES OCCUPATIONS TEACHER.
- 6 Subpart 1. Requirements. An applicant for an entrance
- 7 license to teach the vocational program of vehicle services
- 8 occupations in a secondary school must meet the requirements in
- 9 subpart 3, 4, or 5 (option one, two, or three). A license under
- 10 this part is valid to teach any secondary vocational program
- 11 identified in secondary vocational program rules under vehicle
- 12 services occupations or to replace narrower licenses given in
- 13 subpart 2.
- 14 Subp. 2. Requirements for replacing narrower licenses. A
- 15 license under this part is required to teach vehicle services
- 16 occupations programs. By July 1, 1992, the following
- 17 single-occupation programs must be converted to vehicle services
- 18 occupations programs: the industrial education areas of auto
- 19 mechanics, recreational vehicle repair, service station
- 20 occupations, small engine repair, truck/deisel mechanics, and
- 21 forest products harvesting equipment repair. The personnel
- 22 licensing section must not issue new licenses in the categories
- 23 of practice that correspond to the programs being converted
- 24 after this chapter takes effect. However, valid
- 25 single-occupation licenses are renewable under this chapter
- 26 until July 1, 1992, and are valid to teach the corresponding
- 27 programs.
- To convert a single-occupation license to a vehicle
- 29 services occupations license, the applicant must verify
- 30 competency in the emphasis area by meeting the requirements in
- 31 item A or B or a combination of items A and B at the ratio given
- 32 in item B:
- A. completing the occupational experience emphasis
- 34 area requirements in subpart 3, 4, or 5. An applicant must
- 35 possess the educational qualifications stated in the chosen

- 1 subpart.
- B. substituting for the required occupational
- 3 experience emphasis hours, specific technical education in the
- 4 emphasis area completed within the five years before
- 5 conversion. One clock hour of technical education equals four
- 6 hours of occupational experience. The requirements for hours of
- 7 related occupational experience are met by holding the
- 8 single-occupation license being converted.
- 9 Subp. 3. Vehicle services teacher; option one. For option
- 10 one, the applicant must meet the following requirements:
- 11 A. Educational criteria:
- (1) A baccalaureate degree with a major in
- 13 industrial arts, industrial education, or industrial technology.
- 14 (2) The secondary vocational teacher education
- 15 sequence as specified in part 3517.3150. Education majors in
- 16 industrial arts or industrial education are exempt from the
- 17 secondary teacher education sequence, except for philosophy of
- 18 vocational education, which must be completed before renewal of
- 19 the entrance license.
- 20 (3) A two-credit course in integrating the
- 21 appropriate vocational student organization into the curriculum,
- 22 completed before renewal of the entrance license.
- 23 (4) The human relations program as specified in
- 24 part 3517.3500.
- B. Technical coursework: at least two credits or 24
- 26 clock hours in automotive computer applications, completed
- 27 before renewal of the entrance license.
- 28 C. Occupational experience:
- 29 (1) The applicant must have 3,000 hours of
- 30 occupational experience as specified in parts 3517.4000 to
- 31 3517.4200, subpart 2. Experiences described in part 3517.4200,
- 32 subparts 3 to 7 must not be used.
- 33 (2) Of the 3,000 hours, 1,000 may be accrued from
- 34 college credits or technical workshops. They must be in the
- 35 emphasis areas listed in this category of practice. One quarter
- 36 credit of college work equals 80 hours of occupational

- 1 experience. One instructional clock hour of technical workshop
- 2 equals four hours of occupational experience. The credits or
- 3 workshops must be completed in the five years just before the
- 4 license is to be issued.
- 5 (3) Fifty percent of the experience must be in
- 6 the emphasis areas with at least 500 hours in each of the two
- 7 emphasis areas.
- 8 (4) Emphasis areas are automotive engine and
- 9 drive train repair and small engines/recreational vehicle repair.
- 10 (5) Related areas are diesel engine repair,
- 11 tune-up, front end alignment, transmission repair, automotive
- 12 parts sales or salvage, vehicle lubrication services, brake
- 13 service, and farm equipment mechanics.
- 14 (6) In hardship cases as defined in part
- 15 3517.6200, a person may teach with a limited license and delay
- 16 completing part of the occupational experience requirement under
- 17 part 3517.6200.
- Subp. 4. Vehicle services teacher; option two. For option
- 19 two, the applicant must meet the following requirements:
- 20 A. Educational criteria:
- 21 (1) the secondary vocational teacher education
- 22 sequence as specified in part 3517.3150;
- 23 (2) a two-credit course in integrating the
- 24 appropriate vocational student organization into the curriculum,
- 25 completed before renewal of the entrance license; and
- 26 (3) human relations program as specified in part
- 27 3517.3500.
- B. Technical coursework:
- 29 (1) at least 18 months (2,160 hours)
- 30 postsecondary education in auto mechanics, small engine repair,
- 31 recreational vehicle repair, motorcycle repair, marine engine
- 32 repair, or truck/diesel mechanics; and
- 33 (2) at least two credits or 24 clock hours in
- 34 automotive computer applications completed before renewal of the
- 35 entrance license.
- 36 C. Occupational experience:

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- 1 (1) The applicant must have 3,000 hours of
- 2 occupational experience as specified in parts 3517.4000 to
- 3 3517.4200.
- 4 (2) Fifty percent of the experience must be in
- 5 the emphasis areas with at least 500 hours in each of the two
- 6 emphasis area components.
- 7 (3) Emphasis areas are automotive engine and
- 8 drive train repair and small engines/recreational vehicle repair.
- 9 (4) Related areas are diesel engine repair,
- 10 tune-up, front end alignment, transmission repair, automotive
- ll parts sales and salvage, vehicle lubrication service, brake
- 12 service, and farm equipment mechanics.
- 13 Subp. 5. Vehicle services teacher; option three. For
- 14 option three, the applicant must meet the following requirements:
- 15 A. Educational criteria:
- 16 (1) the secondary vocational teacher education
- 17 sequence as specified in part 3517.3150;
- 18 (2) a two-credit course in integrating the
- 19 appropriate vocational student organization into the curriculum,
- 20 completed before renewal of the entrance license; and
- 21 (3) the human relations program as specified in
- 22 part 3517.3500.
- B. Technical coursework: at least two credits or 24
- 24 clock hours in automotive computer applications completed before
- 25 renewal of the entrance license.
- 26 C. Occupational experience:
- 27 (1) The applicant must have 6,000 hours of
- 28 occupational experience as specified in parts 3517.4000 to
- 29 3517.4200.
- 30 (2) Fifty percent of the experience must be in
- 31 the emphasis areas with at least 1,000 hours in each of the two
- 32 emphasis areas.
- 33 (3) Emphasis areas are automotive engine and
- 34 drive train repair and small engines/recreational vehicle repair.
- 35 (4) Related areas are diesel engine repair,
- 36 tune-up, front end alignment, transmission repair, automotive

- l parts, vehicle lubrication service, brake service, and farm
- 2 equipment mechanics.
- 3 3517.2140 SECONDARY TEACHER-COORDINATOR OF TRADE AND INDUSTRIAL
- 4 COOPERATIVE EDUCATION PROGRAMS.
- 5 An applicant for an entrance license to serve as a
- 6 vocational teacher-coordinator of trade and industrial
- 7 occupations cooperative education programs in a secondary school
- 8 must meet the following requirements:
- 9 A. Educational criteria:
- 10 (1) a baccalaureate degree with a major in
- 11 industrial arts or industrial education;
- 12 (2) licensure as a secondary vocational teacher
- 13 in a trade and industrial area described in parts 3517.1800 to
- 14 3517.2120;
- 15 (3) three credits in coordination techniques for
- 16 cooperative education completed before entrance licensure;
- 17 (4) a two-credit course in integrating the
- 18 appropriate vocational student organization into the curriculum,
- 19 completed before renewal of the entrance license;
- 20 (5) a course in philosophy of vocational
- 21 education; and
- 22 . (6) the human relations program as specified in
- 23 part 3517.3500.
- B. No additional technical coursework is required for
- 25 this category of practice.
- 26 C. Occupational experience that was required to
- 27 obtain the teacher's license when it was issued.
- D. A license under this part is valid to:
- 29 (1) teach a secondary vocational trade and
- 30 industrial occupations cooperative education program; and
- 31 (2) teach a secondary vocational diversified
- 32 occupations or interrelated cooperative education program.
- 33 GENERAL REQUIREMENTS
- 34 3517.3000 QUALIFICATION FOR LICENSURE.
- 35 A person required to hold a license shall meet licensure

- 1 requirements in this chapter for each category in which the
- 2 person practices.
- 3 An applicant shall meet the educational, technical, and
- 4 occupational experience requirements in parts 3517.0100 to
- 5 3517.2140 for each licensure category of practice sought.
- 6 3517.3050 ENTRANCE LICENSES: ALL REQUIREMENTS MET.
- 7 An applicant who meets all the educational, technical, and
- 8 occupational experience requirements shall be issued an entrance
- 9 license valid for two years. To renew the license, the
- 10 applicant must complete at least six clock hours of activities
- 11 that upgrade competencies or develop additional skills in the
- 12 category of practice. The activities must be approved and
- 13 verified on the applicant's renewal application form as shown by
- 14 the signature of the authorized local vocational administrator.
- On completing the renewal requirements, the applicant is
- 16 eligible for the first five-year continuing license. To renew
- 17 the first five-year continuing license and later five-year
- 18 continuing licenses, the applicant must complete continuing
- 19 education as specified in part 3517.7000 to 3517.7300.
- 20 3517.3100 ENTRANCE LICENSES: TEACHER EDUCATION SEQUENCE.
- 21 An applicant who qualifies for licensure through the
- 22 vocational teacher education sequence shall be issued a two-year
- 23 entrance license by the personnel licensing section according to
- 24 parts 3517.3150 to 3517.3250. Renewals of the entrance license
- 25 shall be issued according to part 3517.3300.
- 26 3517.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.
- 27 Subpart 1. Who may use the sequence. An applicant may
- 28 complete the secondary vocational teacher education sequence in
- 29 order to satisfy the educational requirements for licensure if
- 30 the requirements in parts 3517.0100 to 3517.2140 for the
- 31 applicant's category of practice permit. The applicant must
- 32 complete at least three quarter credits in each of the core
- 33 courses at an approved Minnesota institution, or in equivalent
- 34 courses that meet the broad objectives of the teacher education

- l core at an accredited out-of-state institution. The broad
- 2 objectives of courses in the teacher education core are stated
- 3 in part 3517.3170.
- 4 The applicant must also meet the technical and occupational
- 5 experience requirements in the part that governs the chosen
- 6 category of practice.
- 7 Subp. 2. Core courses. The following courses, consisting
- 8 of at least three credits each, make up the secondary vocational
- 9 teacher education core:
- 10 A. introduction to vocational teaching;
- B. vocational methods;
- 12 C. vocational course construction;
- D. vocational tests and measurements;
- E. philosophy of vocational education; and
- 15 F. teaching internship.
- Subp. 3. Nonapproved institutions. When an applicant's
- 17 teacher education coursework for core courses has been completed
- 18 at an institution other than a Minnesota institution approved to
- 19 offer this vocational coursework and when the personnel
- 20 licensing section cannot determine course equivalency on the
- 21 basis of similar course titles or content, the section may refer
- 22 the applicant's evidence to an appropriate vocational program
- 23 specialist or to the vocational service coordinator named by a
- 24 Minnesota institution approved to offer this vocational
- 25 coursework. The person who receives the evidence shall
- 26 determine whether the courses are equivalent.
- 27 Equivalency must be determined from one or more of the
- 28 following types of evidence:
- 29 A. transcripts of credits from teacher education
- 30 institutions;
- 31 B. documents certifying extent of effort in terms of
- 32 hours of effort and completion of experience; and
- 33 C. course outlines that include course description
- 34 and course objectives.
- 35 Equivalency must be granted if it is found that the
- 36 proposed substitution is at least 75 percent comparable to the

- l coursework stated as a licensure requirement.
- 2 3517.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION
- 3 CORE.
- 4 Subpart 1. Introduction to vocational teaching (also
- 5 called foundations for vocational-technical teaching). The
- 6 broad objectives of a course in introduction to vocational
- 7 teaching are:
- A. to identify the mission, goals, structure, and
- 9 trends of vocational education in Minnesota, and its
- 10 relationship to other educational systems;
- 11 B. to describe the goals of an institution and
- 12 program in which the teacher is prepared to teach;
- 13 C. to identify the learning styles, characteristics,
- 14 and special needs of the student populations for which
- 15 instruction will be implemented, including referral resources;
- D. to identify the content and the instructional
- 17 objectives of a vocational program;
- 18 E. to develop unit structure and lesson plans
- 19 specifying the instructional procedure and learning activities
- 20 consistent with the practices in the institution in which the
- 21 individual will teach;
- 22 F. to choose and design instructional materials to
- 23 implement vocational learning activities;
- G. to demonstrate an ability to deliver instruction
- 25 through a variety of methods consistent with current trends;
- 26 H. to evaluate student learning, using performance-
- 27 and knowledge-based instruments;
- I. to describe the professional role of a vocational
- 29 teacher within the context of school and community;
- J. to identify the role of advisory committees in
- 31 vocational education;
- 32 K. to identify the role and operation of student
- 33 organizations in vocational programs;
- 34 L. to identify classroom laboratory management,
- 35 safety procedures, and discipline principles and techniques; and

- 1 M. to identify the legal implications of
- 2 teacher-student relationships.
- 3 Subp. 2. Vocational methods (also called methods of
- 4 instruction in vocational-technical education). The broad
- 5 objectives of a course in vocational methods are:
- A. to identify unique characteristics of learners and
- 7 the processes by which people learn;
- 8 B. to determine appropriate individual and group
- 9 methods of instruction that create an environment to motivate
- 10 and manage student development;
- 11 C. to identify the advantages and disadvantages of
- 12 alternative methods of instruction for vocational educators;
- D. to demonstrate the ability to use various
- 14 instructional methods to enhance learning in vocational
- 15 education;
- 16 E. to prepare lesson plans that use effective models
- 17 and audiovisual materials including the latest technology;
- 18 F. to apply instructional techniques and resources
- 19 that are effective with diverse vocational education populations;
- 20 G. to analyze personal teaching strengths,
- 21 weaknesses, and effectiveness through feedback mechanisms;
- 22 H. to identify and differentiate methods for
- 23 teaching, and the evaluation of learning in the affective,
- 24 cognitive, and psychomotor domains;
- 25 I. to develop a plan for utilizing student
- 26 organizations as a strategy to deliver the content of courses;
- 27 and
- J. to develop a system to collect and catalog
- 29 resource materials for vocational instruction in the student's
- 30 area of specialization.
- 31 Subp. 3. Vocational course construction (also called
- 32 course development in vocational-technical education). The
- 33 broad objectives of a course in vocational course construction
- 34 are:
- 35 A. to develop vocational program descriptions, course
- 36 descriptions, and a listing of expected learner outcomes;

- B. to identify instructional content using
- 2 appropriate alternative methods such as task, content analysis,
- 3 or occupational methods;
- 4 C. to examine and use alternative sources of existing
- 5 instructional program content;
- 6 D. to prepare general and specific vocational
- 7 instructional objectives, appropriate to students' needs;
- 8 E. to sequence the instructional objectives within
- 9 the course of study;
- 10 F. to identify and be able to use alternative methods
- 11 of organizing and managing content and learning activities,
- 12 considering the course objectives and individual needs of
- 13 students;
- G. to develop lesson plans taking into account the
- 15 unique needs of the students in vocational education;
- 16 H. to develop an evaluation plan for a vocational
- 17 course and course units;
- 18 I. to demonstrate a systematic course development
- 19 process showing continuity from mission of institution to a
- 20 specific lesson plan; and
- J. to demonstrate the need to use vocational advisory
- 22 committees in developing and delivering the content of the
- 23 course.
- Subp. 4. Vocational tests and measurements (also called
- 25 evaluation of student performance in vocational-technical
- 26 education). The broad objectives of a course in vocational
- 27 tests and measurements are:
- A. to identify the purposes and functions of
- 29 vocational education evaluation and assessment;
- 30 B. to differentiate between measurement and
- 31 evaluation;
- 32 C. to design a vocational course evaluation plan that
- 33 specifies the objectives of instruction and how they will be
- 34 evaluated;
- 35 D. to define and contrast characteristics of
- 36 evaluation such as reliability, validity, and utility;

- E. to interpret standardized test data;
- 2 F. to identify the purposes and functions of various
- 3 evaluation techniques used in vocational education;
- 4 G. to prepare lesson plans that include test items
- 5 that measure student attainment of performance-oriented
- 6 objectives;
- 7 H. to structure a test according to the tenets of
- 8 good test construction;
- 9 I. to develop and demonstrate appropriate techniques
- 10 for the evaluation of performance tasks;
- J. to analyze the effectiveness of vocational
- 12 education evaluation instruments, such as performance evaluation;
- 13 K. to interpret student progress using a variety of
- 14 approaches such as norm- or criterion-referenced methods;
- 15 L. to apply alternative methods of documenting
- 16 student progress; and
- M. to interpret different methods of measuring
- 18 student performance and giving feedback as diagnostic tools to
- 19 improve learning.
- 20 Subp. 5. Philosophy of vocational education (also called
- 21 principles and practices of vocational-technical education).
- 22 The broad objectives of a course in the philosophy of vocational
- 23 education are:
- A. to identify the current purposes and goals of
- 25 vocational education, its relationship to all education and to
- 26 federal and state legislation;
- B. to identify the current purposes and goals,
- 28 policies, rules, and state plan for vocational education in
- 29 Minnesota;
- 30 C. to describe the process used to develop and modify
- 31 the Minnesota state plan for vocational-technical education;
- 32 D. to describe the socioeconomic settings and
- 33 conditions that create the need for vocational education, career
- 34 education, and career development;
- 35 E. to explain the relationships of theories of work
- 36 to the history and development of vocational-technical education;

- 1 F. to identify the relationship between legislation
- 2 and policy concerning vocational education and federal and state
- 3 financing and accountability;
- 4 G. to identify the recipients of vocational education
- 5 with respect to age, grade levels, socioeconomic groups, special
- 6 needs, sex, geographic location, occupational goals, and need
- 7 for vocational education;
- 8 H. to identify and describe the different
- 9 institutions, public and private, in which vocational programs
- 10 are offered and the people they serve;
- I. to describe the cooperative relationships of
- 12 vocational educators with labor, industry and business, job
- 13 services, other agencies for employment, other teachers, and
- 14 advisory committees;
- J. to identify the common and unique characteristics
- 16 of the different fields of vocational education, including
- 17 integration of student organizations;
- 18 K. to explain the purposes and nature of vocational
- 19 secondary, postsecondary, and extension programs;
- 20 L. to identify the professional organizations to
- 21 which vocational educators belong and the values of
- 22 participation in professional activities;
- M. to describe the relationship of vocational
- 24 education with other educational systems, local school boards,
- 25 local administration, and state administration;
- N. to develop an awareness of the implications of
- 27 external groups such as licensing boards, accreditation
- 28 agencies, and unions;
- O. to explain the purpose and nature of cooperative
- 30 and supervised community-based programs such as internships and
- 31 customized training; and
- P. to help the student develop a personal philosophy
- 33 of vocational education.
- 34 3517.3200 SUBSTITUTIONS FOR COURSES IN TEACHER EDUCATION CORE.
- 35 Subpart 1. Substitution for introduction to vocational

- 1 teaching course. An applicant for licensure who has one of the
- 2 following qualifications may substitute it for the introduction
- 3 to vocational teaching course:
- A. prior completion of the 192 clock hour vocational
- 5 teacher education sequence as it existed before July 1, 1978;
- 6 B. prior completion of at least two of the core
- 7 courses; or
- 8 C. prior completion of at least six quarter credits
- 9 of professional vocational education.
- 10 Subp. 2. Substitution for introduction to vocational
- 11 teaching course and the vocational method course. An applicant
- 12 for licensure who has all of the following qualifications may
- 13 substitute them for the introduction to vocational teaching
- 14 course and the vocational methods course:
- A. prior completion of the 192 clock hour vocational
- 16 teacher education sequence as it existed before July 1, 1978;
- B. a current five-year vocational license; and
- 18 C. one year of previous paid teaching experience on a
- 19 vocational license.
- 20 3517.3250 ENTRANCE LICENSES: COURSES IN TEACHER EDUCATION
- 21 SEQUENCE.
- 22 Subpart 1. Issuance. When an applicant is using the
- 23 teacher education sequence, a two-year entrance secondary
- 24 vocational license shall be issued when the applicant completes
- 25 the three-credit introduction to vocational teaching course and
- 26 has prearranged the teaching internship specified in subpart 2.
- 27 Subp. 2. Teaching internship. An applicant under subpart
- 28 1 shall also verify prearrangement for a nine-week teaching
- 29 internship with a Minnesota institution approved to offer the
- 30 internship. The internship must be completed during the first
- 31 18 weeks of employment as a vocational teacher. Previous
- 32 student teaching in an accredited licensing program for teacher
- 33 education or 1,080 hours of previous, paid teaching experience
- 34 in an accredited educational program may be substituted for the
- 35 teaching internship.

- 1 Subp. 3. Emergencies. When there is an immediate need to
- 2 replace or add a teacher, and the local vocational administrator
- 3 verifies that no teacher licensed in the needed category of
- 4 practice is reasonably available, a two-year entrance vocational
- 5 license shall be issued when an applicant:
- A. meets technical and occupational experience
- 7 requirements in the needed category of practice;
- 8 B. submits to the personnel licensing section the
- 9 application for vocational licensure signed by the hiring local
- 10 vocational administrator and evidence of prearrangement with an
- 11 approved Minnesota institution for completion of the
- 12 introduction to vocational teaching course within the first 24
- 13 weeks of teaching; and
- 14 C. submits verification of prearrangement of the
- 15 teaching internship in subpart 2.
- 16 3517.3300 RENEWAL LICENSE IN TEACHER EDUCATION SEQUENCE.
- 17 Subpart 1. First one-year renewal. An applicant is
- 18 eligible for the first one-year renewal of an entrance
- 19 vocational license based on the teacher education sequence when
- 20 the applicant has completed the human relations requirement
- 21 under part 3517.3500 and an additional three-credit course from
- 22 the teacher education core.
- 23 Subp. 2. Later one-year renewals. An applicant is
- 24 eligible for later one-year renewals of vocational licenses when
- 25 the applicant has completed at least one additional three-credit
- 26 course from the vocational teacher education core. An
- 27 individual may request one-year renewals of an entrance
- 28 vocational license until requirements for the first regular
- 29 five-year vocational license have been met.
- 30 Subp. 3. One-time exemption. While an applicant is
- 31 completing the teacher education sequence, the personnel
- 32 licensing section shall allow the applicant a one-time exemption
- 33 from the requirement to take one additional course to obtain a
- 34 one-year renewal.
- 35 Subp. 4. Extra coursework. Each teacher education core

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- 1 course taken over the minimum three-credit requirement each year
- 2 may substitute for the required minimum three credits to obtain
- 3 a later one-year renewal.
- 4 3517.3350 FIRST FIVE-YEAR LICENSE IN TEACHER EDUCATION SEQUENCE.
- 5 An applicant is eligible for the first five-year vocational
- 6 license based on the teacher education sequence when the
- 7 applicant completes the teaching internship, the human relations
- 8 requirement, and three credits in each of the five core courses
- 9 through an approved licensing program in vocational teacher
- 10 education at an approved Minnesota institution or equivalent
- 11 courses completed elsewhere.
- 12 3517.3400 NONVOCATIONAL DEGREE IN EDUCATION.
- 13 Subpart 1. Entrance licensure. An applicant for entrance
- 14 licensure who has a nonvocational degree in education and has
- 15 met the technical and the occupational experience requirements
- 16 for the chosen category of practice in parts 3517.0100 to
- 17 3517.2140 is eligible for the first two-year entrance vocational
- 18 license without meeting the core course requirements in part
- 19 3517.3150, subparts 1 and 2.
- 20 Subp. 2. Five-year license. An applicant with a
- 21 nonvocational degree in education must meet the five-year
- 22 vocational teacher education sequence requirements by completing
- 23 the vocational teacher education core in part 3517.3100, subpart
- 24 2, excluding the introduction to vocational teaching course and
- 25 the nine-week teaching internship, under the renewal procedures
- 26 in part 3517.3300.
- 27 3517.3420 COURSE EQUIVALENTS.
- Institutions outside Minnesota may make arrangements with
- 29 the personnel licensing section for a determination of
- 30 equivalent educational requirements.
- 31 3517.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.
- When an applicant has completed coursework that is not
- 33 included in part 3517.3150, subpart 2, to meet a licensure
- 34 requirement and when the personnel licensing section cannot

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- 1 determine course equivalency on the basis of similar course
- 2 titles or content, in consultation with the appropriate
- 3 secondary vocational specialist, the following procedure applies:
- 4 A. The section may refer the case to a vocational
- 5 service coordinator designated by a Minnesota institution
- 6 approved to offer vocational coursework or to a department chair
- 7 designated by the appropriate secondary vocational specialist in
- 8 the category of practice for which licensure is sought. The
- 9 chair must be from an institution accredited to offer coursework
- 10 that meets licensure requirements.
- 11 B. If no department chair is available, the
- 12 appropriate state secondary vocational program specialist shall
- 13 name an appropriate teacher educator.
- 14 C. The chair or coordinator shall submit a written
- 15 statement verifying that the proposed coursework substitution is
- 16 or is not equivalent to coursework stated as a licensure
- 17 requirement.
- D. Equivalency must be determined from one or more of
- 19 the following types of evidence:
- 20 (1) transcripts of credits from accredited
- 21 institutions;
- 22 (2) documents certifying extent of effort in
- 23 terms of hours of effort and completion of experience; and
- 24 (3) course outlines that include course
- 25 description and course objectives.
- 26 E. Equivalency must be granted if it is found that
- 27 the proposed substitution is at least 75 percent comparable to
- 28 the coursework stated as a license requirement.
- 29 3517.3500 HUMAN RELATIONS REQUIREMENT.
- 30 Subpart 1. Human relations program. Vocational personnel
- 31 as described in this part must meet the human relations
- 32 requirement by completing a human relations program approved by
- 33 the Minnesota Board of Teaching. All or part of the human
- 34 relations requirements may be met by substituting earlier
- 35 experiences or programs when they are verified as equivalent by

- 1 the administrator of an approved Minnesota human relations
- 2 program. Requests to substitute and to verify equivalency must
- 3 be submitted by the applicant to the administrator of an
- 4 approved human relations program.
- 5 Subp. 2. Who must meet the requirement. Except where
- 6 otherwise stated in this chapter, in order to be licensed, renew
- 7 a license, or reactivate a lapsed license, vocational personnel
- 8 must complete the human relations requirement if they work at
- 9 least half time on the vocational license. "Half time" means
- 10 three hours daily on a 36-week or longer basis, or five hours
- 11 daily on a 20-week or longer basis.
- 12 Subp. 3. Exemption for less than half time. Vocational
- 13 personnel who work less than half time on the vocational license
- 14 and want an exemption from the human relations requirement must
- 15 submit verification of eligibility for the exemption from the
- 16 authorized local vocational administrator.
- 17 Subp. 4. Initial entrance license. New personnel who are
- 18 submitting their first applications for full-time vocational
- 19 licensing and who have completed all applicable requirements
- 20 except human relations, are eligible for an entrance license to
- 21 allow time to complete the human relations program. Only one
- 22 vocational license that entitles the licensee to work full time
- 23 may be granted to an applicant who has not met the human
- 24 relations requirement. The human relations requirements must be
- 25 met before any license renewal or endorsement is made.
- 26 3517.3550 RENEWED REGULAR FIVE-YEAR VOCATIONAL CONTINUING
- 27 LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.
- 28 Subpart 1. Authorizing signature. Applications for each
- 29 renewal of a five-year vocational continuing license for
- 30 nonadministrative, nonsupervisory personnel must be approved
- 31 through the local vocational relicensure committee established
- 32 under parts 3517.8000 to 3517.8400, and signed by its chair.
- 33 Subp. 2. Issuance. A holder of a nonadministrative,
- 34 nonsupervisory regular five-year vocational continuing license
- 35 who completes the continuing education requirements for

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- 1 relicensure in parts 3517.7000 to 3517.7300 is eligible for a
- 2 renewed regular five-year vocational continuing license.
- 3 3517.3600 REACTIVATION OF LAPSED SECONDARY VOCATIONAL LICENSE.
- 4 Subpart 1. Requirements. Except as noted in subparts 2 to
- 5 4, to reactivate a lapsed license, other than a limited license,
- 6 the applicant must meet current entrance licensure requirements,
- 7 and special renewal requirements necessary if the license had
- 8 been renewed on time, unless superseded by later rules.
- 9 Subp. 2. Exception: offer of position. On receipt of
- 10 written verification from a hiring local administrator that an
- 11 applicant has been offered a position contingent on holding a
- 12 valid license in the lapsed category of practice, the personnel
- 13 licensing section shall renew the license once, for the current
- 14 fiscal year. After that, the applicant shall meet current
- 15 reactivation licensure requirements.
- Subp. 3. Exception: teaching to replace recent
- 17 occupational experience. When an applicant provides written
- 18 verification from an employing school of having taught with an
- 19 appropriate vocational license in the lapsed licensure category
- 20 of practice in a vocationally funded program for at least one
- 21 school year (1,080 hours) within the past five years in another
- 22 state or at the postsecondary or secondary levels in Minnesota,
- 23 that evidence substitutes for the recent occupational experience
- 24 portion of the current entrance requirements. Notwithstanding
- 25 this substitution, the total required hours of acceptable
- 26 occupational experience must be in the licensure file and
- 27 documented in the form required by this chapter.
- 28 Subp. 4. Exception: new secondary program. If the
- 29 secondary level has been dropped from a postsecondary license in
- 30 the same area because the personnel licensing section has
- 31 determined that no secondary program exists to use that license,
- 32 the license may be reactivated on the applicant's request if the
- 33 applicant submits the appropriate licensure application form and
- 34 fee when a corresponding secondary program is established. The
- 35 personnel section shall reactivate the license, without regard

- 1 to how recent the required work experience is, if the applicant
- 2 has maintained the postsecondary license in that category.
- 3 3517.3620 NEW INSTRUCTIONAL POSITIONS.
- When emerging occupations or innovative, experimental, or
- 5 exemplary programs create teaching positions that are not
- 6 provided for in existing rules, the state board may recommend
- 7 the formulation of interim licensing requirements. In
- 8 developing the requirements, the board shall consult with
- 9 representatives of the industry in the program to be created. A
- 10 person who meets the requirements shall be issued a letter of
- ll approval, good for the current fiscal year. At a minimum, the
- 12 requirements must state that the applicant must have either:
- A. a baccalaureate degree in the program area for
- 14 which licensure is being developed; or
- B. a teaching license in a related category of
- 16 practice plus 1,000 hours of work experience in a related area.
- 17 The licensing requirements for the program must become part
- 18 of this chapter under Minnesota Statutes, chapter 14, within one
- 19 year of the date the vocational program becomes operational.
- 20 The requirements incorporated in this chapter may differ from
- 21 the interim requirements. A person who receives a letter of
- 22 approval is not guaranteed licensure under the requirements
- 23 adopted as rules. A letter of approval issued under this part
- 24 meets the requirement in Minnesota Statutes, section 125.04 and
- 25 in program rules that all programs be taught by a licensed
- 26 teacher.
- 27 3517.3650 ENDORSEMENTS.
- An applicant adding a licensure category must meet current
- 29 educational, technical, and occupational experience requirements
- 30 for an entrance license in the category to be added.
- 31 3517.3800 PROCEDURES FOR VOLUNTARY SURRENDER OF TEACHING
- 32 LICENSES.
- 33 Subpart 1. Materials required to surrender license. A
- 34 person holding a vocational teaching license granted by the

- 1 Board of Education may voluntarily surrender the license by
- 2 submitting to the personnel licensing section the following:
- A. a written request to surrender which specifies the
- 4 teaching license or licenses to be surrendered;
- 5 B. the applicant copy of the teaching license;
- 6 C. the school district copy of the license, together
- 7 with a written statement signed by the employing school
- 8 superintendent verifying that notification has been received
- 9 that the school district copy of the license has been removed
- 10 from the school district files; and
- D. the processing fee required by part 8700.0600.
- 12 Subp. 2. Surrender date. When the personnel licensing
- 13 section receives the materials listed in subpart 1 by January 1,
- 14 the date of surrender is July 1 of that year. When the
- 15 materials are received after January 1, the date of surrender is
- 16 July 1 of the following calendar year.
- Subp. 3. When surrender is prohibited. A person may not
- 18 voluntarily surrender a license under any of the following
- 19 circumstances:
- 20 A. the school board has commenced proceedings to
- 21 terminate the continuing contract, pursuant to Minnesota
- 22 Statutes, section 125.12, subdivision 6 or 8, or 125.17,
- 23 subdivision 4;
- B. the Board of Teaching has commenced proceedings to
- 25 suspend or revoke the license pursuant to Minnesota Statutes,
- 26 sections 125.09 and 214.10 or part 8700.7500; or
- 27 C. any educational agency or board has commenced
- 28 proceedings which could result in alteration of the status of
- 29 the teaching license due to the person's conduct.
- 30 Subp. 4. Entrance license after surrender. A person whose
- 31 Minnesota teaching license has been voluntarily surrendered may
- 32 apply for entrance licensure in the subject or field for which
- 33 licensure was previously surrendered. An entrance license must
- 34 be granted to the applicant if the following criteria are met:
- 35 A. a licensure rule exists in the subject or field
- 36 for which licensure was previously surrendered;

- B. the applicant meets the entrance licensure
- 2 standards that are in effect in the subject or field at the time
- 3 of application and meets procedures in Board of Education rules
- 4 applicable to an entrance license; and
- 5 C. the processing fee required by part 8700.0600
- 6 accompanies the application for entrance licensure.
- 7 Subp. 5. Disclaimer. Nothing in subparts 1 to 4 prohibits
- 8 a person from holding or applying for a license in any subject
- 9 or field upon surrender of a license in another subject or field.
- 10 OCCUPATIONAL EXPERIENCE
- 11 3517.4000 OCCUPATIONAL EXPERIENCE.
- 12 Subpart 1. Definition. Except where otherwise stated in
- 13 this chapter, "occupational experience" means work experience,
- 14 paid in money, outside of education or teaching, that
- 15 demonstrates success in the occupational emphasis areas and
- 16 related areas specified in the category of practice for which
- 17 the applicant is seeking licensure. At least 500 hours of work
- 18 experience must be in one or more emphasis areas within the
- 19 five-year period immediately before the date the license is to
- 20 be issued.
- 21 Subp. 2. Secondary vocational nonoccupational staff.
- 22 Administrative, supervisory, and special needs staff of a local
- 23 school district who do not teach in occupational program areas
- 24 shall accumulate occupational experience, outside education or
- 25 teaching, in a job or jobs specified in parts 3517.0100,
- 26 3517.0120, and 3517.0200 to 3517.2140 within the program
- 27 emphasis areas or related areas.
- 28 Subp. 3. Verification. Verification of occupational
- 29 experience for a salaried employee must be provided on work
- 30 verification forms by the applicant's employer. It must include
- 31 place of employment, length and dates of employment, total
- 32 number of hours employed, job classification, description of job
- 33 duties, and a specific statement of success. If the employer
- 34 has died or cannot be located because of a transfer, or if the
- 35 business has closed, the same information may be verified by:

- 1 A. the applicant's immediate supervisor during the
- 2 employment period; or
- B. a coworker of similar status during the employment
- 4 period and appropriate tax or social security records of the
- 5 applicant.
- 6 If a supervisor or coworker verifies the experience, the
- 7 applicant shall document reasonable previous efforts to obtain
- 8 verification from the actual employer.
- 9 Applicants who receive W-2 salary forms as owners or
- 10 managers of their own privately held corporations must be
- 11 considered self-employed, and they are governed by part
- 12 3517.4100.
- 13 Verification of occupational experience is subject to
- 14 Minnesota Statutes, section 125.09, clause (5) on submitting
- 15 fraudulent evidence.
- 16 Subp. 4. Military experience. The personnel licensing
- 17 section shall accept occupational experience obtained in the
- 18 military if it is verified by a DD Form 214 and corresponding
- 19 military assignment or review records that verify and identify
- 20 the experience as within the emphasis areas or related areas in
- 21 parts 3517.0200 to 3517.1440 or 3517.1800 to 3517.2140.
- 22 Verified military experience shall be accepted for up to
- 23 two-thirds of the total required occupational hours. The
- 24 military hours may be applied toward hours in related areas, but
- 25 not toward the required hours in the emphasis area and they do
- 26 not meet the recency requirements. The remaining one-third of
- 27 the required hours must be accumulated in the typical civilian
- 28 setting for the category of practice sought in order to ensure
- 29 that the applicant is familiar with the usual job environment
- 30 for the specific category of practice.
- 31 3517.4100 SELF-EMPLOYMENT EXPERIENCE.
- 32 Subpart 1. How to qualify. Occupational experience
- 33 obtained through self-employment in emphasis areas or related
- 34 areas in parts 3517.0100 to 3517.2140 meets the occupational
- 35 experience requirements if:

- A. self-employment hours are paid occupational
- 2 experience as verified by Department of Revenue tax reports of
- 3 paid income from this source, with appropriate backup records;
- 4 and
- 5 B. self-employment hours have been earned within the
- 6 corresponding business or industry setting for the specific
- 7 category of practice sought, as verified by evidence documenting
- 8 that the self-employed business exists, is licensed if required
- 9 by law or rule, and complies with laws or rules that regulate
- 10 the business or industry.
- 11 Subp. 2. Exception for nontraditional experience. When
- 12 self-employment hours have been obtained in designated emphasis
- 13 or related areas, but within a different occupational setting,
- 14 or as part of a different occupational role, than that commonly
- 15 associated with the emphasis area for which the license is
- 16 valid, the self-employment hours do not count:
- 17 A. toward the required hours in the emphasis area;
- 18 and
- B. toward more than two-thirds of the total required
- 20 hours.
- To be acceptable in related areas, the nontraditional
- 22 self-employment hours must constitute paid occupational
- 23 experience as verified by Department of Revenue tax reports of
- 24 paid income from this source, with appropriate backup records
- 25 verifying the information requested in part 3517.4000, subpart 3.
- Subp. 3. Verification. Verification based on Department
- 27 of Revenue tax records named in subpart 1 or 2 must be
- 28 documented as follows:
- 29 A. The Department of Revenue tax reports and
- 30 appropriate backup records must be reviewed by the applicant's
- 31 certified public accountant, attorney, tax preparer, banker, or
- 32 similar professional business representative who is
- 33 substantially engaged in business practices and business
- 34 recordkeeping.
- 35 B. The reviewing professional shall determine and
- 36 verify duties and commensurate number of hours of paid

- l employment consistent with declared income in the reviewed
- 2 revenue documents and applicable to requirements of these
- 3 licensure rules.
- 4 C. The reviewing professional must verify results of
- 5 the review on a standard affidavit form provided by the
- 6 personnel licensing section.
- 7 Subp. 4. Fraud. Verification of self-employment is
- 8 subject to Minnesota Statutes, section 125.09, clause (5) on
- 9 submitting fraudulent evidence.
- 10 Subp. 5. Employment on nonsalary status. When
- ll occupational experience hours in emphasis areas and related
- 12 areas specified in parts 3517.0100 to 3517.2140 have been
- 13 obtained through any employment that has not resulted in issuing
- 14 a W-2 statement, the applicant must be considered a
- 15 self-employed independent contractor, and this part applies.
- 16 3517.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.
- 17 Subpart 1. Who may use. Except where otherwise stated in
- 18 this part and in parts 3517.0100 to 3517.2140, an applicant may
- 19 use the following alternative experiences to meet occupational
- 20 experience requirements. The alternatives may not be used by
- 21 nonbaccalaureate applicants who have completed less than a
- 22 two-year program in the category of practice.
- Subp. 2. Directed occupational experience. For each two
- 24 hours of the regular occupational experience requirement, an
- 25 applicant may substitute one hour of preplanned occupational
- 26 experience directed through a licensing program for vocational
- 27 teacher education that has been approved as specified in part
- 28 3517.9100. The personnel licensing section, in consultation
- 29 with the appropriate vocational program specialists, may make
- 30 arrangements with colleges and universities to provide directed
- 31 work experience supervision. Out-of-state colleges not eligible
- 32 for the program approval process may get approval by verifying
- 33 to the section and the appropriate state program specialist a
- 34 program that meets the criteria, including evaluation, used to
- 35 evaluate Minnesota programs in directed occupational

- 1 experience. The supervisor directing the out-of-state
- 2 internship must possess professional qualifications equivalent
- 3 to those required of a Minnesota internship supervisor who is
- 4 eligible for authorization under item A.
- 5 The directed occupational experience must meet the
- 6 following criteria for approval:
- 7 A. Except for out-of-state colleges, the experience
- 8 must be directed by an internship supervisor who must be a
- 9 vocational teacher educator, as authorized by the Joint Council
- 10 for Vocational Teacher Educators.
- 11 B. The training station must be approved by the
- 12 internship supervisor prior to approval of the training plan and
- 13 employment.
- C. The applicant's training plan and agreement must
- 15 be developed prior to employment and must be kept on file by the
- 16 teacher education institution for five years.
- D. One copy of the work verification form must be
- 18 made part of the applicant's permanent record maintained by the
- 19 teacher education institution.
- 20 E. The experience must be paid work.
- 21 F. The training plan and agreement must:
- (1) contain objectives that are individualized to
- 23 meet the needs of the applicant;
- 24 (2) identify the specific learning outcomes,
- 25 projects, and project evaluations that the applicant needs;
- 26 (3) place the applicant in a position that
- 27 satisfies occupational experience criteria in the part governing
- 28 the applicant's chosen category of practice;
- 29 (4) place the applicant in a position that
- 30 satisfies the conditions of employment specified in part
- 31 3517.4000, except that self-employment is not permitted;
- 32 (5) establish a reporting process for the
- 33 internship experience;
- 34 (6) establish a means of evaluating the
- 35 internship experience.
- 36 G. An applicant must be visited two or more times per

- 1 quarter, once during a summer session. When this is not
- 2 possible, a designee can be identified by the internship
- 3 supervisor with communication with the state program specialist.
- 4 H. The ratio of clock hours of work to collegiate
- 5 credits must be at least 40 to 1.
- 6 Subp. 3. Competency-based occupational exam. An applicant
- 7 may submit evidence of successful completion of a
- 8 competency-based occupational exam preapproved by the board.
- 9 The personnel licensing section shall accept the evidence as
- 10 proof of occupational competency in place of two-thirds of the
- 11 total occupational experience requirements, including the most
- 12 recent 500 hours. The exam must have been completed within five
- 13 years of the date the license is issued. This alternative form
- 14 of occupational experience must not be used when the
- 15 competency-based occupational exam is the same exam taken by the
- 16 applicant to obtain licensure to practice in the particular
- 17 occupation. In this subpart, "successful completion" means
- 18 scoring within one standard deviation below the mean score
- 19 supplied by the agency providing the competency-based exam.
- 20 Subp. 4. Updating industrial experience. An updating
- 21 experience conducted in the appropriate business or industry
- 22 setting, or within a formal technical training setting in
- 23 appropriate business, industry, or appropriate postsecondary
- 24 education, may be substituted for the required 500 hours of
- 25 occupational experience within the past five years in the
- 26 emphasis area. The experience must be completed within the
- 27 five-year period just before the date that the license is to be
- 28 issued. The experience must consist of one or a combination of
- 29 the following:
- 30 A. Six quarter credits, involving at least 120 clock
- 31 hours of work by the applicant, preapproved through the program
- 32 approval process in part 3517.9100. Each quarter credit
- 33 substitutes for 80 occupational experience hours. This
- 34 experience must meet the following criteria for approval:
- 35 (1) The experience must be directed by a
- 36 supervisor who is a vocational teacher educator, as authorized

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1 by the Joint Council for Vocational Teacher Educators. The 2 supervisor must: 3 (a) assess the applicant's work experience, background, and vocational licensure requirements for the 4 vocational license being sought; 5 6 (b) using the assessment information, propose applicant objectives and explore choices for updating 7 8 experience; 9 (c) advise the applicant by developing an 10 updating program plan in cooperation with the business or industry that will be involved in the updating experience; and 11 12 (d) identify in the plan specific learning 13 outcomes, reporting log of experiences, and project evaluations. 14 (2) The experience must be individualized to 15 update, build, and expand the applicants' occupational 16 experiences (knowledge and skills) in order to help them: (a) become more aware of 17 employee/supervisory management roles in business or industry; 18 19 (b) recognize changes in career and 20 occupational patterns in the chosen business or industry 21 employment classifications; (c) identify barriers to opportunities in 22 employment for certain populations (such as minorities, the 23 24 handicapped, the disadvantaged); 25 (d) realize the impact of technological change, legal issues, and politics in the workplace; and 26 27 (e) apply the technology currently used in 28 the specific industry. 29 (3) The experience must involve employment 30 settings that are designated in this chapter for the license the applicant is seeking. 31 32 (4) A copy of the applicant's updating program must be kept on file by the teacher education institution for 33 34 five years, with an abstract of the program made a part of the 35 applicant's permanent record.

120 clock hours of technical training in the

emphasis area preapproved by the personnel licensing section in 1 consultation with the appropriate secondary vocational program 2 specialist, or by a department chair, designated by the 3 4 secondary vocational program specialist, of an approved 5 Minnesota college. Each technical training hour substitutes for four occupational experience hours. This updating industrial 6 experience option must meet the following criteria for approval: 7 8 (1) The person directing the experience must: 9 (a) assess the applicant's work experience and background, as well as vocational licensure requirements for 10 11 the vocational license being sought; 12 (b) using the assessment information, propose applicant objectives and explore technical training 13 14 options; 15 (c) help the applicant develop an updating 16 program plan in cooperation with the business, industry, or technical training sponsor that will be involved in the updating 17 experience; and 18 (d) identify in the plan specific learning 19 outcomes, reporting log of experiences, and project evaluations. 20 21 (2) The experience must be individualized to update, build, and expand the applicants' occupational 22 experiences (knowledge and skills) in order to help them: 23 24 (a) become more aware of employee/supervisory management roles in business or industry; 25 26 (b) recognize changes in career and 27 occupational patterns in the chosen business or industry employment classifications; 28 29 (c) identify barriers to employment 30 opportunities for certain populations (such as minorities, the handicapped, the disadvantaged); 31 32 (d) realize the impact of technological change, legal issues, and politics in the workplace; and 33 34 (e) apply technology currently used in the 35 specific industry. (3) The experience must involve employment 36

- 1 settings that are designated in this chapter for the license the
- 2 applicant is seeking.
- 3 (4) An abstract of the applicant's updating
- 4 program must be made a part of the applicant's permanent
- 5 licensure file.
- 6 Subp. 5. Community-based training. For up to 500 hours of
- 7 the occupational experience, including the required 500 recent
- 8 hours, an applicant may substitute an unpaid direct training
- 9 experience in the traditional setting for the program emphasis
- 10 area. The training experience must be preapproved by the
- 11 personnel licensing section in consultation with the appropriate
- 12 secondary vocational program specialist or by the corresponding
- 13 department chair of an approved Minnesota college in
- 14 consultation with the appropriate secondary vocational program
- 15 specialist. Three hours of training substitutes for one
- 16 occupational experience hour.
- 17 Subp. 6. Vocational administrative or supervisory
- 18 experience. An applicant may use paid vocational administrative
- 19 or supervisory experience to meet the required 500 hours of
- 20 occupational experience within the past five years to obtain a
- 21 secondary director's or secondary supervisor's license. The
- 22 experience may be used for this purpose if:
- 23 A. the authorized local vocational administrator
- 24 verifies in writing that the paid work meets the description of
- 25 administration or supervision in part 3517.0080; and
- 26 B. the required total hours of occupational
- 27 experience have been verified.
- 28 Subp. 7. Funded Minnesota AVTI vocational teaching. An
- 29 applicant who seeks to add an existing secondary vocational
- 30 category of practice to a valid postsecondary vocational license
- 31 in the same category of practice may substitute Minnesota AVTI
- 32 teaching within the past five years in that category of practice
- 33 for the required recent 500 hours in an emphasis area. One year
- 34 (1,080 hours) of vocationally funded teaching substitutes for
- 35 the prerequisite 500 hours.
- 36 Subp. 8. Teacher-coordinator endorsement. Unless

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- 1 otherwise stated in this chapter, when an applicant is
- 2 applying for an endorsement to add teacher-coordinator to a
- 3 current, valid teaching license within the same vocational
- 4 program area, or to add special needs teacher-coordinator to a
- 5 valid service area teaching license, the 500-hour recency
- 6 requirement does not apply if:
- 7 A. the applicant has verified the total required
- 8 appropriate hours specified for teacher-coordinator licensure;
- 9 B. the applicant met the recency requirement to
- 10 obtain the preceding category of practice; and
- 11 C. the applicant has taught on a vocational license
- 12 at least one year (1,080 hours) within the past five in a
- 13 vocationally funded occupational program in the same vocational
- 14 program area.
- 15 RESTRICTED LICENSES
- 16 3517.6000 SECONDARY VOCATIONAL PART-TIME RESOURCE SPECIALIST.
- 17 Subpart 1. Entrance license. An applicant for an entrance
- 18 license to serve as a part-time (less than one-quarter time)
- 19 resource specialist in a secondary school must meet the
- 20 following requirements:
- 21 A. Educational criteria: (1) six clock hours of
- 22 vocational teaching techniques completed before entrance
- 23 licensure. This training may be provided by the authorized
- 24 local vocational administrator.
- 25 (2)-A-course-in-philosophy-of-vocational
- 26 education-completed-before-renewal-of-the-entrance-license-
- 27 (3)-The-human-relations-program-as-specified-in
- 28 part-3517-3500-
- B. Technical coursework or competency: the applicant
- 30 must be professionally and technically qualified to perform as a
- 31 practitioner in the specific occupational area to be taught.
- 32 C. Occupational experience:
- 33 (1) The applicant must have occupational
- 34 experience equal to that required for licensure as a full-time
- 35 teacher in the category of practice to be taught at the

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- 1 secondary student level.
- 2 (2) The applicant must be recommended by an
- 3 authorized local vocational administrator verifying competencies
- 4 to function as a part-time resource specialist in the chosen
- 5 category of practice.
- 6 Subp. 2. Renewals. To renew an entrance license, an
- 7 applicant must verify 24 clock hours of vocational teaching
- 8 techniques. Successive three-year renewed part-time licenses
- 9 shall be granted upon the recommendation of the administrator.
- 10 To qualify for relicensure, the applicant must maintain currency
- ll in the occupational field, as verified by the administrator.
- 12 3517.6100 SECONDARY SHORT-CALL SUBSTITUTE LICENSE.
- 13 Subpart 1. Administrator's and committee's approval. A
- 14 substitute license in a specific occupational area shall be
- 15 issued to meet the short-term need for a teacher-substitute as
- 16 determined by the local vocational administrator. The
- 17 administrator may recommend to the personnel licensing section
- 18 the applicants who are professionally and technically qualified
- 19 in the specific occupational area to be taught. Before making
- 20 the recommendation, the administrator shall obtain the approval
- 21 and the signature of the designated representative of the
- 22 specific vocational program advisory committee as defined in
- 23 part 3505.1000, subpart 47.
- Subp. 2. Exception. When the administrator determines
- 25 that obtaining preapproval as required by subpart 1 would create
- 26 a hardship for the school district or cooperative center, the
- 27 administrator may recommend applicants to the section before
- 28 obtaining the approval of the committee. The administrator
- 29 shall submit to the personnel licensing section as part of the
- 30 licensure credentials a statement confirming the administrator's
- 31 responsibility to report the recommendations to the advisory
- 32 committee at its next meeting.
- 33 Subp. 3. Signature on application. Applications for first
- 34 and later renewed substitute licenses must be signed by the
- 35 local vocational administrator under subpart 1 or 2.

- 1 Subp. 4. Filing of review. Evidence of the advisory
- 2 committee's review of the applicant's qualifications and its
- 3 recommendation must be kept on file in the district or center,
- 4 and must be made available for review.
- 5 Subp. 5. Issuance. The section shall issue a substitute
- 6 license to an applicant:
- 7 A. professionally and technically qualified in the
- 8 occupational area to be taught, as verified by the administrator
- 9 and the named representative; and
- B. recommended for substitute licensure by the
- ll administrator and representative as shown by the signature and
- 12 filing requirements in subparts 3 and 4.
- 13 Subp. 6. Initial license and renewals. An entrance
- 14 substitute license is valid for a maximum of two years.
- A renewed entrance substitute license may be issued for
- 16 unlimited later three-year periods upon the recommendation of
- 17 the administrator and the named representative.
- Subp. 7. Length of substitute assignments. A substitute
- 19 assignment must not exceed 30 consecutive working days of
- 20 employment in one assignment or an annual total of 270 hours,
- 21 that is, of one-fourth of full-time employment as a substitute.
- 22 3517.6200 SECONDARY VOCATIONAL LIMITED LICENSE.
- 23 Subpart 1. Issuance. Unless otherwise stated in parts
- 24 3517.0100 to 3517.2140, the personnel licensing section shall
- 25 issue limited vocational licenses under the conditions in
- 26 subpart 3 in order to resolve a hardship. A limited license
- 27 permits a licensed teacher to teach secondary vocational
- 28 categories of practice for which the teacher is not eligible for
- 29 full licensure. A limited license must be issued only once with
- 30 one renewal per teacher.
- 31 Subp. 2. Hardship. For the secondary vocational limited
- 32 license, "hardship" means:
- A. the unexpected resignation of a teacher;
- 34 B. the death of a teacher;
- 35 C. the dismissal of a teacher;

- D. long-term leave of absence or sick leave; or
- 2 E. other unavoidable situations that cause a program
- 3 to be without a teacher. The manager of the personnel licensing
- 4 section determines whether a hardship exists.
- 5 Subp. 3. Conditions. The section shall issue limited
- 6 licenses authorized by subpart 1 if the manager of the personnel
- 7 licensing section finds that the following conditions are met:
- 8 A. The authorized local vocational administrator
- 9 requests issuance of a limited license according to this part.
- 10 B. The administrator verifies in writing that:
- 11 (1) a vacancy exists that requires a vocational
- 12 license in the licensure category for which the limited license
- 13 is requested;
- 14 (2) reasonable recruitment efforts have been
- 15 made, as specified in local policy;
- 16 (3) no teacher with appropriate vocational
- 17 licensure is available for hire or reassignment to this open
- 18 assignment; and
- 19 (4) no teacher placed on unrequested leave by the
- 20 school district has filed with the district a valid Minnesota
- 21 vocational license in the program or program component for which
- 22 the limited license is requested and wishes to teach in the
- 23 program or component.
- C. The teacher for whom the limited license is
- 25 requested possesses a baccalaureate or graduate degree in
- 26 education or noneducation with a degree major included in the
- 27 education criteria for that category of practice as stated in
- 28 parts 3517.0100 to 3517.2140.
- D. The teacher has completed at least two-thirds of
- 30 the occupational experience required for full licensure in that
- 31 program or program component, including a minimum of two-thirds
- 32 of the required emphasis area hours, without regard to the
- 33 recency of the experience.
- 34 E. The teacher has completed at least two-thirds of
- 35 the credits or clock hours that are indicated in the relevant
- 36 category of practice as eligible for delay under this part.

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- 1 F. The teacher has met all other licensure criteria
- 2 for the requested licensure category.
- 3 G. The teacher has applied for the limited license
- 4 and paid the fee.
- 5 Subp. 4. Duration of limited licenses. An entrance
- 6 limited license issued before January 1 of a school year is
- 7 valid for the remainder of that school year only, and expires on
- 8 June 30 of the school year following issuance. An entrance
- 9 limited license issued after January 1 of a school year is valid
- 10 for the remainder of that school year plus the school year
- 11 immediately following, and expires on the second June 30
- 12 following issuance.
- 13 Subp. 5. Renewal. A limited license may be renewed only
- 14 once. Renewal is valid for the remainder of the school year in
- 15 which the renewal is issued. The board shall renew the license
- 16 if:
- 17 A. since the first limited license was issued, the
- 18 teacher for whom the renewal is requested has completed and
- 19 verified at least one-half of the coursework and one-half of the
- 20 occupational experience that remained to be completed when the
- 21 limited license was issued and evidence has been provided that
- 22 the teacher will meet full requirements during that school year;
- B. the authorized local vocational administrator
- 24 requests issuance of a renewed limited license in accordance
- 25 with this part; and
- 26 C. the administrator verifies in writing that:
- 27 (1) a vacancy exists that requires a vocational
- 28 license in the licensure category for which the limited license
- 29 is requested;
- 30 (2) reasonable recruitment efforts have been made
- 31 as specified in local policy;
- 32 (3) no teacher with full, appropriate vocational
- 33 licensure is available for hire or reassignment to this existing
- 34 open position; and
- 35 (4) no teacher placed on unrequested leave by the
- 36 school district has filed with the district a valid Minnesota

- l vocational license in the program or program component for which
- 2 the limited license is requested, and wishes to teach in that
- 3 program or component.
- 4 3517.6300 REACTIVATION OF LAPSED LIMITED LICENSE.
- 5 To reactivate a lapsed first-year limited license, the
- 6 applicant must meet first-year limited license renewal
- 7 requirements in effect on the date reactivation is to occur.
- 8 LETTERS OF APPROVAL
- 9 3517.6500 SECONDARY VOCATIONAL LETTER OF APPROVAL.
- 10 Subpart 1. Issuance. Unless otherwise stated in parts
- 11 3517.0100 to 3517.2140, the personnel licensing section may
- 12 issue letters of approval that permit a licensed teacher to
- 13 practice in secondary vocational categories of practice for
- 14 which the teacher is not currently licensed, in order to resolve
- 15 a hardship related to an existing program or to provide interim
- 16 approval for a teacher in a state-approved innovative,
- 17 exemplary, or new vocational program area for which licensure
- 18 criteria are being developed to be included in rules.
- 19 Subp. 2. Hardship. For the secondary vocational letter of
- 20 approval, "hardship" has the meaning given in part 3517.6200,
- 21 subpart 2, for the limited license.
- Subp. 3. Conditions. Letters of approval authorized by
- 23 subpart 1 must be issued to authorized local vocational
- 24 administrators if the manager of the personnel licensing section
- 25 finds that the following conditions are met:
- 26 A. The authorized local vocational administrator
- 27 requests a letter of approval in accordance with this part.
- 28 B. The administrator verifies in writing that:
- 29 (1) a vacancy exists that requires a vocational
- 30 license in the licensure category for which the letter of
- 31 approval is requested;
- 32 (2) reasonable recruitment efforts have been
- 33 made, as specified in local policy;
- 34 (3) no teacher with appropriate vocational
- 35 licensure is available for hire or reassignment to this open

- 1 assignment; and
- 2 (4) no teacher placed on unrequested leave by the
- 3 school district has filed with the district a current valid
- 4 vocational license in the program or program component for which
- 5 the letter of approval is requested and wishes to teach in that
- 6 program or component.
- 7 C. The department's vocational staff member
- 8 responsible for the program or program component for which the
- 9 letter of approval is requested verifies in writing that no
- 10 other choice of program option or schedule of program components
- 11 could be used to resolve the hardship, without resort to the
- 12 letter of approval.
- D. The teacher for whom the request is made holds a
- 14 current valid Minnesota license granted by the Board of
- 15 Teaching, the Board of Education, or the State Board of
- 16 Vocational-Technical Education. The license must be in a
- 17 related content area as determined by the personnel licensing
- 18 section in cooperation with the appropriate secondary vocational
- 19 program specialist.
- 20 E. The occupational advisory committee for the
- 21 program in which the individual will teach verifies in writing
- 22 that the individual for whom the letter of approval is requested
- 23 appears competent to teach in the specific category of practice.
- Subp. 4. Duration of letters of approval. A letter of
- 25 approval is valid for not more than the remainder of the school
- 26 year in which it is issued. A letter of approval may be renewed
- 27 only once after which the program must be staffed by an
- 28 appropriately licensed teacher. Renewal is valid for no longer
- 29 than the remainder of the school year in which the renewal is
- 30 issued. The section shall renew the letter of approval if the
- 31 conditions in subpart 3, items A to E are met again.
- 32 CONTINUING EDUCATION FOR LICENSE RENEWALS
- 33 3517.7000 RENEWED REGULAR FIVE-YEAR VOCATIONAL LICENSE FOR
- 34 NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.
- 35 Subpart 1. Issuance. A vocational teacher or support

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- 1 staff member holding a valid regular five-year vocational
- 2 license is eligible for a renewed regular five-year vocational
- 3 license after meeting the requirements in items A and B. The
- 4 requirements must be met during the five-year period immediately
- 5 before the date on which the requested renewal is effective.
- 6 A. The applicant has been recommended for relicensure
- 7 by the local vocational relicensure committee created under
- 8 parts 3517.8000 to 3517.8400.
- 9 B. The applicant has completed 108 clock hours of
- 10 relevant preapproved updating activities chosen from among the
- 11 activities and in the distribution stated in part 3517.7200.
- 12 Evidence of completion must be provided to that committee.
- 13 Subp. 2. Excess hours. An applicant for renewal who earns
- 14 approved clock hours in excess of the number required for
- 15 renewal in this part must not apply any extra hours to future
- 16 renewals. Clock hours used to meet renewal requirements for one
- 17 five-year renewal cycle must not be applied toward future
- 18 five-year renewal cycles.
- 19 Subp. 3. Responsibility of applicant. The applicant is
- 20 individually responsible for beginning the necessary work of the
- 21 local relicensure committee in renewing the applicant's
- 22 license. The applicant must forward to the personnel licensing
- 23 section the completed form endorsed by the committee. Beginning
- 24 and completing the process are the responsibility of the license
- 25 holder and not of the committee.
- 26 3517.7100 PREAPPROVAL OF ACTIVITIES FOR LICENSE RENEWAL.
- 27 All continuing education activities (clock hours) required
- 28 for renewal of the regular secondary five-year vocational
- 29 license must be preapproved by the local vocational relicensure
- 30 committee in the district, center, or nonpublic school.
- 31 Activities may be preapproved either through individual request
- 32 or by a blanket preapproval process. Renewal activities are
- 33 subject to review by the personnel licensing section to ensure
- 34 compliance with this chapter. The form requesting preapproval
- 35 must include learning objectives stating new competencies to be

- l developed by participating in the activity. The local
- 2 guidelines must include a procedure for emergency preapproval
- 3 and final approval during periods when the committee is not
- 4 regularly meeting.
- 5 3517.7200 TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL.
- 6 Subpart 1. Clock hours. The required 108 clock hours of
- 7 continuing education activities taken within the five-year
- 8 period must be relevant to the category of practice to be
- 9 renewed.
- 10 Subp. 2. Categories. The 108 clock hours must include
- ll activities from two or more of the clock hour activity
- 12 categories in subpart 4.
- Subp. 3. Relicensure in several categories of practice.
- 14 An applicant applying for relicensure in more than one category
- 15 of practice shall earn renewal clock hours in at least two
- 16 activity categories with a part of the total 108 clock hours
- 17 earned in each category of practice for which relicensure is
- 18 sought.
- 19 Subp. 4. Allocation of clock hours. The 108 clock hours
- 20 must be earned from among the following categories and must be
- 21 allocated as follows:
- 22 A. Upgrading occupational experience, as defined in
- 23 parts 3517.4000 to 3517.4200, that is preapproved by the
- 24 committee and relevant to the category of practice must be rated
- 25 up to one clock hour for every four hours of work. Occupational
- 26 experience must not be given blanket preapproval, and repeated
- 27 employment must be evaluated in terms of new competencies to be
- 28 developed as a result of the activity.
- 29 B. Credit courses in the category of practice or
- 30 relevant education courses must be rated at 12 clock hours for
- 31 every quarter credit earned.
- 32 C. Conferences, institutes, or seminars in business
- 33 and industry or AVTI courses in the occupation taught must be
- 34 rated by the local vocational relicensure committee up to one
- 35 clock hour for each hour of participation, according to the

- 1 local guidelines established under part 3517.8400.
- D. Educational workshops or continuing education in
- 3 the category of practice in which the applicant wants to be
- 4 relicensed must be rated by the local vocational relicensure
- 5 committee up to one clock hour for each hour of participation,
- 6 according to the local guidelines established under part
- 7 3517.8400.
- 8 E. Leaves, as defined in part 3517.0100, subpart 30,
- 9 that update competencies relevant to the category of practice
- 10 and are taken in agencies, businesses, or industries must be
- 11 rated on a clock hour basis. A maximum of 60 clock hours may be
- 12 credited toward the required 108 clock hours.
- F. Regional, statewide, or national curriculum design
- 14 activities are rated on a clock hour basis at the discretion of
- 15 the local vocational relicensure committee, according to
- 16 standards in part 3517.7200, subpart 4, item H, and the local
- 17 guidelines established under part 3517.8400. Local curriculum
- 18 development must not be used for continuing education activity.
- 19 G. Service as a voting member of a vocational
- 20 education occupational advisory committee other than the
- 21 advisory committee for one's own program must be rated on a
- 22 clock hour basis at the discretion of the local vocational
- 23 relicensure committee, according to the local guidelines
- 24 established under part 3517.8400.
- 25 H. Organized technical research leading to the
- 26 development of new or updated competencies in the category of
- 27 practice (for example, research producing new knowledge
- 28 preparatory to writing a related technical article, developing
- 29 related curriculum, teaching a related specialized adult class,
- 30 or producing a related technical invention) must be rated on a
- 31 clock hour basis at the discretion of the local vocational
- 32 relicensure committee, according to the local guidelines
- 33 established under part 3517.8400. Notwithstanding local
- 34 guidelines, a maximum of 20 clock hours may be credited toward
- 35 the 108 clock hours each five years. Clock hours must not be
- 36 granted for the postresearch process of writing, teaching, or

- 1 producing. A copy of the specified preapproval document must be
- 2 attached to the renewel application when it is submitted to the
- 3 personnel licensing section.
- 4 I. Service on a state evaluation team appointed by
- 5 the secondary vocational evaluation specialist for vocational
- 6 programs must be rated on a clock hour basis. An individual
- 7 evaluation must be rated at a maximum of eight clock hours per
- 8 day of evaluation. A maximum of 16 clock hours may be credited
- 9 toward the 108 clock hours each five years.
- 10 3517.7300 REEVALUATION PROCEDURE.
- If continuing education activities are first disapproved by
- 12 the local vocational relicensure committee, the decision may be
- 13 reevaluated under appeal procedures in parts 8700.2200 and
- 14 8700.2500. The reevaluation must be done by the local
- 15 vocational relicensure committee, and then by the Board of
- 16 Teaching, whose decision is final.
- 17 LOCAL VOCATIONAL RELICENSURE COMMETTEES
- 18 3517.8000 FORMATION OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.
- 19 Subpart 1. Voting. A person is eligible to vote in
- 20 elections for the local vocational relicensure committee if the
- 21 person holds a valid regular five-year secondary vocational
- 22 license or a valid secondary vocational license on a sequence
- 23 preparatory to obtaining a regular five-year secondary
- 24 vocational license in a school district, approved vocational or
- 25 cooperative center, or nonpublic school. Local vocational
- 26 administrators and supervisors are not eligible to vote unless
- 27 also practicing on a nonadministrative, nonsupervisory secondary
- 28 vocational license.
- 29 Four members constitute a quorum. A majority vote of those
- 30 voting members in attendance is enough to take action.
- 31 Subp. 2. Members. At the first election two eligible
- 32 personnel members and one resident member shall be elected for
- 33 one-year terms. In this part and part 3517.8100, "personnel
- 34 member" means a person practicing on a valid secondary
- 35 vocational license in the district, vocational or cooperative

- l center, or nonpublic school, and "resident member" means a
- 2 resident of the geographic area serviced by the district,
- 3 vocational or cooperative center, or nonpublic school. After
- 4 that members of the local relicensure committee shall serve
- 5 two-year terms. Terms begin on September 1 of the year of
- 6 election.
- 7 Subp. 3. Selection procedure. The eligible voters shall
- 8 meet to choose an organizational format from among options in
- 9 part 3517.8100. The selection procedure must be supervised by
- 10 an eligible voting member or the chair of the local continuing
- 11 education committee established under Minnesota Statutes,
- 12 section 125.185, subdivision 4.
- 13 3517.8100 STRUCTURE OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.
- 14 Subp. 1. Mandatory application of committee options.
- 15 Districts, centers, or nonpublic schools employing fewer than
- 16 five eligible practicing vocational personnel members shall
- 17 organize under subpart 4 or 5 (option C or D). Districts,
- 18 centers, or nonpublic schools employing more than four but fewer
- 19 than nine eligible practicing vocational personnel members shall
- 20 organize under subpart 2, 3, 4, or 5 (option A, B, C, or D).
- 21 Districts, centers, or nonpublic schools employing more than
- 22 eight eligible practicing vocational personnel members shall
- 23 organize under subpart 2, 3, or 4 (option A, B, or C).
- Subp. 2. Option A: existing committee with replacements.
- 25 The existing local continuing education committee may be used
- 26 except that five eligible voters practicing on a valid secondary
- 27 vocational license shall replace the teaching faculty members of
- 28 the existing committee whenever applications for vocational
- 29 relicensure are considered. The five teaching faculty
- 30 replacements must be elected by secret ballot of the eligible
- 31 voting vocational personnel of the district, center, or
- 32 nonpublic school.
- 33 Subp. 3. Option B: separate committee. A local
- 34 vocational relicensure committee separate from the existing
- 35 local continuing education committee may be formed. The

- l committee must include:
- 2 A. Five eligible voting personnel members elected by
- 3 secret ballot of the eligible voting staff in the district,
- 4 center, or nonpublic schools.
- 5 B. One authorized local vocational administrator or
- 6 supervisor practicing on a valid vocational administrator's or
- 7 supervisor's license in the district or center and elected by
- 8 the licensed, practicing vocational administrators and
- 9 supervisors of the district or center. In districts with no
- 10 vocational administrator or supervisor, one licensed practicing
- 11 administrator must be elected by the licensed practicing
- 12 administrators in that district. In nonpublic schools, one
- 13 local vocational administrator must be elected by the local
- 14 vocational administrators of the nonpublic schools.
- 15 C. One resident member named by the local school
- 16 board or the governing board or chief executive officer of the
- 17 nonpublic school. The resident must not be an employee of the
- 18 district, center, or nonpublic school. School board and
- 19 governing board members are not employees of the district,
- 20 center, or nonpublic school.
- 21 Subp. 4. Option C: joint operation. Secondary vocational
- 22 personnel in two or more districts, centers, or nonpublic
- 23 schools near one another may jointly run the local committee
- 24 under subpart 2 or 3. The joint operation must be ratified by a
- 25 majority of the eligible voting personnel casting a vote in the
- 26 decision within each district, center, or nonpublic school.
- 27 Subp. 5. Option D: existing committee, no change. The
- 28 existing nonvocational local continuing education committee may
- 29 be used with no change in membership.
- 30 3517.8200 LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION.
- 31 The local vocational relicensure committee has jurisdiction
- 32 over renewal procedures for regular secondary five-year
- 33 vocational licenses, under parts 3517.7000 to 3517.7300, for the
- 34 entire district, vocational or cooperative center, or nonpublic
- 35 school service area in which it is to operate.

- 1 3517.8300 AFFILIATION WITH LOCAL VOCATIONAL RELICENSURE
- 2 COMMITTEE.
- 3 Subpart 1. Applicants subject to committee. The following
- 4 applicants are subject to the local vocational relicensure
- 5 committee:
- 6 A. Full-time and part-time vocational personnel
- 7 (except authorized local vocational administrators and
- 8 supervisors) holding valid regular five-year secondary
- 9 vocational licenses in the district, vocational or cooperative
- 10 center, or nonpublic school shall affiliate with the local
- ll vocational relicensure committee in the district, vocational or
- 12 cooperative center, or nonpublic school in which they are
- 13 employed.
- B. Except under items C, D, and E, full-time and
- 15 part-time secondary vocational personnel (other than authorized
- 16 local vocational administrators and supervisors) not employed at
- 17 the time of application for relicensure shall affiliate with the
- 18 local vocational relicensure committee in the district, center,
- 19 or nonpublic school in which they were last employed or in the
- 20 school district where the applicant resides.
- 21 C. Full-time and part-time secondary vocational
- 22 personnel (except authorized local vocational administrators and
- 23 supervisors) never employed by a district, center, or nonpublic
- 24 school shall affiliate with a Minnesota vocational relicensure
- 25 committee, preferably a committee servicing the geographic area
- 26 where the applicant resides.
- D. A person residing in a state other than Minnesota
- 28 who is unable to affiliate with a Minnesota local vocational
- 29 relicensure committee for renewal of the continuing license may
- 30 apply to the personnel licensing section for a two-year
- 31 license. When the applicant verifies completion within the
- 32 prior five years of 108 clock hours of continuing education
- 33 activities in part 3517.7200, subpart 4, the section shall issue
- 34 a two-year relicensure. To get further two-year relicensures,
- 35 the applicant must verify completion of at least six clock hours

- 1 of relevant continuing education activities designed to maintain
- 2 currency in the field.
- 3 E. Teachers in nonpublic schools with secondary
- 4 vocational licenses may arrange to have clock hours granted by
- 5 the district or center of residence if the employing school does
- 6 not establish a local vocational relicensure committee.
- 7 Subp. 2. Applicants not subject to committee. The
- 8 following applicants are not subject to a local vocational
- 9 relicensure committee:
- 10 A. local vocational administrators and supervisors;
- 11 B. personnel currently holding a one- or two-year
- 12 vocational license or renewal; and
- C. personnel currently holding limited licenses, such
- 14 as part-time resource specialists, substitutes, or limited
- 15 license holders.
- 16 3517.8400 DUTIES OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.
- 17 The local vocational relicensure committee shall:
- 18 A. Hold an organizational meeting no later than the
- 19 last day of September.
- B. Set rules for its own operation, establish
- 21 election procedures, a method of filling vacancies, and a system
- 22 of recordkeeping and reporting. Records must be kept safe from
- 23 loss and kept on file as long as the license to which they
- 24 pertain is in effect.
- C. Establish the written guidelines necessary to
- 26 carry out its duties. The guidelines must not conflict with
- 27 this chapter.
- D. Determine the number of clock hours to be granted
- 29 for experiences according to the maximum clock hour allocations
- 30 in part 3517.7200, subpart 4.
- 31 E. Act upon requests for preapproval of clock hours
- 32 and grant clock hours after participation in the approved
- 33 activity.
- F. Act, within a reasonable time, upon requests for
- 35 recommendation for renewal of the vocational license by

- 1 determining whether the applicant has met the requirements in
- 2 parts 3517.7000 to 3517.7300.
- 3 G. Endorse the application for renewal of the
- 4 vocational license of each qualified applicant as verified by
- 5 the signature of the chair on the renewal application. The
- 6 secretary shall cosign the application of the chair.
- 7 H. When appropriate, and when acting upon the advice
- 8 of the vocational teaching staff, make recommendations to
- 9 district vocational administrators responsible for in-service
- 10 activities.
- 11 I. Forward to the personnel licensing section
- 12 verification of the membership of the local vocational
- 13 relicensure committee by November 1 of each year.
- J. Forward to the section a copy of the written
- 15 guidelines. Guidelines must be forwarded at least every five
- 16 years and whenever significant changes in content are made.
- 17 K. Hold an annual open hearing to allow the teachers
- 18 in each district, center, or nonpublic school to review the
- 19 guidelines established by the local vocational relicensure
- 20 committee.
- 21 L. Provide those services and reports that may be
- 22 required regarding continuing education for licensure.
- 23 3517.8500 RENEWED FIVE-YEAR VOCATIONAL LICENSES FOR
- 24 ADMINISTRATORS AND SUPERVISORS.
- 25 Subpart 1. Issuance. A vocational administrative or
- 26 supervisory staff member holding a valid regular five-year
- 27 secondary vocational license is eligible for a renewed regular
- 28 five-year vocational license after meeting the requirements in
- 29 items A and B. The requirements must be met during the
- 30 five-year period immediately before the date on which the
- 31 requested renewal is effective:
- 32 A. The applicant has completed 115 clock hours of
- 33 approved administrative or supervisory vocational continuing
- 34 education activity and evidence of completion is provided to the
- 35 personnel licensing section.

- B. The applicant has completed 85 additional hours of
- 2 individual professional development activity related to
- 3 vocational administration or supervision and a record of
- 4 completion is provided to the central office of the employing
- 5 school district or agency.
- 6 Subp. 2. Reactivation of lapsed regular five-year
- 7 secondary administrative or supervisory vocational license. An
- 8 applicant is eligible for a five-year continuing license upon
- 9 providing evidence of having completed 115 clock hours of
- 10 approved administrative or supervisory continuing education
- ll activity and 85 hours of individual professional development
- 12 activity as specified in subpart 1 during the five-year period
- 13 immediately before the renewed five-year continuing license is
- 14 effective.
- An applicant is eligible for a two-year nonrenewable
- 16 continuing license upon providing evidence of having been
- 17 offered a position contingent upon holding a valid license, and
- 18 demonstrating that there is not enough time to complete 115
- 19 clock hours of approved administrative or supervisory continuing
- 20 education activity and 85 hours of individual professional
- 21 development activity as set forth in subpart 1. Upon expiration
- 22 of the two-year, nonrenewable continuing license, an applicant
- 23 must qualify for a regular five-year continuing license
- 24 according to subpart 1.
- 25 3517.8600 CONTINUING EDUCATION FOR DIRECTORS AND SUPERVISORS.
- Subpart 1. Requirement for approval. The initiator of a
- 27 vocational administrative or supervisory continuing education
- 28 program for relicensure of secondary directors and supervisors
- 29 shall get approval from the personnel licensing section for the
- 30 program and the clock hours to be earned in the program. The
- 31 initiator of the vocational administrative or supervisory
- 32 continuing education program shall get approval of the program
- 33 before participants may be registered. Vocational
- 34 administrative or supervisory continuing education programs may
- 35 be approved for a period up to, but not more than, two years.

- 1 Subp. 2. Approval procedure. The procedure for getting
- 2 approval is as follows:
- 3 A. The initiator of a vocational administrative or
- 4 supervisory continuing education program shall forward a
- 5 proposal of the program to the personnel licensing section for
- 6 review.
- 7 B. Each vocational administrative or supervisory
- 8 continuing education program shall consist of at least three
- 9 clock hours. Each vocational administrative or supervisory
- 10 continuing education program proposal shall contain the
- 11 following information:
- 12 (1) a description of planning activities
- 13 including a list of names, addresses, and positions of those
- 14 involved in planning;
- 15 (2) a description of the client group or groups
- 16 for whom the program is designed;
- 17 (3) a statement of program goals that relates
- 18 goals to client needs;
- 19 (4) a statement concerning any prerequisite
- 20 education or experience required for admission to the program;
- 21 (5) a description of the proposed vocational
- 22 administrative or supervisory continuing education program that
- 23 includes a statement of expected learning outcomes; a
- 24 description of program components designed to develop specified
- 25 learning outcomes; and the means by which achievement of
- 26 specified learning outcomes will be determined for each program
- 27 participant;
- 28 (6) statements indicating the number of clock
- 29 hours requested for the proposed program, length of time for
- 30 which approval is being requested, and the number of times that
- 31 the program is proposed to be offered during the approval
- 32 period; and
- 33 (7) evidence that qualified staff have been
- 34 assigned to the program and that other resources necessary to
- 35 the program have been allocated.
- 36 C. A vocational administrative or supervisory

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- 1 continuing education program shall be approved by the personnel
- 2 licensing section if it meets the requirements in subpart 4.
- 3 Subp. 3. Initiator's duties. The program initiator is
- 4 responsible for the following duties:
- 5 A. developing proposals for vocational administrative
- 6 or supervisory continuing education programs in areas of study
- 7 that have been identified, in cooperation with licensed
- 8 vocational administrators and supervisors practicing in
- 9 Minnesota school districts;
- 10 B. forwarding vocational administrative or
- 11 supervisory continuing education program proposals to the
- 12 personnel licensing section for review;
- 13 C. conducting the vocational administrative or
- 14 supervisory continuing education program;
- D. maintaining communication with the section on the
- 16 status of all approved vocational administrative or supervisory
- 17 continuing education programs offered; and
- 18 E. providing each participant with an attendance
- 19 certificate indicating the number of clock hours earned.
- The initiator of a vocational administrative or supervisory
- 21 continuing education program may use resources from professional
- 22 associations, governmental agencies, and the private business
- 23 sector in conducting the program.
- Subp. 4. Requirements for admission to programs.
- 25 Admission to all approved vocational administrative or
- 26 supervisory continuing education programs shall be open to any
- 27 licensed Minnesota vocational administrators or supervisors who
- 28 meet the educational and experience requirements for admission
- 29 in the particular continuing education program.
- 30 Subp. 5. Distribution. The department shall distribute
- 31 lists of known approved vocational administrative and
- 32 supervisory continuing education programs at least twice
- 33 annually.
- 34 PROGRAMS FOR TEACHER EDUCATION
- 35 3517.9000 WHAT PROGRAMS NEED APPROVAL.

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- 1 Subpart 1. Approval by Board of Teaching. Minnesota
- 2 institutions approved by the Board of Teaching to prepare
- 3 persons for secondary vocational teaching licensure shall obtain
- 4 approval from the board for licensing programs for vocational
- 5 teacher education.
- 6 Subp. 2. Programs subject to approval. Approval
- 7 procedures apply to a licensing program for vocational teacher
- 8 education if the initiating institution seeks assurance that the
- 9 program will satisfy requirements for the initial entrance
- 10 secondary vocational license, or for specific competencies
- 11 needed for renewal of licenses or endorsements of additional
- 12 licensure categories. A licensing program may consist of one
- 13 course, a series of courses, or a complete degree program.
- 14 3517.9100 APPROVAL PROCEDURE.
- Subpart 1. Program description. Each approved Minnesota .
- 16 institution shall send a description of each licensing program
- 17 for secondary vocational teacher education from the
- 18 administrator of the defined administrative and instructional
- 19 unit of that institution to the Board of Teaching for approval.
- 20 The board shall route the description according to the agreement
- 21 for providing services between the State Department of Education
- 22 and the Board of Teaching.
- 23 Subp. 2. Board of Teaching decision. Based on appraisal
- 24 of the description and the evaluation report of the auditors,
- 25 the board shall:
- 26 A. grant initial approval under subpart 3, and part
- 27 3517.9200;
- B. grant conditional approval under part 3517.9300;
- 29 C. grant continuing approval under part 3517.9600,
- 30 subpart 3;
- D. revoke or suspend approval under part 3517.9400;
- 32 or
- 33 E. disapprove the program under part 3517.9500.
- 34 Subp. 3. Criteria for initial approval. A program that
- 35 meets the following criteria shall be approved to prepare

- 1 vocational teachers. The program description must:
- 2 A. Include a statement that verifies the
- 3 institution's commitment to the program.
- B. Describe the institution's organization and
- 5 procedure for carrying out the program.
- 6 C. Describe the role for which persons who enroll in
- 7 the program are being prepared.
- D. List the specific knowledge, skills, and
- 9 understandings to be achieved by persons completing the program.
- 10 E. Provide evidence that the program meets the
- ll licensure requirements for the particular licensure field and
- 12 level for which it is designed, as set forth in the
- 13 corresponding part.
- 14 F. Describe specifically the plans for assessing the
- 15 performance of each person verified as having successfully
- 16 completed the program.
- G. Provide evidence that the necessary faculty and
- 18 physical resources are allocated to implement and maintain the
- 19 program. Faculty who teach professional vocational education
- 20 courses must be certificated as vocational teacher educators
- 21 according to the requirements of the Joint Council for
- 22 Vocational Teacher Educators.
- 23 H. Verify that the following persons or groups have
- 24 participated in the development of the program:
- 25 (1) licensed, practicing vocational teachers;
- 26 (2) vocational administrators;
- 27 (3) institutional advisory council;
- 28 (4) joint council of vocational teacher educators;
- 29 (5) college departments that may be involved with
- 30 the program;
- 31 (6) interested citizens; and
- 32 (7) appropriate secondary vocational program
- 33 specialists.
- 34 I. Describe the procedures to establish and maintain
- 35 an internal process for systematic evaluation of the vocational
- 36 teacher education licensing program.

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- J. Contain, when the licensure rule requires, a
- 2 student teaching or internship component and a statement that
- 3 verifies that those experiences are planned, supervised, and
- 4 evaluated in the category of practice in which the program
- 5 students will seek their vocational teaching licenses.
- 6 3517.9200 VARIATIONS IN CURRICULAR DESIGN.
- 7 Institutions offering approved licensing programs in
- 8 secondary vocational teacher education may organize the required
- 9 content in different ways. Programs must be approved if program
- 10 components:
- 11 A. meet the criteria in part 3517.9100, subpart 3,
- 12 items A to J; and
- B. are designed to provide persons completing the
- 14 program with the knowledge, skills, and understandings
- 15 enumerated in the program description.
- 16 3517.9300 CONDITIONAL APPROVAL.
- When granting conditional approval to licensing programs in
- 18 vocational teacher education, the Board of Teaching shall state
- 19 conditions and set times for meeting them. The board shall
- 20 reconsider the status of the secondary vocational teacher
- 21 education licensing program when the executive secretary of the
- 22 board verifies that the stated conditions have been met. If
- 23 stated conditions are not met within the set times, conditional
- 24 approval shall be withdrawn.
- 25 3517.9400 REVOCATION OR SUSPENSION OF APPROVAL.
- 26 Subpart 1. Revision of program. When an institution
- 27 revises an approved licensing program in vocational teacher
- 28 education, the administrator of the administrative and
- 29 instructional unit of the institution shall send the executive
- 30 secretary of the Board of Teaching a written description of the
- 31 revision.
- 32 Subp. 2. Audit. An audit, which need not include an
- 33 on-site visit, must be made to verify that the revised approved
- 34 vocational teacher education licensing program still complies

- 1 with parts 3517.9000 to 3517.9200.
- Subp. 3. Revocation or suspension. The Board of Teaching
- 3 shall revoke or suspend the approval of a licensing program in
- 4 vocational teacher education if it determines that, as revised,
- 5 the program no longer meets the criteria for approval in part
- 6 3517.9100, subpart 3, items A to J.
- 7 Subp. 4. Termination date. The board shall set a date
- 8 when program approval will be terminated if the program does not
- 9 comply with approval criteria in part 3517.9100, subpart 3,
- 10 items A to J.
- 11 3517.9500 DISAPPROVAL.
- When a program description fails to meet the criteria for
- 13 approval in part 3517.9100, subpart 3, items A to J on the first
- 14 application for approval, the Board of Teaching shall disapprove
- 15 the program and shall state specific reasons for the disapproval.
- 16 3517.9600 EVALUATION PROCEDURE AND SUBSEQUENT AUDITS.
- 17 Subpart 1. Evaluation procedure. Licensing programs in
- 18 secondary vocational teacher education for which approval is
- 19 requested must be evaluated for first approval and audited for
- 20 continued approval according to this part.
- 21 Subp. 2. First approval. When an approved Minnesota
- 22 institution submits a program description to the Board of
- 23 Teaching for first approval, the board staff, or persons
- 24 designated as auditors by the board staff, may visit the
- 25 institution to verify the program description, if necessary.
- Subp. 3. Continuing approval. During the operation of an
- 27 approved program, the Board of Teaching may arrange an audit
- 28 visit in consultation with the institution to verify that the
- 29 program complies with parts 3517.9000 to 3517.9200. Auditors
- 30 shall report their findings to the executive secretary of the
- 31 board and to the institution. The board's staff, or persons
- 32 designated as auditors by the board staff, in consultation with
- 33 the institution, shall make audit visits on a five-year cycle to
- 34 verify program descriptions and to make a recommendation
- 35 regarding initial or continuing approval of each program.

- 1 Expenses of auditors must be reimbursed.
- 2 3517.9700 REEVALUATION PROCEDURE.
- 3 Decisions on the status of licensing programs in vocational
- 4 teacher education made by the Board of Teaching according to
- 5 part 3517.9000, subpart 2, may be reevaluated by the board,
- 6 whose decision is final.