

1 State Board of Vocational Technical Education

2

3 Adopted Permanent Rules Relating to Postsecondary Vocational

4 Licensure; Business and Office Occupations

5

6 Rules as Adopted

7 3700.0300 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.

8 Subpart 1. **Listed here.** An applicant for a license to
9 teach postsecondary vocational courses and programs in the
10 business and office occupational area must meet the requirements
11 in this part. These requirements are in addition to the
12 requirements listed in part 3700.0100 and for a particular
13 license (listed under the part that covers that particular
14 license).

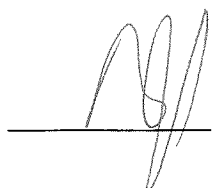
15 Subp. 2. **Recent occupational experience.** An applicant for
16 a license to teach in the business and office occupational area
17 must have 2,000 hours of occupational experience within the five
18 years just before applying for that license.

19 Subp. 3. **Does not apply.** Part 3515.9920 does not apply to
20 parts 3700.0305 to ~~3700.0365~~ 3700.0340 and 3700.0350 to
21 3700.0380.

22 3700.0305 ACCOUNTING LICENSE.

23 Subpart 1. **May teach.** A teacher who has an accounting
24 license may teach in the accounting and bookkeeping programs and
25 may also teach courses in:

- 26 A. accounting principles and procedures;
- 27 B. bookkeeping principles and procedures;
- 28 C. business law;
- 29 D. business and marketing mathematics;
- 30 E. automated accounting;
- 31 F. payroll and personal finance;
- 32 G. principles of economics;
- 33 H. introduction to business;
- 34 I. analyzing financial statements;
- 35 J. introduction to computer operations; and



1 K. personal or individual income tax.

2 Subp. 2. **Other requirements.** The applicant must meet the
3 requirements listed in part 3700.0100 and the requirements for a
4 teacher in the business and office area under part 3700.0300.

5 Subp. 3. **Occupational experience requirement.** The
6 applicant must have 8,000 hours of occupational experience in
7 one or more of the areas listed in items A to F. The 8,000
8 hours may include the 2,000 hours required under part 3700.0300,
9 subpart 2:

10 A. accountant;

11 B. accountant manager;

12 C. city finance officer;

13 D. controller or assistant controller;

14 E. internal, external, or government auditor; and

15 F. cost, budget, managerial cost, public, or staff
16 accountant.

17 Subp. 4. **Substitution for occupational experience.** The
18 applicant may substitute the education described in items A to D
19 for up to 4,000 hours of the occupational experience required in
20 subpart 3. The education must be from an accredited
21 postsecondary institution. If the substitution is made, the
22 applicant must still comply with the recency requirements in
23 part 3700.0300, subpart 2.

24 A. A bachelor's or higher degree in accounting or
25 business administration may be substituted for 4,000 hours.

26 B. An associate degree in accounting may be
27 substituted for 2,000 hours.

28 C. A diploma in accounting or with an accounting
29 prefix may be substituted. A one-year program equals 1,050
30 hours. A two-year program equals 2,100 hours.

31 D. The completion of courses for credit or clock
32 hours for credit with an accounting or business administration
33 title or prefix may be substituted. One hour of instruction
34 equals one hour of occupational experience. One quarter credit
35 equals 20 hours of occupational experience. One semester credit
36 equals 30 hours of occupational experience.

1 Subp. 5. **Substitution for recent occupational experience.**

2 The applicant may substitute teaching experience at an
3 accredited postsecondary institution or in an industrial or
4 military setting in advanced level accounting for 1,500 hours of
5 the 2,000 required under part 3700.0300, subpart 2. Two hours
6 of teaching equal one hour of the occupational experience
7 required in part 3700.0300, subpart 2.

8 3700.0310 BOOKKEEPING LICENSE.

9 Subpart 1. **May teach.** A teacher who has a bookkeeping
10 license may teach in the bookkeeping, bookkeeping clerk,
11 accounting clerk, and microcomputer account specialist clerk
12 programs, and may also teach courses in:

- 13 A. bookkeeping principles and procedures;
- 14 B. business and marketing mathematics;
- 15 C. calculating machines;
- 16 D. automated bookkeeping;
- 17 E. payroll and personal finance; and
- 18 F. personal or individual income tax.

19 Subp. 2. **Other requirements.** The applicant must meet the
20 requirements listed in part 3700.0100 and the requirements for a
21 teacher in the business and office area under part 3700.0300.

22 Subp. 3. **Occupational experience requirement.** The
23 applicant must have 8,000 hours of occupational experience in
24 one or more of the areas listed in items A to N. The 8,000
25 hours may include the 2,000 hours required under part 3700.0300,
26 subpart 2:

- 27 A. accountant;
- 28 B. accounting clerk;
- 29 C. accountant manager;
- 30 D. accounts payable clerk;
- 31 E. accounts receivable clerk;
- 32 F. audit clerk;
- 33 G. bookkeeper;
- 34 H. city finance officer;
- 35 I. controller or assistant controller;

- 1 J. payroll bookkeeper or clerk;
2 K. internal, external, or government auditor;
3 L. billing clerk;
4 M. cost clerk; and
5 N. cost, budget, managerial cost, public, or staff
6 accountant.

7 Subp. 4. **Substitution for occupational experience.** The
8 applicant may substitute the education described in items A to D
9 for up to 4,000 hours of the occupational experience required in
10 subpart 3. The education must be from an accredited
11 postsecondary institution. If the substitution is made, the
12 applicant must still comply with the recency requirements in
13 part 3700.0300, subpart 2.

14 A. A bachelor's or higher degree in accounting,
15 business education, or business administration may be
16 substituted for 4,000 hours.

17 B. An associate degree in accounting, bookkeeping,
18 business administration, or business education may be
19 substituted for 2,000 hours.

20 C. A diploma in accounting or bookkeeping may be
21 substituted. A one-year program equals 1,050 hours. A two-year
22 program equals 2,100 hours.

23 D. The completion of courses for credit or clock
24 hours for credit from an approved postsecondary institution or
25 from professional accounting associations, with an accounting,
26 bookkeeping, or business administration title or prefix may be
27 substituted. One hour of instruction equals one hour of
28 occupational experience. One quarter credit equals 20 hours of
29 occupational experience. One semester credit equals 30 hours of
30 occupational experience.

31 Subp. 5. **Substitution for recent occupational experience.**
32 The applicant may substitute teaching experience at an
33 accredited postsecondary institution or in an industrial or
34 military setting in advanced level bookkeeping or accounting for
35 1,500 hours of the 2,000 required under part 3700.0300, subpart
36 2. Two hours of teaching equal one hour of the occupational

1 experience required in part 3700.0300, subpart 2.

2 3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

3 Subpart 1. **May teach.** A teacher who has a banking and
4 finance operations license may teach in the banking and finance
5 operations program and may also teach courses in:

- 6 A. analyzing financial statements;
- 7 B. personal bank services;
- 8 C. personal financial planning;
- 9 D. negotiable instruments;
- 10 E. principles of credit, collection, and insurance;
- 11 F. business law;
- 12 G. financial institution operations;
- 13 H. business math and machines;
- 14 I. money handling techniques; and
- 15 J. principles of economics.

16 Subp. 2. **Other requirements.** The applicant must meet the
17 requirements listed in part 3700.0100 and the requirements for a
18 teacher in the business and office area under part 3700.0300.

19 Subp. 3. **Occupational experience requirement.** The
20 applicant must have 8,000 hours of occupational experience in
21 financial institutions in one or more of the areas listed in
22 items A to F. The 8,000 hours may include the 2,000 hours
23 required under part 3700.0300, subpart 2:

- 24 A. branch manager;
- 25 B. cashier;
- 26 C. commercial, real estate, or personal loan officer,
27 each with operations experience;
- 28 D. operations officer;
- 29 E. personal banker; and
- 30 F. retail banking officer.

31 Subp. 4. **Substitution for occupational experience.** The
32 applicant may substitute education described in items A to D for
33 up to 4,000 hours of the occupational experience required in
34 subpart 3. The education must be from an accredited
35 postsecondary institution. If the substitution is made, the

1 applicant must still comply with the recency requirements in
2 part 3700.0300, subpart 2.

3 A. A bachelor's or higher degree in banking and/or
4 finance, economics, management and finance, accounting, business
5 administration, or management and information systems may be
6 substituted for 4,000 hours.

7 B. An associate degree in banking, accounting,
8 banking and finance, or credit and finance may be substituted
9 for 2,000 hours.

10 C. A diploma in banking, banking and finance, or
11 credit and finance may be substituted. A one-year program
12 equals 1,050 hours. A two-year program equals 2,100 hours.

13 D. The completion of courses for credit or clock
14 hours for credit with a banking title or prefix may be
15 substituted. The courses for credit or clock hours for credit
16 must be from an accredited postsecondary institution or
17 sponsored by local, state, or national professional financial
18 organizations. One hour of instruction equals one hour of
19 occupational experience. One quarter credit equals 20 hours of
20 occupational experience. One semester credit equals 30 hours of
21 occupational experience.

22 Subp. 5. **Substitution for recent occupational experience.**
23 The applicant may substitute teaching experience at an
24 accredited postsecondary institution or in an industrial or
25 military setting in banking and finance/agriculture, banking and
26 finance operations or finance and credit for 1,500 hours of the
27 2,000 required under part 3700.0300, subpart 2. Two hours of
28 teaching equal one hour of the occupational experience required
29 in part 3700.0300, subpart 2.

30 3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

31 Subpart 1. **May teach.** A teacher who has a banking and
32 finance operations/agriculture license may teach in the banking
33 and finance operations/agriculture program and may also teach
34 courses in:

35 A. agricultural credit;

- 1 B. bank agricultural terminology;
- 2 C. analyzing financial statements;
- 3 D. personal bank services;
- 4 E. personal financial planning;
- 5 F. negotiable instruments;
- 6 G. principles of credit, collection, and insurance;
- 7 H. business law;
- 8 I. financial institution operations;
- 9 J. business math and machines;
- 10 K. money handling techniques; and
- 11 L. principles of economics.

12 Subp. 2. **Other requirements.** The applicant must meet the
13 requirements listed in part 3700.0100 and the requirements for a
14 teacher in the business and office area under part 3700.0300.

15 Subp. 3. **Occupational experience requirement.** The
16 applicant must have 8,000 hours of occupational experience in
17 financial institutions in the areas listed in items A to G. At
18 least 2,000 of the 8,000 hours must be in agricultural financial
19 institutions. The 8,000 hours may include the 2,000 hours
20 required under part 3700.0300, subpart 2:

- 21 A. financial agricultural representative;
- 22 B. branch manager;
- 23 C. cashier;
- 24 D. agricultural, commercial, real estate, or personal
25 loan officer, each with operations experience;
- 26 E. operations officer;
- 27 F. personal banker; and
- 28 G. retail banking officer.

29 Subp. 4. **Substitution for occupational experience.** The
30 applicant may substitute education described in items A to D for
31 up to 4,000 hours of the occupational experience required in
32 subpart 3. The education must be from an accredited
33 postsecondary institution. If the substitution is made, the
34 applicant must still comply with the recency requirements in
35 part 3700.0300, subpart 2.

- 36 A. A bachelor's or higher degree in agricultural

1 management banking, and/or finance, banking and/or finance,
2 economics, management and finance, accounting, business
3 administration, or management and information systems may be
4 substituted for 4,000 hours.

5 B. An associate degree in banking, accounting,
6 banking and finance, or credit and finance may be substituted
7 for 2,000 hours.

8 C. A diploma in banking, banking and finance,
9 accounting, or credit and finance may be substituted. A
10 one-year program equals 1,050 hours. A two-year program equals
11 2,100 hours.

12 D. The completion of courses for credit or clock
13 hours for credit with a banking title or prefix may be
14 substituted. The courses for credit or clock hours for credit
15 must be from an accredited postsecondary institution or
16 sponsored by local, state, or national professional financial
17 organizations. One hour of instruction equals one hour of
18 occupational experience. One quarter credit equals 20 hours of
19 occupational experience. One semester credit equals 30 hours of
20 occupational experience.

21 Subp. 5. **Substitution for recent occupational experience.**
22 The applicant may substitute teaching experience at an
23 accredited postsecondary institution or in an industrial or
24 military setting in banking and finance/agriculture, banking and
25 finance operations, or finance and credit for 1,500 hours of the
26 2,000 required under part 3700.0300, subpart 2. Two hours of
27 teaching equal one hour of the occupational experience required
28 in part 3700.0300, subpart 2.

29 3700.0325 BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.

30 Subpart 1. **May teach.** A teacher who has a business
31 administrative management license may teach in the business
32 administrative management program and may also teach courses in:

- 33 A. business math and machines;
34 B. business management principles;
35 C. business law;

- 1 D. customer relations;
- 2 E. analyzing financial statements;
- 3 F. job keeping and seeking skills;
- 4 G. principles of office management;
- 5 H. principles of economics;
- 6 I. small business operation;
- 7 J. supervisory skills;
- 8 K. time management;
- 9 L. personnel management; and
- 10 M. introduction to computer operations.

11 Subp. 2. **Other requirements.** The applicant must meet the
12 requirements listed in part 3700.0100 and the requirements for a
13 teacher in the business and office area under part 3700.0300.

14 Subp. 3. **Occupational experience requirement.** The
15 applicant must have 8,000 hours of occupational experience in
16 one or more of the areas listed in items A to E. The 8,000
17 hours may include the 2,000 hours required under part 3700.0300,
18 subpart 2:

- 19 A. assistant office manager;
- 20 B. business owner and operator;
- 21 C. business manager;
- 22 D. office manager; and
- 23 E. retail store manager or assistant, each with
24 supervision of a minimum of ten persons.

25 Subp. 4. **Substitution for occupational experience.** The
26 applicant may substitute education described in items A to D for
27 up to 4,000 hours of the occupational experience required in
28 subpart 3. The education must be from an accredited
29 postsecondary institution. If the substitution is made, the
30 applicant must still comply with the recency requirements in
31 part 3700.0300, subpart 2.

- 32 A. A bachelor's or higher degree in business
33 administration; business management; business education;
34 economics; general business; office administration; or
35 marketing, management, and finance may be substituted for 4,000
36 hours.

1 B. An associate degree in business management,
2 business administration, or business supervision may be
3 substituted for 2,000 hours.

4 C. A diploma in business administrative management or
5 business supervision may be substituted. A one-year program
6 equals 1,050 hours. A two-year program equals 2,100 hours.

7 D. The completion of courses for credit or clock
8 hours for credit with a business management, administration, or
9 supervision title or prefix may be substituted. One hour of
10 instruction equals one hour of occupational experience. One
11 quarter credit equals 20 hours of occupational experience. One
12 semester credit equals 30 hours of occupational experience.

13 Subp. 5. **Substitution for recent occupational experience.**

14 The applicant may substitute teaching experience at an
15 accredited postsecondary institution or in an industrial or
16 military setting in business administration, management, or
17 supervision for 1,500 hours of the 2,000 required under part
18 3700.0300, subpart 2. Two hours of teaching equal one hour of
19 the occupational experience required in part 3700.0300, subpart
20 2.

21 3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

22 Subpart 1. **May teach.** A teacher who has an administrative
23 support license may teach in the administrative support, clerk
24 typist, office assistant, receptionist, word processing
25 secretary, general secretary, administrative secretary, and
26 clerical data entry programs and may also teach courses in:

27 A. written and oral business communications;

28 B. business math and machines;

29 C. job seeking and keeping skills;

30 D. keyboarding/typing;

31 E. office management;

32 F. office procedures;

33 G. filing;

34 H. machine transcription;

35 I. secretarial accounting;

1 J. introduction to computer operations; and

2 K. word processing.

3 Subp. 2. **Other requirements.** The applicant must meet the
4 requirements listed in part 3700.0100 and the requirements for a
5 teacher in the business and office area under part 3700.0300.

6 Subp. 3. **Occupational experience requirement.** The
7 applicant must have 8,000 hours of occupational experience in
8 one or more of the areas listed in items A to E. The 8,000
9 hours may include the 2,000 hours required under part 3700.0300,
10 subpart 2:

11 A. administrative office assistant;

12 B. secretary/stenographer;

13 C. clerk typist;

14 D. word processing secretary; and

15 E. correspondence specialist; and

16 F. clerical data entry.

17 Subp. 4. **Substitution for occupational experience.** The
18 applicant may substitute education described in items A to D for
19 up to 4,000 hours of the occupational experience required in
20 subpart 3. The education must be from an accredited
21 postsecondary institution. If the substitution is made, the
22 applicant must still comply with the recency requirements in
23 part 3700.0300, subpart 2.

24 A. A bachelor's or higher degree in administrative
25 office management, office management, office systems management,
26 business education, or business management may be substituted
27 for 4,000 hours.

28 B. An associate degree in professional office
29 management, secretarial, medical secretarial, legal secretarial,
30 secretarial science, word processing, office information
31 processing, administrative secretarial, or personnel assistant
32 may be substituted for 2,000 hours.

33 C. A diploma in the areas of administrative,
34 clerical, correspondence, legal, medical, or general secretarial;
35 office information processing; or word processing may be
36 substituted. A one-year program equals 1,050 hours. A two-year

1 program equals 2,100 hours.

2 D. The completion of courses for credit or clock
3 hours for credit with a business title or prefix, or in office
4 management, records management, office procedures, shorthand,
5 transcription, keyboarding/typing, or word processing may be
6 substituted. One hour of instruction equals one hour of
7 occupational experience. One quarter credit equals 20 hours of
8 occupational experience. One semester credit equals 30 hours of
9 occupational experience.

10 Subp. 5. **Substitution for recent occupational experience.**

11 The applicant may substitute teaching experience at an
12 accredited postsecondary institution or in an industrial or
13 military setting in general office typist or secretarial
14 occupations for 1,500 hours of the 2,000 required under part
15 3700.0300, subpart 2. Two hours of teaching equal one hour of
16 the occupational experience required in part 3700.0300, subpart
17 2.

18 3700.0335 MEDICAL SECRETARIAL LICENSE.

19 Subpart 1. **May teach.** A teacher who has a medical
20 secretarial license may teach in the medical secretary, word
21 processing secretary, clerk typist, receptionist, medical
22 administrative secretary, general secretary, administrative
23 secretary, and clerical data entry programs and may also teach
24 courses in:

- 25 A. secretarial medical ethics and law;
- 26 B. medical insurance forms;
- 27 C. medical shorthand;
- 28 D. medical terminology and shorthand;
- 29 E. written and oral business communications;
- 30 F. business math and machines;
- 31 G. job seeking and keeping skills;
- 32 H. keyboarding/typing;
- 33 I. office management;
- 34 J. office procedures;
- 35 K. filing;

- 1 L. machine transcription;
- 2 M. secretarial accounting;
- 3 N. introduction to computer operations; and
- 4 O. word processing.

5 Subp. 2. **Other requirements.** The applicant must meet the
6 requirements listed in part 3700.0100 and the requirements for a
7 teacher in the business and office area under part 3700.0300.

8 Subp. 3. **Occupational experience requirement.** The
9 applicant must have 8,000 hours of occupational experience in
10 the areas listed in items A and B, with a minimum of 2,000 hours
11 in each. The 8,000 hours may include the 2,000 hours required
12 under part 3700.0300, subpart 2:

- 13 A. medical secretary; and
- 14 B. administrative medical assistant.

15 Subp. 4. **Substitution for occupational experience.** The
16 applicant may substitute education described in items A to D for
17 up to 4,000 hours of the occupational experience required in
18 subpart 3. The education must be from an accredited
19 postsecondary institution. If the substitution is made, the
20 applicant must still comply with the recency requirements in
21 part 3700.0300, subpart 2.

22 A. A bachelor's or higher degree in administrative
23 office management, office management, office systems management,
24 business education, or medical records administration may be
25 substituted for 4,000 hours.

26 B. An associate degree in secretarial, secretarial
27 science, or medical secretarial may be substituted for 2,000
28 hours.

29 C. A diploma in medical secretarial, admissions
30 records technician, or general secretarial program may be
31 substituted for 1,050 hours. A two-year program may be
32 substituted for 2,100 hours.

33 D. The completion of courses for credit or clock
34 hours for credit with a business title or prefix, or in office
35 management, records management, office procedures, shorthand,
36 transcription, keyboarding/typing, word processing, medical

1 ethics and law, medical insurance forms, medical office
2 procedures, medical shorthand, or medical terminology may be
3 substituted. One hour of instruction equals one hour of
4 occupational experience. One quarter credit equals 20 hours of
5 occupational experience. One semester credit equals 30 hours of
6 occupational experience.

7 Subp. 5. **Substitution for recent occupational experience.**

8 The applicant may substitute teaching experience at an
9 accredited postsecondary institution or in an industrial or
10 military setting in general office occupations or secretarial
11 occupations for 1,500 hours of the 2,000 required under part
12 3700.0300, subpart 2. Two hours of teaching equal one hour of
13 the occupational experience required in part 3700.0300, subpart
14 2.

15 3700.0340 LEGAL SECRETARIAL OCCUPATIONS LICENSE.

16 Subpart 1. **May teach.** A teacher who has a legal
17 secretarial license may teach in the legal secretary, word
18 processing secretary, clerk typist, receptionist, clerical data
19 entry, legal administrative secretary, general secretary, and
20 administrative secretary programs and may also teach courses in:

- 21 A. machine transcription;
- 22 B. legal terminology;
- 23 C. legal word processing;
- 24 D. written and oral business communications;
- 25 E. business math and machines;
- 26 F. job seeking and keeping skills;
- 27 G. keyboarding/typing;
- 28 H. office management;
- 29 I. office procedures;
- 30 J. filing;
- 31 K. secretarial accounting;
- 32 L. business law;
- 33 M. introduction to computer operations; and
- 34 N. word processing.

35 Subp. 2. **Other requirements.** The applicant must meet the

1 requirements listed in part 3700.0100 and the requirements for a
2 teacher in the business and office area under part 3700.0300.

3 Subp. 3. **Occupational experience requirement.** The
4 applicant must have 8,000 hours of occupational experience.
5 4,000 of the hours must be as a legal secretary. The remaining
6 hours may be in one or more of the areas listed in items A to
7 C. The 8,000 hours may include the 2,000 hours required under
8 part 3700.0300, subpart 2:

- 9 A. legal typist;
10 B. legal stenographer; and
11 C. legal word processor.

12 Subp. 4. **Substitution for occupational experience.** The
13 applicant may substitute education described in items A to D for
14 up to 4,000 hours of the occupational experience required in
15 subpart 3, items A to C. The education must be from an
16 accredited postsecondary institution. If the substitution is
17 made, the applicant must still comply with the recency
18 requirements in part 3700.0300, subpart 2.

19 A. A bachelor's or higher degree in business
20 education or office management may be substituted for 4,000
21 hours.

22 B. An associate degree in legal secretarial,
23 paralegal, legal assistant, or secretarial may be substituted
24 for 2,000 hours.

25 C. A diploma in legal secretarial occupations,
26 secretarial occupations, or word processing may be substituted.
27 A one-year program equals 1,050 hours. A two-year program
28 equals 2,100 hours.

29 D. The completion of courses for credit or clock
30 hours for credit with a business title or prefix, or in office
31 management, office procedures, shorthand, transcription, typing,
32 word processing, legal office procedures, legal transcription,
33 legal terminology, or legal ethics may be substituted. One hour
34 of instruction equals one hour of occupational experience. One
35 quarter credit equals 20 hours of occupational experience. One
36 semester credit equals 30 hours of occupational experience.

1 Subp. 5. **Substitution for recent occupational experience.**

2 The applicant may substitute teaching experience at an
3 accredited postsecondary institution or in an industrial or
4 military setting in general office occupations or secretarial
5 occupations for 1,500 hours of the 2,000 required under part
6 3700.0300, subpart 2. Two hours of teaching experience equal
7 one hour of the occupational experience required in part
8 3700.0300, subpart 2.

9 3700.0350 PURCHASING OR INVENTORY MANAGEMENT LICENSE.

10 Subpart 1. **May teach.** A teacher who has a purchasing or
11 inventory management license may teach in the purchasing or
12 inventory management program and may also teach courses in:

- 13 A. business math and machines;
14 B. principles of economics;
15 C. computer inventory control;
16 D. business inventory control; and
17 E. business principles.

18 Subp. 2. **Other requirements.** The applicant must meet the
19 requirements listed in part 3700.0100 and the requirements for a
20 teacher in the business and office area under part 3700.0300.

21 Subp. 3. **Occupational experience requirement.** The
22 applicant must have 8,000 hours of occupational experience in
23 one or more of the areas listed in items A to F. The 8,000
24 hours may include the 2,000 hours required under part 3700.0300,
25 subpart 2:

- 26 A. buyer or senior buyer;
27 B. materials manager;
28 C. purchasing agent;
29 D. purchasing director;
30 E. purchasing manager; and
31 F. expediter with buying responsibility.

32 Subp. 4. **Substitution for occupational experience.** The
33 applicant may substitute education described in items A to D for
34 up to 4,000 hours of the occupational experience required in
35 subpart 3. The education must be at an accredited postsecondary

1 institution. If the substitution is made, the applicant must
 2 still comply with the recency requirements in part 3700.0300,
 3 subpart 2.

4 A. A bachelor's or higher degree in marketing,
 5 business administration or management, or finance may be
 6 substituted for 4,000 hours.

7 B. An associate degree in marketing, or business
 8 administration or management may be substituted for 2,000 hours.

9 C. A diploma in purchasing or inventory management
 10 may be substituted. A one-year program equals 1,050 hours. A
 11 two-year program equals 2,100 hours.

12 D. The completion of courses for credit or clock
 13 hours for credit with a business administration or management,
 14 accounting, marketing, or economics title or prefix may be
 15 substituted. One hour of instruction equals one hour of
 16 occupational experience. One quarter credit equals 20 hours of
 17 occupational experience. One semester credit equals 30 hours of
 18 occupational experience.

19 **Subp. 5. Substitution for recent occupational experience.**
 20 The applicant may substitute teaching experience at an
 21 accredited postsecondary institution or in an industrial or
 22 military setting in purchasing or inventory management for 1,500
 23 hours of the 2,000 required under part 3700.0300, subpart 2.
 24 Two hours of teaching equal one hour of the occupational
 25 experience required in part 3700.0300, subpart 2.

26 3700.0355 TRAFFIC TRANSPORTATION MANAGEMENT LICENSE.

27 **Subpart 1. May teach.** A teacher who has a traffic
 28 transportation management license may teach in the traffic
 29 transportation management program and may also teach courses in:

- 30 A. business math and machines;
- 31 B. traffic office procedures, terminology, and forms;
- 32 C. business principles;
- 33 D. business law;
- 34 E. introduction to business;
- 35 F. job seeking and keeping skills; and

1 G. filing.

2 Subp. 2. **Other requirements.** The applicant must meet the
3 requirements listed in part 3700.0100 and the requirements for a
4 teacher in the business and office area under part 3700.0300.

5 Subp. 3. **Occupational experience requirement.** The
6 applicant must have 8,000 hours of occupational experience in
7 one or more of the areas listed in items A to C, with a minimum
8 of 2,000 hours in at least one area. The 8,000 hours may
9 include 2,000 hours required under part 3700.0300, subpart 2:

10 A. traffic customer service representative;

11 B. dispatcher; and

12 C. logistics manager of operations in physical
13 distribution, traffic agent, traffic clerk, safety terminal
14 director, traffic manager, or traffic rate clerk.

15 Subp. 4. **Substitution for occupational experience.** The
16 applicant may substitute education described in items A to D for
17 up to 4,000 hours of the occupational experience required in
18 subpart 3. The education must be at an accredited postsecondary
19 institution. If the substitution is made, the applicant must
20 still comply with the recency requirements in part 3700.0300,
21 subpart 2.

22 A. A bachelor's or higher degree in business
23 administration, office management, or marketing may be
24 substituted for 4,000 hours.

25 B. An associate degree in business administration,
26 business management, or marketing may be substituted for 2,000
27 hours.

28 C. A diploma in traffic office and/or traffic
29 transportation management may be substituted. A one-year
30 program equals 1,050 hours. A two-year program equals 2,100
31 hours.

32 D. The completion of courses for credit or clock
33 hours for credit with a traffic transportation title or prefix
34 may be substituted. One hour of instruction equals one hour of
35 occupational experience. One quarter credit equals 20 hours of
36 occupational experience. One semester equals 30 hours of

1 occupational experience.

2 Subp. 5. **Substitution for recent occupational experience.**

3 An applicant may substitute teaching experience at an accredited
4 postsecondary institution or in an industrial or military
5 setting in traffic office or traffic transportation management
6 for 1,500 hours of the 2,000 required under part 3700.0300,
7 subpart 2. Two hours of teaching experience equal one hour of
8 the occupational experience required under part 3700.0300,
9 subpart 2.

10 3700.0360 COURT REPORTING LICENSE.

11 Subpart 1. **May teach.** A teacher who has a court reporting
12 license may teach in the court reporting program and may also
13 teach courses in:

14 A. legal terminology; and

15 B. machine shorthand.

16 Subp. 2. **Other requirements.** The applicant must meet the
17 requirements listed in part 3700.0100 and the requirements for a
18 teacher in the business and office area under part 3700.0300.

19 Subp. 3. **Occupational experience requirement.** The
20 applicant must have 8,000 hours of occupational experience in
21 one or more of the areas listed in items A and B. The 8,000
22 hours may include the 2,000 hours required under part 3700.0300,
23 subpart 2:

24 A. official court reporter; and

25 B. freelance court reporter.

26 Subp. 4. **Substitution for occupational experience.** The
27 applicant may substitute education described in items A to D for
28 up to 4,000 hours of the occupational experience required in
29 subpart 3. The education must be at an accredited postsecondary
30 institution. If the substitution is made, the applicant must
31 still comply with the recency requirements in part 3700.0300,
32 subpart 2.

33 A. A bachelor's or higher degree in a court reporting
34 program approved by the National Shorthand Reporters Association
35 may be substituted for 4,000 hours.

1 B. An associate degree in a court reporting program
2 approved by the National Shorthand Reporters Association may be
3 substituted for 2,000 hours.

4 C. A diploma in court reporting approved by the
5 National Shorthand Reporters Association may be substituted. A
6 one-year program equals 1,050 hours. A two-year program equals
7 2,100 hours.

8 D. The completion of courses for credit or clock
9 hours for credit with a court reporting title or prefix may be
10 substituted. One hour of instruction equals one hour of
11 occupational experience. One quarter credit equals 20 hours of
12 occupational experience. One semester credit equals 30 hours of
13 occupational experience.

14 Subp. 5. **Substitution for recent occupational experience.**

15 The applicant may substitute teaching experience at an
16 accredited postsecondary institution or in an industrial or
17 military setting in secretarial, general office, or court
18 reporting for 1,500 hours of the 2,000 required under part
19 3700.0300, subpart 2. Two hours of teaching equal one hour of
20 the occupational experience required under part 3700.0300,
21 subpart 2.

22 3700.0365 PERSONNEL ASSISTANT LICENSE.

23 Subpart 1. **May teach.** A teacher who has a personnel
24 assistant license may teach in the personnel assistant program
25 and may also teach courses in:

- 26 A. business math and machines;
- 27 B. job seeking and keeping skills;
- 28 C. office management;
- 29 D. office procedures;
- 30 E. filing; and
- 31 F. employee services and relations.

32 Subp. 2. **Other requirements.** The applicant must meet the
33 requirements listed in part 3700.0100 and the requirements for a
34 teacher in the business and office area under part 3700.0300.

35 Subp. 3. **Occupational experience requirement.** The

1 applicant must have 8,000 hours of occupational experience as a
2 manager/supervisor or assistant manager/supervisor in one or
3 more of the areas listed in items A to F. The 8,000 hours may
4 include the 2,000 required under part 3700.0300, subpart 2:

- 5 A. personnel;
- 6 B. human resources;
- 7 C. labor relations;
- 8 D. employee benefits;
- 9 E. employee development; and
- 10 F. employment specialist.

11 Subp. 4. **Substitution for occupational experience.** The
12 applicant may substitute education described in items A to D for
13 up to 4,000 hours of the occupational experience required in
14 subpart 3. The education must be at an accredited postsecondary
15 institution. If the substitution is made, the applicant must
16 still comply with the recency requirements in part 3700.0300,
17 subpart 2.

18 A. A bachelor's or higher degree in personnel, human
19 resources, industrial relations, or business may be substituted
20 for 4,000 hours.

21 B. An associate degree in a personnel assistant
22 program may be substituted for 2,000 hours.

23 C. A diploma or certificate in a personnel assistant
24 program may be substituted. A one-year program equals 1,050
25 hours. A two-year program equals 2,100 hours.

26 D. The completion of courses for credit or clock
27 hours for credit with a personnel title or prefix, or in human
28 relations, labor relations, wage and salary administration,
29 interviewing techniques, and training and development of
30 personnel may be substituted. One hour of instruction equals
31 one hour of occupational experience. One quarter credit equals
32 20 hours of occupational experience. One semester credit equals
33 30 hours of occupational experience.

34 Subp. 5. **Substitution for recent occupational experience.**
35 The applicant may substitute teaching experience at an
36 accredited postsecondary institution or an industrial or

1 military setting in personnel assistant for 1,500 hours of the
2 2,000 required under part 3700.0300, subpart 2. Two hours of
3 teaching experience equal one hour of the occupational
4 experience required in part 3700.0300, subpart 2.

5 3700.0370 COMPUTER PROGRAMMING LICENSE.

6 Subpart 1. **May teach.** A teacher who has a computer
7 programming license may teach in the computer programming
8 program and may also teach courses in:

- 9 A. introduction to data processing;
- 10 B. data processing management and supervision;
- 11 C. general microcomputer operations;
- 12 D. microcomputer keyboarding and printing;
- 13 E. management information systems;
- 14 F. operating system concepts and skills;
- 15 G. work station operations;
- 16 I. data communications; and
- 17 J. programming languages.

18 Subp. 2. **Other requirements.** The applicant must meet the
19 requirements listed in part 3700.0100 and the requirements for a
20 teacher in the business and office area under part 3700.0300.

21 Subp. 3. **Occupational experience requirement.** The
22 applicant must have 8,000 hours of work experience in one or
23 more of the areas listed in items A to F. Two thousand of the
24 8,000 hours must be in computer related occupations of data
25 processing manager or director; director or manager of
26 information systems; and programmer in the areas of supervisor,
27 manager, project leader, systems analyst. The 8,000 hours may
28 include the 2,000 hours required under part 3700.0300, subpart 2:

- 29 A. computer programming;
- 30 B. programmer, analyst, or administrator of data
31 bases;
- 32 C. data communications programmer;
- 33 D. programmer analyst;
- 34 E. programmer operator; and
- 35 F. systems programmer.

1 Subp. 4. **Substitution for occupational experience.** The
2 applicant may substitute education described in items A to D for
3 up to 4,000 hours of the occupational experience required in
4 subpart 3. The education must be at an accredited postsecondary
5 institution. If the substitution is made, the applicant must
6 still comply with the recency requirements in part 3700.0300,
7 subpart 2.

8 A. A baccalaureate or higher degree in business
9 management information systems processing, computer science, or
10 data processing may be substituted for 4,000 hours.

11 B. An associate degree in business, computer science
12 management information systems processing, or data processing
13 may be substituted for 2,000 hours.

14 C. A diploma in computer programming or data
15 processing may be substituted. A one-year program equals 1,050
16 hours. A two-year program equals 2,100 hours.

17 D. The completion of courses for credit or clock
18 hours for credit in management information systems or business
19 may be substituted. One hour of instruction equals one hour of
20 occupational experience. One quarter credit equals 20 hours of
21 occupational experience. One semester credit equals 30 hours of
22 occupational experience.

23 Subp. 5. **Substitution for recent occupational experience.**
24 The applicant may substitute teaching experience at an
25 accredited postsecondary institution or in an industrial or
26 military setting in subpart 1, for 1,500 hours of the 2,000
27 required under part 3700.0300, subpart 2. Two hours of teaching
28 equal one hour of the occupational experience required in part
29 3700.0300, subpart 2.

30 3700.0375 COMPUTER OPERATIONS LICENSES.

31 Subpart 1. **May teach.** A teacher who has a computer
32 operations license may teach in the computer operations program
33 and may also teach courses in:

- 34 A. supervision and management in computer operations;
35 B. general microcomputer operations;

- 1 C. microcomputer keyboarding and printing;
2 D. management information systems processing
3 management and supervision;
4 E. operating systems, concepts, and skills;
5 F. work station operations;
6 G. data communications; and
7 H. systems analysis.

8 Subp. 2. **Other requirements.** The applicant must meet the
9 requirements listed in part 3700.0100 and the requirements for a
10 teacher in the business and office area under part 3700.0300.

11 Subp. 3. **Occupational experience requirement.** The
12 applicant must have 8,000 hours of occupational experience in
13 one or more of the areas listed in items A to F. The 8,000
14 hours may include the 2,000 hours required under part 3700.0300,
15 subpart 2:

- 16 A. computer operator;
17 B. data processing manager;
18 C. lead computer operator;
19 D. management information systems manager or operator;
20 E. operations analyst, consultant, or supervisor; and
21 F. program or systems operator.

22 Subp. 4. **Substitution for occupational experience.** The
23 applicant may substitute education described in items A to D for
24 up to 4,000 hours of the occupational experience required in
25 subpart 3. The education must be at an accredited postsecondary
26 institution. If the substitution is made, the applicant must
27 still comply with the recency requirements in part 3700.0300,
28 subpart 2.

29 A. A baccalaureate or higher degree in business,
30 computer management information systems, business data
31 processing, computer science, or systems analysis may be
32 substituted for 4,000 hours.

33 B. An associate degree in business, computer
34 management information systems, or computer science may be
35 substituted for 2,000 hours.

36 C. A diploma in computer operations or data

1 processing with computer operations may be substituted. A
 2 one-year program equals 1,050 hours. A two-year program equals
 3 2,100 hours.

4 D. The completion of courses for credit or clock
 5 hours for credit in business or management information systems
 6 may be substituted. One hours of instruction equals one hour of
 7 occupational experience. One quarter credit equals 20 hours of
 8 occupational experience. One semester credit equals 30 hours of
 9 occupational experience.

10 Subp. 5. **Substitution for recent occupational experience.**

11 The applicant may substitute teaching experience at an
 12 accredited postsecondary institution or in an industrial or
 13 military setting in data processing programs for 1,500 hours of
 14 the 2,000 required under part 3700.0300, subpart 2. Two hours
 15 of teaching experience equal one hour of the occupational
 16 experience required in part 3700.0300, subpart 2.

17 3700.0380 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

18 On January 1, 1988, the state board shall convert the
 19 existing license issued under part 3515.9920, listed in column
 20 A, to the license listed in column B. At the licensee's next
 21 renewal date the renewed license must show the new license
 22 category and the January 1, 1988, conversion date.

	A	B
23		
24	140100	3700.0305
25	Accounting	Accounting
26		
27	140102	3700.0310
28	Bookkeeping	Bookkeeping
29		
30	140120	3700.0315
31	Banking and Finance/General	Banking and Finance
32		Operations
33		
34	140122	3700.0315
35	Financial Teller Occupations	Banking and Finance
36		Operations
37		
38	140121	3700.0320
39	Banking and Finance/ Agriculture	Banking and Finance
40		Operations/Agriculture
41		
42	140800	3700.0325
43	Business Management	Business Administrative
44		Management
45		
46	140004	3700.0325
47	Office Supervision and	Business Administrative
48	Management	Management

1		
2	140201	3700.0375
3	Computer Operations	Computer Operations
4		
5	140200	3700.0375
6	Data Processing	Computer Operations
7		
8	140203	3700.0370
9	Computer Programming	Computer Programming
10		
11	140200	3700.0370
12	Data Processing	Computer Programming
13		
14	140704	3700.0360
15	Court Reporting	Court Reporting
16		
17	140292	3700.0330
18	Data Entry	Administrative Support
19		
20	140906	3700.0330
21	Word Processing Occupations	Administrative Support
22		
23	140730	3700.0330
24	General Secretarial with	Administrative Support
25	Shorthand	
26		
27	140731	3700.0330
28	General Secretarial without	Administrative Support
29	Shorthand	
30		
31	140743	3700.0340
32	Legal Secretarial with	Legal Secretarial
33	Shorthand	Occupations
34		
35	140742	3700.0340
36	Legal Secretarial without	Legal Secretarial
37	Shorthand	Occupations
38		
39	140752	3700.0335
40	Medical Secretarial with	Medical Secretarial
41	Shorthand	Occupations
42		
43	140753	3700.0335
44	Medical Secretarial without	Medical Secretarial
45	Shorthand	Occupations
46		
47	140006	3700.0365
48	Uncharted License Personnel	Personnel Assistant
49	Assistant	
50		
51	140313	3700.0355
52	Traffic Office Clerk	Traffic Transportation
53		Management
54		
55	140312	3700.0350
56	Purchasing Office Clerk	Purchasing and Inventory
57		Management
58		

59 REPEALER. Minnesota Rules, part 3700.0380 is repealed
60 after the board has renewed the licenses in part 3700.0380,
61 column A, to show the conversion to the licenses listed in part
62 3700.0380, column B.