

1 State Board of Vocational Technical Education

2

3 Adopted Permanent Rules Relating to Administrative Licenses;

4 Director and Assistant Director

5

6 Rules as Adopted

7 3700.0900 GENERAL REQUIREMENTS.

8 An applicant for a license for postsecondary director or  
9 assistant director of a technical institute must meet the  
10 requirements listed or referred to in this part. These  
11 requirements are in addition to the requirements of the specific  
12 license requested.

13 A. An applicant shall meet the general provisions and  
14 procedures for licensure of instructional and supportive  
15 personnel except when superseded by parts 3700.0900 to 3700.0903.

16 B. The applicant must comply with parts 3515.7400 to  
17 3515.8300.

18 C. Parts 3515.8400 to 3515.8800 and 3515.9000 no  
19 longer apply for parts 3700.0901 to 3700.0903.

20 3700.0901 DIRECTOR IN DISTRICTS OPERATING A TECHNICAL INSTITUTE.

21 Subpart 1. **Must have director.** A district designated and  
22 approved by the State Board of Vocational Technical Education to  
23 operate a technical institute shall employ a full-time director  
24 for the technical institute.

25 Subp. 2. **Director's responsibilities.** The director is  
26 responsible for the following activities:

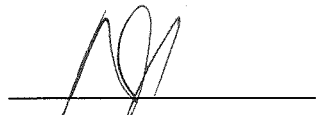
27 A. **policy:** recommend and implement institute policy  
28 in accordance with governing law and policy;

29 B. **planning:** plan according to community needs to  
30 meet the goals of the institution;

31 C. **programs and curriculum:** identify, develop,  
32 implement, and revise all programs and courses;

33 D. **services:** provide leadership, development, and  
34 supervision of services of all students and staff;

35 E. **personnel:** recruit, recommend for employment,



1 assign, orient, supervise, and evaluate or recommend  
2 terminations;

3 F. fiscal: develop, prepare, revise, and manage  
4 institution finances;

5 G. public relations:

6 (1) plan, develop, and implement all marketing  
7 and public relations activities; and

8 (2) develop and maintain a liaison with labor,  
9 business, and community agencies;

10 H. facilities: plan for the short or long term,  
11 acquire, maintain, and account for all property, facilities,  
12 equipment, and services; and

13 I. evaluation: conduct ongoing evaluations of items  
14 A to F via consultations with staff, industry, pertinent  
15 community resources, and State Board of Vocational Technical  
16 Education staff.

17 Subp. 3. **Licensure requirement.** A person who is  
18 responsible for the activities listed in subpart 2 at a  
19 postsecondary technical institute regardless of the title of the  
20 person's position must be licensed under this part.

21 Subp. 4. **Licensure criteria.** An applicant for licensure  
22 as a technical institute director shall meet the following  
23 requirements:

24 A. Education.

25 (1) Baccalaureate or graduate level degree from  
26 an accredited college.

27 (2) Three quarter credits of pedagogy in each of  
28 the following: educational tests and measurements, methods of  
29 instruction, and course construction or development.

30 (3) Three quarter credits in philosophy of  
31 vocational technical education.

32 (4) Nine quarter credits or 135 clock hours in  
33 educational administration or supervision/management of  
34 institutional operations that must include three quarter credits  
35 or 45 clock hours in instructional supervision in vocational  
36 technical education.

1 (5) A total of twelve quarter credits or 180  
2 clock hours covering at least three of the following subjects:  
3 school law, institutional and educational planning, program or  
4 curriculum development or, supervision, personnel management,  
5 finance and budget, public relations, building management,  
6 organization and administration, labor relations, and evaluation  
7 techniques. If clock hours are used, the subjects must be  
8 covered in units of no fewer than 15 clock hours.

9 B. Experience in vocational education. Six thousand  
10 hours of verified vocational educational experience as an  
11 employee in an accredited postsecondary institution or state  
12 agency functioning in a position that has vocational education  
13 as its focus. This position must be at an administrative,  
14 supervisory, managerial, or student developmental level.

15 C. Experience in administration. Six thousand hours  
16 of verified administrative, supervisory, or managerial level  
17 experience in education, business, industry, government, or  
18 social service agencies. Two thousand of the 6,000 hours must  
19 be within five years before applying for a license.

20 D. Occupational experience. Four thousand hours of  
21 verified occupational experience outside of education with no  
22 recency requirement.

23 3700.0902 ASSISTANT DIRECTOR IN A DISTRICT OPERATING A TECHNICAL  
24 INSTITUTE.

25 Subpart 1. Assistant director; when position and license  
26 required. A district designated and approved by the State Board  
27 of Vocational Technical Education to operate a technical  
28 institute shall employ an assistant director in addition to a  
29 director if at the institute more than 40 percent of a person's  
30 time is spent assisting the director, and the person is assigned  
31 by the director to be responsible for four or more of the  
32 activities in subpart 2. The person is an assistant director  
33 and must have an assistant director's license.

34 Subp. 2. Activities requiring a license. The activities  
35 referred to in subpart 1 are:

1           A. policy: recommend and implement institute policy  
2 in accordance with governing law and policy;

3           B. planning: plan according to community needs to  
4 meet the goals of the institution;

5           C. programs and curriculum: identify, develop,  
6 implement, and revise all programs and courses;

7           D. services: provide leadership, development, and  
8 supervision of services to all students and staff;

9           E. personnel: recruit, recommend for employment,  
10 assign, orient, supervise, evaluate, or recommend terminations;

11           F. fiscal: develop, prepare, revise, and manage  
12 institution finances;

13           G. public relations:

14                 (1) plan, develop, and implement all marketing  
15 and public relations activities; and

16                 (2) develop and maintain a liaison with labor,  
17 business, and community agencies;

18           H. facilities: plan for the short or long term,  
19 acquire, maintain, and account for all property, facilities,  
20 equipment, and services; and

21           I. evaluation: conduct ongoing evaluations of items  
22 A to F via consultations with staff, industry, pertinent  
23 community resources, and State Board of Vocational Technical  
24 Education staff.

25           Subp. 3. Licensure requirement. A person holding the  
26 position of assistant director of a postsecondary technical  
27 institute, regardless of the title of the position at the  
28 technical institute, must be licensed under this part.

29           Subp. 4. Licensure criteria. An applicant for licensure  
30 as a technical institute assistant director shall meet the  
31 following requirements:

32           A. Education.

33                 (1) Baccalaureate or graduate level degree from  
34 an accredited college.

35                 (2) Three quarter credits of pedagogy in each of  
36 the following: educational tests and measurements, methods of

1 instruction, and course construction or development.

2 (3) Three quarter credits in philosophy of  
3 vocational technical education.

4 (4) Nine quarter credits or 135 clock hours in  
5 educational administration or supervision/management of  
6 institutional operations that must include three quarter credits  
7 or 45 clock hours in instructional supervision in vocational  
8 technical education.

9 B. Experience in vocational education. An applicant  
10 must have three years of verified vocational educational  
11 experience in an accredited postsecondary institution or state  
12 agency functioning in a position that has vocational education  
13 as its focus.

14 C. Occupational experience. Four thousand hours of  
15 verified occupational experience outside of education with no  
16 recency requirement.

17 3700.0903 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

18 Five working days following the publication in the State  
19 Register of adopted parts 3700.0900 to 3700.0903, the state  
20 board shall convert the adult vocational education license  
21 category to the license category of assistant director in a  
22 district with a technical institute. At the licensee's next  
23 renewal date, the renewed license must show the new license  
24 category. A person holding a license as director, assistant  
25 director, or adult vocational education director before the  
26 effective date of parts 3700.0900 to 3700.0903 may renew the  
27 license by complying with parts 3515.7300 to 3515.8300 and upon  
28 compliance must be issued the revised license designated in  
29 parts 3700.0901, 3700.0902, or 3700.0903, as applicable.

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31 OVERLAP PERIOD; REPEALER. For a year after the date parts  
32 3700.0900 to 3700.0903 are effective, parts 3515.8400 to  
33 3515.8800 and 3515.9000 continue to apply to the application,  
34 qualifications, or criteria for initial licensure of technical  
35 institute director, assistant director, or adult vocational

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1 education director. During the period when both procedures  
2 apply, an applicant for any of these licenses may proceed under  
3 either procedure. A year after parts 3700.0900 to 3700.0903 are  
4 effective, parts 3515.8400 to 3515.8800 and 3515.9000 are  
5 repealed, and thereafter an applicant for any of these licenses  
6 may only proceed under parts 3700.0900 to 3700.0903.