

1 State Board of Vocational Technical Education

2

3 Adopted Permanent Rules Relating to Vocational Teacher Licenses;

4 Business and Office, and Emerging Occupations

5

6 Rules as Adopted

7 3700.0376 FINANCIAL AID ASSISTANT.

8 Subpart 1. **May teach.** A teacher who has a financial aid
9 assistant license may teach in the financial aid assistant
10 program.

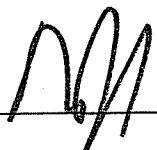
11 Subp. 2. **Other requirements.** The applicant must meet the
12 requirements listed in part 3700.0100 and the requirements for a
13 teacher in the business and office area under part 3700.0300.

14 Subp. 3. **Occupational experience requirement.** The
15 applicant must have 8,000 hours of occupational experience with
16 a minimum of 6,000 hours in a position that administers or
17 assists with the administration of financial aid within a
18 postsecondary institution. The recency listed in part
19 3700.0300, subpart 2, must be met with this experience. The
20 remaining hours may be in an administrative support position.

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

28 A. A bachelor's or higher degree in business,
29 accounting, or financial aid administration may be substituted
30 for 2,000 hours of experience in an administrative support
31 position and a maximum of 2,000 hours of the experience in a
32 financial aid position.

33 B. An associate degree in business, accounting,
34 administrative support, or financial aid assistant may be
35 substituted for 2,000 hours.



1 C. A diploma in accounting, administrative support,
2 or financial aid assistant may be substituted. A one-year
3 program equals 1,050 hours. A two-year program equals 2,100
4 hours.

5 D. The completion of courses for credit or clock
6 hours for credit in administrative support or financial aid may
7 be substituted. One hour of instruction equals one hour of
8 occupational experience. One quarter credit equals 20 hours of
9 occupational experience. One semester credit equals 30 hours of
10 occupational experience.

11 Subp. 5. Substitution for recent occupational experience.
12 The applicant may substitute teaching experience at an
13 accredited postsecondary institution in financial aid assistant
14 for 1,500 hours of the 2,000 required in part 3700.0300, subpart
15 2. Two hours of teaching equal one hour of occupational
16 experience required in part 3700.0300, subpart 2.

17 3700.0377 MICROCOMPUTER SUPPORT SPECIALIST.

18 Subpart 1. May teach. A teacher who has a microcomputer
19 support specialist license may teach in the microcomputer
20 support specialist program and may also teach courses in:

21 A. microcomputing operating system/concepts and
22 skills; and

23 B. introduction to microcomputing.

24 Subp. 2. Other requirements. The applicant must meet the
25 requirements listed in part 3700.0100 and the requirements for a
26 teacher in the business and office area under part 3700.0300.

27 Subp. 3. Occupational experience requirement. The
28 applicant must have 8,000 hours of business application
29 occupational experience in two or more of the following areas
30 with a minimum of 2,000 of the hours in microcomputers:
31 installation of and troubleshooting computers, computer training
32 in a business or industrial setting, or programming. The 8,000
33 hours may include the 2,000 hours required under part 3700.0300,
34 subpart 2.

35 Subp. 4. Substitution for occupational experience. The

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

7 A. A bachelor's or higher degree in management
8 information systems, computer science, data processing, or
9 telecommunications may be substituted for 4,000 hours.

10 B. An associate degree in computer science, data
11 processing, microcomputer specialist, or advanced business
12 communication may be substituted for 2,000 hours.

13 C. A diploma in business microcomputing, computer
14 operator, or computer programmer may be substituted. A one-year
15 program equals 1,050 hours. A two-year program equals 2,100
16 hours.

17 D. The completion of courses for credit or clock
18 hours for credit in microcomputer or mainframe computer may be
19 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 at an industrial or
26 military setting in microcomputer specific training for 1,500
27 hours of the 2,000 required in part 3700.0300, subpart 2. Two
28 hours of teaching equal one hour of the occupational experience
29 required in part 3700.0300, subpart 2.

30 3700.0378 ADVANCED BUSINESS TECHNOLOGY.

31 Subpart 1. May teach. A teacher who has an advanced
32 business technology license may teach in the advanced business
33 technology program and may also teach courses in application and
34 use of:

35 A. public switched networks;

- 1 B. private switched networks;
- 2 C. private branch exchange;
- 3 D. integrated services digital network;
- 4 E. microcomputer system applications;
- 5 F. asynchronous/synchronous communications; and
- 6 G. modem technology.

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

10 Subp. 3. **Occupational experience requirement.** The
11 applicant must have 8,000 hours of occupational experience in
12 planning, designing, networking, engineering, managing, or
13 installation and maintenance in two or more of items A to C.
14 The 8,000 hours may include the 2,000 hours required under part
15 3700.0300, subpart 2.

- 16 A. computer system analysis and operation in a
17 business setting of mainframe, minicomputers, or microcomputers;
- 18 B. voice communications; and
- 19 C. data communications.

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

27 A. A bachelor's or higher degree in computer science,
28 management information systems, microcomputer studies,
29 electrical engineering, or voice data telecommunications may be
30 substituted for 4,000 hours.

31 B. An associate degree in advanced business
32 communications, electronics, microcomputer support specialist,
33 or office information processing specialist may be substituted
34 for 2,000 hours.

35 C. A diploma in business microcomputing or
36 electronics may be substituted. A one-year program equals 1,050

1 hours. A two-year program equals 2,100 hours.

2 D. The completion of courses for credit or clock
3 hours for credit in mainframe, microcomputers, or minicomputers;
4 voice data or telecommunications; or electronics may be
5 substituted. One hour of instruction equals one hour of
6 occupational experience. One quarter credit equals 20 hours of
7 occupational experience. One semester credit equals 30 hours of
8 occupational experience.

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

10 An applicant may substitute teaching experience at an accredited
11 postsecondary institution, or at an industrial or military
12 setting in advanced business communications, microcomputer,
13 telephony, data communications, or network design for 1,500
14 hours of the 2,000 required in part 3700.0300, subpart 2. Two
15 hours of teaching equal one hour of occupational experience
16 required in part 3700.0300, subpart 2.

17 3700.0379 OFFICE INFORMATION PROCESSING SPECIALIST.

18 Subpart 1. **May teach.** A teacher who has an office
19 information processing specialist license may teach in the
20 office information processing program and teach courses in:

- 21 A. word processing operations;
- 22 B. hardware evaluation;
- 23 C. software applications (WP/SS/DB);
- 24 D. application concepts/theory (SQ/SS/DB);
- 25 E. application design;
- 26 F. software evaluation; and
- 27 G. office desktop publishing.

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

31 Subp. 3. **Occupational experience requirement.** The
32 applicant must have 8,000 hours of occupational experience in
33 word processing supervisory responsibilities in an end user
34 environment where systems and technical staff interact with
35 nontechnical employees. This experience must include

1 applications design involvement from conception to
2 implementation identifying office tasks, needs identification,
3 development of software and hardware solutions, selection of
4 staff who will use the system, and training of end users. The
5 8,000 hours may include the 2,000 hours required under part
6 3700.0300, subpart 2.

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 business
15 management, business education, business administration, office
16 management, office administration, or information processing
17 (MIS) may be substituted for 4,000 hours.

18 B. An associate degree in secretarial science,
19 secretarial, office information processing, personnel assistant,
20 office administration, or office management may be substituted
21 for 2,000 hours.

22 C. A diploma in general, legal, medical, or word
23 processing secretarial programs may substitute for 2,000 hours.
24 A one-year program equals 1,050 hours. A two-year program
25 equals 2,100 hours.

26 D. The completion of courses for credit or clock
27 hours for credit in information processing, business,
28 secretarial, or management may be substituted. One hour of
29 instruction equals one hour of occupational experience. One
30 quarter credit equals 20 hours of occupational experience. One
31 semester credit equals 30 hours of occupational experience.

32 Subp. 5. **Substitution for recent occupational experience.**
33 The applicant may substitute teaching experience at an
34 accredited postsecondary institution, or in an industrial or
35 military setting in general office typist, general secretarial
36 office information processing specialist, or word processing for

1 1,500 hours of the 2,000 required in part 3700.0300, subpart 2.
2 Two hours of teaching equal one hour of occupational experience
3 required in part 3700.0300, subpart 2.

4 3709.0280 TELECOMMUNICATIONS SYSTEMS TECHNICIAN.

5 Subpart 1. **May teach.** A teacher who has a
6 telecommunications systems technician license may teach in the
7 telecommunications systems technician program and may also teach
8 courses in:

- 9 A. antennas/transmissions lines;
- 10 B. satellite/cable systems;
- 11 C. introduction to fiber optics (fiber optics I);
- 12 D. basic telecommunication security systems;
- 13 E. microwave communications;
- 14 F. basic telecommunications;
- 15 G. telecommunications test equipment; and
- 16 H. pole climbing.

17 Subp. 2. **Other requirements.** The applicant must meet the
18 requirements in part 3709.0100.

19 Subp. 3. **Occupational experience requirement.** The
20 applicant must have 8,000 hours of verified occupational
21 experience in two or more of the following:

- 22 A. installation and maintenance of electronic private
23 branch exchange (PBX);
- 24 B. underground and aerial construction of
25 telecommunications equipment;
- 26 C. cable or optic fiber splicing;
- 27 D. central office telecommunications installation and
28 maintenance;
- 29 E. repair of carrier systems including "T" carrier,
30 microwave, satellite, or optic fiber;
- 31 F. cellular communications installation and
32 maintenance;
- 33 G. data communications including installation and
34 maintenance of network systems, interfacing and protocol of
35 service, and maintenance of data terminals; and

1 H. installation and maintenance of interactive
2 television systems.

3 Subp. 4. Substitution for occupational experience. An
4 applicant may substitute the education described in item A, B,
5 C, or D for up to 4,000 hours of occupational experience
6 required under subpart 3. The education must be from an
7 accredited postsecondary institution.

8 A. A bachelor's or higher degree in electrical
9 engineering, computer science, or telecommunications may be
10 substituted for 4,000 hours.

11 B. A bachelor's degree in industrial technology,
12 engineering (other than electrical), or an associate degree in
13 electronics or telecommunications may be substituted for 2,000
14 hours.

15 C. A diploma in electronics or telecommunications may
16 be substituted. A one-year program equals 1,050 hours. A
17 two-year program equals 2,100 hours.

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

24 Subp. 5. Occupational recency substitution. Teaching
25 experience at an accredited postsecondary institution, or at an
26 industrial or military setting may be substituted for 1,500 of
27 the 2,000 hours required in part 3709.0100, subpart 1, item A,
28 if the teaching is done during the five-year period. The
29 teaching must be in telecommunications. Two hours of teaching
30 equal one hour of occupational experience.

31 3709.0290 NEON AND SIGN FABRICATIONS.

32 Subpart 1. May teach. A teacher who has a neon and sign
33 fabrication license may teach in the neon and sign fabrication
34 program and may also teach courses in:

35 A. sign and letter fabrication;

1 B. sign erection and service; and

2 C. sign electricity.

3 Subp. 2. **Other requirements.** The applicant must meet the
4 requirements in part 3709.0100.

5 Subp. 3. **Occupational experience requirement.** The
6 applicant must have 8,000 hours of verified occupational
7 experience in production and repair of neon signage, in neon
8 bending and bombarding, or sign fabrication and installation.

9 Subp. 4. **Substitution for occupational experience.** An
10 applicant may substitute the education described in item A or B
11 for up to 2,100 hours of occupational experience required under
12 subpart 3. The education must be from an accredited
13 postsecondary institution.

14 A. A diploma or certificate in neon and sign
15 fabrication. A one-year program equals 1,050 hours. A two-year
16 program equals 2,100 hours.

17 B. The completion of courses for credit or clock
18 hours for credit in neon patterns and layout, sign electricity,
19 sign and letter fabrication, and sign erection and service. One
20 hour of instruction equals one hour of occupational experience.
21 One quarter credit equals 20 hours of occupational experience.
22 One semester credit equals 30 hours of occupational experience.

23 Subp. 5. **Occupational recency substitution.** Teaching
24 experience at an accredited postsecondary institution, or at an
25 industrial or military setting may be substituted for 1,500 of
26 the 2,000 hours required in part 3709.0100, subpart 1, item A,
27 if the teaching is done during the five-year period. The
28 teaching must be in neon and sign fabrications. Two hours of
29 teaching equal one hour of occupational experience.

30 3709.0300 DIESEL FUEL INJECTION SPECIALIST.

31 Subpart 1. **May teach.** A teacher who has a diesel fuel
32 injection specialist license may teach in the diesel fuel
33 injection specialist program and may also teach courses in
34 diesel pump operation, repair, rebuilding, and calibration.

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

1 requirements in part 3709.0100.

2 Subp. 3. Occupational experience requirement. The
3 applicant must have 8,000 hours of verified occupational
4 experience in both:

5 A. diesel engine operation, repair, and maintenance;
6 and

7 B. diesel fuel injection system operation, repair,
8 and maintenance.

9 Subp. 4. Substitution for occupational experience. An
10 applicant may substitute the education described in item A, B,
11 C, or D for up to 4,000 hours of occupational experience
12 required under subpart 3. The education must be from an
13 accredited postsecondary institution.

14 A. A bachelor's or higher degree in automotive
15 engineering may be substituted for 4,000 hours.

16 B. An associate degree in diesel technology, truck
17 and diesel mechanics, agricultural equipment mechanics, heavy
18 equipment mechanics, or diesel fuel injection may be substituted
19 for 2,000 hours.

20 C. A diploma in diesel fuel injection, truck and
21 diesel mechanics, agricultural equipment mechanics, or heavy
22 equipment mechanics may be substituted. A two-year program
23 equals 2,100 hours.

24 D. The completion of courses for credit or clock
25 hours for credit in diesel fuel injection may be substituted.
26 One clock hour of instruction equals one hour of occupational
27 experience. One quarter credit equals 20 hours of occupational
28 experience. One semester credit equals 30 hours of occupational
29 experience.

30 Subp. 5. Occupational recency substitution. Teaching
31 experience at an accredited postsecondary institution, or at an
32 industrial or military setting may be substituted for 1,500 of
33 the 2,000 hours required in part 3709.0100, subpart 1, item A,
34 if the teaching is done during the five-year period. The
35 teaching must be in diesel fuel injections. Two hours of
36 teaching equal one hour of occupational experience.

1 3709.0310 ELECTRONIC PUBLISHING/INFORMATION SPECIALIST.

2 Subpart 1. **May teach.** A teacher who has an electronic
3 publishing/information specialist license may teach in the
4 electronic publishing/information specialist program and may
5 also teach courses in:

- 6 A. introduction to typography and publishing;
- 7 B. desktop publishing;
- 8 C. page makeup techniques; and
- 9 D. corporate electronic publishing.

10 Subp. 2. **Other requirements.** The applicant must meet the
11 requirements in part 3709.0100.

12 Subp. 3. **Occupational experience requirement.** The
13 applicant must have 8,000 hours of verified occupational
14 experience in all of the following:

- 15 A. layout and design;
- 16 B. typography and electronic prepress; and
- 17 C. electronic desktop publishing that integrates text
18 and graphics.

19 Subp. 4. **Occupational experience substitution.** The
20 applicant may substitute the education described in item A, B,
21 C, or D for up to 4,000 hours of occupational experience
22 required in subpart 3. The education must be from an accredited
23 postsecondary institution.

24 A. A bachelor's or higher degree in graphic arts,
25 commercial art, advertising art, or data processing may be
26 substituted for 4,000 hours.

27 B. An associate degree in graphic arts, commercial
28 art, or data processing may be substituted for 2,000 hours.

29 C. A diploma in electronic publishing/information
30 specialist, computer typesetting, graphic arts, commercial art,
31 or data processing may be substituted. A one-year program
32 equals 1,050 hours. A two-year program equals 2,100 hours.

33 D. The completion of courses for credit or clock
34 hours for credit in computer typesetting, graphic arts,
35 keylining, commercial art, desktop publishing, color separation,

1 advertising art, printing, or data processing may be
2 substituted. One clock hour of instruction equals one hour of
3 occupational experience. One quarter credit equals 20 hours of
4 occupational experience. One semester credit equals 30 hours of
5 occupational experience.

6 Subp. 5. Occupational recency substitution. Teaching
7 experience at an accredited postsecondary institution, or at an
8 industrial or military setting may be substituted for 1,500 of
9 the 2,000 hours required in part 3709.0100, subpart 1, item A,
10 if the teaching is done during the five-year period. The
11 teaching must be in typography, layout and design, electronic
12 prepress, or desktop publishing that integrates text and
13 design. Two hours of teaching equal one hour of occupational
14 experience.

15 3709.0320 SUPERVISORY MANAGEMENT.

16 Subpart 1. May teach. A teacher who has a supervisory
17 management license may teach in the supervisory management
18 program and may also teach courses in:

- 19 A. principles of supervision and management;
- 20 B. human resource management;
- 21 C. labor relations;
- 22 D. productivity improvement;
- 23 E. employee training;
- 24 F. problem solving;
- 25 G. quality/participatory management;
- 26 H. statistical process control;
- 27 I. quality first;
- 28 J. production/inventory control;
- 29 K. appraisal and evaluation;
- 30 L. work habits and absenteeism;
- 31 M. leadership development;
- 32 N. supervising for results;
- 33 O. job coaching; and
- 34 P. negotiations.

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

1 requirements in part 3709.0100.

2 Subp. 3. Occupational experience requirement. The
3 applicant must have 8,000 hours of verified occupational
4 experience in a managerial level position including but not
5 limited to budget development or control, employee selection and
6 supervision, employee performance appraisal and evaluation, and
7 assessment of employee training needs.

8 Subp. 4. Substitution for occupational experience. The
9 applicant may substitute the education described under item A,
10 B, C, or D for up to 4,000 hours of the occupational experience
11 required in subpart 3. The education must be from an accredited
12 postsecondary institution.

13 A. A bachelor's or higher degree in business,
14 marketing, or management may be substituted for 4,000 hours.

15 B. An associate degree in business, management, or
16 marketing may be substituted for 2,000 hours.

17 C. A diploma in supervision or management programs.
18 A one-year program equals 1,050 hours. A two-year program
19 equals 2,100 hours.

20 D. The completion of courses for credit or clock
21 hours for credit in business administration, business
22 management, finance, human resource management, accounting,
23 training and development, supervisory management, manufacturing
24 management, and productivity and management. One clock hour of
25 instruction equals one hour of occupational experience. One
26 quarter credit equals 20 hours of occupational experience. One
27 semester credit equals 30 hours of occupational experience.

28 Subp. 5. Occupational recency substitution. Teaching
29 experience at an accredited postsecondary institution or at an
30 industrial setting may be substituted for 1,500 of the 2,000
31 hours required in part 3709.0100, subpart 1, item A, if the
32 teaching is done during this five-year period. The teaching
33 must be in management programs or courses that include
34 supervision or management content. Two hours of teaching equal
35 one hour of occupational experience.

1 3709.0330 COMPUTERIZING SMALL BUSINESS.

2 Subpart 1. **May teach.** A teacher who has a computerizing
3 small business license may teach in the computerizing small
4 business program and may also teach courses in:

5 A. integration of computer hardware and software to
6 business;

7 B. introduction to personal computers; and

8 C. principles or business management.

9 Subp. 2. **Other requirements.** The applicant must meet the
10 requirements in part 3709.0100.

11 Subp. 3. **Occupational experience requirement.** The
12 applicant must have 8,000 hours of verified occupational
13 experience as a working proprietor or managerial level employee
14 responsible for, and making decisions based on, sources and use
15 of capital. A minimum of 2,000 hours of this experience must be
16 in developing a combination of microcomputer hardware and
17 software processes for computerizing businesses. Computerizing
18 a business means to do a feasibility study that includes
19 analyzing, prioritizing, researching availability, evaluating,
20 and reviewing computer needs.

21 Subp. 4. **Substitution for occupational experience.** The
22 applicant may substitute the education described under item A,
23 B, C, or D for up to 4,000 hours of the occupational experience
24 required in subpart 3. The education must be from an accredited
25 postsecondary institution. Notwithstanding this substitution,
26 the applicant must not substitute for the 2,000 hours of
27 experience in developing a combination of microcomputer hardware
28 and software processes for computerizing small business.

29 A. A bachelor's or higher degree in business
30 administration, business management, or accounting may be
31 substituted for 4,000 hours.

32 B. An associate degree in accounting, business
33 management, business entrepreneurship, or microcomputer sales
34 and service may be substituted for 2,000 hours.

35 C. A diploma in business entrepreneurship, small
36 business management, preparation for small business ownership,

1 accounting, or computerizing small business may be substituted.
2 A one-year program equals 1,050 hours. A two-year program
3 equals 2,100 hours.

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

11 Subp. 5. Occupational experience substitution. Teaching
12 experience at an accredited postsecondary institution or at an
13 industrial setting may be substituted for 1,500 of the 2,000
14 hours required in part 3709.0100, subpart 1, item A, if the
15 teaching is done during this five-year period. The teaching
16 must be in computerizing small business, small business
17 management, or preparation for small business ownership. Two
18 hours of teaching equal one hour of occupational experience.

19 3709.0340 PRODUCTIVITY TECHNICIAN/PRODUCTIVITY AND INVENTORY
20 MANAGEMENT.

21 Subpart 1. May teach. A teacher who has a productivity
22 license may teach in the productivity technician program and the
23 productivity and inventory management program and may also teach
24 courses in:

- 25 A. human resource management;
- 26 B. productivity improvement;
- 27 C. problem solving/decision making;
- 28 D. quality systems;
- 29 E. statistical process control; and
- 30 F. production or inventory control.

31 Subp. 2. Other requirements. The applicant must meet the
32 requirements in part 3709.0100.

33 Subp. 3. Occupational experience requirement. The
34 applicant must have 8,000 hours of verified occupational
35 experience as a manager, facilitator, or trainer in two or more

1 of the following:

- 2 A. management/employee involvement (MEI);
3 B. statistical process control (SPC);
4 C. quality assurance or quality control systems
5 (QAQC);
6 D. problem solving/decision making techniques;
7 E. just in time techniques (JIT); and
8 F. production and inventory control.

9 Subp. 4. **Substitution for occupational experience.** The
10 applicant may substitute the education described under item A,
11 B, C, or D for up to 4,000 hours of the occupational experience
12 required in subpart 3. The education must be from an accredited
13 postsecondary institution.

14 A. A bachelor's or higher degree in business
15 administration or management, industrial engineering or
16 management, economics, personnel management, organizational
17 development, or marketing may be substituted for 4,000 hours.

18 B. An associate degree in production and inventory
19 management, production technician, supervisory management,
20 personnel management, manufacturing management, quality
21 technician, business administration, or marketing management may
22 be substituted for 2,000 hours.

23 C. A diploma in production and inventory management,
24 productivity technician, supervisory management production
25 technician, or marketing management may be substituted. A
26 one-year program equals 1,050 hours. A two-year program equals
27 2,100 hours.

28 D. The completion of courses for credit or clock
29 hours for credit or seminars and workshops by professional
30 organizations in transformation of American industry,
31 manufacturing process, production and inventory management
32 techniques, engineering drawings, quality assurance product
33 development, work simplifications, organizational structure of
34 business, material requirements planning, industrial master
35 planning, capacity management, production activity management,
36 inventory management, employee involvement, statistical process,

1 problem solving, or socio-economic systems may be substituted.
2 One clock hour of instruction equals one hour of occupational
3 experience. One quarter credit equals 20 hours of occupational
4 experience. One semester credit equals 30 hours of occupational
5 experience.

6 Subp. 5. **Occupational recency substitution.** Teaching
7 experience at an accredited postsecondary institution, or at an
8 industrial or military setting may be substituted for 1,500 of
9 the 2,000 hours required in part 3709.0100, subpart 1, item A,
10 if the teaching is done during this five-year period. The
11 teaching must be in production and inventory management,
12 productivity technician, supervisory management, statistical
13 process control, quality assurance or quality control systems,
14 participation management/employee involvement process, problem
15 solving/decision making techniques, just in time techniques, or
16 production/inventory control. Two hours of teaching equal one
17 hour of occupational experience.