

1 State Board of Vocational Technical Education

2

3 Adopted Permanent Rules Relating to Part-time Licenses,  
4 Financial Aid Administrator, and Certain New Venture Programs

5

6 Rules as Adopted

7 ~~3700.1100-FINANCIAL-AID-ADMINISTRATOR.~~

8 ~~Subpart 1.--License required.--A person must be licensed as~~  
9 ~~a financial aid administrator under this part if the person is~~  
10 ~~responsible for any of the activities listed in this subpart:~~

11 ~~A.--serving as a primary resource person on financial~~  
12 ~~aid and providing information on financing higher education to~~  
13 ~~current and prospective students, parents, secondary counselors,~~  
14 ~~social service agencies, and technical institute staff members;~~

15 ~~B.--completing all institutional applications and~~  
16 ~~reports for program participation required by the institute, the~~  
17 ~~state and federal government, or other agencies;~~

18 ~~C.--interpreting state and federal regulations for the~~  
19 ~~development of policies and procedures in administering~~  
20 ~~financial aid programs and services;~~

21 ~~D.--establishing uniform procedures and standards for~~  
22 ~~the awarding and disbursing of financial aid and the monitoring~~  
23 ~~of student academic progress;~~

24 ~~E.--complying with federal, state, and local audit~~  
25 ~~requirements for financial aid administrators;~~

26 ~~F.--coordinating the integration of agency funding~~  
27 ~~into the awarding process; and~~

28 ~~G.--developing forms and brochures providing student~~  
29 ~~consumer information regarding applications and rights and~~  
30 ~~responsibilities, as well as all documents necessary for program~~  
31 ~~management.~~

32 ~~Subp. 2.--Other requirements.--The applicant must meet the~~  
33 ~~requirements in part 3700.0100, except that the applicant need~~  
34 ~~not comply with part 3515.1400, items A to D.~~

35 ~~Subp. 3.--Educational and occupational experience~~

1 requirement--An applicant for a license as financial aid  
2 administrator must meet the requirements listed in item A7-B7-C7  
3 or D7--The education must be from an accredited postsecondary  
4 institution.

5 A--4,000 hours of verified occupational experience as  
6 a financial aid office administrator/director and a bachelor's  
7 or higher degree with a major in educational counseling and  
8 guidance, postsecondary student personnel administration,  
9 federal aid administration, or business administration.

10 B--6,000 hours of verified occupational experience  
11 providing administrative support to a financial aid  
12 administrator/director and a two-year program or a program of 90  
13 or more quarter credits or associate degree in financial aid  
14 assistant.

15 C--8,000 hours of verified occupational experience as  
16 a financial aid administrator/director.

17 D--8,000 hours of verified occupational experience  
18 providing administrative support to a financial aid  
19 administrator/director, and 60 hours of beginning or  
20 intermediate student financial aid administration workshops  
21 sponsored by professional national, state, or regional financial  
22 aid administrator associations or 15 quarter credits in student  
23 financial aid and administration theory and practice.

24 Subp. 4--Initial renewal requirements--An applicant must  
25 submit verification of completion of philosophy of vocational  
26 education and an approved human relations course before the  
27 applicant's first license renewal.

28 Subp. 5--Conversion of current financial aid officers.

29 A--A current financial aid officer license converts  
30 to a financial aid administrator license on the effective date  
31 of this part and upon the next renewal the applicant's license  
32 will indicate financial aid administrator.

33 B--Applicants verifying one year of experience within  
34 a Minnesota technical institute performing the duties listed in  
35 part 3700.0350, subpart 1, within five years before the  
36 effective date of this part are eligible for a license as a

1 ~~financial-aid-administrator.~~

2 3700.1410 LICENSES FOR PART-TIME CONTINUOUS OR PART-TIME GENERAL  
3 STUDIES INSTRUCTIONAL PERSONNEL.

4 Subpart 1. Listed here. An applicant for a license to  
5 teach, part-time, in a postsecondary continuous program or  
6 general studies courses shall meet the requirements in this part  
7 if the applicant is not licensed to teach the offering full  
8 time. The requirements are in addition to the requirements for  
9 a particular license (listed in the part that covers that  
10 particular license).

11 Subp. 2. Who must be licensed. A person holding a  
12 position as a part-time continuous program or part-time general  
13 studies instructor must be licensed according to this part if  
14 the person is not licensed for full-time instruction in the  
15 offering. A part-time continuous program or part-time general  
16 studies instructor is responsible for teaching credit or clock  
17 hours course content that has been identified for incorporation  
18 into an approved continuous program by a qualified full-time  
19 continuous program or general studies instructor.

20 Subp. 3. Scope of practice. Part-time personnel licensed  
21 in this part cannot provide more than 270 clock hours or 12  
22 quarter credits of instruction in a fiscal year.

23 Subp. 4. Length of issuance. Initial licenses are granted  
24 for five years upon submission of an application bearing the  
25 signature of a recommending authorized postsecondary  
26 administrator as evidence of completion of six clock hours of  
27 teacher training. Five-year renewals are granted upon  
28 submission of an application bearing the signature of a  
29 recommending authorized administrator as evidence of completion  
30 of 24 clock hours of teacher training and maintenance of  
31 currency in the respective field of licensure.

32 Subp. 5. General requirements. The applicant:

33 A. must complete six clock hours of teaching  
34 techniques as determined by the local technical institute  
35 administrator before issuance of initial license;

1 B. must get the signature of the recommending local  
2 authorized postsecondary technical institute administrator; and

3 C. need not comply with the human relations and  
4 teacher education sequence provisions in parts ~~3315.1400~~  
5 3515.1400, 3515.2100, 3515.5700, and 3515.5800.

6 3700.1415 PART-TIME CONTINUOUS PROGRAM INSTRUCTOR LICENSE.

7 Subpart 1. **Listed here.** An applicant for a license to  
8 teach part-time in a continuous program must meet the  
9 requirements in this part and part 3700.1410.

10 Subp. 2. **Specific license requirements.** An applicant must  
11 meet the requirements in item A, B, C, or D.

12 A. The applicant must verify meeting the full-time  
13 requirements for licensure in the specific field including the  
14 recency requirements without regard to parts 3515.1400 and  
15 3515.2100.

16 B. The applicant must have a bachelor's or higher  
17 degree with a major acceptable for full-time licensure. The  
18 degree must include or the applicant must add 15 quarter credits  
19 in the specific field of licensure. The recency requirement may  
20 be satisfied if the degree is received, or if any of the  
21 following are accumulated within five years of applying for the  
22 license:

23 (1) 15 quarter credits;

24 (2) 180 clock hours in the specific field of  
25 licensure content;

26 (3) 150 clock hours of secondary, postsecondary,  
27 business, industrial, or military teaching in the primary  
28 program content; or

29 (4) 500 hours of the required occupational  
30 experience.

31 C. The applicant must have 4,000 hours of vendor,  
32 business, or industrial training and development experience or  
33 4,000 hours teaching primary program content in the specific  
34 field of licensure in an accredited postsecondary, business,  
35 industrial, or military setting. A minimum of 2,000 of the

1 required hours must be experienced within five years of applying  
2 for the license.

3           D. The applicant must have a minimum of one year of  
4 the technical training or education that is required for  
5 full-time licensure or is listed as a substitute for  
6 occupational experience in the requested license field and  
7 one-half of the total occupational experience as required for  
8 that license. The recency requirement of the requested license  
9 field also must be met.

10 3700.1420 PART-TIME GENERAL STUDIES CONTINUOUS PROGRAM LICENSE.

11           Subpart 1. Listed here. An applicant to teach in a  
12 part-time general studies continuous program area must meet the  
13 requirements in this part and part 3700.0410.

14           Subp. 2. General requirements. The applicant must have  
15 the academic preparation required for a full-time license in the  
16 field.

17 3709.0355 COLLISION AND PROPERTY DAMAGE APPRAISAL.

18           Subpart 1. May teach. A teacher who has a collision and  
19 property damage appraisal license may teach in the collision and  
20 property damage appraisal program and may also teach:

- 21           A. auto damage appraisal;  
22           B. construction damage appraisal; and  
23           C. claim representative trade knowledge.

24           Subp. 2. Other requirements. The applicant must meet the  
25 requirements in part 3709.0100.

26           Subp. 3. Occupational experience requirement. The  
27 applicant must have 8,000 hours of verified occupational  
28 experience as a multi-line insurance damage appraiser or  
29 adjuster in automotive, property, and casualty lines.

30           Subp. 4. Occupational experience substitution. The  
31 applicant may substitute the education described in item A, B,  
32 or C for up to 2,100 hours of the occupational experience  
33 required in subpart 3. The education must be from an accredited  
34 postsecondary institution.

35           A. An associate or higher degree with a major in

1 engineering, building inspection, construction supervision,  
2 automotive technician, accounting, business administration,  
3 business management, marketing, or sales may be substituted for  
4 2,000 hours.

5 B. A diploma in collision and property damage  
6 appraisal, auto body repair, auto parts merchandising,  
7 automotive mechanics, marketing, carpentry, or sales may be  
8 substituted. A one-year program or 45 quarter credit program  
9 equals 1,050 hours. A two-year program or 90 quarter credit  
10 program equals 2,100 hours.

11 C. The completion of courses for credit or clock  
12 hours in introduction to computers or microcomputers,  
13 introduction to spreadsheets, customer communications, business  
14 law, applied mathematics, construction materials, blueprint  
15 reading, real estate insurance, business correspondence,  
16 carpentry, photography, auto insurance, auto estimating  
17 collision damage, auto body shop, use of industry reference  
18 manuals, building insurance, building construction, building  
19 manuals, and building damage. One clock hour of instruction  
20 equals one clock hour of occupational experience. One quarter  
21 credit equals 20 hours of occupational experience. One semester  
22 credit equals 30 hours of occupational experience.

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

31 3709.0360 BUSINESS TO BUSINESS TELEMARKETING.

32 Subpart 1. **May teach.** A teacher who has a business to  
33 business telemarketing license may teach in the business to  
34 business telemarketing program and may also teach courses in:

35 A. telecommunications marketing management;

- 1           B. telephone techniques;  
2           C. selling techniques;  
3           D. market research; and  
4           E. telemarketing customer service.

5           Subp. 2. **Other requirements.** The applicant must meet the  
6 requirements in part 3709.0100.

7           Subp. 3. **Occupational experience requirement.** The  
8 applicant must have 8,000 hours of occupational experience.

9           A. At least 4,000 of the hours must be experience as  
10 a manager/supervisor staffing and training in business to  
11 business telemarketing. No substitution is allowed for these  
12 hours.

13           B. 4,000 hours may be in any of the following:  
14 telemarketing consultant, business or industrial telemarketing  
15 trainer, telemarketing salesperson, telephone customer service  
16 representative, direct marketing project manager that includes  
17 marketing information systems, or business to business field  
18 sales.

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

24           A. A bachelor's or higher degree with a major in  
25 business management, business administration, communications,  
26 marketing, or advertising may be substituted for 4,000 hours.

27           B. An associate degree in business administration,  
28 business management, marketing, or advertising may be  
29 substituted for 1,000 hours. An associate degree in business to  
30 business telemarketing may be substituted for 2,000 hours.

31           C. A diploma in business to business telemarketing  
32 may be substituted. A one-year program or a program of 45 or  
33 more credits equals 1,050 hours. A two-year program or a  
34 program of 90 or more credits equals 2,100 hours. A two-year  
35 program in marketing, management, supervision, advertising, or  
36 sales equals 1,050 hours.

1           D. The completion of courses for credit or clock  
2 hours in telemarketing content. One hour of instruction equals  
3 one hour of occupational experience. One quarter credit equals  
4 20 hours of occupational experience. One semester credit equals  
5 30 hours of occupational experience.

6           Subp. 5. ~~Occupational-experience-substitution~~ Substitution  
7 for recent occupational experience. Teaching experience at an  
8 accredited postsecondary institution, industrial or business  
9 setting in primary content of business to business telemarketing  
10 for 1,500 hours of the 2,000 required ~~in~~ under part 3709.0100,  
11 subpart 1, item A. Two hours of teaching equal one hour of the  
12 occupational experience.

13

14           REPEALER. Minnesota Rules, parts 3515.6300, 3515.6500,  
15 3515.6900, 3515.7000, 3515.7100, and 3515.7200, are repealed.

16           A person with a license issued under a part repealed in  
17 this repealer who is using the license may keep and renew the  
18 license under that part as long as the person remains employed  
19 by the person's employer on the effective date of this repealer.