

1 State Board of Vocational Technical Education

2

3 Adopted Permanent Rules Relating to Business and Office

4 Occupations

5

6 Rules as Adopted

7 3700.0305 ACCOUNTING LICENSE.

8 Subpart 1. May teach. A teacher who has an accounting
9 license may teach in the accounting and bookkeeping programs and
10 may also teach courses in:

11 A. to E. [Unchanged.]

12 F. payroll;

13 G. to I. [Unchanged.]

14 J. introduction to computers; and

15 K. personal or individual income tax.

16 Subp. 2. [Unchanged.]

17 Subp. 3. Educational and occupational experience

18 requirement. The applicant must have nine quarter credits in
19 principles of accounting, six quarter credits in intermediate
20 accounting, and 8,000 hours of occupational experience in one or
21 more of the areas listed in items A to E with a minimum of 2,000
22 of the hours as a public or private staff accountant. There is
23 no substitution for these hours. The 8,000 hours must include
24 the 2,000 hours required under part 3700.0300, subpart 2:

25 A. accountant;

26 B. city finance officer;

27 C. controller or assistant controller;

28 D. internal, external, or government auditor; and

29 E. cost, budget, managerial cost, public, or staff
30 accountant.

31 Subp. 4. Substitution for occupational experience. The
32 applicant may substitute the education described in items A to D
33 for 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 with a major in
4 accounting or business administration may be substituted for
5 4,000 hours.

6 B. [Unchanged.]

7 C. A diploma in accounting or with an accounting
8 prefix may be substituted. A one-year program or a program of
9 45 or more quarter credits equals 1,050 hours. A two-year
10 program or a program of 90 or more quarter credits equals 2,100
11 hours.

12 D. [Unchanged.]

13 Subp. 5. Substitution for recent occupational experience.

14 The applicant may substitute teaching experience in primary
15 program content at an accredited postsecondary institution or in
16 an industrial or military setting in advanced level accounting
17 for 1,500 hours of the 2,000 required under part 3700.0300,
18 subpart 2. Two hours of teaching equal one hour of the
19 occupational experience required in part 3700.0300, subpart 2.

20 3700.0310 BOOKKEEPING CLERK LICENSE.

21 Subpart 1. May teach. A teacher who has a bookkeeping
22 license may teach in the bookkeeping, bookkeeping clerk,
23 accounting clerk, and microcomputer account specialist clerk
24 programs, and may also teach courses in:

25 A. to C. [Unchanged.]

26 D. automated bookkeeping; and

27 E. payroll.

28 Subp. 2. [Unchanged.]

29 Subp. 3. Occupational experience requirement. The
30 applicant must have 8,000 hours of occupational experience in
31 one or more of the areas listed in items A to N. The 8,000
32 hours must include the 2,000 hours required under part
33 3700.0300, subpart 2:

34 A. to C. [Unchanged.]

35 D. accounts payable/receivable/cost clerk;

- 1 E. audit clerk;
2 F. bookkeeper;
3 G. city finance officer;
4 H. controller or assistant controller;
5 I. payroll bookkeeper or clerk;
6 J. internal, external, or government auditor; and
7 K. cost, budget, managerial cost, public, or staff
8 accountant.

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

16 A. A bachelor's or higher degree with a major in any
17 business field may be substituted for 4,000 hours.

18 B. An associate degree in any business field may be
19 substituted for 2,000 hours.

20 C. A diploma in any business field may be
21 substituted. A one-year program or a program of 45 or more
22 quarter credits equals 1,050 hours. A two-year program or a
23 program of 90 or more quarter credits equals 2,100 hours.

24 D. [Unchanged.]

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

32 3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

33 Subpart 1. and 2. [Unchanged.]

34 Subp. 3. Occupational experience requirement. The
35 applicant must have 8,000 hours of occupational experience in

1 financial institutions in one or more of the areas listed in
2 items A to F. The 8,000 hours must include the 2,000 hours
3 required under part 3700.0300, subpart 2:

4 A. to F. [Unchanged.]

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

12 A. A bachelor's or higher degree with a major in
13 banking and/or finance, economics, management and finance,
14 accounting, business administration, or management and
15 information systems may be substituted for 4,000 hours.

16 B. [Unchanged.]

17 C. A diploma in banking, banking and finance, or
18 credit and finance may be substituted. A one-year program or a
19 program of 45 or more quarter credits equals 1,050 hours. A
20 two-year program or a program of 90 or more quarter credits
21 equals 2,100 hours.

22 D. [Unchanged.]

23 Subp. 5. Substitution for recent occupational experience.
24 The applicant may substitute teaching experience in primary
25 program content at an accredited postsecondary institution or in
26 an industrial or military setting in banking and
27 finance/agriculture, banking and finance operations or finance
28 and credit for 1,500 hours of the 2,000 required under part
29 3700.0300, subpart 2. Two hours of teaching equal one hour of
30 the occupational experience required in part 3700.0300, subpart
31 2.

32 3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

33 Subpart 1. and 2. [Unchanged.]

34 Subp. 3. Occupational experience requirement. The
35 applicant must have 8,000 hours of occupational experience in

1 financial institutions in the areas listed in items A to G. At
2 least 2,000 of the 8,000 hours must be in agricultural financial
3 institutions. There is no substitution for these hours. The
4 8,000 hours must include the 2,000 hours required under part
5 3700.0300, subpart 2:

6 A. to G. [Unchanged.]

7 Subp. 4. **Substitution for occupational experience.** The
8 applicant may substitute education described in items A to D for
9 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 with a major in
15 agricultural management banking, and/or finance, banking and/or
16 finance, economics, management and finance, accounting, business
17 administration, or management and information systems may be
18 substituted for 4,000 hours.

19 B. [Unchanged.]

20 C. A diploma in banking, banking and finance,
21 accounting, or credit and finance may be substituted. A
22 one-year program or a program of 45 or more quarter credits
23 equals 1,050 hours. A two-year program or a program of 90 or
24 more quarter credits equals 2,100 hours.

25 D. [Unchanged.]

26 Subp. 5. **Substitution for recent occupational experience.**
27 The applicant may substitute teaching experience in primary
28 program content at an accredited postsecondary institution or in
29 an industrial or military setting in banking and
30 finance/agriculture, banking and finance operations, or finance
31 and credit for 1,500 hours of the 2,000 required under part
32 3700.0300, subpart 2. Two hours of teaching equal one hour of
33 the occupational experience required in part 3700.0300, subpart
34 2.

35 3700.0325 BUSINESS OFFICE MANAGEMENT LICENSE.

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

4 A. to M. [Unchanged.]

5 Subp. 2. [Unchanged.]

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 must include the 2,000 hours required under part
10 3700.0300, subpart 2:

11 A. to E. [Unchanged.]

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. The education must be from an accredited
16 postsecondary institution. If the substitution is made, the
17 applicant must still comply with the recency requirements in
18 part 3700.0300, subpart 2.

19 A. A bachelor's or higher degree with a major in
20 business administration; business management; business
21 education; economics; general business; office administration;
22 or marketing, management, and finance may be substituted for
23 4,000 hours.

24 B. [Unchanged.]

25 C. A diploma in business office management or
26 business supervision may be substituted. A one-year program or
27 a program of 45 or more quarter credits equals 1,050 hours. A
28 two-year program or a program of 90 or more quarter credits
29 equals 2,100 hours.

30 D. [Unchanged.]

31 Subp. 5. **Substitution for recent occupational experience.**
32 The applicant may substitute teaching experience in primary
33 program content at an accredited postsecondary institution or in
34 an industrial or military setting in business administration,
35 management, or supervision for 1,500 hours of the 2,000 required
36 under part 3700.0300, subpart 2. Two hours of teaching equal

1 one hour of the occupational experience required in part
2 3700.0300, subpart 2.

3 3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

4 Subpart 1. May teach. A teacher who has an administrative
5 support license may teach in the administrative support, clerk
6 typist, office assistant, receptionist, word processing
7 secretary, general secretary, administrative secretary, and
8 clerical data entry programs and may also teach courses in:

9 A. to F. [Unchanged.]

10 G. filing/indexing;

11 H. machine transcription;

12 I. bookkeeping principles;

13 J. introduction to computers;

14 K. word processing; and

15 L. records management.

16 Subp. 2. [Unchanged.]

17 Subp. 3. Occupational experience requirement. The
18 applicant must have 8,000 hours of occupational experience in
19 one or more of the areas listed in items A to E. The 8,000
20 hours must include the 2,000 hours required under part
21 3700.0300, subpart 2:

22 A. and B. [Unchanged.]

23 C. clerk typist; and

24 D. word processing secretary.

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 with a major in
33 administrative office management, office management, office
34 systems management, business education, or business
35 administration/management may be substituted for 4,000 hours.

1 B. An associate degree in professional office
2 management or any secretarial field may be substituted for 2,000
3 hours.

4 C. A diploma in any secretarial field may be
5 substituted. A one-year program or a program of 45 or more
6 quarter credits equals 1,050 hours. A two-year program or a
7 program of 90 or more quarter credits equals 2,100 hours.

8 D. [Unchanged.]

9 Subp. 5. Substitution for recent occupational experience.

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

17 3700.0335 MEDICAL SECRETARIAL LICENSE.

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

24 A. and B. [Unchanged.]

25 C. records management;

26 D. to J. [Unchanged.]

27 K. filing/indexing;

28 L. machine transcription;

29 M. bookkeeping principles;

30 N. introduction to computers; and

31 O. word processing.

32 Subp. 2. [Unchanged.]

33 Subp. 3. Occupational experience requirement. The
34 applicant must have 8,000 hours of occupational experience with
35 a minimum of 4,000 hours as a medical secretary. There is no

1 substitution allowed for these hours in subpart 4, items A to
2 D. The remaining hours may be in any secretarial field. The
3 8,000 hours must include the 2,000 hours required under part
4 3700.0300, subpart 2 and must be in medical secretarial
5 experience.

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

13 A. A bachelor's or higher degree with a major in
14 administrative office management, office management, office
15 systems management, business education, or medical records
16 administration may be substituted for 4,000 hours.

17 B. An associate degree in any secretarial field may
18 be substituted for 2,000 hours.

19 C. A diploma in any secretarial field or admissions
20 records technician may be substituted. A one-year program or a
21 program of 45 or more quarter credits equals 1,050 hours. A
22 two-year program or a program of 90 or more quarter credits
23 equals 2,100 hours.

24 D. [Unchanged.]

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

32 3700.0340 LEGAL SECRETARIAL LICENSE.

33 Subpart 1. May teach. A teacher who has a legal
34 secretarial license may teach in the legal secretary, word
35 processing secretary, clerk typist, receptionist, clerical data

1 entry, legal administrative secretary, general secretary, and
2 administrative secretary programs and may also teach courses in:

- 3 A. to I. [Unchanged.]
4 J. filing/indexing;
5 K. bookkeeping principles;
6 L. business law;
7 M. introduction to computers; and
8 N. word processing.

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

12 Subp. 3. Occupational experience requirement. The
13 applicant must have 8,000 hours of occupational experience with
14 a minimum of 4,000 hours as a legal secretary. There is no
15 substitution allowed for these hours in subpart 4, items A to
16 D. The remaining hours may be in any secretarial field. The
17 8,000 hours must include the 2,000 hours required under part
18 3700.0300, subpart 2 and must be in legal secretarial experience.

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

26 A. [Unchanged.]

27 B. An associate degree in any secretarial field may
28 be substituted for 2,000 hours.

29 C. A diploma in any secretarial field may be
30 substituted. A one-year program or a program of 45 or more
31 quarter credits equals 1,050 hours. A two-year program or a
32 program of 90 or more quarter credits equals 2,100 hours.

33 D. [Unchanged.]

34 Subp. 5. Substitution for recent occupational experience.
35 The applicant may substitute teaching experience in primary
36 program content at an accredited postsecondary institution or in

1 an industrial or military setting in legal secretarial
2 occupations for 1,500 hours of the 2,000 required under part
3 3700.0300, subpart 2. Two hours of teaching experience equal
4 one hour of the occupational experience required in part
5 3700.0300, subpart 2.

6 3700.0350 PURCHASING AND INVENTORY MANAGEMENT LICENSE.

7 Subpart 1. and 2. [Unchanged.]

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

13 A. to F. [Unchanged.]

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

21 A. A bachelor's or higher degree with a major in
22 marketing, business administration or management, or finance may
23 be substituted for 4,000 hours.

24 B. [Unchanged.]

25 C. A diploma in purchasing or inventory management
26 may be substituted. A one-year program or a program of 45 or
27 more quarter credits equals 1,050 hours. A two-year program or
28 a program of 90 or more quarter credits equals 2,100 hours.

29 D. [Unchanged.]

30 Subp. 5. Substitution for recent occupational experience.

31 The applicant may substitute teaching experience in primary
32 program content at an accredited postsecondary institution or in
33 an industrial or military setting in purchasing or inventory
34 management for 1,500 hours of the 2,000 required under part
35 3700.0300, subpart 2. Two hours of teaching equal one hour of

1 the occupational experience required in part 3700.0300, subpart
2 2.

3 3700.0360 COURT REPORTING LICENSE.

4 Subpart 1. and 2. [Unchanged.]

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 and B. The 8,000
8 hours must include the 2,000 hours required under part
9 3700.0300, subpart 2:

10 A. official court reporter; and

11 B. freelance court reporter.

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. The education must be at an accredited postsecondary
16 institution. If the substitution is made, the applicant must
17 still comply with the recency requirements in part 3700.0300,
18 subpart 2.

19 A. and B. [Unchanged.]

20 C. A diploma in court reporting approved by the
21 National Shorthand Reporters Association may be substituted. A
22 one-year program or a program of 45 or more quarter credits
23 equals 1,050 hours. A two-year program or a program of 90 or
24 more quarter credits equals 2,100 hours.

25 D. [Unchanged.]

26 Subp. 5. Substitution for recent occupational experience.

27 The applicant may substitute teaching experience in primary
28 program content at an accredited postsecondary institution or in
29 an industrial or military setting in secretarial, general
30 office, or court reporting for 1,500 hours of the 2,000 required
31 under part 3700.0300, subpart 2. Two hours of teaching equal
32 one hour of the occupational experience required under part
33 3700.0300, subpart 2.

34 3700.0365 PERSONNEL ASSISTANT LICENSE.

35 Subpart 1. May teach. A teacher who has a personnel

1 assistant license may teach in the personnel assistant program
2 and may also teach courses in:

3 A. job seeking and keeping skills; and

4 B. employee services and relations.

5 Subp. 2. [Unchanged.]

6 Subp. 3. **Occupational experience requirement.** The
7 applicant must have 8,000 hours of occupational experience as a
8 manager/supervisor, assistant manager/supervisor, or personnel
9 assistant in a personnel or human resources department. The
10 8,000 hours must include the 2,000 required under part
11 3700.0300, subpart 2.

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. The education must be at an accredited postsecondary
16 institution. If the substitution is made, the applicant must
17 still comply with the recency requirements in part 3700.0300,
18 subpart 2.

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

22 B. [Unchanged.]

23 C. A diploma or certificate in a personnel assistant
24 program may be substituted. A one-year program or a program of
25 45 or more quarter credits equals 1,050 hours. A two-year
26 program or a program of 90 or more quarter credits equals 2,100
27 hours.

28 D. [Unchanged.]

29 Subp. 5. **Substitution for recent occupational experience.**
30 The applicant may substitute teaching experience in primary
31 program content at an accredited postsecondary institution or an
32 industrial or military setting in personnel assistant for 1,500
33 hours of the 2,000 required under part 3700.0300, subpart 2.
34 Two hours of teaching experience equal one hour of the
35 occupational experience required in part 3700.0300, subpart 2.

1 3700.0370 COMPUTER PROGRAMMING LICENSE.

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

5 A. to C. [Unchanged.]

6 D. microcomputer programming and operations;

7 E. to H. [Unchanged.]

8 I. system analysis and design;

9 J. programming languages.

10 Subp. 2. [Unchanged.]

11 Subp. 3. **Occupational experience requirement.** The
12 applicant must have 8,000 hours of work experience in one or
13 more of the areas listed in items A to E. The experience must
14 be in a mainframe or minicomputer environment. The 8,000 hours
15 must include the 2,000 hours required under part 3700.0300,
16 subpart 2:

17 A. computer programmer;

18 B. systems analyst;

19 C. data communications programmer;

20 D. data base programmer; and

21 E. systems programmer.

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 with a major in
30 business administration, management information systems, or
31 computer science may be substituted for 4,000 hours.

32 B. An associate degree in computer programmer may be
33 substituted for 2,000 hours.

34 C. A diploma in computer programming may be
35 substituted. A one-year program or a program of 45 or more
36 quarter credits equals 1,050 hours. A two-year program or a

1 program of 90 or more quarter credits equals 2,100 hours.

2 D. The completion of courses for credit or clock
3 hours for credit in computer: mainframe or minicomputer
4 systems, programming, or operations may be substituted. One
5 hour of instruction equals one hour of occupational experience.
6 One quarter credit equals 20 hours of occupational experience.
7 One semester credit equals 30 hours of occupational experience.

8 Subp. 5. Substitution for recent occupational experience.
9 The applicant may substitute teaching experience in primary
10 program content at an accredited postsecondary institution or in
11 an industrial or military setting in mainframe or minicomputer
12 programming, for 1,500 hours of the 2,000 required under part
13 3700.0300, subpart 2. Two hours of teaching equal one hour of
14 the occupational experience required in part 3700.0300, subpart
15 2.

16 3700.0375 COMPUTER OPERATIONS LICENSE.

17 Subpart 1. May teach. A teacher who has a computer
18 operations license may teach in the computer operations program
19 and may also teach courses in:

- 20 A. and B. [Unchanged.]
21 C. introduction to computers;
22 D. job control language;
23 E. to G. [Unchanged.]
24 H. computer literacy.

25 Subp. 2. [Unchanged.]

26 Subp. 3. Occupational experience requirement. The
27 applicant must have 8,000 hours of occupational experience in
28 one or more of the areas listed in items A to D. This
29 experience must be in mainframe or minicomputers. The 8,000
30 hours must include the 2,000 hours required under part
31 3700.0300, subpart 2:

- 32 A. computer operator;
33 B. computer operations manager;
34 C. computer systems software support; and
35 D. computer operations analyst.

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 with a major in
9 business administration, management information systems, or
10 computer science may be substituted for 4,000 hours.

11 B. An associate degree in computer operations or
12 programmer may be substituted for 2,000 hours.

13 C. A diploma in computer operations may be
14 substituted. A one-year program or a program of 45 or more
15 quarter credits equals 1,050 hours. A two-year program or a
16 program of 90 or more quarter credits equals 2,100 hours.

17 D. The completion of courses for credit or clock
18 hours for credit in computer mainframe or minicomputer systems,
19 programming, or operations may be substituted. One hour of
20 instruction equals one hour of occupational experience. One
21 quarter credit equals 20 hours of occupational experience. One
22 semester credit equals 30 hours of occupational experience.

23 Subp. 5. Substitution for recent occupational experience.

24 The applicant may substitute teaching experience in primary
25 program content at an accredited postsecondary institution or in
26 an industrial or military setting in mainframe or minicomputer
27 operations for 1,500 hours of the 2,000 required under part
28 3700.0300, subpart 2. Two hours of teaching experience equal
29 one hour of the occupational experience required in part
30 3700.0300, subpart 2.

31 3700.0376 FINANCIAL AID ASSISTANT.

32 Subpart 1. to 4. [Unchanged.]

33 Subp. 5. Substitution for recent occupational experience.

34 The applicant may substitute teaching experience in primary
35 program content at an accredited postsecondary institution in

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

4 3700.0377 MICROCOMPUTER SUPPORT SPECIALIST.

5 Subpart 1. and 2. [Unchanged.]

6 Subp. 3. Occupational experience requirement. The
7 applicant must have 8,000 hours of business application
8 occupational experience in two or more of the following areas:
9 installation of and troubleshooting computers, computer trainer
10 in a business or industrial setting, or programming. A minimum
11 of 4,000 of these hours must be in microcomputers. The
12 remaining experience may be in a nonmicrocomputer environment in
13 any of the three areas described in this subpart. The 8,000
14 hours must include the 2,000 hours required under part
15 3700.0300, subpart 2 and must be microcomputer experience.

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

23 A. and B. [Unchanged.]

24 C. A diploma in business microcomputing, computer
25 operator, or computer programmer may be substituted. A one-year
26 program or a program of 45 or more quarter credits equals 1,050
27 hours. A two-year program or a program of 90 or more quarter
28 credits equals 2,100 hours.

29 D. [Unchanged.]

30 Subp. 5. Substitution for recent occupational experience.
31 The applicant may substitute teaching experience in primary
32 program content at an accredited postsecondary institution, or
33 at an industrial or military setting in microcomputer specific
34 training for 1,500 hours of the 2,000 required in part
35 3700.0300, subpart 2. Two hours of teaching equal one hour of

1 the occupational experience required in part 3700.0300, subpart
2 2.

3 3700.0378 ADVANCED BUSINESS TECHNOLOGY.

4 Subpart 1. and 2. [Unchanged.]

5 Subp. 3. Occupational experience requirement. The
6 applicant must have 8,000 hours of occupational experience in
7 planning, designing, networking, engineering, managing, or
8 installing and maintaining two or more of items A to C. The
9 8,000 hours may include the 2,000 hours required under part
10 3700.0300, subpart 2.

11 A. mainframe, minicomputers, or microcomputer systems
12 analysis and operation in a business setting;

13 B. voice communications system; and

14 C. data communications system.

15 Subp. 4. [Unchanged.]

16 Subp. 5. Substitution for recent occupational experience.

17 An applicant may substitute teaching experience in primary core
18 program content at an accredited postsecondary institution, or
19 at an industrial or military setting in advanced business
20 communications, microcomputer, telephony, data communications,
21 or network design for 1,500 hours of the 2,000 required in part
22 3700.0300, subpart 2. Two hours of teaching equal one hour of
23 occupational experience required in part 3700.0300, subpart 2.

24 3700.0379 OFFICE INFORMATION PROCESSING SPECIALIST.

25 Subpart 1. and 2. [Unchanged.]

26 Subp. 3. Occupational experience requirement. The
27 applicant must have 8,000 hours of occupational experience in
28 word processing supervisory responsibilities in an end user
29 environment where systems and technical staff interact with
30 nontechnical employees. This experience must include
31 applications design involvement from conception to
32 implementation and consisting of identifying office tasks, needs
33 identification, development of software and hardware solutions,
34 selection of staff who will use the system, and training of end
35 users. The 8,000 hours must include the 2,000 hours required

1 under part 3700.0300, subpart 2.

2 Subp. 4. [Unchanged.]

3 Subp. 5. Substitution for recent occupational experience.

4 The applicant may substitute teaching experience in primary
5 program content at an accredited postsecondary institution, or
6 in an industrial or military setting in general office typist,
7 general secretarial office information processing specialist, or
8 word processing for 1,500 hours of the 2,000 required in part
9 3700.0300, subpart 2. Two hours of teaching equal one hour of
10 occupational experience required in part 3700.0300, subpart 2.

11

12 REPEALER. Minnesota Rules, part 3700.0355, is repealed.