

1 State Board of Vocational Technical Education

2

3 Adopted Permanent Rules Relating to Commercial Occupation

4 Licensing

5

6 Rules as Adopted

7 3700.0500 LICENSES IN MARKETING OCCUPATIONAL AREA.

8 Subpart 1. Listed here. An applicant for a license to
9 teach technical college courses and programs in the marketing
10 occupational area must meet the requirements in this part. The
11 requirements are in addition to the requirements in part
12 3700.0100 and for a particular license (listed under the part
13 that covers that particular license).

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

18 Subp. 3. Does not apply. Part 3515.9921 does not apply to
19 parts 3700.0505 to 3700.0515.

20 3700.0510 BUSINESS TO BUSINESS TELEMARKETING.

21 [For text of subpart 1, see M.R.]

22 Subp. 2. Other requirements. The applicant must meet the
23 requirements in part 3700.0100 and the requirements for a
24 teacher in the marketing area under part 3700.0500.

25 [For text of subps 3 and 4, see M.R.]

26 Subp. 5. Substitution for recent occupational experience.
27 The applicant may substitute teaching experience at an
28 accredited postsecondary institution, industrial or business
29 setting in primary content of business to business telemarketing
30 for 1,500 of the 2,000 hours required under part 3700.0500. Two
31 hours of teaching equal one hour of the occupational experience.

32 3700.0515 COMPUTERIZING SMALL BUSINESS.

33 [For text of subpart 1, see M.R.]

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

1 requirements in part 3700.0100 and the requirements for a
2 teacher in the marketing area under part 3700.0500.

3 Subp. 3. **Occupational experience requirement.** The
4 applicant must have 8,000 hours of occupational experience with
5 a minimum of 6,000 hours as a working proprietor or managerial
6 level employee responsible for, and making decisions based on,
7 sources and use of capital. The remaining 2,000 hours must be
8 in one or both of the following:

9 A. using a microcomputer system with multiapplication
10 software for use in managing daily operations of a small
11 business; or

12 B. selling a combination of microcomputer hardware
13 systems and software packages for use in managing the daily
14 operations of a small business.

15 The 8,000 hours must include verification of experience in
16 developing a combination of microcomputer hardware and software
17 processes for computerizing small businesses. Computerizing a
18 small 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 experience developing
27 a combination of microcomputer hardware and software processes
28 for computerizing small business or the 2,000 hours of
29 specialized experience as stated in subpart 3.

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

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

36 C. A diploma in business entrepreneurship, small

1 business management, preparation for small business ownership,
2 accounting, or computerizing small business may be substituted.
3 A one-year program or a program of 45 or more quarter credits
4 equals 1,050 hours. A two-year program or a program of 90 or
5 more quarter credits equals 2,100 hours.

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

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 at
16 an industrial setting for 1,500 of the 2,000 hours required in
17 part 3700.0500, subpart 2, if the teaching is done during this
18 five-year period. The teaching must be in computerizing small
19 business, small business management, or preparation for small
20 business ownership. Two hours of teaching equal one hour of
21 occupational experience.

22 3700.0520 CUSTOMER SERVICE.

23 Subpart 1. **May teach.** A teacher who has a customer
24 service license may teach in the customer service program and
25 may also teach customer specific courses such as:

- 26 A. consumer behavior;
- 27 B. consumer credit and collections;
- 28 C. introduction to customer service technology;
- 29 D. consumer problem solving;
- 30 E. customer service conflict and management; and
- 31 F. customer service telemarketing.

32 Subp. 2. **Other requirements.** The applicant must meet the
33 requirements in part 3700.0100 and the requirements for a
34 teacher in the marketing area under part 3700.0500.

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

1 applicant must have 8,000 hours of occupational experience with
2 a minimum of 4,000 hours at the management/supervisory level
3 doing the hiring, training, and development of individuals for
4 customer contact involving problem solving and proactive
5 activities. The remaining experience may be in any of the
6 following activities:

7 A. budgeting and long range planning for customer
8 service;

9 B. customer advocate liaison within a company;

10 C. assessing, measuring, and defining customer
11 expectation for future applications; and

12 D. development and implementation of procedural
13 processes and subsequent applications for customer service.

14 Subp. 4. **Substitution for occupational experience.** The
15 applicant may substitute education in items A to D for up to
16 4,000 hours of the occupational experience required in subpart
17 3. The education must be from an accredited postsecondary
18 institution. The education may not substitute for the 4,000
19 hours of management/supervisory level occupational experience.

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

23 B. An associate degree in business, customer service,
24 management, marketing, or supervision may be substituted for
25 2,000 hours.

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

31 D. The completion of courses for credit or clock
32 hours for credit in customer service specific content. One hour
33 of instruction equals one hour of occupational experience. One
34 quarter credit equals 20 hours of occupational experience. One
35 semester credit equals 30 hours of occupational experience.

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

1 The applicant may substitute teaching experience in primary
2 program content at an accredited postsecondary institution or
3 industrial setting for 1,500 of the 2,000 hours required under
4 part 3700.0500, subpart 2. The experience must be in customer
5 service. Two hours of teaching equal one hour of the
6 occupational experience required in part 3700.0500, subpart 2.

7 3700.0525 ELECTRONIC SERVICE/SALES REPRESENTATIVE.

8 [For text of subpart 1, see M.R.]

9 Subp. 2. **Other requirements.** The applicant must meet the
10 requirements in part 3700.0100 and the requirements for a
11 teacher in the marketing area under part 3700.0500.

12 Subp. 3. **Occupational experience requirement.** The
13 applicant must have 8,000 hours of occupational experience in
14 electronic-based applications as follows:

15 A. a minimum of 2,000 hours in commercial or
16 industrial sales, installation, and maintenance or
17 troubleshooting equipment; and

18 B. a minimum of 2,000 hours in customer needs
19 analysis including equipment determination and selection,
20 hardware configuration, product presentation, and demonstration
21 or account management.

22 Subp. 4. **Substitution for occupational experience.** The
23 applicant may substitute the education described in item A, B,
24 or C for up to 4,000 hours of occupational experience required
25 under subpart 3. The education must be from an accredited
26 postsecondary institution. An applicant cannot substitute for
27 the 2,000 hours of experience required in subpart 3, item A.

28 A. A bachelor's or higher degree with a major in
29 applied electrical engineering may be substituted for 4,000
30 hours.

31 B. An associate degree in electronics or electronic
32 service/sales may be substituted for 2,000 hours.

33 C. A diploma in electronics or electronic
34 service/sales may be substituted. A one-year program or a
35 program of 45 or more quarter credits equals 1,050 hours. A

1 two-year program or a program of 90 or more quarter credits
2 equals 2,100 hours.

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 at
6 an industrial setting for 1,500 of the 2,000 hours required
7 under part 3700.0500, subpart 2, if the teaching is done during
8 the five-year period. The teaching must be in electronics or
9 electronic service/sales. Two hours of teaching equal one hour
10 of occupational experience. An applicant cannot substitute for
11 the 2,000 hours of experience required under subpart 3, item A.

12 3700.0530 FASHION MANAGEMENT.

13 Subpart 1. **May teach.** A teacher who has a fashion
14 management license may teach the fashion management program,
15 retail management program, marketing careers core, fashion
16 specific courses, and courses in the marketing occupational area
17 in:

- 18 A. applied oral communications;
- 19 B. business ethics and legal issues;
- 20 C. human resource management;
- 21 D. interpersonal relations;
- 22 E. professional self-development; and
- 23 F. the following courses in any technical college

24 area:

- 25 (1) applied sales strategies;
- 26 (2) inventory planning and control;
- 27 (3) marketing research fundamentals;
- 28 (4) principles of management;
- 29 (5) retail buying;
- 30 (6) retail principles;
- 31 (7) retail trends;
- 32 (8) sales promotion/advertising;
- 33 (9) store layout and presentations;
- 34 (10) store operations;
- 35 (11) supervision fundamentals;

- 1 (12) telemarketing fundamentals; and
2 (13) visual merchandising.

3 Subp. 2. **Other requirements.** The applicant must meet the
4 requirements in part 3700.0100 and the requirements for a
5 teacher in the marketing area under part 3700.0500.

6 Subp. 3. **Occupational experience requirement.** The
7 applicant must have 8,000 hours of occupational experience. Six
8 thousand hours must be in all of the following:

9 A. product and/or customer service presentation;

10 B. supervision/management of human resources, and
11 store or business operations;

12 C. promotion or advertising with intent to sell the
13 product or service; and

14 D. business operations planning, forecasting, and
15 analysis.

16 The remaining 2,000 hours must include the recency
17 requirement of part 3700.0500, subpart 2, and must be in the
18 area of fashion apparel and accessory, to include direct
19 responsibility for the following: inventory control dollar and
20 unit, merchandise pricing, layout of selling floor, retail
21 financial applications, physical inventory, and sales.

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 of the 6,000 hours of occupational experience
25 required in subpart 3, items A to D. The education must be from
26 an accredited postsecondary institution.

27 A. A bachelor's or higher degree with a major in
28 business administration, business management, distributive
29 education, marketing, merchandising, or retailing may be
30 substituted for 4,000 hours.

31 B. An associate degree in management, marketing,
32 merchandising, sales, or telemarketing may be substituted for
33 2,000 hours.

34 C. A diploma or certificate in management, marketing,
35 merchandising, sales, or telemarketing may be substituted. A
36 one-year program or a program of 45 quarter credits equals 1,050

1 hours. A two-year program or a program of 90 or more quarter
2 credits equals 2,100 hours.

3 D. The completion of courses for credit or clock
4 hours for credit in management, marketing, merchandising, sales,
5 or telemarketing. 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 The applicant may substitute teaching experience in primary
11 program content at an accredited postsecondary institution or
12 industrial setting for 1,500 of the 2,000 hours required under
13 part 3700.0500, subpart 2. The experience must be in fashion
14 apparel and accessory sales and management. Two hours of
15 teaching equal one hour of the occupational experience required
16 in part 3700.0500, subpart 2.

17 3700.0535 POSTAL SERVICE MANAGEMENT.

18 Subpart 1. **May teach.** An instructor with a postal service
19 management license may teach postal service specific content in
20 the postal service management program and may also teach postal
21 specific courses throughout the technical college system.

22 Subp. 2. **Other requirements.** The applicant must meet the
23 requirements in part 3700.0100 and the requirements for a
24 teacher in the marketing area under part 3700.0500.

25 Subp. 3. **Occupational experience requirement.** The
26 applicant must have occupational experience in a classified
27 United States Postal Service position as described in item A, B,
28 or C.

29 A. 3,000 hours as a bargaining unit employee and
30 5,000 hours in an initial level supervisor position or above.
31 The recency experience described in part 3700.0500, subpart 2,
32 must be as an initial level supervisor or above.

33 B. 3,000 hours as a bargaining unit employee and
34 5,000 hours as a postal service training technician with sole
35 training responsibility in an office of 200 or more employees.

1 The recency experience described in part 3700.0500, subpart 2,
2 must be as a postal service training technician with sole
3 training responsibility in an office of 200 or more employees.

4 C. An associate degree in postal service management
5 with 3,000 hours as a bargaining unit employee and 3,000 hours
6 as an initial level supervisor or above. The recency experience
7 described in part 3700.0500, subpart 2, must be as an initial
8 level supervisor or above.

9 D. An associate degree in postal service management
10 with 3,000 hours as a bargaining unit employee and 3,000 hours
11 as a postal service training technician with sole responsibility
12 in an office of 200 or more employees. The recency experience
13 described in part 3700.0500, subpart 2, must be as a postal
14 service training technician.

15 Subp. 4. **Substitution for recent occupational experience.**

16 An applicant currently employed by the United States Postal
17 Service may substitute teaching experience in postal service
18 content in a postal service management program at an accredited
19 postsecondary institution for 1,500 of the 2,000 hours required
20 under part 3700.0500, subpart 2. Two hours of teaching equal
21 one hour of the occupational experience required in part
22 3700.0500, subpart 2.

23 3700.0540 PREPARATION FOR SMALL BUSINESS OWNERSHIP.

24 [For text of subpart 1, see M.R.]

25 Subp. 2. **Other requirements.** The applicant must meet the
26 requirements in part 3700.0100 and the requirements for a
27 teacher in the marketing area under part 3700.0500.

28 Subp. 3. **Occupational experience requirement.** The
29 applicant must have 8,000 hours of occupational experience as a
30 working proprietor or managerial level employee responsible for,
31 and making decisions based on, sources and use of capital.

32 Subp. 4. **Substitution for occupational experience.** The
33 applicant may substitute the education described in item A, B,
34 C, or D for up to 4,000 hours required under subpart 3. The
35 education must be from an accredited postsecondary institution.

1 A. A bachelor's or higher degree with a major in
2 marketing, business, or finance may be substituted for 4,000
3 hours.

4 B. An associate degree in business or marketing may
5 be substituted for 2,000 hours.

6 C. A diploma in business or marketing may be
7 substituted. A one-year program or a program of 45 or more
8 quarter credits equals 1,050 hours. A two-year program or a
9 program of 90 or more quarter credits equals 2,100 hours.

10 D. The completion of courses or clock hours for
11 credit in business or marketing may be substituted.

12 One clock hour of instruction equals one hour of
13 occupational experience. One quarter credit equals 20 hours of
14 occupational experience. One semester credit equals 30 hours of
15 occupational experience.

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

17 The applicant may substitute teaching experience in primary
18 program content at an accredited postsecondary institution or
19 industrial setting in accounting, business management, computer
20 applications for small business management, and sales and
21 marketing, for 1,500 of the 2,000 hours required under part
22 3700.0500, subpart 2, if the teaching is done during the
23 five-year period. Two hours of teaching equal one hour of
24 occupational experience.

25 3700.0545 PRODUCTIVITY TECHNICIAN/PRODUCTIVITY AND INVENTORY
26 MANAGEMENT.

27 [For text of subpart 1, see M.R.]

28 **Subp. 2. Other requirements.** The applicant must meet the
29 requirements in part 3700.0100 and the requirements for a
30 teacher in the marketing area under part 3700.0500.

31 **Subp. 3. Occupational experience requirement.** The
32 applicant must have 8,000 hours of occupational experience as a
33 manager, facilitator, or trainer in two or more of the following:

34 A. management/employee involvement (MEI);

35 B. statistical process control (SPC);

- 1 C. quality assurance or quality control systems
2 (QAQC);
3 D. problem solving/decision making techniques;
4 E. just in time techniques (JIT); and
5 F. production and inventory control.

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

11 A. A bachelor's or higher degree with a major in
12 business administration or management, industrial engineering or
13 management, economics, personnel management, organizational
14 development, or marketing may be substituted for 4,000 hours.

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

20 C. A diploma in production and inventory management,
21 productivity technician, supervisory management production
22 technician, or marketing management may be substituted. A
23 one-year program or a program of 45 or more quarter credits
24 equals 1,050 hours. A two-year program or a program of 90 or
25 more quarter credits equals 2,100 hours.

26 D. The completion of courses for credit or clock
27 hours for credit or seminars and workshops by professional
28 organizations in transformation of American industry,
29 manufacturing process, production and inventory management
30 techniques, engineering drawings, quality assurance product
31 development, work simplifications, organizational structure of
32 business, material requirements planning, industrial master
33 planning, capacity management, production activity management,
34 inventory management, employee involvement, statistical process,
35 problem solving, or socio-economic systems may be substituted.
36 One clock hour of instruction equals one hour of occupational

1 experience. One quarter credit equals 20 hours of occupational
2 experience. One semester credit equals 30 hours of occupational
3 experience.

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

5 The applicant may substitute teaching experience in primary
6 program content at an accredited postsecondary institution,
7 industrial or military setting for 1,500 of the 2,000 hours
8 required in part 3700.0100, subpart 2, if the teaching is done
9 during this five-year period. The teaching must be in
10 production and inventory management, productivity technician,
11 supervisory management, statistical process control, quality
12 assurance or quality control systems, participation
13 management/employee involvement process, problem
14 solving/decision making techniques, just in time techniques, or
15 production/inventory control. Two hours of teaching equal one
16 hour of occupational experience.

17 3700.0550 RETAIL MANAGEMENT.

18 Subpart 1. **May teach.** A teacher who has a retail
19 management license may teach the retail management program,
20 marketing careers core, courses in the marketing area in:

- 21 A. applied oral communications;
22 B. business ethics and legal issues;
23 C. human resource management;
24 D. interpersonal relations;
25 E. professional self development; and
26 F. the following courses in any technical college
27 area:

- 28 (1) applied sales strategies;
29 (2) inventory planning and control;
30 (3) marketing research fundamentals;
31 (4) principles of management;
32 (5) retail buying;
33 (6) retail principles;
34 (7) retail trends;
35 (8) sales promotion and advertising;

- 1 (9) store layout and presentations;
- 2 (10) store operations;
- 3 (11) supervision fundamentals;
- 4 (12) telemarketing fundamentals; and
- 5 (13) visual merchandising.

6 Subp. 2. **Other requirements.** The applicant must meet the
7 requirements in part 3700.0100 and the requirements for a
8 teacher in the marketing area under part 3700.0500.

9 Subp. 3. **Occupational experience requirement.** The
10 applicant must have 8,000 hours of occupational experience. Six
11 thousand hours must be in all of the following:

- 12 A. product and/or customer service presentation;
- 13 B. supervision/management of human resources, and
14 store or business operations;
- 15 C. promotion or advertising with intent to sell the
16 product or service; and
- 17 D. business operations planning and forecasting
18 analysis.

19 The remaining 2,000 hours must include the recency
20 requirement in part 3700.0500, subpart 2, and be in retail sales
21 and management with direct responsibility in the following areas:
22 inventory control dollar and unit, merchandise pricing, layout
23 of selling floor, retail financial applications, taking
24 inventory, and retail sales.

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 of the 6,000 hours of occupational experience
28 required in subpart 3, items A to D. The education must be from
29 an accredited postsecondary institution.

30 A. A bachelor's or higher degree with a major in
31 marketing, business administration, business management,
32 merchandising, retailing, or distributive education may be
33 substituted for 4,000 hours.

34 B. An associate degree in marketing, management,
35 merchandising, telemarketing, or sales may be substituted for
36 2,000 hours.

1 C. A diploma or certificate in sales, marketing,
2 merchandising, management, or telemarketing may be substituted.
3 A one-year program or a program of 45 or more quarter credits
4 equals 1,050 hours. A two-year program or a program of 90 or
5 more quarter credits equals 2,100 hours.

6 D. The completion of courses for credit or clock
7 hours for credit in sales, marketing, merchandising, management,
8 or telemarketing. One hour of instruction equals one hour of
9 occupational experience. One quarter credit equals 20 hours of
10 occupational experience. One semester credit equals 30 hours of
11 occupational experience.

12 Subp. 5. **Substitution for recent occupational experience.**
13 The applicant may substitute teaching experience in primary
14 program content at an accredited postsecondary institution or
15 industrial setting for 1,500 of the 2,000 hours required under
16 part 3700.0500, subpart 2. This teaching experience must be in
17 retail sales and management. Two hours of teaching equal one
18 hour of the occupational experience required in part 3700.0500,
19 subpart 2.

20 3700.0555 SALES MANAGEMENT.

21 Subpart 1. **May teach.** A teacher who has a sales
22 management license may teach the sales management program,
23 marketing careers core, courses in the marketing area in:

- 24 A. applied oral communications;
25 B. business ethics and legal issues;
26 C. human resource management;
27 D. interpersonal relations;
28 E. professional self-development; and
29 F. the following courses in any technical college

30 area:

- 31 (1) applied sales strategies;
32 (2) marketing research fundamentals;
33 (3) negotiation sales;
34 (4) principles of management;
35 (5) sales management;

- 1 (6) sales promotion and advertising;
- 2 (7) sales record management;
- 3 (8) supervision fundamentals;
- 4 (9) telemarketing fundamentals;
- 5 (10) territory management;
- 6 (11) visual merchandising; and
- 7 (12) wholesale buying and selling techniques.

8 Subp. 2. **Other requirements.** The applicant must meet the
9 requirements in part 3700.0100 and the requirements for a
10 teacher in the marketing area under part 3700.0500.

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

- 14 A. product and/or customer service presentation;
- 15 B. supervision/management of human resources, and
16 store or business operations;
- 17 C. promotion or advertising with intent to sell the
18 product or service; and
- 19 D. business operations planning, forecasting, and
20 analysis.

21 The remaining 2,000 hours must include the recency
22 requirement in part 3700.0500, subpart 2, and be in a nonretail
23 store environment, industrial or institutional setting in
24 multilevel marketing or telemarketing sales. The activities
25 must include three of the following: individual or group sales,
26 territory management, trade show presentation, bid and proposal
27 writing, sales contract negotiations, account management, and
28 sales and personal records management. A way to partially
29 substitute for these hours is described in subpart 5.

30 Subp. 4. **Substitution for occupational experience.** The
31 applicant may substitute education described in items A to D for
32 up to 4,000 of the 6,000 hours of occupational experience
33 required in subpart 3, items A to D. The education must be from
34 an accredited postsecondary institution.

- 35 A. A bachelor's or higher degree with a major in
36 business administration, business management, distributive

1 education, marketing, merchandising, or retailing may be
2 substituted for 4,000 hours.

3 B. An associate degree in management, marketing,
4 merchandising, sales, or telemarketing may be substituted for
5 2,000 hours.

6 C. A diploma or certificate in management, marketing,
7 merchandising, sales, or telemarketing may be substituted. A
8 one-year program or a program of 45 or more quarter credits
9 equals 1,050 hours. A two-year program or a program of 90 or
10 more quarter credits equals 2,100 hours.

11 D. The completion of courses for credit or clock
12 hours for credit in management, marketing, merchandising, sales,
13 or telemarketing. One hour of instruction equals one hour of
14 occupational experience. One quarter credit equals 20 hours of
15 occupational experience. One semester credit equals 30 hours of
16 occupational experience.

17 Subp. 5. **Substitution for recent occupational experience.**
18 The applicant may substitute teaching experience in primary
19 program content at an accredited postsecondary institution or
20 industrial setting for 1,500 of the 2,000 hours required under
21 part 3700.0500, subpart 2. The experience must be in sales
22 representation, sales management, or wholesale and industrial
23 sales. Two hours of teaching equal one hour of the occupational
24 experience required in part 3700.0500, subpart 2.

25 3700.0560 SUPERVISORY MANAGEMENT.

26 [For text of subpart 1, see M.R.]

27 Subp. 2. **Other requirements.** The applicant must meet the
28 requirements in part 3700.0100 and the requirements for a
29 teacher in the marketing area under part 3700.0500.

30 Subp. 3. **Occupational experience requirement.** The
31 applicant must have 8,000 hours of occupational experience in a
32 managerial level position including but not limited to budget
33 development or control, employee selection and supervision,
34 employee performance appraisal and evaluation, and assessment of
35 employee training needs.

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

6 A. A bachelor's or higher degree with a major in
7 business, marketing, or management may be substituted for 4,000
8 hours.

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

11 C. A diploma in supervision or management programs.
12 A one-year program or a program of 45 or more quarter credits
13 equals 1,050 hours. A two-year program or a program of 90 or
14 more quarter credits equals 2,100 hours.

15 D. The completion of courses for credit or clock
16 hours for credit in business administration, business
17 management, finance, human resource management, accounting,
18 training and development, supervisory management, manufacturing
19 management, and productivity and management. One clock 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 at
26 an industrial setting may be substituted for 1,500 of the 2,000
27 hours required in part 3700.0500, subpart 2, if the teaching is
28 done during this five-year period. The teaching must be in
29 management programs or courses that include supervision or
30 management content. Two hours of teaching equal one hour of
31 occupational experience.