

1 Board of Teaching

2

3 Adopted Permanent Rules Relating to Secondary Vocational

4 Licensure; Counselor and School Nurse Licensure

5

6 Rules as Adopted

7 8750.0010 DEFINITIONS.

8 Subpart 1. **Scope.** The definitions in this part apply to
9 this chapter.

10 Subp. 2. **Accredited out of state institution.** "Accredited
11 out of state institution" means a college or university
12 accredited by an organization listed in Nationally Recognized
13 Accrediting Agencies and Associations. This document is
14 published in the Federal Register, volume 50, pages 40213 to
15 40217 and updated in volume 50, page 41933. It is incorporated
16 by reference.

17 Subp. 3. **Approved Minnesota institution.** "Approved
18 Minnesota institution" means a Minnesota institution approved by
19 the Board of Teaching under part 8700.7600 to prepare persons
20 for teacher licensure.

21 Subp. 4. **Technical college.** "Technical college" means a
22 technical college operated by the State Board of Vocational
23 Technical Education.

24 Subp. 5. **Category of practice.** "Category of practice" for
25 secondary vocational licensure means an assignment, program, or
26 a component of a program for which licensure is required by this
27 chapter.

28 Subp. 6. **Clock hour.** "Clock hour" means 60 minutes of
29 actual instruction or supervised group activities.

30 Subp. 7. **Course.** "Course" means for the purpose of
31 licensing for vocational staff, a planned, separate unit of
32 instruction in a subject area.

33 Subp. 8. **Credit.** "Credit" means a quarter college credit
34 from an accredited college. Unless otherwise stated in this
35 chapter, one quarter credit equals 12 clock hours.

1 Subp. 9. DD Form 214. "DD Form 214" means the form
2 verifying separation from military service obtained from the
3 separating authority upon release from active service.

4 Subp. 10. Degree. Unless otherwise stated, "degree" means
5 a four year baccalaureate degree from a college or university
6 accredited by an organization listed in Nationally Recognized
7 Accrediting Agencies and Associations. This document is
8 published in the Federal Register, volume 50, pages 40213 to
9 40217 and updated in volume 50, page 41933. It is incorporated
10 by reference.

11 Subp. 11. Dictionary of Occupational Titles. "Dictionary
12 of Occupational Titles" is published by the Employment and
13 Training Administration of the United States Department of
14 Labor. The fourth edition was published in 1977. The fourth
15 edition, to the extent it is referred to in this chapter, is
16 incorporated by reference. At the time a new edition is
17 published, the new edition replaces the older edition in the
18 references to the book in this chapter. The book is available
19 in the Minneapolis public library and in local public libraries
20 throughout the state. It is not subject to frequent change.

21 Subp. 12. Director. "Director" means a local vocational
22 administrator and includes assistant directors.

23 Subp. 13. Directory of the American Association of State
24 Colleges of Agriculture and Renewable Resources. "Directory of
25 the American Association of State Colleges of Agriculture and
26 Renewable Resources" identifies the state colleges of
27 agriculture and renewable resources in the United States which
28 are not a part of the National Association of State Universities
29 and Land Grant Colleges. The directory is incorporated by
30 reference. The directory is available at the State Law
31 Library. At the time a new edition is published, the new
32 edition replaces the older edition in the references to the book
33 in this chapter. The directory is subject to frequent change.

34 Subp. 14. Education degree. "Education degree" means a
35 baccalaureate or higher degree from an accredited college or
36 university in an educational field with at least 27 quarter

1 credits in professional education courses and including at least
2 six quarter credits of student teaching.

3 Subp. 15. **Electromechanical technology.**

4 "Electromechanical technology" means design, service, and repair
5 of any equipment that includes both electrical-electronic
6 controls and mechanical, hydraulic, or pneumatic operating
7 systems, such as automated production equipment, robots, and
8 computer peripherals.

9 Subp. 16. **Emphasis area.** "Emphasis area" means the
10 position titles or duties that are most directly related to the
11 occupation in which the secondary students will be employed.
12 This term refers to the occupational experience requirement
13 within a category of practice.

14 Subp. 17. **Endorsement.** "Endorsement" means a change in an
15 applicant's existing license that allows the person to function
16 in an additional category of practice or in a different time
17 allotment such as part-time, full-time, or substitute.

18 Subp. 18. **Equivalent.** "Equivalent," in relation to
19 educational or technical training requirements, means equal in
20 content as verified by a written statement provided to the
21 personnel licensing section by staff:

22 A. from the department of education;

23 B. from the corresponding department chair from an
24 institution accredited to provide education or training in the
25 area stated as a licensure requirement; or

26 C. from the vocational service coordinator named by
27 an approved Minnesota institution approved to offer a licensing
28 program for vocational teacher education.

29 Subp. 19. **Full-time educational service.** "Full-time
30 educational service" means, for the purpose of evaluating
31 educational service, 1,080 hours annually.

32 Subp. 20. **Full-time occupational service.** "Full-time
33 occupational service" means, for the purpose of evaluating
34 occupational service, 2,000 hours annually (for example, eight
35 hours daily, five days per week, 50 weeks per year).

36 Subp. 21. **Hardship.** "Hardship" has the meaning given in

1 part 8750.6200, subpart 2.

2 Subp. 22. Home economics program designee. "Home
3 economics program designee" means, for consumer and homemaking
4 and service occupations licensure, the individual from an
5 approved teacher education institution who is designated by the
6 state program specialist to verify that requirements for
7 approved courses or technical credits have been met.

8 Subp. 23. Human relations program. "Human relations
9 program" means a program approved by the Board of Teaching that
10 is designed to meet the human relations requirements under part
11 8750.3500 for licensure of Minnesota educational personnel.

12 Subp. 24. Lapsed license. "Lapsed license" means a
13 Minnesota vocational license expired for at least one fiscal
14 year (July 1 to June 30).

15 Subp. 25. Leave. "Leave" means a preplanned experience
16 relevant to the area of licensure being sought. A leave
17 consists of a structured experience, including a written
18 educational objective, taken in an agency, business, or
19 industry, exclusive of the applicant's current educational
20 employment.

21 Subp. 26. Licensing program for vocational teacher
22 education. "Licensing program for vocational teacher education"
23 means a course or courses in vocational education offered at an
24 approved Minnesota institution.

25 Subp. 27. Local vocational administrator or
26 administrator. "Local vocational administrator" or
27 "administrator" means the licensed vocational administrator who
28 has the major responsibility for duties including budget,
29 curriculum, and supervision in vocational education at the
30 secondary level for a district, center, or technical college.
31 The superintendent is the authorized local administrator in the
32 absence of a licensed vocational administrator. For licensure
33 of vocational staff serving in a nonpublic school, the chief
34 executive officer of the nonpublic school or a designee may be
35 authorized by the personnel licensing section to recommend
36 licensure.

1 For staff serving in Minnesota correctional institutions,
2 an individual authorized by the Department of Corrections may be
3 authorized by the personnel licensing section to recommend
4 licensure.

5 Subp. 28. **National Ag Occupations Competency Study.**

6 "National Ag Occupations Competency Study" means a publication
7 with the formal title "Identifying and Validating Essential
8 Competencies Needed for Entry and Advancement in Major
9 Agriculture and Agribusiness Occupations." It is incorporated
10 by reference to the extent it is referred to in this chapter.
11 The study is by David R. McClay and is dated May 16, 1978. It
12 is published by the United States Department of Health and Human
13 Services, Office of Education, Occupational and Adult Education
14 Branch, and is for sale by the Superintendent of Documents,
15 United States Government Printing Office, Washington, DC 20402.
16 It is available for inspection at the Department of Education,
17 Secondary Vocational Section, 637 Capitol Square Building, 550
18 Cedar Street, Saint Paul, Minnesota 55101, and at the Government
19 Documents Section, Room 409, Wilson Library, University of
20 Minnesota, 309 19th Avenue South, Minneapolis, Minnesota 55454.
21 It is available at local public libraries through interlibrary
22 loan. It is not subject to frequent change.

23 Subp. 29. **Occupational experience.** "Occupational
24 experience" has the meaning given in part 8750.4000.

25 Subp. 30. **Occupational Outlook Handbook.** "Occupational
26 Outlook Handbook" is published by the United States Department
27 of Labor, Bureau of Labor Statistics, Bulletin 2250. The latest
28 edition was published in April 1986. The latest edition, to the
29 extent it is referred to in this chapter, is incorporated by
30 reference. At the time a new edition is published, the new
31 edition replaces the older edition in the references to the book
32 in this chapter. The handbook is available in public libraries
33 throughout the state. It is subject to frequent change.

34 Subp. 31. **Personnel licensing section.** "Personnel
35 licensing section" means the personnel licensing section of the
36 State Department of Education.

1 Subp. 32. **Regular five year vocational license.** "Regular
2 five year vocational license" means a five year continuing
3 license that is subject to continuing education requirements for
4 renewal.

5 Subp. 33. **Related areas.** "Related areas" refers to
6 position titles or duties that are associated with a category of
7 practice, but are indirectly related to occupations in which the
8 secondary students will be employed. This term refers to the
9 occupational experience requirement within a category of
10 practice.

11 Subp. 34. **Secondary vocational staff assignment report.**
12 "Secondary vocational staff assignment report" means form
13 #ED00375 that verifies from local districts that an assigned
14 staff person is eligible for aid.

15 Subp. 35. **Secondary vocational teacher education core.**
16 "Secondary vocational teacher education core" means the
17 following six courses included in the teacher education sequence
18 and offered through an approved Minnesota institution:
19 introduction to vocational teaching, vocational methods,
20 vocational course construction, vocational tests and
21 measurements, philosophy of vocational education, and the
22 teaching internship.

23 Subp. 36. **Secondary vocational teacher education sequence.**
24 "Secondary vocational teacher education sequence" means the
25 sequence and time frame for completion of the secondary
26 vocational teacher education core and the human relations
27 requirement given in parts 8750.3250 to 8750.3350.

28 Subp. 37. **Short term need for a teacher substitute.**
29 "Short term need for a teacher substitute" means a period in
30 which the maximum substitute assignment does not exceed 30
31 consecutive working days in one assignment or an annual total of
32 270 hours which is one-fourth of full-time employment as a
33 substitute.

34 Subp. 38. **Teacher educator.** "Teacher educator" means a
35 faculty member who teaches professional vocational courses and
36 is certified as a vocational teacher educator according to the

1 requirements of the Joint Council for Vocational Teacher
2 Educators.

3 Subp. 39. **Vocational education degree.** "Vocational
4 education degree" means a baccalaureate or higher degree with a
5 major in agriculture education, business education, home
6 economics education, marketing education, industrial or
7 industrial arts education, or vocational education. The degree
8 must include the courses in the secondary vocational teacher
9 education core and must meet all other requirements in the
10 definition of "education degree" in subpart 14.

11 Subp. 40. **Vocational or cooperative center.** "Vocational or
12 cooperative center" means a vocational or cooperative center
13 approved by the State Board of Education.

14 Subp. 41. **Vocational program areas.** "Vocational program
15 areas" means the occupational areas of agriculture, business
16 occupations, health occupations, home economics/service
17 occupations, marketing, and trade and industrial occupations.

18 WHO MUST BE LICENSED

19 8750.0020 HOW THIS CHAPTER APPLIES.

20 This chapter governs the procedure for licensure, as well
21 as the duties, and the educational, technical, and occupational
22 experience requirements for secondary vocational instructional
23 and supportive personnel who are required to be licensed by the
24 Board of Teaching. When this chapter conflicts with chapter
25 3515 or 3517, this chapter governs for secondary vocational
26 personnel.

27 Parts 8750.0040 to 8750.0073 set out duties that cause a
28 person to need a license issued under this chapter.

29 Parts 8750.0082 to 8750.0090 set out the process of
30 applying for a license.

31 Parts 8750.0200 to 8750.2140 set out the educational,
32 technical, and occupational requirements that a person must meet
33 to be licensed in a particular category of practice.

34 Parts 8750.3000 to 8750.3650 give more information about
35 general education requirements, including the vocational teacher

1 education sequence. Those parts set out the different types and
2 amounts of education requirements for the different entrance
3 licenses and renewals, regular five-year licenses, and
4 reactivations of lapsed licenses.

5 Parts 8750.4000 to 8750.4200 set out the different ways of
6 satisfying occupational experience requirements.

7 Parts 8750.6000 to 8750.6500 set out the conditions under
8 which a person may be granted a part-time resource specialist
9 license, limited license, substitute license, or letter of
10 approval.

11 Parts 8750.7000 to 8750.7300 set out the requirements for
12 renewals of nonadministrative, nonsupervisory five-year licenses.

13 Parts 8750.8000 to 8750.8400 govern the work of local
14 vocational relicensure committees.

15 Parts 8750.9000 to 8750.9700 govern the approval of
16 programs for teacher education.

17 FORMS AND APPLICATIONS

18 8750.0082 FORMS; FEES; EVALUATION; AND VALIDITY.

19 Subpart 1. **Application forms.** Application forms for
20 secondary vocational licensure are available from local school
21 districts and from the personnel licensing section.

22 Subp. 2. **Fees.** License fees are set by the Board of
23 Teaching and are nonrefundable except according to part
24 8700.0600. For each application for vocational licensure,
25 relicensure, or endorsement, the applicant shall pay the fee set
26 by the Board of Teaching. However, if a vocational renewal and
27 an endorsement are submitted to be reviewed simultaneously, both
28 must be processed on the same fee.

29 Subp. 3. **Evaluating the credentials.** When an applicant
30 submits credentials for licensure, the personnel licensing
31 section shall evaluate them for compliance with this chapter.
32 The section issues licenses for existing secondary vocational
33 categories of practice.

34 Subp. 4. **License validity.** A license becomes valid on the
35 date approved by the personnel licensing section. An individual

1 must hold a valid Minnesota license in the corresponding
2 category of practice before receiving payment for services.
3 Requests for corrections of omissions on licenses must be made
4 to the section within a calendar year of the date of issuance.
5 If a processing error results in issuance of a license to an
6 individual who does not meet rule requirements for the license,
7 the license is invalid. It is the applicant's responsibility to
8 return the license to the personnel licensing section
9 immediately for correction. A license must bear the date of
10 issuance. A license expires the specified number of years from
11 the July 1 nearest the date licensure was approved, except as
12 provided in part 8750.0090. Renewal applications must be
13 accepted by the personnel licensing section after January 1 of
14 the year of expiration.

15 8750.0085 REQUIRED SIGNATURES.

16 Subpart 1. **When signature is not needed.** Except where
17 otherwise stated in subpart 2 and in this chapter, an entrance
18 licensure application accompanied by all required credentials
19 need not be signed by an authorized local vocational
20 administrator to be processed.

21 Subp. 2. **When signature is required.** Applications for the
22 following licenses must be signed by the authorized local
23 vocational administrator:

- 24 A. renewal of a regular entrance license;
25 B. renewal of a license issued under the vocational
26 teacher education sequence in parts 8750.3000 to 8750.3500;
27 C. initial or renewed limited license; and
28 D. initial or renewed substitute or part-time
29 resource specialist license.

30 A person who applies for renewal of an entrance license or
31 a license issued under the vocational teacher education
32 sequence, and who has not been employed in a Minnesota
33 vocational program during the licensure period, shall contact an
34 approved Minnesota teacher educator in the licensure field or an
35 authorized local vocational administrator for consultation and

1 for signature of the renewal recommendation.

2 8750.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.

3 Subpart 1. Endorsements in areas related to current
4 license. When an applicant applies for endorsement in an area
5 similar to one in which the applicant is already licensed under
6 this chapter, the section shall give the endorsement the same
7 expiration date as the one on the applicant's existing license,
8 if the applicant has met current licensure requirements to hold
9 full licensure in the endorsed category of practice.

10 Subp. 2. Multiple expiration dates. Under certain
11 conditions, to correlate multiple expiration dates, a licensee
12 may apply a year early to renew a category of practice on a
13 five-year vocational continuing license. The licensee may take
14 this step if another similar full-time category on the license
15 is due for renewal, and if the licensee has completed and
16 verified the usual renewal requirements a year early. Except
17 for administrators and supervisors, applicants must have renewal
18 requirements approved and verified by the local vocational
19 relicensure committee.

20 GENERAL REQUIREMENTS

21 8750.3000 QUALIFICATION FOR LICENSURE.

22 A person required to hold a license shall meet licensure
23 requirements in this chapter for each category in which the
24 person practices.

25 An applicant shall meet the educational, technical, and
26 occupational experience requirements in parts 8750.0200 to
27 8750.2140 for each licensure category of practice sought.

28 8750.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.

29 Subpart 1. Who may use the sequence. An applicant may
30 complete the secondary vocational teacher education sequence in
31 order to satisfy the educational requirements for licensure if
32 the requirements in parts 8750.0200 to 8750.2140 for the
33 applicant's category of practice permit. The applicant must
34 complete at least three quarter credits in each of the core

1 courses at an approved Minnesota institution, or in equivalent
2 courses that meet the broad objectives of the teacher education
3 core at an accredited out-of-state institution. The broad
4 objectives of courses in the teacher education core are stated
5 in part 8750.3170.

6 The applicant must also meet the technical and occupational
7 experience requirements in the part that governs the chosen
8 category of practice.

9 Subp. 2. **Core courses.** The following courses, consisting
10 of at least three credits each, make up the secondary vocational
11 teacher education core:

- 12 A. introduction to vocational teaching;
- 13 B. vocational methods;
- 14 C. vocational course construction;
- 15 D. vocational tests and measurements;
- 16 E. philosophy of vocational education; and
- 17 F. teaching internship.

18 Subp. 3. **Nonapproved institutions.** When an applicant's
19 teacher education coursework for core courses has been completed
20 at an institution other than a Minnesota institution approved to
21 offer this vocational coursework and when the personnel
22 licensing section cannot determine course equivalency on the
23 basis of similar course titles or content, the section may refer
24 the applicant's evidence to an appropriate vocational program
25 specialist or to the vocational service coordinator named by a
26 Minnesota institution approved to offer this vocational
27 coursework. The person who receives the evidence shall
28 determine whether the courses are equivalent.

29 Equivalency must be determined from one or more of the
30 following types of evidence:

- 31 A. transcripts of credits from teacher education
32 institutions;
- 33 B. documents certifying extent of effort in terms of
34 hours of effort and completion of experience; and
- 35 C. course outlines that include course description
36 and course objectives.

1 Equivalency must be granted if it is found that the
2 proposed substitution is at least 75 percent comparable to the
3 coursework stated as a licensure requirement.

4 8750.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION
5 CORE.

6 Subpart 1. Introduction to vocational teaching (also
7 called foundations for vocational-technical teaching). The
8 broad objectives of a course in introduction to vocational
9 teaching are:

10 A. to identify the mission, goals, structure, and
11 trends of vocational education in Minnesota, and its
12 relationship to other educational systems;

13 B. to describe the goals of an institution and
14 program in which the teacher is prepared to teach;

15 C. to identify the learning styles, characteristics,
16 and special needs of the student populations for which
17 instruction will be implemented, including referral resources;

18 D. to identify the content and the instructional
19 objectives of a vocational program;

20 E. to develop unit structure and lesson plans
21 specifying the instructional procedure and learning activities
22 consistent with the practices in the institution in which the
23 individual will teach;

24 F. to choose and design instructional materials to
25 implement vocational learning activities;

26 G. to demonstrate an ability to deliver instruction
27 through a variety of methods consistent with current trends;

28 H. to evaluate student learning, using performance-
29 and knowledge-based instruments;

30 I. to describe the professional role of a vocational
31 teacher within the context of school and community;

32 J. to identify the role of advisory committees in
33 vocational education;

34 K. to identify the role and operation of student
35 organizations in vocational programs;

1 L. to identify classroom laboratory management,
2 safety procedures, and discipline principles and techniques; and

3 M. to identify the legal implications of
4 teacher-student relationships.

5 Subp. 2. Vocational methods (also called methods of
6 instruction in vocational-technical education). The broad
7 objectives of a course in vocational methods are:

8 A. to identify unique characteristics of learners and
9 the processes by which people learn;

10 B. to determine appropriate individual and group
11 methods of instruction that create an environment to motivate
12 and manage student development;

13 C. to identify the advantages and disadvantages of
14 alternative methods of instruction for vocational educators;

15 D. to demonstrate the ability to use various
16 instructional methods to enhance learning in vocational
17 education;

18 E. to prepare lesson plans that use effective models
19 and audiovisual materials including the latest technology;

20 F. to apply instructional techniques and resources
21 that are effective with diverse vocational education
22 populations;

23 G. to analyze personal teaching strengths,
24 weaknesses, and effectiveness through feedback mechanisms;

25 H. to identify and differentiate methods for
26 teaching, and the evaluation of learning in the affective,
27 cognitive, and psychomotor domains;

28 I. to develop a plan for utilizing student
29 organizations as a strategy to deliver the content of courses;
30 and

31 J. to develop a system to collect and catalog
32 resource materials for vocational instruction in the student's
33 area of specialization.

34 Subp. 3. Vocational course construction (also called
35 course development in vocational-technical education). The
36 broad objectives of a course in vocational course construction

1 are:

2 A. to develop vocational program descriptions, course
3 descriptions, and a listing of expected learner outcomes;

4 B. to identify instructional content using
5 appropriate alternative methods such as task, content analysis,
6 or occupational methods;

7 C. to examine and use alternative sources of existing
8 instructional program content;

9 D. to prepare general and specific vocational
10 instructional objectives, appropriate to students' needs;

11 E. to sequence the instructional objectives within
12 the course of study;

13 F. to identify and be able to use alternative methods
14 of organizing and managing content and learning activities,
15 considering the course objectives and individual needs of
16 students;

17 G. to develop lesson plans taking into account the
18 unique needs of the students in vocational education;

19 H. to develop an evaluation plan for a vocational
20 course and course units;

21 I. to demonstrate a systematic course development
22 process showing continuity from mission of institution to a
23 specific lesson plan; and

24 J. to demonstrate the need to use vocational advisory
25 committees in developing and delivering the content of the
26 course.

27 Subp. 4. Vocational tests and measurements (also called
28 evaluation of student performance in vocational-technical
29 education). The broad objectives of a course in vocational
30 tests and measurements are:

31 A. to identify the purposes and functions of
32 vocational education evaluation and assessment;

33 B. to differentiate between measurement and
34 evaluation;

35 C. to design a vocational course evaluation plan that
36 specifies the objectives of instruction and how they will be

1 evaluated;

2 D. to define and contrast characteristics of
3 evaluation such as reliability, validity, and utility;

4 E. to interpret standardized test data;

5 F. to identify the purposes and functions of various
6 evaluation techniques used in vocational education;

7 G. to prepare lesson plans that include test items
8 that measure student attainment of performance oriented
9 objectives;

10 H. to structure a test according to the tenets of
11 good test construction;

12 I. to develop and demonstrate appropriate techniques
13 for the evaluation of performance tasks;

14 J. to analyze the effectiveness of vocational
15 education evaluation instruments, such as performance
16 evaluation;

17 K. to interpret student progress using a variety of
18 approaches such as norm- or criterion-referenced methods;

19 L. to apply alternative methods of documenting
20 student progress; and

21 M. to interpret different methods of measuring
22 student performance and giving feedback as diagnostic tools to
23 improve learning.

24 Subp. 5. Philosophy of vocational education (also called
25 principles and practices of vocational-technical education).

26 The broad objectives of a course in the philosophy of vocational
27 education are:

28 A. to identify the current purposes and goals of
29 vocational education, its relationship to all education and to
30 federal and state legislation;

31 B. to identify the current purposes and goals,
32 policies, rules, and state plan for vocational education in
33 Minnesota;

34 C. to describe the process used to develop and modify
35 the Minnesota state plan for vocational-technical education;

36 D. to describe the socioeconomic settings and .

1 conditions that create the need for vocational education, career
2 education, and career development;

3 E. to explain the relationships of theories of work
4 to the history and development of vocational-technical
5 education;

6 F. to identify the relationship between legislation
7 and policy concerning vocational education and federal and state
8 financing and accountability;

9 G. to identify the recipients of vocational education
10 with respect to age, grade levels, socioeconomic groups, special
11 needs, sex, geographic location, occupational goals, and need
12 for vocational education;

13 H. to identify and describe the different
14 institutions, public and private, in which vocational programs
15 are offered and the people they serve;

16 I. to describe the cooperative relationships of
17 vocational educators with labor, industry and business, job
18 services, other agencies for employment, other teachers, and
19 advisory committees;

20 J. to identify the common and unique characteristics
21 of the different fields of vocational education, including
22 integration of student organizations;

23 K. to explain the purposes and nature of vocational
24 secondary, postsecondary, and extension programs;

25 L. to identify the professional organizations to
26 which vocational educators belong and the values of
27 participation in professional activities;

28 M. to describe the relationship of vocational
29 education with other educational systems, local school boards,
30 local administration, and state administration;

31 N. to develop an awareness of the implications of
32 external groups such as licensing boards, accreditation
33 agencies, and unions;

34 O. to explain the purpose and nature of cooperative
35 and supervised community-based programs such as internships and
36 customized training; and

1 P. to help the student develop a personal philosophy
2 of vocational education.

3 8750.3420 COURSE EQUIVALENTS.

4 Institutions outside Minnesota may make arrangements with
5 the personnel licensing section for a determination of
6 equivalent educational requirements.

7 8750.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.

8 When an applicant has completed coursework that is not
9 included in part 8750.3150, subpart 2, to meet a licensure
10 requirement and when the personnel licensing section cannot
11 determine course equivalency on the basis of similar course
12 titles or content, in consultation with the appropriate
13 secondary vocational specialist, the following procedure applies:

14 A. The section may refer the case to a vocational
15 service coordinator designated by a Minnesota institution
16 approved to offer vocational coursework or to a department chair
17 designated by the appropriate secondary vocational specialist in
18 the category of practice for which licensure is sought. The
19 chair must be from an institution accredited to offer coursework
20 that meets licensure requirements.

21 B. If no department chair is available, the
22 appropriate state secondary vocational program specialist shall
23 name an appropriate teacher educator.

24 C. The chair or coordinator shall submit a written
25 statement verifying that the proposed coursework substitution is
26 or is not equivalent to coursework stated as a licensure
27 requirement.

28 D. Equivalency must be determined from one or more of
29 the following types of evidence:

30 (1) transcripts of credits from accredited
31 institutions;

32 (2) documents certifying extent of effort in
33 terms of hours of effort and completion of experience; and

34 (3) course outlines that include course
35 description and course objectives.

1 E. Equivalency must be granted if it is found that
2 the proposed substitution is at least 75 percent comparable to
3 the coursework stated as a license requirement.

4 F. Exception: Two years of active participation as
5 an advisor in the appropriate vocational student organization
6 substitutes for the two required credits in integrating the
7 appropriate vocational student organization into the
8 curriculum. The participation must be verified by the state
9 program specialist responsible for the appropriate vocational
10 student organization and must be within the five years just
11 before the date the license is issued.

12 8750.3500 HUMAN RELATIONS REQUIREMENT.

13 Subpart 1. **Human relations program.** Vocational personnel
14 as described in this part must meet the human relations
15 requirement by completing a human relations program approved by
16 the Minnesota Board of Teaching. All or part of the human
17 relations requirements may be met by substituting earlier
18 experiences or programs when they are verified as equivalent by
19 the administrator of an approved Minnesota human relations
20 program. Requests to substitute and to verify equivalency must
21 be submitted by the applicant to the administrator of an
22 approved human relations program.

23 Subp. 2. **Who must meet the requirement.** Except where
24 otherwise stated in this chapter, in order to be licensed, renew
25 a license, or reactivate a lapsed license, vocational personnel
26 must complete the human relations requirement if they work at
27 least half time on the vocational license. "Half time" means
28 three hours daily on a 36-week or longer basis, or five hours
29 daily on a 20-week or longer basis.

30 Subp. 3. **Exemption for less than half time.** Vocational
31 personnel who work less than half time on the vocational license
32 and want an exemption from the human relations requirement must
33 submit verification of eligibility for the exemption from the
34 authorized local vocational administrator.

35 Subp. 4. **Initial entrance license.** New personnel who are

1 submitting their first applications for full-time vocational
 2 licensing and who have completed all applicable requirements
 3 except human relations, are eligible for an entrance license to
 4 allow time to complete the human relations program. Only one
 5 vocational license that entitles the licensee to work full time
 6 may be granted to an applicant who has not met the human
 7 relations requirement. The human relations requirements must be
 8 met before any license renewal or endorsement is made.

9 8750.3650 ENDORSEMENTS.

10 An applicant adding a licensure category must meet current
 11 educational, technical, and occupational experience requirements
 12 for an entrance license in the category to be added.

13 OCCUPATIONAL EXPERIENCE

14 8750.4000 OCCUPATIONAL EXPERIENCE.

15 Subpart 1. **Definition.** Except where otherwise stated in
 16 this chapter, "occupational experience" means work experience,
 17 paid in money, outside of education or teaching, that
 18 demonstrates success in the occupational emphasis areas and
 19 related areas specified in the category of practice for which
 20 the applicant is seeking licensure. At least 500 hours of work
 21 experience must be in one or more emphasis areas within the
 22 five-year period immediately before the date the license is to
 23 be issued.

24 Subp. 2. **Secondary vocational nonoccupational staff.**

25 Special needs staff of a local school district shall accumulate
 26 occupational experience, outside education or teaching, in a job
 27 or jobs specified in parts 8750.0200 to 8750.1440 and 8750.1800
 28 to 8750.2140 within the program emphasis areas or related areas.

29 Subp. 3. **Verification.** Verification of occupational

30 experience for a salaried employee must be provided on work
 31 verification forms by the applicant's employer. It must include
 32 place of employment, length and dates of employment, total
 33 number of hours employed, job classification, description of job
 34 duties, and a specific statement of success. If the employer
 35 has died or cannot be located because of a transfer, or if the

1 business has closed, the same information may be verified by:

2 A. the applicant's immediate supervisor during the
3 employment period; or

4 B. a coworker of similar status during the employment
5 period and appropriate tax or social security records of the
6 applicant.

7 If a supervisor or coworker verifies the experience, the
8 applicant shall document reasonable previous efforts to obtain
9 verification from the actual employer.

10 Applicants who receive W-2 salary forms as owners or
11 managers of their own privately held corporations must be
12 considered self-employed, and they are governed by part
13 8750.4100.

14 Verification of occupational experience is subject to
15 Minnesota Statutes, section 125.09, clause (5) on submitting
16 fraudulent evidence.

17 Subp. 4. **Military experience.** The personnel licensing
18 section shall accept occupational experience obtained in the
19 military if it is verified by a DD Form 214 and corresponding
20 military assignment or review records that verify and identify
21 the experience as within the emphasis areas or related areas in
22 parts 8750.0200 to 8750.1440 or 8750.1800 to 8750.2140.
23 Verified military experience shall be accepted for up to
24 two-thirds of the total required occupational hours. The
25 military hours may be applied toward hours in related areas, but
26 not toward the required hours in the emphasis area and they do
27 not meet the recency requirements. The remaining one-third of
28 the required hours must be accumulated in the typical civilian
29 setting for the category of practice sought in order to ensure
30 that the applicant is familiar with the usual job environment
31 for the specific category of practice.

32 8750.4100 SELF-EMPLOYMENT EXPERIENCE.

33 Subpart 1. **How to qualify.** Occupational experience
34 obtained through self-employment in emphasis areas or related
35 areas in parts 8750.0200 to 8750.2140 meets the occupational

1 experience requirements if:

2 A. self-employment hours are paid occupational
3 experience as verified by Department of Revenue tax reports of
4 paid income from this source, with appropriate backup records;
5 and

6 B. self-employment hours have been earned within the
7 corresponding business or industry setting for the specific
8 category of practice sought, as verified by evidence documenting
9 that the self-employed business exists, is licensed if required
10 by law or rule, and complies with laws or rules that regulate
11 the business or industry.

12 Subp. 2. **Exception for nontraditional experience.** When
13 self-employment hours have been obtained in designated emphasis
14 or related areas, but within a different occupational setting,
15 or as part of a different occupational role, than that commonly
16 associated with the emphasis area for which the license is
17 valid, the self-employment hours do not count:

18 A. toward the required hours in the emphasis area;
19 and

20 B. toward more than two-thirds of the total required
21 hours.

22 To be acceptable in related areas, the nontraditional
23 self-employment hours must constitute paid occupational
24 experience as verified by Department of Revenue tax reports of
25 paid income from this source, with appropriate backup records
26 verifying the information requested in part 8750.4000, subpart 3.

27 Subp. 3. **Verification.** Verification based on Department
28 of Revenue tax records named in subpart 1 or 2 must be
29 documented as follows:

30 A. The Department of Revenue tax reports and
31 appropriate backup records must be reviewed by the applicant's
32 certified public accountant, attorney, tax preparer, banker, or
33 similar professional business representative who is
34 substantially engaged in business practices and business record
35 keeping.

36 B. The reviewing professional shall determine and

1 verify duties and commensurate number of hours of paid
2 employment consistent with declared income in the reviewed
3 revenue documents and applicable to requirements of these
4 licensure rules.

5 C. The reviewing professional must verify results of
6 the review on a standard affidavit form provided by the
7 personnel licensing section.

8 Subp. 4. **Fraud.** Verification of self-employment is
9 subject to Minnesota Statutes, section 125.09, clause (5) on
10 submitting fraudulent evidence.

11 Subp. 5. **Employment on nonsalary status.** When
12 occupational experience hours in emphasis areas and related
13 areas specified in parts 8750.0200 to 8750.2140 have been
14 obtained through any employment that has not resulted in issuing
15 a W-2 statement, the applicant must be considered a
16 self-employed independent contractor, and this part applies.

17 8750.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.

18 Subpart 1. **Who may use.** Except where otherwise stated in
19 this part and in parts 8750.0200 to 8750.2140, an applicant may
20 use the following alternative experiences to meet occupational
21 experience requirements. The alternatives may not be used by
22 nonbaccalaureate applicants who have completed less than a two
23 year program in the category of practice.

24 Subp. 2. **Directed occupational experience.** For each two
25 hours of the regular occupational experience requirement, an
26 applicant may substitute one hour of preplanned occupational
27 experience directed through a licensing program for vocational
28 teacher education that has been approved as specified in part
29 8750.9100. The personnel licensing section, in consultation
30 with the appropriate vocational program specialists, may make
31 arrangements with colleges and universities to provide directed
32 work experience supervision. Out of state colleges not eligible
33 for the program approval process may get approval by verifying
34 to the section and the appropriate state program specialist a
35 program that meets the criteria, including evaluation, used to

1 evaluate Minnesota programs in directed occupational
2 experience. The supervisor directing the out-of-state
3 internship must possess professional qualifications equivalent
4 to those required of a Minnesota internship supervisor who is
5 eligible for authorization under item A.

6 The directed occupational experience must meet the
7 following criteria for approval:

8 A. Except for out of state colleges, the experience
9 must be directed by an internship supervisor who must be a
10 vocational teacher educator, as authorized by the Joint Council
11 for Vocational Teacher Educators.

12 B. The training station must be approved by the
13 internship supervisor prior to approval of the training plan and
14 employment.

15 C. The applicant's training plan and agreement must
16 be developed prior to employment and must be kept on file by the
17 teacher education institution for five years.

18 D. One copy of the work verification form must be
19 made part of the applicant's permanent record maintained by the
20 teacher education institution.

21 E. The experience must be paid work.

22 F. The training plan and agreement must:

23 (1) contain objectives that are individualized to
24 meet the needs of the applicant;

25 (2) identify the specific learning outcomes,
26 projects, and project evaluations that the applicant needs;

27 (3) place the applicant in a position that
28 satisfies occupational experience criteria in the part governing
29 the applicant's chosen category of practice;

30 (4) place the applicant in a position that
31 satisfies the conditions of employment specified in part
32 8750.4000, except that self employment is not permitted;

33 (5) establish a reporting process for the
34 internship experience;

35 (6) establish a means of evaluating the
36 internship experience.

1 G. An applicant must be visited two or more times per
2 quarter, once during a summer session. When this is not
3 possible, a designee can be identified by the internship
4 supervisor with communication with the state program specialist.

5 H. The ratio of clock hours of work to collegiate
6 credits must be at least 40 to 1.

7 Subp. 3. **Competency based occupational exam.** An applicant
8 may submit evidence of successful completion of a competency
9 based occupational exam preapproved by the Board of Teaching.
10 The personnel licensing section shall accept the evidence as
11 proof of occupational competency in place of two-thirds of the
12 total occupational experience requirements, including the most
13 recent 500 hours. The exam must have been completed within five
14 years of the date the license is issued. This alternative form
15 of occupational experience must not be used when the competency
16 based occupational exam is the same exam taken by the applicant
17 to obtain licensure to practice in the particular occupation.
18 In this subpart, "successful completion" means scoring within
19 one standard deviation below the mean score supplied by the
20 agency providing the competency based exam.

21 Subp. 4. **Updating industrial experience.** An updating
22 experience conducted in the appropriate business or industry
23 setting, or within a formal technical training setting in
24 appropriate business, industry, or appropriate postsecondary
25 education, may be substituted for the required 500 hours of
26 occupational experience within the past five years in the
27 emphasis area. The experience must be completed within the five
28 year period just before the date that the license is to be
29 issued. The experience must consist of one or a combination of
30 the following:

31 A. Six quarter credits, involving at least 120 clock
32 hours of work by the applicant, preapproved through the program
33 approval process in part 8750.9100. Each quarter credit
34 substitutes for 80 occupational experience hours. This
35 experience must meet the following criteria for approval:

36 (1) The experience must be directed by a

1 supervisor who is a vocational teacher educator, as authorized
2 by the Joint Council for Vocational Teacher Educators. The
3 supervisor must:

4 (a) assess the applicant's work experience,
5 background, and vocational licensure requirements for the
6 vocational license being sought;

7 (b) using the assessment information,
8 propose applicant objectives and explore choices for updating
9 experience;

10 (c) advise the applicant by developing an
11 updating program plan in cooperation with the business or
12 industry that will be involved in the updating experience; and

13 (d) identify in the plan specific learning
14 outcomes, reporting log of experiences, and project evaluations.

15 (2) The experience must be individualized to
16 update, build, and expand the applicants' occupational
17 experiences (knowledge and skills) in order to help them:

18 (a) become more aware of
19 employee/supervisory management roles in business or industry;

20 (b) recognize changes in career and
21 occupational patterns in the chosen business or industry
22 employment classifications;

23 (c) identify barriers to opportunities in
24 employment for certain populations (such as minorities, the
25 handicapped, the disadvantaged);

26 (d) realize the impact of technological
27 change, legal issues, and politics in the workplace; and

28 (e) apply the technology currently used in
29 the specific industry.

30 (3) The experience must involve employment
31 settings that are designated in this chapter for the license the
32 applicant is seeking.

33 (4) A copy of the applicant's updating program
34 must be kept on file by the teacher education institution for
35 five years, with an abstract of the program made a part of the
36 applicant's permanent record.

1 B. 120 clock hours of technical training in the
2 emphasis area preapproved by the personnel licensing section in
3 consultation with the appropriate secondary vocational program
4 specialist, or by a department chair, designated by the
5 secondary vocational program specialist, of an approved
6 Minnesota college. Each technical training hour substitutes for
7 four occupational experience hours. This updating industrial
8 experience option must meet the following criteria for approval:

9 (1) The person directing the experience must:

10 (a) assess the applicant's work experience
11 and background, as well as vocational licensure requirements for
12 the vocational license being sought;

13 (b) using the assessment information,
14 propose applicant objectives and explore technical training
15 options;

16 (c) help the applicant develop an updating
17 program plan in cooperation with the business, industry, or
18 technical training sponsor that will be involved in the updating
19 experience; and

20 (d) identify in the plan specific learning
21 outcomes, reporting log of experiences, and project evaluations.

22 (2) The experience must be individualized to
23 update, build, and expand the applicants' occupational
24 experiences (knowledge and skills) in order to help them:

25 (a) become more aware of
26 employee/supervisory management roles in business or industry;

27 (b) recognize changes in career and
28 occupational patterns in the chosen business or industry
29 employment classifications;

30 (c) identify barriers to employment
31 opportunities for certain populations (such as minorities, the
32 handicapped, the disadvantaged);

33 (d) realize the impact of technological
34 change, legal issues, and politics in the workplace; and

35 (e) apply technology currently used in the
36 specific industry.

1 (3) The experience must involve employment
2 settings that are designated in this chapter for the license the
3 applicant is seeking.

4 (4) An abstract of the applicant's updating
5 program must be made a part of the applicant's permanent
6 licensure file.

7 **Subp. 5. Community based training.** For up to 500 hours of
8 the occupational experience, including the required 500 recent
9 hours, an applicant may substitute an unpaid direct training
10 experience in the traditional setting for the program emphasis
11 area. The training experience must be preapproved by the
12 personnel licensing section in consultation with the appropriate
13 secondary vocational program specialist or by the corresponding
14 department chair of an approved Minnesota college in
15 consultation with the appropriate secondary vocational program
16 specialist. Three hours of training substitutes for one
17 occupational experience hour.

18 **Subp. 6. Funded Minnesota technical college vocational**
19 **teaching.** An applicant who seeks to add an existing secondary
20 vocational category of practice to a valid postsecondary
21 vocational license in the same category of practice may
22 substitute Minnesota technical college teaching within the past
23 five years in that category of practice for the required recent
24 500 hours in an emphasis area. One year (1,080 hours) of
25 vocationally funded teaching substitutes for the prerequisite
26 500 hours.

27 **Subp. 7. Teacher coordinator endorsement.** Unless
28 otherwise stated in this chapter, when an applicant is applying
29 for an endorsement to add teacher coordinator to a current,
30 valid teaching license within the same vocational program area,
31 or to add special needs teacher coordinator to a valid service
32 area teaching license, the 500 hour recency requirement does not
33 apply if:

34 A. the applicant has verified the total required
35 appropriate hours specified for teacher coordinator licensure;

36 B. the applicant met the recency requirement to

1 obtain the preceding category of practice; and

2 C. the applicant has taught on a vocational license
3 at least one year (1,080 hours) within the past five in a
4 vocationally funded occupational program in the same vocational
5 program area.

6

7 REVISOR'S INSTRUCTION.

8 A. The revisor shall renumber the parts listed in
9 column A with the part numbers listed in column B and correct
10 internal references.

11	A	B
12		
13	3510.4100	8700.8000
14	3510.4200	8700.8010
15	3510.4300	8700.8020
16	3510.4400	8700.8030
17	3510.4500	8700.8040
18	3510.4600	8700.8050
19	3510.4700	8700.8060
20	3510.4800	8700.8070
21	3510.4900	8700.8080
22		
23	3510.5100	8700.8090
24	3510.5200	8700.8110
25	3510.5300	8700.8120
26	3510.5400	8700.8130
27	3510.5500	8700.8140
28	3510.5600	8700.8150
29	3510.5700	8700.8160
30	3510.5800	8700.8170
31	3510.6000	8700.8180
32	3510.6100	8700.8190
33	3510.6400	8700.9000
34		
35	3510.6500	8700.9010
36	3510.6600	8700.9020
37	3510.6700	8700.9030
38		
39		
40	3517.0030	8750.0030
41	3517.0040	8750.0040
42	3517.0050	8750.0050
43	3517.0060	8750.0060
44	3517.0070	8750.0070
45	3517.0071	8750.0071
46	3517.0072	8750.0072
47	3517.0073	8750.0073
48	3517.0200	8750.0200
49	3517.0220	8750.0220
50		
51	3517.0240	8750.0240
52	3517.0260	8750.0260
53	3517.0300	8750.0300
54	3517.0320	8750.0320
55	3517.0330	8750.0330
56	3517.0350	8750.0350
57	3517.0370	8750.0370
58	3517.0390	8750.0390
59	3517.0410	8750.0410
60	3517.0430	8750.0430
61		

1	3517.0460	8750.0460
2	3517.0500	8750.0500
3	3517.0520	8750.0520
4	3517.0600	8750.0600
5	3517.0620	8750.0620
6	3517.0700	8750.0700
7	3517.0720	8750.0720
8	3517.0740	8750.0740
9	3517.0760	8750.0760
10	3517.0780	8750.0780
11		
12	3517.0800	8750.0800
13	3517.0820	8750.0820
14	3517.0840	8750.0840
15	3517.0860	8750.0860
16	3517.0880	8750.0880
17	3517.0890	8750.0890
18	3517.0900	8750.0900
19	3517.0920	8750.0920
20	3517.1000	8750.1000
21	3517.1100	8750.1100
22	3517.1120	8750.1120
23		
24	3517.1200	8750.1200
25	3517.1220	8750.1220
26	3517.1240	8750.1240
27	3517.1260	8750.1260
28	3517.1280	8750.1280
29	3517.1300	8750.1300
30	3517.1320	8750.1320
31	3517.1340	8750.1340
32	3517.1360	8750.1360
33		
34	3517.1380	8750.1380
35	3517.1400	8750.1400
36	3517.1420	8750.1420
37	3517.1440	8750.1440
38	3517.1500	8750.1500
39	3517.1520	8750.1520
40	3517.1540	8750.1540
41	3517.1560	8750.1560
42	3517.1580	8750.1580
43	3517.1600	8750.1600
44		
45	3517.1700	8750.1700
46	3517.1800	8750.1800
47	3517.1820	8750.1820
48	3517.1840	8750.1840
49	3517.1860	8750.1860
50	3517.1880	8750.1880
51	3517.1900	8750.1900
52	3517.1920	8750.1920
53	3517.1930	8750.1930
54	3517.1940	8750.1940
55		
56	3517.1960	8750.1960
57	3517.1980	8750.1980
58	3517.2000	8750.2000
59	3517.2020	8750.2020
60	3517.2040	8750.2040
61	3517.2060	8750.2060
62	3517.2080	8750.2080
63	3517.2100	8750.2100
64	3517.2120	8750.2120
65	3517.2140	8750.2140
66		
67	3517.3050	8750.3050
68	3517.3100	8750.3100
69	3517.3200	8750.3200
70	3517.3250	8750.3250
71	3517.3300	8750.3300

1	3517.3350	8750.3350
2	3517.3400	8750.3400
3	3517.3550	8750.3550
4	3517.3600	8750.3600
5	3517.3620	8750.3620
6		
7	3517.3800	8750.3800
8	3517.6000	8750.6000
9	3517.6100	8750.6100
10	3517.6200	8750.6200
11	3517.6300	8750.6300
12	3517.6500	8750.6500
13	3517.7000	8750.7000
14	3517.7100	8750.7100
15	3517.7200	8750.7200
16	3517.7300	8750.7300
17		
18	3517.8000	8750.8000
19	3517.8100	8750.8100
20	3517.8200	8750.8200
21	3517.8300	8750.8300
22	3517.8400	8750.8400
23	3517.9000	8750.9000
24	3517.9100	8750.9100
25	3517.9200	8750.9200
26	3517.9300	8750.9300
27	3517.9400	8750.9400
28		
29	3517.9500	8750.9500
30	3517.9600	8750.9600
31	3517.9700	8750.9700

32
33 B. The revisor shall change the terms "State Board of
34 Education," "Commissioner of Education," and similar terms to
35 "State Board of Teaching," and similar terms, wherever the terms
36 appear in the rule parts listed in item A, column B. In
37 addition, the revisor shall make appropriate cross-reference
38 changes in the renumbered parts.

39 The revisor shall change the term "board" in renumbered
40 part 8750.6200, subpart 5, to "personnel licensing section."