

1 State Board of Vocational Technical Education

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3 Adopted Permanent Rules Relating to License for Financial Aid

4 Administrator

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6 Rules as Adopted

7 3700.1100 FINANCIAL AID ADMINISTRATOR.

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

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

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

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

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

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

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

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

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

35 Subp. 3. Educational and occupational experience

1 requirement. An applicant for a license as financial aid
2 administrator must meet the requirements listed in item A, B, C,
3 or D. The education must be from an accredited postsecondary
4 institution.

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

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

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

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

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

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

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

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

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1 financial aid administrator.