

1 Board of Technical Colleges

2

3 Adopted Permanent Rules Relating to Teacher Licenses

4

5 Rules as Adopted

6 3515.0800 RENEWED REGULAR FIVE-YEAR TECHNICAL COLLEGE LICENSE.

7 Subpart 1. **Authorizing signature.** Applications for
8 renewed initial and subsequent five-year technical college
9 licenses shall be approved through the local technical college
10 relicensure committee established pursuant to parts 3515.2200 to
11 3515.3200, and signed by the chair.

12 Subp. 2. **Issuance.** A regular five-year technical college
13 license holder who completes the continuing education
14 requirements for relicensure in parts 3515.2200 to 3515.3200
15 shall be issued a renewed regular five-year technical college
16 license.

17 Subp. 3. **Exception.** Subparts 1 and 2 do not apply to
18 part-time extension, part-time continuous occupational,
19 part-time continuous general studies, or substitute licensure.

20 Subp. 4. **Discontinued programs.** A license to teach a
21 program that is removed from the state board's inventory of
22 active programs cannot be renewed if the program is removed
23 before or at the time the license renewal would otherwise be
24 effective.

25 3515.9921 POSTSECONDARY LICENSURE CHART, DISTRIBUTIVE EDUCATION,
26 HEALTH EDUCATION, SERVICE, HOSPITALITY AND HOME ECONOMICS,
27 INDUSTRIAL EDUCATION, TECHNICAL EDUCATION.

28 [For text of subps 1 and 2, see M.R.]

29 Subp. 3. **Elaboration on special courses or requirements.**

30 A. Licensure, registration, or program certificate is
31 required to teach in program areas where such is required to
32 practice in the field. Cosmetology instructors shall have an
33 instructor license issued by the Minnesota Department of
34 Commerce. Barbering instructors shall have a license issued by
35 the Minnesota Board of Barber Examiners.



1 B. Areas such as First Aid Instructor, or
2 Cardiopulmonary Resuscitation (CPR) Instructor and vocational
3 license for Instructor Coordinator.

4 C. In the specialized program: 1,000 specialized
5 hours within the prior five years.

6 D. The following requirements for the license of
7 Distributive Education Instructor/Instructor Coordinator that
8 are in the chart in subpart 1 no longer apply: Distributive
9 Education Methods; Distributive Education Curriculum; one
10 additional VE course; renewals/minimal progress; coordination
11 techniques. Instead, an applicant seeking the license or
12 renewal of the license must comply with parts 3515.1400 to
13 3515.1700.

14 E. Twenty-one quarter credits in technical areas,
15 with a minimum of 24 clock hours or two quarter credits in each
16 of the following: selling, management, advertising, visual
17 merchandising, retailing, marketing, and economics. In the
18 specialized program, relevant technical areas may be
19 substituted. Excess ROX may be substituted for relevant
20 technical area courses at the rate of one year for three quarter
21 credits.

22 3700.0145 SUBSTITUTE LICENSE.

23 Subpart 1. **Issuance.** A substitute license in a specific
24 occupational, related, or instructional special needs area shall
25 be issued to meet the short-term need for an instructor
26 substitute. The state chancellor shall issue a substitute
27 license to an applicant qualified through academic preparation,
28 technical training, or applied experience in the field to be
29 taught.

30 Subp. 2. **Authorizing signature.** An authorized local
31 technical college administrator shall recommend to the state
32 chancellor applicants who are qualified through academic
33 preparation, technical training, or applied experience in the
34 specific area of licensure. Applications for initial and
35 subsequent renewed substitute licenses shall be signed by the

1 authorized local technical college administrator. The
2 applications shall include evidence of the applicant having had
3 academic preparation, technical training, or applied
4 occupational or instructional experience in the requested
5 licensure field.

6 Subp. 3. License validity.

7 A. Initial entrance substitute license shall remain
8 valid for a maximum of five years. The maximum substitute
9 assignment must not exceed 30 consecutive working days of
10 employment in one assignment, 270 clock hours per fiscal year.

11 B. Renewed substitute licenses are issued for
12 five-year periods upon the recommendation of the authorized
13 local technical college administrator. The maximum substitute
14 assignment must not exceed 30 consecutive working days of
15 employment in one assignment or 270 clock hours per fiscal year.

16 C. A technical college license at the extension
17 part-time level in parts 3700.1400 and 3700.1405 must not be
18 used as a substitute license.

19 D. An instructor who is making use of an extension
20 license on the effective date of this part may continue to use
21 the license until the license is first required to be renewed
22 after the effective date of this part.

23 ~~3700.0440~~ 3700.0450 DIAGNOSTIC MEDICAL SONOGRAPHER.

24 Subpart 1. **May teach.** A teacher who has a diagnostic
25 medical sonographer instructor license may teach in the
26 diagnostic medical sonographer program and may also teach
27 courses in:

- 28 A. sonography;
29 B. cross sectional anatomy;
30 C. medical terminology; or
31 D. medical ethics.

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 health occupational area under part 3700.0400.

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

1 applicant must have the experiences as described in items A and
2 B.

3 A. Registered as a sonographer by the American
4 Registry of Diagnostic Medical Sonographers (A.R.D.M.S.) in
5 abdominal and obstetrics/gynecology sonography.

6 B. 8,000 hours of A.R.D.M.S. registered occupational
7 experience in diagnostic medical sonography with a minimum of
8 2,000 of the required hours in abdominal and
9 obstetrics/gynecology sonography. This 2,000 hours must include
10 the recency requirement of part 3700.0400, subpart 2.

11 Subp. 4. **Substitution for occupational experience.** The
12 applicant may substitute the education described in item A, B,
13 C, or D for up to 4,000 hours of the occupational experience
14 required in subpart 3. The educational experience may not
15 substitute for the 2,000 hours of abdominal and
16 obstetrics/gynecology sonography.

17 A. A bachelor's or higher degree with a major in
18 sonography, radiography, or nuclear medicine may be substituted
19 for 4,000 hours.

20 B. An associate degree or two-year or above
21 certificate or diploma in sonography, radiography, nuclear
22 medicine, an associate degree or above, or a three-year diploma
23 in nursing may be substituted for 2,000 hours.

24 C. A one-year diploma or certificate in sonography,
25 radiography, nuclear medicine, or nursing may be substituted for
26 1,000 hours.

27 D. Courses for credit or clock hours for credit in
28 AMA or AMA Category I content approved by the Society of
29 Diagnostic Medical Sonographers (SDMS), Canadian Society of
30 Diagnostic Medical Sonography (CSDMS), American Institute of
31 Ultrasound Medicine (AIUM), Society of Vascular Technology
32 (SVT), or Accreditation Council for Continuing Medical Education
33 (ACCME). One hour of instruction equals one hour of
34 occupational experience. One quarter credit equals 20 hours of
35 occupational experience. One semester credit equals 30 hours of
36 occupational experience.

1 Subp. 5. Substitution for occupational recency. The
2 applicant may substitute teaching experience in a program
3 accredited by the American Medical Association Committee on
4 Allied Health Education and accreditation for 1,500 of the 2,000
5 hours required in part 3700.0100, subpart 2, if the teaching is
6 done during the five-year period. The teaching must be in
7 abdominal and obstetrics/gynecology diagnostic medical
8 sonography. Two hours of teaching equal one hour of
9 occupational experience.

10 3700.0750 PLASTIC COMPOSITES TECHNOLOGY.

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

12 Subp. 2. Other requirements. The applicant must meet the
13 requirements in part 3700.0100 and the requirements for a
14 teacher in the technical area under part 3700.0800.

15 [For text of subs 3 and 4, see M.R.]

16 Subp. 5. Substitution for recent occupational experience.
17 An applicant may substitute teaching experience at an accredited
18 postsecondary institution or at an industrial or military
19 setting in plastic composites technology for 1,500 of the 2,000
20 hours required in part 3700.0800, if the teaching is done during
21 the five-year period. The teaching must be in plastic
22 composites technology. Two hours of teaching equal one hour of
23 occupational experience.

24 3700.0800 LICENSES IN TRADE AND INDUSTRIAL AREA.

25 Subpart 1. Listed here. An applicant for a license to
26 teach technical college courses and programs in the trade and
27 industrial occupational area must meet the requirements in this
28 part. The requirements are in addition to the requirements in
29 part 3700.0100 and for a particular license listed under the
30 part that covers that particular license.

31 Subp. 2. Recent occupational experience. An applicant for
32 a license to teach in the trade and industrial occupational area
33 must have 2,000 hours of occupational experience within the five
34 years just before applying for that license.

35 Subp. 3. Does not apply. Part 3515.9921 does not apply to

1 licenses issued under this part.

2 3700.1415 PART-TIME CONTINUOUS OCCUPATIONAL PROGRAM INSTRUCTOR
3 LICENSE.

4 Subpart 1. Listed here. An applicant for a license to
5 teach part time in a continuous occupational program must meet
6 the requirements in this part and part 3700.1410.

7 Subp. 2. Specific license requirements. An applicant must
8 meet the requirements in item A, B, C, or D.

9 [For text of item A, see M.R.]

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

17 (1) 15 quarter credits;

18 (2) 180 clock hours of training in content
19 specific to the field for which the applicant is seeking the
20 license;

21 (3) 150 clock hours of secondary, postsecondary,
22 business, industrial, or military teaching in the primary
23 program content; or

24 (4) 500 hours of the required occupational
25 experience.

26 [For text of items C and D, see M.R.]

27 3709.0120 LOCKSMITHING TECHNICIAN.

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

29 Subp. 2. Other requirements. The applicant must meet the
30 requirements in part 3700.0100 and the requirements for a
31 teacher in the trade and industrial area under part 3700.0800.

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

33 Subp. 5. Substitution for recent occupational experience.

34 An applicant may substitute teaching experience at an accredited
35 postsecondary institution or at an industrial or military

1 setting for 1,500 of the 2,000 hours required under part
2 3700.0800, if the teaching is done during the five-year period.
3 The teaching must be in locksmithing. Two hours of teaching
4 equal one hour of occupational experience.

5 3709.0130 SECURITY MANAGEMENT.

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

7 Subp. 2. **Other requirements.** The applicant must meet the
8 requirements in part 3700.0100 and the requirements for a
9 teacher in the trade and industrial area under part 3700.0800.

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

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

12 An applicant may substitute teaching experience at an accredited
13 postsecondary institution for 1,500 of the 2,000 hours required
14 under part 3700.0800, if the teaching is done during the
15 five-year period. The teaching must be in industrial security
16 or security management. Two hours of teaching equal one hour of
17 occupational experience.

18 3709.0140 FIRE TECHNOLOGY AND ADMINISTRATION.

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

20 Subp. 2. **Other requirements.** The applicant must meet the
21 requirements in part 3700.0100 and the requirements for a
22 teacher in the trade and industrial area under part 3700.0800.

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

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

25 The applicant may substitute teaching experience as a licensed
26 instructor at an accredited postsecondary institution or at a
27 military setting for up to 1,500 of the 2,000 hours required
28 under part 3700.0800, if the teaching is done during the
29 five-year period. The teaching must be in a firefighter I or II
30 course. Two hours of student contact equal one hour of
31 occupational experience as a firefighter. An applicant cannot
32 substitute for the 2,000 hours of experience required as a fire
33 officer.

34 3709.0290 NEON AND SIGN FABRICATIONS.

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

2 Subp. 2. Other requirements. The applicant must meet the
3 requirements in part 3700.0100 and the requirements for a
4 teacher in the trade and industrial area under part 3700.0800.

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

6 Subp. 5. Substitution for recent occupational experience.

7 An applicant may substitute teaching experience at an accredited
8 postsecondary institution, or at an industrial or military
9 setting for 1,500 of the 2,000 hours required in part 3700.0800,
10 if the teaching is done during the five-year period. The
11 teaching must be in neon and sign fabrications. Two hours of
12 teaching equal one hour of occupational experience.

13 3709.0300 DIESEL FUEL INJECTION SPECIALIST.

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

15 Subp. 2. Other requirements. The applicant must meet the
16 requirements in part 3700.0100 and the requirements for a
17 teacher in the trade and industrial area under part 3700.0800.

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

19 Subp. 5. Substitution for recent occupational experience.

20 The applicant may substitute teaching experience at an
21 accredited postsecondary institution, or at an industrial or
22 military setting for 1,500 of the 2,000 hours required in part
23 3700.0800, if the teaching is done during the five-year period.
24 The teaching must be in diesel fuel injections. Two hours of
25 teaching equal one hour of occupational experience.

26 3709.0310 ELECTRONIC PUBLISHING/INFORMATION SPECIALIST.

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 trade and industrial area under part 3700.0800.

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

32 Subp. 5. Substitution for recent occupational experience.

33 The applicant may substitute teaching experience at an
34 accredited postsecondary institution, or at an industrial or
35 military setting for 1,500 of the 2,000 hours required in part

1 3700.0800, if the teaching is done during the five-year period.
 2 The teaching must be in typography, layout and design,
 3 electronic prepress, or desktop publishing that integrates text
 4 and design. Two hours of teaching equal one hour of
 5 occupational experience.

6 RENUMBERER. The parts of Minnesota Rules in column A are
 7 renumbered as the parts of Minnesota Rules in Column B.

8	Column A	Column B
9	3709.0300	3700.0805
10	3709.0310	3700.0810
11	3709.0140	3700.0815
12	3709.0120	3700.0820
13	3709.0290	3700.0825
14	3700.0750	3700.0830
15	3700.0130	3700.0840
16	3515.0800	3700.1595

17 REPEALER. Minnesota Rules, parts 3515.0900~~7~~ and 3515.1000~~7~~
 18 ~~and-3515.55007-subpart-97,~~ are repealed. Part-3515.9942-no
 19 ~~longer-applies-to-a-new-license-for-supplemental-support~~
 20 ~~staff/technical-tutor.--A-person-with-a-license-previously~~
 21 ~~issued-under-parts-3515.55007-subpart-97-and-3515.99427~~
 22 ~~supplemental-support-staff/technical-tutor-who-is-using-the~~
 23 ~~license-may-keep-and-renew-the-license-under-those-parts-as-long~~
 24 ~~as-the-person-remains-employed-by-the-person's-employer-on-the~~
 25 ~~effective-date-of-this-repealer7~~