

1.1 **Department of Education**

1.2 **Adopted Permanent Rules Relating to Secondary Career and Technical Education**

1.3 **3505.1000 DEFINITIONS.**

1.4 Subpart 1. **Scope.** For the purpose of parts 3505.1000 to 3505.5900, the words,
1.5 phrases, and terms defined in this part shall have the meanings respectively ascribed
1.6 to them.

1.7 Subp. 2. [Repealed, 12 SR 2746]

1.8 Subp. 2a. **Appropriately licensed staff.** "Appropriately licensed staff" means:

1.9 A. teachers holding secondary teaching licenses and teachers utilizing waivers
1.10 or variances granted by the Board of Teaching for teaching in state-approved secondary
1.11 career and technical education programs as specified on the Table of Career and Technical
1.12 Education Programs and Licenses maintained by the division within the Department of
1.13 Education responsible for secondary career and technical education;

1.14 B. technical tutors holding technical tutor licensure granted under rules of the
1.15 State Board of Education;

1.16 C. paraprofessionals meeting requirements as highly qualified under the
1.17 Elementary and Secondary Education Act or its successor; and

1.18 D. individuals holding licensure as Local Vocational Program Director or, where
1.19 no individual within a district holds such licensure, the superintendent.

1.20 Subp. 3. **Authorized local administrator.** "Authorized local administrator" means
1.21 the licensed career and technical administrator who has major responsibility for career
1.22 and technical education at the secondary level for a district or center and is assigned to
1.23 provide management and leadership in secondary career and technical education. The
1.24 superintendent may act as the authorized local administrator in the absence of a local
1.25 career and technical administrator.

2.1 Subp. 4. **Bona fide sale.** "Bona fide sale" means the competitive sale of unneeded
2.2 property which results in the highest possible investment return.

2.3 Subp. 4a. **Career and technical education.** "Career and technical education"
2.4 means organized educational programs, services, and activities which are related to the
2.5 preparation of individuals for paid or unpaid work or for additional preparation for a career
2.6 requiring technical competencies or a postsecondary or higher education advanced degree.

2.7 Subp. 4b. **Career and technical instructional program.** "Career and technical
2.8 instructional program" means an educational activity or a series of instructional
2.9 components designed to meet the program objectives for the period of instruction.

2.10 Subp. 4c. **Career and technical program advisory committee.** "Career and
2.11 technical program advisory committee" means a group of persons with competence or
2.12 interests in an occupational field related to the program being served, selected for offering
2.13 advice to teachers or administrators regarding career and technical education. At least 50
2.14 percent of the members shall be representatives of a directly related business, labor, or
2.15 industry.

2.16 Subp. 4d. **Career and technical revenue.** "Career and technical revenue" means
2.17 categorical state and federal funding or local levy revenue for secondary career and
2.18 technical education programs meeting criteria set forth in rules.

2.19 Subp. 4e. **Career and technical student organization.** "Career and technical
2.20 student organization" means organizations of career and technical education students
2.21 which provide the opportunity for the development of leadership abilities, personal
2.22 improvement of individual members, and aid in their transition from school to career.

2.23 Subp. 5. **Career education.** "Career education" means the process of helping
2.24 individuals acquire and use those attitudes, skills, and knowledge needed to develop and
2.25 manage a reasoned, socially purposeful, and personally valued life pattern in relation to
2.26 work of whatever kind.

3.1 [For text of subps 6 to 9, see M.R.]

3.2 Subp. 10. **Cooperative center.** "Cooperative center" means two or more districts
3.3 meeting all provisions of Minnesota statutes, which provide expanded educational options
3.4 by sharing career and technical programs which have been approved by the commissioner
3.5 of education.

3.6 Subp. 11. **Employment related community-based education.** "Employment
3.7 related community-based education" (coop experience) means instruction enabling
3.8 students to prepare for their tentative career objectives or develop general employability
3.9 skills through the coordination of career related, in-school instruction and supervised part
3.10 time on the job training.

3.11 [For text of subps 12 and 13, see M.R.]

3.12 Subp. 14. **Essential licensed personnel.** "Essential licensed personnel" means staff
3.13 assigned to approved career and technical education programs who meet criteria for career
3.14 and technical education licensure stated in career and technical rules of the Board of
3.15 Teaching and who have been issued the appropriate career and technical license.

3.16 Subp. 15. **Exploratory work experience.** "Exploratory work experience" means a
3.17 school supervised career and technical program designed to provide students with paid or
3.18 unpaid work experience in a variety of occupations, to help the students identify job traits
3.19 in relation to their abilities and characteristics and to assist them in making realistic and
3.20 appropriate occupational choices.

3.21 Subp. 16. **Extended employment.** "Extended employment" means paid time when
3.22 staff is employed beyond the regular school calendar, which is necessary for job placement
3.23 and coordination, development of training plans and training agreements, equipment
3.24 maintenance, supply procurement, inventory and storage, curriculum development, staff
3.25 development, or career and technical student organization activities.

4.1 [For text of subps 17 to 22, see M.R.]

4.2 Subp. 23. **Necessary equipment.** "Necessary equipment" means items of equipment
4.3 that meet the criteria as defined in the Uniform Financial Accounting and Reporting
4.4 Standards (UFARS), and are identified by the local school district as essential to support
4.5 the teaching of occupational competencies in approved career and technical programs.

4.6 Subp. 24. **Nonexpendable personal property.** "Nonexpendable personal property"
4.7 means tangible personal property having a useful life of more than one year and an
4.8 acquisition cost of \$500 or more, per unit.

4.9 [For text of subps 25 to 27, see M.R.]

4.10 Subp. 28. **Postsecondary career and technical education.** "Postsecondary career
4.11 and technical education" means career and technical education for persons who have
4.12 completed or left high school and who are enrolled in organized programs of study.

4.13 Subp. 29. **Pre-career and technical education.** "Pre-career and technical education"
4.14 means programs, services, or activities designed to provide youth and adults with
4.15 orientation, guidance, exploration, and instruction to assist them in making meaningful
4.16 career decisions.

4.17 Subp. 29a. **Programs of study.** "Programs of study" are sets of aligned academic
4.18 and technical courses that begin no later than grade 11 and preferably by grade 9, and
4.19 continue through at least two years of college and culminate in a certificate, diploma, or
4.20 degree. The elements of a program of study are:

4.21 A. competency-based curricula tied to industry expectations and skills standards;

4.22 B. sequential course offerings that provide manageable "stepping stones" of skill
4.23 building, including high school graduation and postsecondary education completion;

4.24 C. flexible course and program formats convenient for various learner segments;

4.25 D. course portability for seamless progression; and

5.1 E. connections among high school and postsecondary education, skill
5.2 progression, and career opportunities that align academic credentials with job advancement
5.3 in high skill, high wage, or high demand occupations.

5.4 Subp. 30. **Secondary career and technical course.** "Secondary career and technical
5.5 course" means one or more components of a secondary career and technical instructional
5.6 program.

5.7 Subp. 31. **Secondary career and technical education.** "Secondary career and
5.8 technical education" means programs for grades 9 through 12 that meet the requirements
5.9 of part 3505.2500, items A to C, and work experience/career exploration programs.

5.10 Subp. 31a. **Secondary career and technical teacher full-time equivalent (FTE).**
5.11 "Secondary career and technical teacher full-time equivalent (FTE)" means a licensed
5.12 career and technical teacher who teaches the equivalent of six hours per day for 175 days
5.13 per year within an approved career and technical education program.

5.14 [For text of subps 32 and 33, see M.R.]

5.15 Subp. 34. **Student staff ratio.** "Student staff ratio" means the relationship between
5.16 the number of FTE students and the number of FTE teachers in each approved career and
5.17 technical program.

5.18 Subp. 35. **Students with special needs.** "Students with special needs" means
5.19 students with disabilities or students who are disadvantaged.

5.20 A. Students with disabilities are defined in Minnesota Statutes, section 125A.02,
5.21 and are more likely to succeed in regular career and technical programs with additional
5.22 supports as specified in the students' individual educational program (IEP).

5.23 B. Disadvantaged students are those who have academic or economic
5.24 disadvantages and require special programs, modified programs or supportive services to
5.25 assist them to succeed in a career and technical education program.

6.1 (1) An academically disadvantaged student may lack reading, writing,
6.2 and mathematic skills and perform below grade level. A student is academically
6.3 disadvantaged by meeting one or more of the criteria of the graduation incentives program
6.4 under Minnesota Statutes, section 124D.68, subdivision 2.

6.5 (2) An economically disadvantaged student is one for whom the family
6.6 income is at or below national poverty level, the student or the student's parents or
6.7 guardian is unemployed, the student or the student's parents are recipients of public
6.8 assistance, or the student is institutionalized or under the state's guardianship. A student is
6.9 economically disadvantaged if the student qualifies for free or reduced price meals under
6.10 the Richard B. Russell National School Lunch Act.

6.11 Subp. 36. **Support service.** "Support service" means noninstructional activities,
6.12 services, and functions carried out to aid and improve the quality of career and technical
6.13 education programs.

6.14 Subp. 37. [See repealer.]

6.15 [For text of subps 38 to 42, see M.R.]

6.16 Subp. 43. [See repealer.]

6.17 Subp. 44. [Repealed, 12 SR 2746]

6.18 Subp. 45. [See repealer.]

6.19 Subp. 46. [See repealer.]

6.20 Subp. 47. [See repealer.]

6.21 Subp. 48. [See repealer.]

6.22 **3505.1100 STANDARDS FOR PROGRAM APPROVAL.**

6.23 Written application for the approval of career and technical programs by local
6.24 education agencies shall be made to the commissioner of education. The commissioner's

7.1 approval to establish career and technical programs shall be conditioned on meeting the
7.2 following minimum standards:

7.3 A. all programs shall be assigned appropriately licensed instructional staff as
7.4 specified in the state plan for career and technical education;

7.5 B. sufficient and suitable facilities including laboratories, shops, classrooms,
7.6 equipment, supplies, and adequate storage for the course to be offered shall be provided;

7.7 C. class size conducive to efficient teaching and not exceeding the number
7.8 which the space and equipment will safely accommodate;

7.9 D. programs shall comply with federal and/or state civil rights laws, labor laws,
7.10 and wage and hour statutes where applicable; and

7.11 E. school districts and centers shall maintain accounting and reporting records
7.12 according to a Uniform Financial Accounting and Reporting Standards (UFARS) and all
7.13 such records shall be available to the Department of Education.

7.14 A student shall not be denied access to career and technical education programs
7.15 because of disability or disadvantaged status. A person with special needs shall be
7.16 defined as disabled or disadvantaged to be eligible for enrollment in special needs
7.17 career and technical programs. Special needs career and technical programs for students
7.18 with disabilities (transition-disabled programs) shall be eligible for aid assistance. The
7.19 authorized local administrator shall be responsible for coordinating career and technical
7.20 education programs with youth programs conducted under the Workforce Investment Act.
7.21 Programs shall also meet appropriate level (secondary, postsecondary, or adult) criteria
7.22 designated in parts 3505.1000 to 3505.5900.

7.23 **3505.1150 AWARDING SCIENCE, MATHEMATICS, OR ARTS CREDITS**
7.24 **THROUGH CAREER AND TECHNICAL EDUCATION.**

8.1 Subpart 1. **Ability to grant credit.** A school district may grant a science,
8.2 mathematics, or arts credit to a student who meets appropriate standards as part of a career
8.3 and technical education program when:

8.4 A. the school board concludes that the standards will be delivered with integrity
8.5 in the career and technical education program; and

8.6 B. the career and technical education teacher meets subject matter competence
8.7 for the core academic subject as identified in Minnesota Statutes, section 122A.16.

8.8 Subp. 2. **Guidelines Minimum standards for granting credit.** ~~For the purpose of~~
8.9 ~~Minnesota Statutes, section 120B.024, paragraph (c), districts electing to offer science,~~
8.10 ~~mathematics, or arts credits for participation in career and technical education may~~
8.11 ~~consider granting credit when the following three criteria are met: If a district chooses to~~
8.12 ~~grant credit for science, mathematics, or art credit for participation in career and technical~~
8.13 ~~education, pursuant to Minnesota Statutes, section 120B.024, paragraph (c), it may do so~~
8.14 ~~provided that the program for which the credit is offered meets the following criteria:~~

8.15 A. the instructor is appropriately licensed under part 3505.1000 and is not
8.16 operating under a waiver or variance from the Board of Teaching;

8.17 B. the instructor has successfully passed the Subject Assessment and Specialty
8.18 Area Test required for Minnesota licensure in the science, mathematics, or arts area for
8.19 which credit is to be granted; and

8.20 C. the district has identified the academic standards that will be met through
8.21 participation in the career and technical education program.

8.22 **3505.1200 OPPORTUNITY TO APPEAL.**

8.23 Districts or centers whose career and technical programs or courses have been
8.24 disapproved by the commissioner of education may appeal in writing to the commissioner
8.25 of education for reconsideration. Upon completion of the review, the decision of the
9.1 commissioner and the reasons for the decision will be made in writing and transmitted to
9.2 the local education agency. The decision of the commissioner shall be the final state action.

9.3 **3505.1300 EVALUATION BY BOARD OF TRUSTEES OF THE MINNESOTA**
9.4 **STATE COLLEGES AND UNIVERSITIES.**

9.5 The Board of Trustees of the Minnesota State Colleges and Universities will evaluate,
9.6 in quantitative terms, the effectiveness of each formally organized program or project
9.7 supported by federal, state, and local funds. The local education agency shall supply, upon
9.8 request, the data necessary to make the evaluations. These evaluations shall be in terms of:

9.9 A. planning and operational processes, such as:

9.10 (1) quality and availability of instructional offerings;

9.11 (2) guidance, counseling and placement, and follow-up services;

9.12 (3) capacity and condition of facilities and equipment;

9.13 (4) employer participation in cooperative programs of career and technical
9.14 education;

9.15 (5) teacher/pupil ratios; and

9.16 (6) teacher qualifications;

9.17 [For text of item B, see M.R.]

9.18 C. results of student employment success as measured, for example, by rates
9.19 of employment and unemployment, wage rates, duration of employment, and employer
9.20 satisfaction with performance of career and technical education students as compared with
9.21 performance of persons who have not had career and technical education;

9.22 [For text of item D, see M.R.]

9.23 **3505.1400 LOCAL ADVISORY COMMITTEE.**

10.1 Subpart 1. **Establishment of local advisory committee.** Each eligible recipient
10.2 local education agency or postsecondary educational institution which receives federal
10.3 assistance shall establish a local advisory committee on career and technical education.
10.4 The local advisory committee may be established for schools, the community, or the
10.5 region in which the eligible recipient is located.

10.6 The local advisory committee shall be composed of representatives of the general
10.7 public including representatives of directly related business, industry, and labor.

10.8 Representatives from several program committees, or representatives of several
10.9 school committees within a local education agency, having the requisite representation in
10.10 the above paragraph, may join together to form a general local advisory committee.

10.11 Subp. 2. **Duties of local advisory committee.** The local advisory committee shall
10.12 advise the eligible recipient on the current job needs and the relevance of programs
10.13 (courses) being offered by the local education agency or postsecondary educational
10.14 institution in meeting current job needs. The local advisory committee shall assist the
10.15 eligible recipient in developing its application for funds.

10.16 **3505.1500 CENTER APPROVAL.**

10.17 Commissioner of education approval is necessary if a cooperative center is to be
10.18 eligible for secondary categorical career and technical revenue or other aid available to
10.19 approved cooperative centers. The superintendent representing a district school board or
10.20 a center governing board may submit a request to the commissioner of education for
10.21 approval by the commissioner when the following criteria have been met.

10.22 Career and technical programs shall be shared by one of the following methods: two
10.23 or more Minnesota school districts operating a cooperative center having met provisions

10.24 of applicable Minnesota Statutes, or intermediate school districts established by the
10.25 legislature to serve two or more independent school districts.

10.26 A licensed secondary career and technical administrator or the superintendent for a
10.27 district shall be responsible for the career and technical programs.

11.1 **3505.1600 LOCAL APPLICATIONS FOR CAREER AND TECHNICAL**
11.2 **EDUCATION REVENUE.**

11.3 To be eligible for revenue, the local education agency shall submit the following to
11.4 the commissioner of education:

11.5 A. assurances of compliances, signed by the authorized local administrator;

11.6 B. local labor market information on employee demand which is supplemental
11.7 to data available from the state;

11.8 C. an approved evaluation document which reports secondary and
11.9 postsecondary program output;

11.10 D. information concerning enrollments; enrollments and costs of current
11.11 programs in the fiscal year indicating the expansion of present programs and new program
11.12 plans; enrollments and costs for services to special needs programs.

11.13 **3505.1700 ALLOTMENT AVAILABILITY OF FEDERAL FUNDS.**

11.14 A cooperative agreement between the commissioner of education and Minnesota
11.15 State Colleges and Universities will annually provide for the distribution of federal funds
11.16 between secondary and postsecondary career and technical programs.

11.17 Distribution to local education agencies must be determined by state and federal law.

11.18 **3505.1900 SUBMISSION OF WRITTEN PLANS; USE OF MATCHING FUNDS.**

11.19 Written plans for the use of federal and state appropriated matching funds shall be
11.20 submitted to the commissioner of education by eligible agencies or institutions conducting
11.21 career and technical education programs. Claims for expenditures available for aid may be
11.22 submitted to the commissioner of education requesting reimbursement upon funds already

11.23 expended. Recommendations regarding payment shall be made by the commissioner
11.24 of education.

11.25 **3505.2000 APPORTIONING FUNDS.**

12.1 In apportioning funds among local education agencies, the commissioner of education
12.2 shall assure that no local education agency which is making a reasonable tax effort shall
12.3 be denied funds for establishing new career and technical programs solely because it is
12.4 unable to pay the nonfederal share of the cost of the programs.

12.5 **3505.2200 STANDARDS AND PROCEDURES GOVERNING OWNERSHIP.**

12.6 This part lists standards and procedures governing ownership, use, and disposition
12.7 of nonexpendable personal property purchased in whole or in part with state or federal
12.8 funds. Title must not be taken by the commissioner of education but must be vested in
12.9 the local education agency subject to the following restrictions on use and disposition
12.10 of the property:

12.11 A. Nonexpendable personal property with an acquisition cost of less than \$500
12.12 and used four years or more: the local education agency may divert the property to any
12.13 approved career and technical program, career and technical administration, or support
12.14 service or sell the property and retain the proceeds for career and technical education
12.15 programs.

12.16 B. All other nonexpendable personal property with an acquisition cost of
12.17 \$1,000 or less: the local education agency may use the property for its intended career and
12.18 technical purpose. If approved career and technical use of the property is discontinued
12.19 or the property is sold or diverted in some other manner, the commissioner of education
12.20 is to be credited with its proportionate share of the current fair market value of the
12.21 property. The current fair market value shall be determined by the sale price in the case
12.22 of a bona fide sale or by a third party appraisal in the case of some other diversion. The
12.23 commissioner of education's proportionate share of the property shall be computed by

12.24 applying the percentage of state funding participation in the property to the current fair
12.25 market value of the property.

13.1 C. Nonexpendable personal property with an acquisition cost of over \$1,000: if
13.2 the property is not needed for its intended career and technical purpose, the local education
13.3 agency shall request disposition instructions from the commissioner of education. If
13.4 instructions are not received within 120 days, the local education agency may dispose
13.5 of the property at its discretion.

13.6 A physical inventory of nonexpendable personal property shall be taken by the local
13.7 education agency and the results reconciled with the local education agency property
13.8 records at least once every two years to verify the existence, current use, and continued
13.9 need for the property. Property records shall be retained for three years after final
13.10 disposition of the property. The commissioner of education or an authorized representative
13.11 shall have access to any pertinent property records for the purpose of making examinations.

13.12 In addition, when personal property is purchased in whole or in part with federal
13.13 funds furnished by the commissioner of education, the local education agency shall
13.14 comply with the appropriate federal regulations regarding standards and procedures
13.15 governing ownership, use, and disposition of personal property.

13.16 **3505.2300 STUDENT ELIGIBILITY FOR PROGRAMS.**

13.17 All students shall be eligible for enrollment in career and technical education
13.18 programs regardless of race, color, creed, religion, sex, national origin, marital status,
13.19 age, or status with regard to public assistance or disability providing that no federal or
13.20 state statute or rule specifically provides for valid exclusions for such things as health
13.21 conditions, age, or certain physical conditions.

13.22 **3505.2400 SCOPE.**

13.23 To be eligible for career and technical revenue, local education agencies shall meet
13.24 the requirements in parts 3505.2400 to 3505.5900.

13.25 Approval requests shall be submitted annually by the local education agency to
 13.26 the commissioner of education. Only approved programs shall be eligible for career
 14.1 and technical revenue. Local education agencies submitting new program approval
 14.2 or alteration requests shall be notified in writing regarding approval, disapproval,
 14.3 recommended alteration, or delay of action within 20 working days after receipt of
 14.4 the request. When the program is disapproved or recommended for alteration, the
 14.5 notification shall include reasons for denial or changes. When applicable, the notice shall
 14.6 outline corrective actions for the program to qualify for approval upon resubmission.
 14.7 Approved programs and administrative services shall be supervised by the authorized
 14.8 local administrator. The local education agency shall resubmit each approved program for
 14.9 evaluation by the commissioner of education at least once every five years.

14.10 **3505.2500 INSTRUCTIONAL PROGRAM APPROVAL.**

14.11 The commissioner of education shall approve programs on the following basis.
 14.12 Approval shall be on the basis of a complete program as defined in ~~career and technical~~
 14.13 ~~education program quality assessment rubrics~~ part 3505.2550. The local education agency
 14.14 shall provide evidence that its curriculum is designed to meet career and technical
 14.15 objectives which shall include:

14.16 [For text of items A and B, see M.R.]

14.17 C. development of occupational competencies necessary to enter an occupation.

14.18 Each program shall have a career and technical program advisory committee to
 14.19 advise the teacher, the local authorized administrator, and the local board; the advisory
 14.20 committee shall meet at least two times a year.

14.21 **3505.2550 MINIMUM STANDARDS FOR INSTRUCTIONAL PROGRAM**
 14.22 **APPROVAL.**

14.23 Subpart 1. Required standards. A secondary career and technical education
 14.24 program shall provide evidence that the standards in subparts 2 to 8 are met.

14.25 Subp. 2. **Community involvement.** Each program shall have an advisory committee
14.26 that discusses current industry practices, program issues and needs, and curriculum. The
15.1 committee shall meet formally with a planned agenda at least twice per year. Agendas and
15.2 minutes shall be kept on file. Ongoing communication shall occur between career and
15.3 technical education program staff and advisory committee members.

15.4 Subp. 3. **Personnel.** Each career and technical education program shall utilize
15.5 appropriately licensed staff who shall follow requirements for renewal of credentials
15.6 governed by the Minnesota Board of Teaching or Minnesota Board of School
15.7 Administrators as appropriate. Teachers, administrators, and support staff are aware of
15.8 professional, industry, occupational, or other organizations that can assist them in their
15.9 work. Individuals working in instructional support positions shall either hold licensure as
15.10 a technical tutor or shall meet highly qualified paraprofessional requirements under the
15.11 Elementary and Secondary Education Act.

15.12 Subp. 4. **Program administration.** Administrators responsible for career and
15.13 technical education programs shall have knowledge of school law, school finance, and
15.14 the appropriate use of funds; shall ensure equal access and full participation of students
15.15 who are members of special populations as defined in the Carl D. Perkins Career and
15.16 Technical Education Act; shall submit reports to the department as required; shall maintain
15.17 internal records as necessary for the proper implementation of the programs; and shall
15.18 oversee the recruitment, retention, and replacement of staff. Administrators shall work
15.19 within their school districts to utilize the uniform financial accounting and reporting
15.20 system (UFARS) and to follow federal Education Department General Administrative
15.21 Regulations (EDGAR).

15.22 Subp. 5. **Program assessment.** The district shall evaluate program performance
15.23 using accountability indicators specified in the Carl D. Perkins Career and Technical

15.24 Education Act and shall include the program in its curriculum review cycle. The district
15.25 shall identify and utilize a process for continuous program improvement.

16.1 Subp. 6. **Program design.** The program shall provide opportunities for career
16.2 awareness, career exploration, and career preparation. The program reflects an
16.3 understanding of programs of study, and provides guidance that reflects current labor
16.4 market information. The curriculum addresses career development, technological literacy,
16.5 and workplace skills, is aligned to local standards for career and technical education
16.6 programs, and supports a broad understanding of the industry. Safety instruction is based
16.7 on federal, state, and local health and safety laws, regulations, and policies. Curriculum is
16.8 developmentally appropriate, gender and culturally neutral, and is reviewed at least once
16.9 each five years. Students have access to work-based learning opportunities and, where
16.10 utilized, such activities are guided by training agreements and training plans. Instruction
16.11 provides a balance of classroom and laboratory activities and utilizes technology.
16.12 Authentic assessment is used to measure knowledge and skill proficiency. Students have
16.13 access to leadership development opportunities through student organizations or other
16.14 means.

16.15 Subp. 7. **Resources.** Instructional materials and supplies are appropriate to allow
16.16 students to meet program objectives. Equipment is adequate to address program goals
16.17 and objectives, and is properly installed, shielded, guarded, and ventilated. Adequate
16.18 material storage and waste disposal is provided. Both school-based and community-based
16.19 instructional settings are suitable for effective learning and are barrier free. Class size
16.20 and facilities are appropriate for safe student learning. First aid equipment is available
16.21 and signage reflects an emphasis on safety.

16.22 Subp. 8. **Support services.** The district has policies to ensure that the learning
16.23 environment is barrier free and accessible to members of special populations. Basic
16.24 accommodations are made where necessary to address the needs of members of special

16.25 population groups. Instructional staff are involved in decisions pertaining to individual
16.26 educational programs and guidance pertaining to secondary to postsecondary transitions.

17.1 **3505.2600 PROGRAM COMPONENTS.**

17.2 All program components and learner outcomes for specific program areas as specified
17.3 ~~in career and technical education program quality assessment rubrics part 3505.2550~~ must
17.4 be addressed to qualify for approval; however, emphasis shall be at the discretion of the
17.5 local education agency with guidance from the program advisory committee.

17.6 **3505.4300 COMMUNITY-BASED EDUCATION.**

17.7 When a career and technical program includes a segment in which students are placed
17.8 on a paid or unpaid experience outside the career and technical class or laboratory for more
17.9 than 40 hours during the program, the local education agency shall meet the requirements
17.10 for the employment related community-based education option of a program as stated in
17.11 ~~career and technical education program quality assessment rubrics part 3505.2550.~~

17.12 **3505.4800 ADMINISTRATIVE SERVICES.**

17.13 Career and technical administrative services shall be designed to assist students to
17.14 meet career and technical objectives. When a local education agency provides career
17.15 and technical administrative services, students in career and technical programs shall be
17.16 provided administrative services which are available to all students in the district(s) in
17.17 addition to the career and technical administrative services.

17.18 **3505.4900 SUPPORT SERVICES.**

17.19 Special needs supportive services shall assist students with special needs enrolled in
17.20 career and technical instructional programs.

17.21 **3505.5200 CAREER AND TECHNICAL REVENUE.**

17.22 Career and technical revenue for secondary career and technical education programs
17.23 consists of the following:

18.1 A. Federal career and technical education aid provided to school districts and
18.2 consortia of school districts under the Carl D. Perkins Career and Technical Education Act
18.3 and distributed according to the Minnesota state plan for career and technical education.

18.4 B. Local revenue generated by a district's career and technical education levy
18.5 under Minnesota Statutes, section 124D.4531.

18.6 C. Transition-disabled aid provided under Minnesota Statutes, section 124D.454.

18.7 The state shall annually calculate a district's career and technical education levy
18.8 authority from item B based on an estimated budget submitted from approved career and
18.9 technical education programs operated in accordance with parts 3505.4300 to 3505.4900.
18.10 Levy authority for salary, contracted instructional services, travel, curriculum development
18.11 activities, and specialized instructional supplies and equipment shall be based on the
18.12 estimated budget and prior year district enrollment. A levy correction shall be calculated
18.13 based on actual expenditures and actual district enrollment.

18.14 When state and federal career and technical revenue is not adequate to pay the state
18.15 share identified in career and technical education aid and levy laws, statewide proration of
18.16 funds shall take place for all eligible estimated budget categories.

18.17 **3505.5300 REVENUE FOR SALARIES.**

18.18 Subpart 1. **Eligibility of local education agency.** A local education agency is
18.19 eligible for revenue according to Minnesota Statutes, section 124D.4531.

18.20 Subp. 2. **Eligibility for revenue for extended employment.** A district or center is
18.21 eligible for career and technical revenue for extended employment at a maximum rate of:

18.22 A. FTE teacher, six days;

18.23 B. FTE teacher coordinator, 20 days.

18.24 Revenue must be prorated for a less than full-time equivalent teacher.

19.1 Subp. 3. **Eligibility for revenue for preparation time.** To be eligible for preparation
19.2 time revenue, each teacher for whom a district claims the revenue must teach at least
19.3 one career and technical period.

19.4 Revenue shall be available for up to a maximum of one hour of preparation time
19.5 for a full-time equivalent teacher. Revenue must be prorated for a less than full-time
19.6 equivalent teacher.

19.7 Subp. 4. **Eligibility for substitute staff.** A district or center shall be eligible for
19.8 career and technical revenue for substitute staff holding career and technical licensure
19.9 appropriate for responsibility when revenue is not being requested for salary for regular
19.10 staff for the same time as the substitute.

19.11 **3505.5400 ELIGIBLE COST CATEGORIES.**

19.12 Subpart 1. **UFARS object or program dimensions.** A district or cooperative center
19.13 is eligible for revenue for the following costs. The object or program dimensions in the
19.14 current edition of the Manual for the Uniform Financial Accounting and Reporting
19.15 Standards (UFARS) for Minnesota Schools, State of Minnesota, Minnesota Department of
19.16 Education must be used to define each category.

19.17 Subp. 2. **Contracted services.** Contracted services provided by a public or private
19.18 agency other than a Minnesota public school district or cooperative center for instructional
19.19 education services. Revenue is available for:

19.20 A. A resource specialist or a guest speaker employed by an entity described
19.21 in this subpart who teaches part of a program under the supervision of a licensed
19.22 secondary career and technical teacher. Contracted services for programs for persons with
19.23 disabilities must be preapproved by the state program specialist. UFARS object ~~dimension~~
19.24 dimensions 303 to 305 must be complied with.

20.1 B. A public or private agency other than a Minnesota school district or
20.2 cooperative center that provides career and technical instructional education services. In
20.3 order to be eligible for revenue:

20.4 (1) a binding contract must exist and be submitted with the annual program
20.5 budget for approval; and

20.6 (2) the public or private agency must comply with all rules governing
20.7 secondary career and technical education except for teacher-student ratios.

20.8 Subp. 3. **Necessary travel.** Necessary travel by career and technical staff in
20.9 approved career and technical programs defined in parts 3505.2600 to 3505.4900 is
20.10 eligible for revenue as follows:

20.11 A. necessary travel between career and technical instructional sites as defined
20.12 in UFARS object dimension 365 or 366;

20.13 B. necessary travel by licensed secondary career and technical education
20.14 personnel for career and technical student organization activities held within the state
20.15 for instructional purposes related to the career and technical program and as defined in
20.16 UFARS object dimension 365; and

20.17 C. necessary travel by licensed secondary career and technical education
20.18 personnel for noncollegiate credit bearing professional development related to the career
20.19 and technical program area as defined in UFARS object dimension 366.

20.20 Subp. 4. **Curriculum development.** Curriculum development that is part of a five
20.21 year plan for improvement based on program assessment as defined in UFARS program
20.22 dimension 610.

20.23 A. The ~~five-year~~ five-year plan must be submitted to the state program specialist
20.24 for the career and technical program for approval. Yearly amendments are required if the
20.25 plan or timelines deviate from the approved five-year plan.

21.1 B. The plan must identify the assessment process. The assessment must be
 21.2 a formal process involving teachers, administrators, business and industry, and the
 21.3 community. Program Evaluation and Reporting (PER), North Central Evaluation, Career
 21.4 and Technical Education Evaluation, or other evaluation process may be used.

21.5 C. The plan must be comprehensive and must consider the following:

21.6 (1) mission of career and technical education;

21.7 (2) coordination with district staff development plan;

21.8 (3) Department of Education Curriculum Frameworks for the career and
 21.9 technical program;

21.10 (4) update relevant to labor market information; and

21.11 (5) articulation between levels and across subject matter areas.

21.12 [For text of items D and E, see M.R.]

21.13 Subp. 5. **Specialized career and technical instructional supplies.** Revenue is
 21.14 available for specialized career and technical instructional supplies that are unique and
 21.15 essential to the instructional programs as defined in UFARS object dimension 433.

21.16 **3505.5500 AID FOR EQUIPMENT IN CAREER AND TECHNICAL EDUCATION**
 21.17 **PROGRAMS FOR STUDENTS WITH DISABILITIES (TRANSITION-DISABLED**
 21.18 **PROGRAMS).**

21.19 A local education agency shall be eligible for aid at a rate up to the percentage
 21.20 rate set by the legislature for expenditures to lease or purchase equipment to develop
 21.21 occupational competencies in an approved instructional program. Equipment requests
 21.22 shall be preapproved by the commissioner of education to be eligible for aid.

21.23 **3505.5600 AID LIMITATIONS.**

21.24 Expenditures jointly funded by career and technical and special education or other
 21.25 sources (not including general education revenue and local levy) shall be eligible for

22.1 revenue at a rate not to exceed the maximum of either revenue. When a district or center
22.2 sells products or services produced in an approved program, the revenue from sales shall
22.3 be recognized. This revenue may be used for expenditures which are directly related to an
22.4 approved secondary career and technical program. If the revenue from sale of products or
22.5 services exceeds the cost to produce those products or services in any fiscal year, and the
22.6 excess revenue shall be used in another career and technical program.

22.7 **3505.5700 CAREER AND TECHNICAL LEVY APPLICATION PROCEDURE.**

22.8 Subpart 1. **Submission of annual program budget.** The authorized local
22.9 administrator shall be responsible for submitting the annual program budget, program
22.10 budget amendments, program final expenditure report, and annual report.

22.11 Subp. 2. **Eligibility for career and technical levy.** To be eligible for career and
22.12 technical levy, the annual program budget shall be submitted by May 15 prior to the fiscal
22.13 year for which levy authority is requested. Districts or centers shall be notified of program
22.14 budget approval or disapproval by June 15. To be eligible for career and technical levy,
22.15 annual program budgets must be approved by the commissioner of education. When
22.16 personnel are assigned instructional responsibilities outside the approved career and
22.17 technical program or general supervisory responsibilities, the salary request shall be
22.18 prorated on the program budget.

22.19 Districts or centers whose career and technical budgets have been disapproved by
22.20 the commissioner of education may appeal in writing to the commissioner of education
22.21 for review. The results of the review shall be transmitted to the local board of education
22.22 in writing.

22.23 Subp. 3. [See repealer.]

22.24 **3505.5800 ANNUAL REPORT.**

22.25 Districts and centers shall maintain records of revenue and disbursements for
22.26 programs, administrative and support services for which career and technical revenue is

23.1 requested in accordance with the Uniform Financial Accounting and Reporting Standards
23.2 (UFARS). Final report data shall be submitted to the commissioner of education by
23.3 October 30 of each year.

23.4 **3505.5900 STUDENT ELIGIBILITY.**

23.5 A student who is eligible to attend a Minnesota senior secondary public school is
23.6 eligible to enroll in the career and technical programs of the school. A student enrolled in
23.7 a work experience/career exploration (WE/CEP) program is excepted from this student
23.8 eligibility requirement. Students from other states or provinces may be served. When
23.9 nonresidents of Minnesota are provided approved instructional programs, administrative
23.10 and support services in Minnesota districts or centers, revenue requests shall be prorated
23.11 to reflect only the percentage of Minnesota students being served.

23.12 **REPEALER.** Minnesota Rules, parts 3505.1000, subparts 37, 43, 45, 46, 47, and 48;
23.13 3505.5000; and 3505.5700, subpart 3, are repealed.