

1.1 **Department of Education**

1.2 **Proposed 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 ~~3505.2300~~ 3505.5900,

1.5 the words, phrases, and terms defined in this part shall have the meanings respectively

1.6 ascribed 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 [Repealed, 12 SR 2746]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 ~~vocational~~ career and technical administrator who has major responsibility for

1.22 ~~vocational~~ career and technical education at the secondary level for a district or center

1.23 and is assigned to provide management and leadership in secondary ~~vocational~~ career and

1.24 technical education. The superintendent may act as the authorized local administrator in

1.25 the absence of a local ~~vocational~~ 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 ~~voational~~ career and technical programs which have been approved by the
3.5 commissioner 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 ~~voationally related~~ career related, in-school instruction
3.10 and supervised part 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
3.13 staff assigned to approved ~~voational~~ career and technical education programs who meet
3.14 criteria for ~~voational~~ career and technical education licensure stated in ~~voational~~ career
3.15 and technical rules of the ~~Department of Education~~ Board of Teaching and who have been
3.16 issued the appropriate ~~voational~~ career and technical license.

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

3.22 Subp. 16. **Extended employment.** "Extended employment" means paid time when
3.23 staff is employed beyond the regular school calendar, which is necessary for job placement
3.24 and coordination, development of training plans and training agreements, equipment
3.25 maintenance, supply procurement, inventory and storage, curriculum development, staff
3.26 development, or ~~voational~~ 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 ~~system~~ Standards (UFARS), and are identified by the local school district as essential to
4.5 support the teaching of occupational competencies in approved ~~vocational~~ career and
4.6 technical programs.

4.7 Subp. 24. **Nonexpendable personal property.** "Nonexpendable personal property"
4.8 means tangible personal property having a useful life of more than one year and an
4.9 acquisition cost of ~~\$300~~ \$500 or more, per unit.

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

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

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

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

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

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

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

5.2 D. course portability for seamless progression; and

5.3 E. connections among high school and postsecondary education, skill

5.4 progression, and career opportunities that align academic credentials with job advancement

5.5 in high skill, high wage, or high demand occupations.

5.6 Subp. 30. **Secondary ~~vocational~~ career and technical course.** "Secondary

5.7 ~~vocational~~ career and technical course" means one or more components of a secondary

5.8 ~~vocational~~ career and technical instructional program.

5.9 Subp. 31. **Secondary ~~vocational~~ career and technical education.** "Secondary

5.10 ~~vocational~~ career and technical education" means programs for grades ~~10 to 9~~ through 12

5.11 that meet the requirements of part 3505.2500, items A to C, and work experience/career

5.12 exploration programs.

5.13 Subp. 31a. **Secondary career and technical teacher full-time equivalent (FTE).**

5.14 "Secondary career and technical teacher full-time equivalent (FTE)" means a licensed

5.15 career and technical teacher who teaches the equivalent of six hours per day for 175 days

5.16 per year within an approved career and technical education program.

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

5.18 Subp. 34. **Student staff ratio.** "Student staff ratio" means the relationship between

5.19 the number of FTE students and the number of FTE teachers in each approved ~~vocational~~

5.20 career and technical program.

5.21 Subp. 35. **Students with special needs.** "Students with special needs" means

5.22 students ~~who are disabled~~ with disabilities or students who are disadvantaged.

5.23 A. Students ~~identified as disabled~~ with disabilities are defined in Minnesota

5.24 Statutes, section 125A.02, and cannot are more likely to succeed in regular ~~vocational~~

6.1 career and technical programs with additional supports as specified in the students'
6.2 individual educational program (IEP).

6.3 B. Disadvantaged students are those who have academic or economic
6.4 disadvantages and require special programs, modified programs or supportive services
6.5 to assist them ~~in succeeding~~ to succeed in a ~~vocational~~ career and technical education
6.6 program.

6.7 (1) ~~Students with academic and economic disadvantages~~ An academically
6.8 disadvantaged student may lack reading, writing, and mathematic skills; and perform
6.9 below grade level;. A student is academically disadvantaged by meeting one or more
6.10 of the criteria of the graduation incentives program under Minnesota Statutes, section
6.11 124D.68, subdivision 2.

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

6.18 Subp. 36. **Support service.** "Support service" means noninstructional activities,
6.19 services, and functions carried out to aid and improve the quality of ~~vocational~~ career
6.20 and technical education programs.

6.21 Subp. 37. [See repealer.]

6.22 [For text of subs 38 to 42, see M.R.]

6.23 Subp. 43. [See repealer.]

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

6.25 Subp. 45. [See repealer.]

7.1 Subp. 46. [See repealer.]

7.2 Subp. 47. [See repealer.]

7.3 Subp. 48. [See repealer.]

7.4 **3505.1100 STANDARDS FOR PROGRAM APPROVAL.**

7.5 Written application for the approval of ~~vocational~~ career and technical programs
7.6 by local education agencies shall be made to the commissioner of education. The
7.7 commissioner's approval to establish ~~vocational~~ career and technical programs shall be
7.8 conditioned on meeting the following minimum standards:

7.9 A. all programs shall be assigned ~~vocationally~~ appropriately licensed
7.10 instructional staff as specified in the state plan for ~~vocational-technical~~ career and
7.11 technical education;

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

7.14 C. class size conducive to efficient teaching and not exceeding the number
7.15 which the space and equipment will safely accommodate ~~effectively shall be maintained~~;

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

7.18 E. school districts and centers shall maintain accounting and reporting records
7.19 according to a Uniform Financial Accounting and Reporting ~~system~~ Standards (UFARS)
7.20 and all such records shall be available to the Department of Education.

7.21 A student shall not be denied access to ~~vocational~~ career and technical education
7.22 programs because of disability or disadvantaged status. A person with special needs shall
7.23 be defined as disabled or disadvantaged to be eligible for enrollment in special needs
7.24 ~~vocational~~ career and technical programs. Special needs ~~vocational~~ career and technical
7.25 programs for students with disabilities (transition-disabled programs) shall be eligible for

8.1 aid assistance. The authorized local administrator shall be responsible for coordinating
8.2 ~~vocational career and technical~~ education programs with ~~Comprehensive Employment~~
8.3 ~~Training Act~~ prime sponsors youth programs conducted under the Workforce Investment
8.4 Act. Programs shall also meet appropriate level (secondary, postsecondary, or adult)
8.5 criteria designated by these rules in parts 3505.1000 to 3505.5900.

8.6 **3505.1150 AWARDING SCIENCE, MATHEMATICS, OR ARTS CREDITS**
8.7 **THROUGH CAREER AND TECHNICAL EDUCATION.**

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

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

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

8.15 Subp. 2. Guidelines for granting credit. For the purpose of Minnesota Statutes,
8.16 section 120B.024, paragraph (c), districts electing to offer science, mathematics, or arts
8.17 credits for participation in career and technical education may consider granting credit
8.18 when the following three criteria are met:

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

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

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

9.1 **3505.1200 OPPORTUNITY TO APPEAL.**

9.2 Districts or centers whose ~~vocational~~ career and technical programs or courses
9.3 have been disapproved by the commissioner of education may appeal in writing to the
9.4 commissioner of education for ~~submission to the State Board of Education and are entitled~~
9.5 ~~to a review at a regular or special board meeting. The State Board of Education will notify~~
9.6 ~~the districts or centers of the time and place of the review in writing~~ reconsideration. Upon
9.7 completion of the review, the decision of the ~~State Board of Education~~ commissioner
9.8 and the reasons for the decision will be made in writing and transmitted to the local
9.9 education agency. The decision of the ~~State Board of Education~~ commissioner shall
9.10 be the final state action.

9.11 **3505.1300 EVALUATION BY STATE BOARD FOR VOCATIONAL EDUCATION**
9.12 **OF TRUSTEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES.**

9.13 The ~~Division of Vocational-Technical Education~~ Board of Trustees of the Minnesota
9.14 State Colleges and Universities will evaluate, in quantitative terms, the effectiveness of
9.15 each formally organized program or project supported by federal, state, and local funds.
9.16 The local education agency shall supply, upon request, the data necessary to make the
9.17 evaluations. These evaluations shall be in terms of:

9.18 A. planning and operational processes, such as:

9.19 (1) quality and availability of instructional offerings;

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

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

9.22 (4) employer participation in cooperative programs of ~~vocational~~ career
9.23 and technical education;

9.24 (5) teacher/pupil ratios; and

9.25 (6) teacher qualifications;

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

10.2 C. results of student employment success as measured, for example, by rates
10.3 of employment and unemployment, wage rates, duration of employment, and employer
10.4 satisfaction with performance of ~~vocational~~ career and technical education students as
10.5 compared with performance of persons who have not had ~~vocational~~ career and technical
10.6 education;

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

10.8 **3505.1400 LOCAL ADVISORY COMMITTEE.**

10.9 Subpart 1. **Establishment of local advisory committee.** Each eligible recipient
10.10 local education agency or postsecondary educational institution which receives federal
10.11 assistance shall establish a local advisory committee on ~~vocational~~ career and technical
10.12 education. The local advisory committee may be established for schools, the community,
10.13 or the region in which the eligible recipient is located.

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

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

10.19 Subp. 2. **Duties of local advisory committee.** The local advisory committee shall
10.20 advise the eligible recipient on the current job needs and the relevance of programs
10.21 (courses) being offered by the local education agency or postsecondary educational
10.22 institution in meeting current job needs. The local advisory committee shall assist the
10.23 eligible recipient in developing its application ~~to the State Board for Vocational Education~~
10.24 for funds.

10.25 **3505.1500 CENTER APPROVAL.**

11.1 Commissioner of education approval is necessary if a cooperative center is to be
 11.2 eligible for secondary categorical ~~vocational-aid~~ career and technical revenue or other aid
 11.3 available to approved cooperative centers. The superintendent representing a district
 11.4 school board or a center governing board may submit a request to the commissioner of
 11.5 education for approval by the commissioner when the following criteria have been met.

11.6 ~~Vocational~~ Career and technical programs shall be shared by one of the following
 11.7 methods: two or more Minnesota school districts operating a cooperative center having
 11.8 met provisions of applicable Minnesota Statutes, or intermediate school districts
 11.9 established by the legislature to serve two or more independent school districts.

11.10 A licensed secondary ~~vocational~~ career and technical administrator or the
 11.11 superintendent for a district shall be responsible for the ~~vocational~~ career and technical
 11.12 programs.

11.13 **3505.1600 LOCAL APPLICATIONS FOR ~~AID~~ CAREER AND TECHNICAL**
 11.14 **EDUCATION REVENUE.**

11.15 To be eligible for ~~aids~~ revenue, the local education agency shall submit the following
 11.16 to the commissioner of education:

11.17 A. assurances of compliances, signed by the authorized local administrator
 11.18 ~~and the local state board representative;~~

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

11.21 C. an approved evaluation document which reports secondary and
 11.22 postsecondary program output ~~by completion and by entry into an occupation;~~

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

12.1 ~~Any income derived from the sale of products or services derived from the operation~~
12.2 ~~of a vocational program shall reduce the state's obligation for such program by the amount~~
12.3 ~~of income in excess of the cost of production.~~

12.4 ~~When instructional and support services and facilities are funded by other sources,~~
12.5 ~~except adult vocational tuition, the funded amount shall be included in the budget and~~
12.6 ~~shall reduce the state's obligation in the request for aids.~~

12.7 **3505.1700 ALLOTMENT AVAILABILITY OF FEDERAL FUNDS.**

12.8 A cooperative agreement between the commissioner of education and Minnesota
12.9 State Colleges and Universities will annually provide for the distribution of federal funds
12.10 between secondary and postsecondary ~~vocational~~ career and technical programs.

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

12.12 **3505.1900 SUBMISSION OF WRITTEN PLANS; USE OF MATCHING FUNDS.**

12.13 Written plans for the use of federal and state appropriated matching funds shall be
12.14 submitted to the commissioner of education by eligible agencies or institutions conducting
12.15 ~~vocational~~ career and technical education programs. Claims for expenditures available
12.16 for aid may be submitted to the commissioner of education requesting reimbursement
12.17 upon funds already expended. Recommendations regarding payment shall be made by
12.18 the commissioner of education.

12.19 **3505.2000 APPORTIONING FUNDS.**

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

12.24 **3505.2200 STANDARDS AND PROCEDURES GOVERNING OWNERSHIP.**

13.1 This part lists standards and procedures governing ownership, use, and disposition
13.2 of nonexpendable personal property purchased in whole or in part with state or federal

13.3 funds. Title must not be taken by the commissioner of education but must be vested in
13.4 the local education agency subject to the following restrictions on use and disposition
13.5 of the property:

13.6 A. Nonexpendable personal property with an acquisition cost of less than \$500
13.7 and used four years or more: the local education agency may divert the property to
13.8 any approved ~~vocational~~ career and technical program, ~~vocational~~ career and technical
13.9 administration, or support service or sell the property and retain the proceeds for
13.10 ~~vocational~~ career and technical education programs.

13.11 B. All other nonexpendable personal property with an acquisition cost of \$1,000
13.12 or less: the local education agency may use the property for its intended ~~vocational~~ career
13.13 and technical purpose. If approved ~~vocational~~ career and technical use of the property is
13.14 discontinued or the property is sold or diverted in some other manner, the commissioner of
13.15 education is to be credited with its proportionate share of the current fair market value of
13.16 the property. The current fair market value shall be determined by the sale price in the
13.17 case of a bona fide sale or by a third party appraisal in the case of some other diversion.
13.18 The commissioner of education's proportionate share of the property shall be computed
13.19 by applying the percentage of state funding participation in the property to the current
13.20 fair market value of the property.

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

14.1 A physical inventory of nonexpendable personal property shall be taken by the local
14.2 education agency and the results reconciled with the local education agency property
14.3 records at least once every two years to verify the existence, current use, and continued

14.4 need for the property. Property records shall be retained for three years after final
14.5 disposition of the property. The commissioner of education or an authorized representative
14.6 shall have access to any pertinent property records for the purpose of making examinations.

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

14.11 **3505.2300 STUDENT ELIGIBILITY FOR PROGRAMS.**

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

14.17 **3505.2400 SCOPE.**

14.18 To be eligible for ~~aid~~ career and technical revenue, local education agencies shall
14.19 meet the requirements in parts 3505.2400 to 3505.5900.

14.20 Approval requests shall be submitted annually by the local education agency to the
14.21 commissioner of education. Only approved programs shall be eligible for ~~vocational~~
14.22 ~~aid~~ career and technical revenue. Local education agencies submitting new program
14.23 approval or alteration requests shall be notified in writing regarding approval, disapproval,
14.24 recommended alteration, or delay of action within 20 working days after receipt of
14.25 the request. When the program is disapproved or recommended for alteration, the
14.26 notification shall include reasons for denial or changes. When applicable, the notice shall
15.1 outline corrective actions for the program to qualify for approval upon resubmission.
15.2 Approved programs and administrative services shall be supervised by the authorized
15.3 local administrator. The local education agency shall resubmit each approved program for
15.4 evaluation by the commissioner of education at least once every five years.

15.5 **3505.2500 INSTRUCTIONAL PROGRAM APPROVAL.**

15.6 The commissioner of education shall approve programs on the following basis.

15.7 Approval shall be on the basis of a complete program as defined in ~~parts 3505.2600 to~~

15.8 ~~3505.4100~~ career and technical education program quality assessment rubrics. The local

15.9 education agency shall provide evidence that its curriculum is designed to meet ~~vocational~~

15.10 career and technical objectives which shall include:

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

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

15.13 Each program shall have a ~~vocational~~ career and technical program advisory

15.14 committee to advise the teacher, the local authorized administrator, and the local board;

15.15 the advisory committee shall meet at least two times a year.

15.16 **~~3505.2600 PROGRAM COMPONENTS AND TIME STANDARDS.~~**

15.17 All program components and learner outcomes for specific program areas as

15.18 specified in ~~parts 3505.2700 to 3505.4100~~ career and technical education program quality

15.19 assessment rubrics must be addressed to qualify for approval; however, emphasis shall be

15.20 at the discretion of the local education agency with guidance from the program advisory

15.21 committee.

15.22 **3505.4300 COMMUNITY-BASED EDUCATION.**

15.23 When a ~~vocational~~ career and technical program includes a segment in which students

15.24 are placed on a paid or unpaid experience outside the ~~vocational~~ career and technical class

15.25 or laboratory for more than 40 hours during the program, the local education agency shall

16.1 meet the requirements for the employment related community-based education option of a

16.2 program as stated in ~~parts 3500.3500 and 3505.4400 to 3505.4700~~ career and technical

16.3 education program quality assessment rubrics.

16.4 **3505.4800 ADMINISTRATIVE SERVICES.**

16.5 ~~Vocational~~ Career and technical administrative services shall be designed to assist
16.6 students to meet ~~vocational~~ career and technical objectives. When a local education
16.7 agency provides ~~vocational~~ career and technical administrative services, students in
16.8 ~~vocational~~ career and technical programs shall be provided administrative services which
16.9 are available to all students in the district(s) in addition to the ~~vocational~~ career and
16.10 technical administrative services. ~~A local education agency shall be eligible for aid for one~~
16.11 ~~licensed vocational administrator at a ratio of one full-time equivalent administrator per~~
16.12 ~~15 vocational instructional staff in approved programs or one half-time administrator per~~
16.13 ~~ten vocational instructional staff. Aid shall be prorated for administrative salaries when~~
16.14 ~~the administrative position is between one half-time equivalent and full-time equivalent.~~
16.15 ~~Administrative time involved in general education is not eligible for vocational aid. No~~
16.16 ~~proration occurs between 0 and 8 and 16 and 20; however, when instructional staff~~
16.17 ~~in approved programs exceeds 20, a local educational agency shall be eligible for aid~~
16.18 ~~for additional licensed vocational administrative salaries at a ratio of 20 staff to one~~
16.19 ~~full-time equivalent administrator. Vocational centers eligible for vocational aid for~~
16.20 ~~administrative/instructional staff not meeting the minimum ratio for administrative service~~
16.21 ~~may apply to the commissioner of education for an exception to the rule. An exception~~
16.22 ~~will be granted on the basis of the following criteria: during the first fiscal year following~~
16.23 ~~commissioner of education approval; or in those instances where the demography of the~~
16.24 ~~area served by the center cannot reasonably support ten vocational instructional staff.~~

16.25 **3505.4900 SUPPORT SERVICES.**

17.1 Special needs supportive services shall assist students with special needs enrolled
17.2 in ~~vocational~~ career and technical instructional programs. ~~A district or center shall be~~
17.3 ~~eligible for vocational aid for support service personnel when a minimum of one half-time~~
17.4 ~~vocational licensed administrator exists to develop and implement the special needs~~

17.5 services, and the staff to special needs student ratio in vocational education does not
17.6 exceed the following:

17.7 A. ~~one full-time equivalent support service facilitator to 60 full-time equivalent~~
17.8 ~~students;~~

17.9 B. ~~one full-time equivalent supplemental support staff/technical tutor to ten~~
17.10 ~~full-time equivalent students;~~

17.11 C. ~~one full-time equivalent interpreter to one full-time equivalent student or~~
17.12 ~~more as appropriate;~~

17.13 D. ~~one full-time vocational evaluator to five full-time equivalent students~~
17.14 ~~enrolled in vocational evaluation services.~~

17.15 Proration of vocational aids shall occur when special needs personnel are assigned to
17.16 vocational education less than full time.

17.17 **3505.5200 ~~VOCATIONAL AID CAREER AND TECHNICAL REVENUE.~~**

17.18 State payments shall be based upon the estimated budget for approved programs
17.19 operated in accordance with parts 3505.2700 to 3505.4900. When state and federal
17.20 vocational aid is not adequate to pay the state share identified in the vocational aid law,
17.21 statewide proration of funds shall take place for all eligible estimated budget categories.
17.22 Payments for salary, contracted instructional services, travel, curriculum development
17.23 activities, and specialized instructional supplies and equipment (disability programs only)
17.24 shall be based on the estimated budget. To receive aid under this part, enrollment figures
17.25 must be submitted and postmarked on or before October 25 and February 25. Failure to
17.26 submit budgets and enrollment figures before the deadline will result in the aid being
18.1 withdrawn. A district or center that does not verify enrollment figures and as a result has
18.2 aid withdrawn may resubmit the budget by the date of the final report for the fiscal year.
18.3 The district's or center's request must be kept by the department and will be funded at year

18.4 ~~end if sufficient aid is available. Final payment of aids for such categories shall be based~~
18.5 ~~on actual expenditures and actual enrollment.~~

18.6 Career and technical revenue for secondary career and technical education programs
18.7 consists of the following:

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

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

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

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

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

18.24 **3505.5300 AID REVENUE FOR SALARIES.**

18.25 Subpart 1. **Eligibility of local education agency.** A local education agency is
18.26 eligible for aid revenue according to Minnesota Statutes, section ~~124D.453~~ 124D.4531.

19.1 Subp. 2. **Eligibility for aid revenue for extended employment.** A district or center
19.2 is eligible for ~~vocational aid~~ career and technical revenue for extended employment at a
19.3 maximum rate of:

19.4 A. FTE teacher, six days;

19.5 B. FTE teacher coordinator, 20 days.

19.6 ~~Aid Revenue~~ must be prorated for a less than full-time equivalent teacher.

19.7 Subp. 3. **Eligibility for aid revenue for preparation time.** To be eligible for
19.8 preparation time ~~aid revenue~~, each teacher for whom a district claims the ~~aid revenue~~ must
19.9 teach at least one ~~vocational~~ career and technical period.

19.10 ~~The department shall fund~~ Revenue shall be available for up to a maximum of one
19.11 hour of preparation time for a full-time equivalent teacher. ~~Aid Revenue~~ must be prorated
19.12 for a less than full-time equivalent teacher.

19.13 Subp. 4. **Eligibility for substitute staff.** A district or center shall be eligible for
19.14 ~~vocational aid~~ career and technical revenue for substitute staff holding ~~vocational~~ career
19.15 and technical licensure appropriate for responsibility when ~~aid revenue~~ is not being
19.16 requested for salary for regular staff for the same time as the substitute.

19.17 **3505.5400 ELIGIBLE ~~ADDED~~ COST CATEGORIES.**

19.18 Subpart 1. **UFARS object or program dimensions.** A district or cooperative
19.19 center is eligible for ~~aid revenue~~ for the following ~~added~~ costs. The object or program
19.20 dimensions in the current edition of the Manual for the Uniform Financial Accounting
19.21 and Reporting System Standards (UFARS) for Minnesota Schools (~~UFARS~~), State of
19.22 Minnesota, Minnesota Department of Education must be used to define each category.

19.23 Subp. 2. **Contracted services.** Contracted services provided by a public or private
19.24 agency other than a Minnesota public school district or cooperative center for instructional
19.25 education services. ~~Aid Revenue~~ is available for:

20.1 A. A resource specialist or a guest speaker employed by an entity described in
20.2 this subpart 2 who teaches part of a program under the supervision of a licensed secondary
20.3 ~~vocational~~ career and technical teacher. Contracted services for programs for persons with

20.4 disabilities must be preapproved by the state program specialist. UFARS object dimension
20.5 ~~344~~ 303 to 305 must be complied with.

20.6 B. A public or private agency other than a Minnesota school district or
20.7 cooperative center that provides career and technical instructional ~~vocational~~ education
20.8 services. In order to be eligible for ~~aid~~ revenue:

20.9 (1) a binding contract must exist and be submitted with the annual program
20.10 budget ~~on March 1~~ for approval; and

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

20.13 Subp. 3. **Necessary travel.** Necessary travel by ~~vocational~~ career and technical
20.14 staff in approved ~~vocational~~ career and technical programs defined in parts 3505.2600 to
20.15 3505.4900 is eligible for ~~aid~~ revenue as follows:

20.16 A. necessary travel between ~~vocational~~ career and technical instructional sites
20.17 as defined in UFARS object dimension 365 or 366;

20.18 B. necessary travel by licensed secondary ~~vocational~~ career and technical
20.19 education personnel for ~~vocational~~ career and technical student organization activities held
20.20 within the state for instructional purposes related to the ~~vocational~~ career and technical
20.21 program and as defined in UFARS object dimension ~~366~~ 365; and

20.22 C. necessary travel by licensed secondary ~~vocational~~ career and technical
20.23 education personnel for noncollegiate credit bearing professional development related to
20.24 the ~~vocational~~ career and technical program area as defined in UFARS object dimension
20.25 ~~367~~ 366.

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

21.4 A. The five year plan must be submitted to the state program specialist for the
21.5 ~~vocational~~ career and technical program by ~~March 1~~ for approval. Yearly amendments are
21.6 required if the plan or timelines deviate from the approved five-year plan.

21.7 B. The plan must identify the assessment process. The assessment must be
21.8 a formal process involving teachers, administrators, business and industry, and the
21.9 community. Program Evaluation and Reporting (PER), North Central Evaluation,
21.10 ~~Vocational~~ Career and Technical Education Evaluation, or other evaluation process may
21.11 be used.

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

21.13 (1) mission of ~~vocational~~ career and technical education;

21.14 (2) coordination with district staff development plan;

21.15 (3) Department of Education ~~Model Learner Outcomes~~ Curriculum
21.16 Frameworks for the ~~vocational~~ career and technical program;

21.17 (4) update relevant to ~~world of work~~ labor market information; and

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

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

21.20 Subp. 5. **Specialized ~~vocational~~ career and technical instructional supplies.** ~~Aid~~
21.21 Revenue is available for specialized ~~vocational~~ career and technical instructional supplies
21.22 that are unique and essential to the instructional programs as defined in UFARS object
21.23 dimension 433, ~~excluding instructional equipment as defined in the UFARS Manual in~~
21.24 Appendix B, page B-2.

22.1 **3505.5500 AID FOR EQUIPMENT IN PROGRAMS FOR DISABLED CAREER**
 22.2 **AND TECHNICAL EDUCATION PROGRAMS FOR STUDENTS WITH**
 22.3 **DISABILITIES (TRANSITION-DISABLED PROGRAMS).**

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

22.8 **3505.5600 AID LIMITATIONS.**

22.9 Expenditures jointly funded by ~~vocational~~ career and technical and special education
 22.10 or other sources (not including ~~foundation aid~~ general education revenue and local levy)
 22.11 shall be eligible for aid revenue at a rate not to exceed the maximum of either aid revenue.
 22.12 When a district or center sells products or services produced in an approved program, the
 22.13 revenue from sales shall be recognized. This revenue may be used for expenditures which
 22.14 are directly related to an approved secondary ~~vocational~~ career and technical program. If
 22.15 the revenue from sale of products or services exceeds the cost to produce those products or
 22.16 services in any fiscal year, and the excess revenue is ~~not~~ shall be used in another ~~vocation~~
 22.17 career and technical program, ~~the excess revenue shall reduce the state's obligation for~~
 22.18 ~~such program by the amount of income in excess of the cost of production. When excess~~
 22.19 ~~revenue is used for expenditures within approved secondary vocational programs, those~~
 22.20 ~~expenditures are not eligible for aid under Minnesota Statutes, section 124D.453.~~

22.21 **3505.5700 ~~VOCATIONAL AID~~ CAREER AND TECHNICAL LEVY**
 22.22 **APPLICATION PROCEDURE.**

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

22.26 Subp. 2. **Eligibility for ~~vocational aid~~ career and technical levy.** To be eligible for
 22.27 ~~vocational aid~~ career and technical levy, the annual program budget shall be submitted

23.1 by ~~March 1~~ May 15 prior to the fiscal year for which ~~aid~~ levy authority is requested.
 23.2 Districts or centers shall be notified of program budget approval or disapproval ~~in writing~~
 23.3 by ~~May 30~~ June 15. To be eligible for ~~vocational aid~~ career and technical levy, annual
 23.4 program budgets must be approved by the commissioner of education. When personnel
 23.5 are assigned ~~nonvocational~~ instructional responsibilities outside the approved career and
 23.6 technical program or general supervisory responsibilities, the salary request shall be
 23.7 prorated on the program budget.

23.8 ~~An authorized local administrator, a group of districts and centers, or the~~
 23.9 ~~commissioner of education may request a hearing. The hearings shall be scheduled~~
 23.10 ~~between March 1 and June 15 and shall discuss the rationale for program and planned~~
 23.11 ~~revenue and expenditures. District~~ Districts or centers whose vocational career and
 23.12 technical budgets have been disapproved by the commissioner of education may appeal in
 23.13 writing to the commissioner of education for submission to the state board for its review.
 23.14 The results of the review shall be transmitted to the local board of education in writing.

23.15 Subp. 3. [See repealer.]

23.16 **3505.5800 ANNUAL REPORT.**

23.17 Districts and centers shall maintain records of revenue and disbursements for
 23.18 programs, administrative and support services for which ~~vocational aid~~ career and
 23.19 technical revenue is requested in accordance with the Uniform Financial Accounting
 23.20 and Reporting ~~system~~ Standards (UFARS). Final report data shall be submitted to the
 23.21 commissioner of education by ~~August 15~~ October 30 of each year.

23.22 **3505.5900 STUDENT ELIGIBILITY.**

23.23 A student who is eligible to attend a Minnesota senior secondary public school is
 23.24 eligible to enroll in the ~~vocational~~ career and technical programs of the school. A student
 23.25 enrolled in a work experience/career exploration (WE/CEP) program is excepted from
 23.26 this student eligibility requirement. Students from other states or provinces may be

24.1 served. When nonresidents of Minnesota are provided approved instructional programs,
24.2 administrative and support services in Minnesota districts or centers, ~~aid~~ revenue requests
24.3 shall be prorated to reflect only the percentage of Minnesota students being served.

24.4 **REPEALER.** Minnesota Rules, parts 3505.1000, subparts 37, 43, 45, 46, 47, and 48;
24.5 3505.5000; and 3505.5700, subpart 3, are repealed.