

CHAPTER 3505
DEPARTMENT OF EDUCATION
SECONDARY VOCATIONAL EDUCATION

RULES FOR VOCATIONAL TECHNICAL EDUCATION

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Subpart 1. **Scope.** For the purpose of parts 3505.1000 to 3505.2300, the words, phrases, and terms defined in this part shall have the meanings respectively ascribed to them.

Subp. 2. [Repealed, 12 SR 2746]

Subp. 3. **Authorized local administrator.** “Authorized local administrator” means the licensed vocational administrator who has major responsibility for vocational education at the secondary level for a district or center and is assigned to provide management and leadership in secondary vocational education. The superintendent may act as the authorized local administrator in the absence of a local vocational administrator.

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

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

Subp. 6. **Center.** “Center” means a vocational or cooperative center.

Subp. 7. **Classroom instruction.** “Classroom instruction” means an in-school instructional method involving discussion, simulation, problem solving, decision making, computers, and other forms of communication.

Subp. 8. **Competencies.** “Competencies” means skills, knowledge, or attitudes necessary for functioning in a specific occupation.

Subp. 9. **Component.** “Component” means a unit of instruction that contributes to the accomplishment of the program objectives.

Subp. 10. **Cooperative center.** “Cooperative center” means two or more districts meeting all provisions of Minnesota statutes, which provide expanded educational options by sharing vocational programs which have been approved by the commissioner of education.

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

Subp. 12. **Entrepreneurship.** “Entrepreneurship” means a school supervised business venture undertaken to teach the free enterprise system, including the functions of organizing and managing the factors of production or a distribution of goods or services.

Subp. 13. **Entry level skills.** “Entry level skills” means those basic occupational competencies and work readiness skills including application of basic skills, work attitudes, and problem solving skills which enable a person to enter initial employment.

Subp. 14. **Essential licensed personnel.** “Essential licensed personnel” means staff assigned to approved vocational education programs who meet criteria for vocational education licensure stated in vocational rules of the Department of Education and who have been issued the appropriate vocational license.

Subp. 15. **Exploratory work experience.** “Exploratory work experience” means a school supervised vocational program designed to provide students with paid or unpaid work experience in a variety of occupations, to help the students identify job traits in relation to their abilities and characteristics and to assist them in making realistic and appropriate occupational choices.

Subp. 16. **Extended employment.** “Extended employment” means paid time when staff is employed beyond the regular school calendar, which is necessary for job placement and coordination, development of training plans and training agreements, equipment maintenance, supply procurement, inventory and storage, curriculum development, staff development, or vocational student organization activities.

Subp. 17. **Extended time student.** “Extended time student” means a student who is in attendance more than six hours but less than nine hours per day.

Subp. 18. [Repealed, 12 SR 2746]

Subp. 19. **Instructional site.** “Instructional site” means a facility or location where students have an opportunity to achieve educational goals and individual program objectives.

Subp. 20. **Internship.** “Internship” means a training program involving class instruction followed by a supervised, full-time or part-time position at an approved training station.

Subp. 21. **Laboratory instruction.** “Laboratory instruction” means an in school instructional method involving the practice of skills with appropriate equipment and supplies used within the occupation.

Subp. 22. **Local education agency.** “Local education agency” means a public educational agency, at the local level, which exists primarily to operate schools or to contract for educational services.

Subp. 23. **Necessary equipment.** “Necessary equipment” means items of equipment that meet the criteria as defined in the uniform financial accounting and reporting system (UFARS), and are identified by the local school district as essential to support the teaching of occupational competencies in approved vocational programs.

Subp. 24. **Nonexpendable personal property.** “Nonexpendable personal property” means tangible personal property having a useful life of more than one year and an acquisition cost of \$300 or more, per unit.

Subp. 25. **Occupation.** “Occupation” means paid or unpaid work including, but not limited to, salaried jobs, self-employment, and homemaking.

Subp. 26. **Occupational relations.** “Occupational relations” means learning experiences including work adjustment concepts, interpersonal skills involving relationships with other workers and supervisors, understandings and attitudes common to all work stations, and specific instruction as identified in a training plan.

Subp. 27. [Repealed, 12 SR 2746]

Subp. 28. **Postsecondary vocational education.** “Postsecondary vocational education” means vocational education for persons who have completed or left high school and who are enrolled in organized programs of study.

Subp. 29. **Prevocational education.** “Prevocational education” means programs, services, or activities designed to provide youth and adults with orientation, guidance, exploration, and instruction to assist them in making meaningful career decisions.

Subp. 30. **Secondary vocational course.** “Secondary vocational course” means one or more components of a secondary vocational instructional program.

Subp. 31. **Secondary vocational education.** “Secondary vocational education” means programs for grades 10 to 12 that meet the requirements of part 3505.2500, items A to C, and work experience/career exploration programs.

Subp. 32. **Simulation.** “Simulation” means an in school instructional method involving the application of skills with a realistic flow of work and in a realistic setting for the occupation.

Subp. 33. **Student full-time equivalent (FTE).** “Student full-time equivalent (FTE)” means a student enrolled full-time in an approved educational program, six hours per day for 175 days per year or its equivalent.

Subp. 34. **Student staff ratio.** “Student staff ratio” means the relationship between the number of FTE students and the number of FTE teachers in each approved vocational program.

Subp. 35. **Students with special needs.** “Students with special needs” means students who are disabled or disadvantaged.

Students identified as disabled are defined in Minnesota Statutes, section 125A.02, and cannot succeed in regular vocational programs.

Disadvantaged students are those who have academic or economic disadvantages and require special programs, modified programs or supportive services to assist them in succeeding in a vocational education program. Students with academic and economic disadvantages may lack reading, writing, mathematic skills, perform below grade level, the family income is at or below national poverty level, the student or the student’s parents or guardian is unemployed, the student or the student’s parents are recipients of public assistance, or the student is institutionalized or under the state’s guardianship.

Subp. 36. **Support service.** “Support service” means noninstructional activities, services, and functions carried out to aid and improve the quality of vocational education programs.

Subp. 37. **Secondary vocational teacher full-time equivalent.** “Secondary vocational teacher full-time equivalent” means a licensed vocational teacher who teaches the equivalent of six hours per day for 175 days per year or its equivalent.

Subp. 38. **Third party appraisal.** “Third party appraisal” means establishing a price for nonexpendable personal property by an independent appraiser who is free from any conflicting interests.

Subp. 39. **Training agreement.** “Training agreement” means an agreement signed by the employer, the student, the parent or guardian when student is below 18, and the instructor coordinator, which defines their respective responsibilities, and includes pertinent information regarding supervision of the student at the training station.

Subp. 40. **Training plan.** “Training plan” means a written plan developed by the instructor coordinator, the employer and/or supervisor, and the student that indicates what is to be learned by that student and whether it is to be learned in the classroom or at the training station after a careful analysis of the student’s career objective and the learning opportunities available at the training station.

Subp. 41. **Training station.** “Training station” means that site at which a student acquires actual work experience.

Subp. 42. [Repealed, 12 SR 2746]

Subp. 43. **Vocational aid.** “Vocational aid” means categorical, state and federal funding for secondary vocational programs meeting criteria set forth in rules.

Subp. 44. [Repealed, 12 SR 2746]

Subp. 45. **Vocational education.** “Vocational education” means organized educational programs, services, and activities which are related to the preparation of individuals for paid or unpaid work or for additional preparation for a career requiring technical competencies or a postsecondary or higher education advanced degree.

Subp. 46. **Vocational instructional program.** “Vocational instructional program” means an educational activity or a series of instructional components designed to meet the program objectives for the period of instruction.

Subp. 47. **Vocational program advisory committee.** “Vocational program advisory committee” means a group of persons with competence or interests in an occupational field related to the program being served, selected for offering advice to teachers or administrators regarding vocational education. At least 50 percent of the members shall be representatives of a directly related business, labor, and industry.

Subp. 48. **Vocational student organization.** “Vocational student organization” means organizations of vocational students which provide the opportunity for the development of leadership abilities, personal improvement of individual members, and aid in their transition from school to career.

Statutory Authority: *MS s 121.11; 124.573; 124.574;*

History: *L 1987 c 258 s 12; 12 SR 2746; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12; L 2005 c 56 s 2*

3505.1100 STANDARDS FOR PROGRAM APPROVAL.

Written application for the approval of vocational programs by local education agencies shall be made to the commissioner of education. The commissioner’s approval to establish vocational programs shall be conditioned on meeting the following minimum standards.

All programs shall be assigned vocationally licensed instructional staff as specified in the state plan for vocational–technical education. Sufficient and suitable facilities including laboratories, shops, classrooms, equipment, supplies, and adequate storage for the course to be offered shall be provided. Class size conducive to efficient teaching and not exceeding the number which the space and equipment will accommodate effectively shall be maintained. Programs shall comply with federal and/or state civil rights laws, labor laws, and wage and hour statutes where applicable. School districts and centers shall maintain accounting and reporting records according to a uniform financial accounting and reporting system (UFARS) and all such records shall be available to the Department of Education. A student shall not be denied access to vocational education programs because of disability or disadvantaged status. A person with special needs shall be defined as disabled or disadvantaged to be eligible for enrollment in special needs vocational programs. Special needs vocational programs shall be eligible for aid assistance. The authorized local administrator shall be responsible for coordinating vocational education programs with Comprehensive Employment Training Act prime sponsors. Programs shall also meet appropriate level (secondary, postsecondary, or adult) criteria designated by these rules.

Statutory Authority: *MS s 121.11; 124.573; 124.574*

History: *L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12; L 2005 c 56 s 2*

3505.1200 OPPORTUNITY TO APPEAL.

Districts or centers whose vocational programs or courses have been disapproved by the commissioner of education may appeal in writing to the commissioner of education for sub-

mission to the State Board of Education and are entitled to a review at a regular or special board meeting. The State Board of Education will notify the districts or centers of the time and place of the review in writing. Upon completion of the review, the decision of the State Board of Education and the reasons for the decision will be made in writing and transmitted to the local education agency. The decision of the State Board of Education shall be the final state action.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 2003 c 130 s 12*

3505.1300 EVALUATION BY STATE BOARD FOR VOCATIONAL EDUCATION.

The Division of Vocational–Technical Education will evaluate, in quantitative terms, the effectiveness of each formally organized program or project supported by federal, state, and local funds. The local education agency shall supply, upon request, the data necessary to make the evaluations. These evaluations shall be in terms of:

A. planning and operational processes, such as:

- (1) quality and availability of instructional offerings;
- (2) guidance, counseling and placement, and follow-up services;
- (3) capacity and condition of facilities and equipment;
- (4) employer participation in cooperative programs of vocational education;
- (5) teacher/pupil ratios; and
- (6) teacher qualifications;

B. results of student achievement as measured, for example, by standard occupational proficiency measures, criterion referenced tests, and other examinations of student's skills, knowledge, attitudes, and readiness for entering employment successfully;

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

D. other results as measured by services to special populations, such as women, members of minority groups, persons with disabilities, and disadvantaged persons.

Statutory Authority: *MS s 121.11; 124.573; 124.574*

History: *L 1998 c 397 art 11 s 3; L 2005 c 56 s 2*

3505.1400 LOCAL ADVISORY COMMITTEE.

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

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

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

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *L 1998 c 397 art 11 s 3*

3505.1500 CENTER APPROVAL.

Commissioner of education approval is necessary if a cooperative center is to be eligible for secondary categorical vocational aid or other aid available to approved cooperative

centers. The superintendent representing a district school board or a center governing board may submit a request to the commissioner of education for approval by the commissioner when the following criteria have been met.

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

A licensed secondary vocational administrator or the superintendent for a district shall be responsible for the vocational programs.

Statutory Authority: *MS s 121.11; 124.573; 124.574*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

3505.1600 LOCAL APPLICATIONS FOR AID.

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

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

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

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

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

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

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12*

3505.1700 ALLOTMENT AVAILABILITY OF FEDERAL FUNDS.

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

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1990 c 375 s 3; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

3505.1800 ANNUAL REPORTS.

Local education agencies and teacher education institutions shall submit annual reports in accordance with these rules indicating expenditures and enrollments for which aid is requested. The commissioner of education may require other statistical and descriptive reports as required for federal reporting.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12*

3505.1900 SUBMISSION OF WRITTEN PLANS; USE OF MATCHING FUNDS.

Written plans for the use of federal and state appropriated matching funds shall be submitted to the commissioner of education by eligible agencies or institutions conducting

vocational education programs. Claims for expenditures available for aid may be submitted to the commissioner of education requesting reimbursement upon funds already expended. Recommendations regarding payment shall be made by the commissioner of education.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

3505.2000 APPORTIONING FUNDS.

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

3505.2100 PROPERTY MANAGEMENT STANDARDS.

A uniform property management system must be used by the districts and centers to:

A. maintain individual item control for continuing verification on nonexpendable personal property in which the commissioner of education has provided state or federal funds; and

B. maintain a source of information for future purchasing and capital budgeting for nonexpendable personal property, long term capital financing, and program cost computing.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

3505.2200 STANDARDS AND PROCEDURES GOVERNING OWNERSHIP.

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

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

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

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

A physical inventory of nonexpendable personal property shall be taken by the local education agency and the results reconciled with the local education agency property records at least once every two years to verify the existence, current use, and continued need for the property. Property records shall be retained for three years after final disposition of the prop-

erty. The commissioner of education or an authorized representative shall have access to any pertinent property records for the purpose of making examinations.

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

3505.2300 STUDENT ELIGIBILITY FOR PROGRAMS.

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *L 1998 c 397 art 11 s 3*

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3505.2400 SCOPE.

To be eligible for aid, local education agencies shall meet the requirements in parts 3505.2400 to 3505.5900.

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

3505.2500 INSTRUCTIONAL PROGRAM APPROVAL.

The commissioner of education shall approve programs on the following basis. Approval shall be on the basis of a complete program as defined in parts 3505.2600 to 3505.4100. The local education agency shall provide evidence that its curriculum is designed to meet vocational objectives which shall include:

- A. in-depth exploration of occupations to assist in the career planning process;
- B. development of occupational competencies designed to be recognized for advanced placement in postsecondary programs; and
- C. development of occupational competencies necessary to enter an occupation.

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12*

3505.2600 PROGRAM COMPONENTS AND TIME STANDARDS.

All program components and learner outcomes for specific program areas as specified in parts 3505.2700 to 3505.4100 must be addressed to qualify for approval; however, emphasis shall be at the discretion of the local education agency with guidance from the program advisory committee.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1998 c 397 art 11 s 3*

3505.2700 [Repealed, L 1993 c 224 art 12 s 39]

3505.2800 [Repealed, L 1993 c 224 art 12 s 39]

3505.2900 [Repealed, L 1993 c 224 art 12 s 39]

3505.3000 [Repealed, L 1993 c 224 art 12 s 39]

3505.3100 [Repealed, L 1993 c 224 art 12 s 39]

3505.3200 [Repealed, L 1993 c 224 art 12 s 39]

3505.3300 [Repealed, L 1993 c 224 art 12 s 39]

3505.3400 [Repealed, L 1993 c 224 art 12 s 39]

3505.3500 [Repealed, L 1993 c 224 art 12 s 39]

3505.3600 [Repealed, L 1993 c 224 art 12 s 39]

3505.3700 [Repealed, L 1993 c 224 art 12 s 39]

3505.3800 [Repealed, L 1993 c 224 art 12 s 39]

3505.3900 [Repealed, L 1993 c 224 art 12 s 39]

3505.4000 [Repealed, L 1993 c 224 art 12 s 39]

3505.4100 [Repealed, L 1993 c 224 art 12 s 39]

3505.4200 [Repealed, L 1993 c 224 art 12 s 39]

3505.4300 COMMUNITY-BASED EDUCATION.

When a vocational program includes a segment in which students are placed on a paid or unpaid experience outside the vocational class or laboratory for more than 40 hours during the program, the local education agency shall meet the requirements for the community-based education option of a program as stated in parts 3500.3500 and 3505.4400 to 3505.4700.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1998 c 397 art 11 s 3*

3505.4400 [Repealed, L 1993 c 224 art 12 s 39]

3505.4500 [Repealed, L 1993 c 224 art 12 s 39]

3505.4600 [Repealed, L 1993 c 224 art 12 s 39]

3505.4700 [Repealed, L 1993 c 224 art 12 s 39]

3505.4800 ADMINISTRATIVE SERVICES.

Vocational administrative services shall be designed to assist students to meet vocational objectives. When a local education agency provides vocational administrative services, students in vocational programs shall be provided administrative services which are available to all students in the district(s) in addition to the vocational administrative services. A local education agency shall be eligible for aid for one licensed vocational administrator at a ratio of one full-time equivalent administrator per 15 vocational instructional staff in approved programs or one half-time administrator per ten vocational instructional staff. Aid

shall be prorated for administrative salaries when the administrative position is between one half-time equivalent and full-time equivalent. Administrative time involved in general education is not eligible for vocational aid. No proration occurs between 0 and 8 and 16 and 20; however, when instructional staff in approved programs exceeds 20, a local educational agency shall be eligible for aid for additional licensed vocational administrative salaries at a ratio of 20 staff to one full-time equivalent administrator. Vocational centers eligible for vocational aid for administrative/instructional staff not meeting the minimum ratio for administrative service may apply to the commissioner of education for an exception to the rule. An exception will be granted on the basis of the following criteria: during the first fiscal year following commissioner of education approval; or in those instances where the demography of the area served by the center cannot reasonably support ten vocational instructional staff.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

3505.4900 SUPPORT SERVICES.

Special needs supportive services shall assist students with special needs enrolled in vocational instructional programs. A district or center shall be eligible for vocational aid for support service personnel when a minimum of one half-time vocational licensed administrator exists to develop and implement the special needs services, and the staff to special needs student ratio in vocational education does not exceed the following:

- A. one full-time equivalent support service facilitator to 60 full-time equivalent students;
- B. one full-time equivalent supplemental support staff/technical tutor to ten full-time equivalent students;
- C. one full-time equivalent interpreter to one full-time equivalent student or more as appropriate;
- D. one full-time vocational evaluator to five full-time equivalent students enrolled in vocational evaluation services.

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1998 c 397 art 11 s 3*

3505.5000 STAFF FOR PLACEMENT OFFICE.

A minimum of one half-time authorized local administrator shall exist prior to implementation of a placement program. A district or center shall be eligible for aid for licensed vocational placement specialist personnel at the minimum ratio of one full-time equivalent placement specialist per 20 vocational instructional staff or one-half time equivalent placement specialist per ten vocational instructional staff. Two or more districts or centers may combine the number of instructional staff to be eligible when the services are provided under the direction of one vocational administrator acting on behalf of the group of boards. Proration is not allowable.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *L 1998 c 397 art 11 s 3*

3505.5100 [Repealed, L 1993 c 224 art 12 s 39]

3505.5200 VOCATIONAL AID.

State payments shall be based upon the estimated budget for approved programs operated in accordance with parts 3505.2700 to 3505.4900. When state and federal vocational aid is not adequate to pay the state share identified in the vocational aid law, statewide proration of funds shall take place for all eligible estimated budget categories. Payments for salary, contracted instructional services, travel, curriculum development activities, and specialized instructional supplies and equipment (disability programs only) shall be based on the esti-

mated budget. To receive aid under this part, enrollment figures must be submitted and post-marked on or before October 25 and February 25. Failure to submit budgets and enrollment figures before the deadline will result in the aid being withdrawn. A district or center that does not verify enrollment figures and as a result has aid withdrawn may resubmit the budget by the date of the final report for the fiscal year. The district's or center's request must be kept by the department and will be funded at year end if sufficient aid is available. Final payment of aids for such categories shall be based on actual expenditures and actual enrollment.

Statutory Authority: *MS s 121.11; 124.573; 124.574*

History: *12 SR 2746; L 1998 c 397 art 11 s 3; L 2005 c 56 s 2*

3505.5300 AID FOR SALARIES.

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

Subp. 2. **Eligibility for aid for extended employment.** A district or center is eligible for vocational aid for extended employment at a maximum rate of:

- A. FTE teacher, six days;
- B. FTE teacher coordinator, 20 days.

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

Subp. 3. **Eligibility for aid for preparation time.** To be eligible for preparation time aid, each teacher for whom a district claims the aid must teach at least one vocational period.

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

Subp. 4. **Eligibility for substitute staff.** A district or center shall be eligible for vocational aid for substitute staff holding vocational licensure appropriate for responsibility when aid is not being requested for salary for regular staff for the same time as the substitute.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1998 c 397 art 11 s 3*

3505.5400 ELIGIBLE ADDED COST CATEGORIES.

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

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

A. A resource specialist or a guest speaker employed by an entity described in subpart 2 who teaches part of a program under the supervision of a licensed secondary vocational teacher. Contracted services for programs for persons with disabilities must be preapproved by the state program specialist. UFARS object dimension 311 must be complied with.

B. A public or private agency other than a Minnesota school district or cooperative center that provides instructional vocational education services. In order to be eligible for aid:

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

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

Subp. 3. **Necessary travel.** Necessary travel by vocational staff in approved vocational programs defined in parts 3505.2600 to 3505.4900 is eligible for aid as follows:

A. necessary travel between vocational instructional sites as defined in UFARS object dimension 366;

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

C. necessary travel by licensed secondary vocational education personnel for non-collegiate credit bearing professional development related to the vocational program area as defined in UFARS object dimension 367.

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

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

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

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

- (1) mission of vocational education;
- (2) coordination with district staff development plan;
- (3) Department of Education Model Learner Outcomes for the vocational program;
- (4) update relevant to world of work; and
- (5) articulation between levels and across subject matter areas.

D. The plan must include work to be accomplished, title of person involved, and estimated timelines.

E. The five year plan must be approved by the local program advisory committee.

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

Statutory Authority: *MS s 121.11; 124.573; 124.574*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12; L 2005 c 56 s 2*

3505.5500 AID FOR EQUIPMENT IN PROGRAMS FOR DISABLED.

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

Statutory Authority: *MS s 121.11; 124.573; 124.574*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12; L 2005 c 56 s 2*

3505.5600 AID LIMITATIONS.

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1998 c 397 art 11 s 3*

3505.5700 VOCATIONAL AID APPLICATION PROCEDURE.

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

Subp. 2. **Eligibility for vocational aid.** To be eligible for vocational aid, the annual program budget shall be submitted by March 1 prior to the fiscal year for which aid is requested. Districts or centers shall be notified of program budget approval or disapproval in writing by May 30. To be eligible for vocational aid, annual program budgets must be approved by the commissioner of education. When personnel are assigned nonvocational or general supervisory responsibilities, the salary request shall be prorated on the program budget.

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

Subp. 3. **Amendments or late program budgets.** Program budget requests may be submitted after March 1. The requests must be kept by the department and will be funded at year end if sufficient aid is available.

Amendments to the budget request must be received by the secondary vocational section of the Department of Education by October 25 and February 25 for teacher salaries, contracted services, travel, curriculum development activities, and vocational instructional supplies. Amendments are necessary when the budget amount varies by more than ten percent by vocational program. Aid in excess of the ten percent variation will be withheld when the necessary amendments have not been made.

Amendment and program budget requests shall be considered when state and federal funds are available or the amendment request is for increased costs of existing approved programs, administrative or support services.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12*

3505.5800 ANNUAL REPORT.

Districts and centers shall maintain records of revenue and disbursements for programs, administrative and support services for which vocational aid is requested in accordance with the uniform financial accounting and reporting system. Final report data shall be submitted to the commissioner of education by August 15 of each year.

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12*

3505.5900 STUDENT ELIGIBILITY.

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

Statutory Authority: *MS s 121.11 subd 12; 124.573; 124.574 subds 4,5*

History: *L 1998 c 397 art 11 s 3*

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3505.6000 [Repealed, 12 SR 2746]
3505.6100 [Repealed, 12 SR 2746]
3505.6200 [Repealed, 12 SR 2746]
3505.6300 [Repealed, 12 SR 2746]
3505.6400 [Repealed, 12 SR 2746]
3505.6410 [Repealed, 12 SR 2746]
3505.6500 [Repealed, 12 SR 2746]
3505.6600 [Repealed, 12 SR 2746]
3505.6700 [Repealed, 12 SR 2746]
3505.6800 [Repealed, 12 SR 2746]
3505.6900 [Repealed, 12 SR 2746]
3505.7000 [Repealed, 12 SR 2746]
3505.7100 [Repealed, 12 SR 2746]
3505.7200 [Repealed, 12 SR 2746]
3505.7300 [Repealed, 12 SR 2746]
3505.7400 [Repealed, 12 SR 2746]
3505.7500 [Repealed, 12 SR 2746]
3505.7600 [Repealed, 12 SR 2746]
3505.7700 [Repealed, 12 SR 2746]
3505.7800 [Repealed, 12 SR 2746]
3505.7900 [Repealed, 12 SR 2746]
3505.8000 [Repealed, 12 SR 2746]
3505.8100 [Repealed, 12 SR 2746]
3505.8200 [Repealed, 12 SR 2746]
3505.8300 [Repealed, 12 SR 2746]
3505.8400 [Repealed, 12 SR 2746]
3505.8410 [Repealed, 12 SR 2746]
3505.8500 [Repealed, 12 SR 2746]
3505.8600 [Repealed, 12 SR 2746]
3505.8700 [Repealed, 12 SR 2746]
3505.8800 [Repealed, 12 SR 2746]
3505.8900 [Repealed, 12 SR 2746]
3505.9000 [Repealed, 12 SR 2746]
3505.9100 [Repealed, 12 SR 2746]
3505.9200 [Repealed, 12 SR 2746]
3505.9300 [Repealed, 12 SR 2746]
3505.9400 [Repealed, 12 SR 2746]
3505.9500 [Repealed, 12 SR 2746]

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3505.9600 [Repealed, 12 SR 2746]

3505.9700 [Repealed, 12 SR 2746]

3505.9800 [Repealed, 12 SR 2746]

3505.9900 [Repealed, 12 SR 2746]