

**CHAPTER 3517**  
**STATE BOARD OF EDUCATION**  
**SECONDARY VOCATIONAL LICENSES**

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### 3517.0010 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to this chapter.

Subp. 2. **Accredited out-of-state institution.** "Accredited out-of-state institution" means a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 3. **Approved Minnesota institution.** "Approved Minnesota institution" means a Minnesota institution approved by the Board of Teaching under part 8700.7600 to prepare persons for teacher licensure.

Subp. 4. **Technical institute.** "Technical institute" means a technical institute operated by the State Board of Education.

Subp. 5. **Board.** "Board" means the State Board of Education, except where a different board is named or in parts 3517.9000 to 3517.9700 where it means the Board of Teaching.

Subp. 6. **Category of practice.** "Category of practice" for secondary vocational licensure means an assignment, program, or a component of a program for which licensure is required by this chapter.

Subp. 7. **Clock hour.** "Clock hour" means 60 minutes of actual instruction or supervised group activities.

Subp. 8. **Clock hours for administrative and supervisory personnel.** For renewal of five year vocational administrative and supervisory licenses, "clock hours for administrative and supervisory personnel" means clock hours accumulated from approved Minnesota programs in administrative or supervisory continuing education. Hours devoted to individual professional development activity for renewal of five year administrative and supervisory licenses are not counted as clock hours.

Subp. 9. **Commissioner.** "Commissioner" means the commissioner of education.

Subp. 10. **Course.** "Course" means for the purpose of licensing for vocational staff, a planned, separate unit of instruction in a subject area.

Subp. 11. **Credit.** "Credit" means a quarter college credit from an accredited college. Unless otherwise stated in this chapter, one quarter credit equals 12 clock hours.

Subp. 12. **DD Form 214.** "DD Form 214" means the form verifying separation from military service obtained from the separating authority upon release from active service.

Subp. 13. **Degree.** Unless otherwise stated, "degree" means a four year baccalaureate degree from a college or university accredited by an organization listed in Nationally Recognized Accrediting Agencies and Associations. This document is published in the Federal Register, volume 50, pages 40213 to 40217 and updated in volume 50, page 41933. It is incorporated by reference.

Subp. 14. **Department.** "Department" means the State Department of Education.

Subp. 15. **Dictionary of Occupational Titles.** "Dictionary of Occupational Titles" is published by the Employment and Training Administration of the United States Department of Labor. The fourth edition was published in 1977. The fourth edition, to the extent it is referred to in this chapter, is incorporated

by reference. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The book is available in the Minneapolis public library and in local public libraries throughout the state. It is not subject to frequent change.

Subp. 16. **Director.** "Director" means a local vocational administrator and includes assistant directors.

Subp. 17. **Directory of the American Association of State Colleges of Agriculture and Renewable Resources.** "Directory of the American Association of State Colleges of Agriculture and Renewable Resources" identifies the state colleges of agriculture and renewable resources in the United States which are not a part of the National Association of State Universities and Land Grant Colleges. The directory is incorporated by reference. The directory is available at the State Law Library. At the time a new edition is published, the new edition replaces the older edition in the references to the book in this chapter. The directory is subject to frequent change.

Subp. 18. **Education degree.** "Education degree" means a baccalaureate or higher degree from an accredited college or university in an educational field with at least 27 quarter credits in professional education courses and including at least six quarter credits of student teaching.

Subp. 19. **Electromechanical technology.** "Electromechanical technology" means design, service, and repair of any equipment that includes both electrical electronic controls and mechanical, hydraulic, or pneumatic operating systems, such as automated production equipment, robots, and computer peripherals.

Subp. 20. **Emphasis area.** "Emphasis area" means the position titles or duties that are most directly related to the occupation in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 21. **Endorsement.** "Endorsement" means a change in an applicant's existing license that allows the person to function in an additional category of practice or in a different time allotment such as part-time, full-time, or substitute.

Subp. 22. **Equivalent.** "Equivalent," in relation to educational or technical training requirements, means equal in content as verified by a written statement provided to the personnel licensing section by staff:

A. from the department;

B. from the corresponding department chair from an institution accredited to provide education or training in the area stated as a licensure requirement; or

C. from the vocational service coordinator named by an approved Minnesota institution approved to offer a licensing program for vocational teacher education.

Subp. 23. **Full-time educational service.** "Full-time educational service" means, for the purpose of evaluating educational service, 1,080 hours annually.

Subp. 24. **Full-time occupational service.** "Full-time occupational service" means, for the purpose of evaluating occupational service, 2,000 hours annually (for example, eight hours daily, five days per week, 50 weeks per year).

Subp. 25. **Hardship.** "Hardship" has the meaning given in part 3517.6200, subpart 2.

Subp. 26. **Home economics program designee.** "Home economics program designee" means, for consumer and homemaking and service occupations licensure, the individual from an approved teacher education institution who is designated by the state program specialist to verify that requirements for approved courses or technical credits have been met.

Subp. 27. **Human relations program.** "Human relations program" means a program approved by the Board of Teaching that is designed to meet the human

relations requirements under part 3517.3500 for licensure of Minnesota educational personnel.

**Subp. 28. Initiator.** "Initiator" means the individual, agency, or institution that designs and conducts programs for continuing education of vocational administrative and supervisory personnel according to part 3517.8600.

**Subp. 29. Lapsed license.** "Lapsed license" means a Minnesota vocational license expired for at least one fiscal year (July 1 to June 30).

**Subp. 30. Leave.** "Leave" means a preplanned experience relevant to the area of licensure being sought. A leave consists of a structured experience, including a written educational objective, taken in an agency, business, or industry, exclusive of the applicant's current educational employment.

**Subp. 31. Licensing program for vocational teacher education.** "Licensing program for vocational teacher education" means a course or courses in vocational education offered at an approved Minnesota institution.

**Subp. 32. Local vocational administrator or administrator.** "Local vocational administrator" or "administrator" means the licensed vocational administrator who has the major responsibility for duties including budget, curriculum, and supervision in vocational education at the secondary level for a district, center, or technical institute. The superintendent is the authorized local administrator in the absence of a licensed vocational administrator. For licensure of vocational staff serving in a nonpublic school, the chief executive officer of the nonpublic school or a designee may be authorized by the commissioner to recommend licensure.

For staff serving in Minnesota correctional institutions, an individual authorized by the Department of Corrections may be authorized by the commissioner to recommend licensure.

For staff serving in Minnesota community colleges, the dean of instruction or a designee may be authorized by the commissioner to recommend licensure.

**Subp. 33. Local vocational supervisor.** "Local vocational supervisor" means the vocationally licensed supervisor who has the most responsibility to develop and supervise local vocational programs in a vocational discipline or to supervise the special needs area at the secondary level for a district or center, as assigned by the local vocational administrator.

**Subp. 34. National Ag Occupations Competency Study.** "National Ag Occupations Competency Study" means a publication with the formal title "Identifying and Validating Essential Competencies Needed for Entry and Advancement in Major Agriculture and Agribusiness Occupations." It is incorporated by reference to the extent it is referred to in this chapter. The study is by David R. McClay and is dated May 16, 1978. It is published by the United States Department of Health and Human Services, Office of Education, Occupational and Adult Education Branch, and is for sale by the Superintendent of Documents, United States Government Printing Office, Washington, DC 20402. It is available for inspection at the Department of Education, Secondary Vocational Section, 637 Capitol Square Building, 550 Cedar Street, Saint Paul, Minnesota 55101, and at the Government Documents Section, Room 409, Wilson Library, University of Minnesota, 309 19th Avenue South, Minneapolis, Minnesota 55454. It is available at local public libraries through interlibrary loan. It is not subject to frequent change.

**Subp. 35. Occupational experience.** "Occupational experience" has the meaning given in part 3517.4000.

**Subp. 36. Occupational Outlook Handbook.** "Occupational Outlook Handbook" is published by the United States Department of Labor, Bureau of Labor Statistics, Bulletin 2250. The latest edition was published in April 1986. The latest edition, to the extent it is referred to in this chapter, is incorporated by reference. At the time a new edition is published, the new edition replaces the

older edition in the references to the book in this chapter. The handbook is available in public libraries throughout the state. It is subject to frequent change.

Subp. 37. **Personnel licensing section.** "Personnel licensing section" means the personnel licensing section of the State Department of Education.

Subp. 38. **Regular five year vocational license.** "Regular five year vocational license" means a five year continuing license that is subject to continuing education requirements for renewal, in contrast to five year vocational licenses that are issued to part-time adult extension staff, which are not subject to continuing education requirements.

Subp. 39. **Related areas.** "Related areas" refers to position titles or duties that are associated with a category of practice, but are indirectly related to occupations in which the secondary students will be employed. This term refers to the occupational experience requirement within a category of practice.

Subp. 40. **Secondary vocational staff assignment report.** "Secondary vocational staff assignment report" means form #ED00375 that verifies from local districts that an assigned staff person is eligible for aid.

Subp. 41. **Secondary vocational teacher education core.** "Secondary vocational teacher education core" means the following six courses included in the teacher education sequence and offered through an approved Minnesota institution: introduction to vocational teaching, vocational methods, vocational course construction, vocational tests and measurements, philosophy of vocational education, and the teaching internship.

Subp. 42. **Secondary vocational teacher education sequence.** "Secondary vocational teacher education sequence" means the sequence and time frame for completion of the secondary vocational teacher education core and the human relations requirement given in parts 3517.3250 to 3517.3350.

Subp. 43. **Short-term need for a teacher substitute.** "Short-term need for a teacher substitute" means a period in which the maximum substitute assignment does not exceed 30 consecutive working days in one assignment or an annual total of 270 hours which is one-fourth of full-time employment as a substitute.

Subp. 44. **Teacher educator.** "Teacher educator" means a faculty member who teaches professional vocational courses and is certified as a vocational teacher educator according to the requirements of the Joint Council for Vocational Teacher Educators.

Subp. 45. **Vocational education degree.** "Vocational education degree" means a baccalaureate or higher degree with a major in agriculture education, business education, home economics education, marketing education, industrial or industrial arts education, or vocational education. The degree must include the courses in the secondary vocational teacher education core and must meet all other requirements in the definition of "education degree" in subpart 18.

Subp. 46. **Vocational or cooperative center.** "Vocational or cooperative center" means a vocational or cooperative center approved by the State Board of Education.

Subp. 47. **Vocational program areas.** "Vocational program areas" means the occupational areas of agriculture, business occupations, health occupations, home economics/service occupations, marketing, and trade and industrial occupations.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

#### WHO MUST BE LICENSED

#### 3517.0020 HOW THIS CHAPTER APPLIES.

This chapter governs the procedure for licensure, as well as the duties, and the educational, technical, and occupational experience requirements for secondary vocational instructional, supportive, and administrative personnel who are

required to be licensed by the State Board of Education. When this chapter conflicts with chapter 3515, this chapter governs for secondary vocational personnel.

Parts 3517.0040 to 3517.0080 set out duties that cause a person to need a license issued under this chapter.

Parts 3517.0082 to 3517.0090 set out the process of applying for a license.

Parts 3517.0100 to 3517.2140 set out the educational, technical, and occupational requirements that a person must meet to be licensed in a particular category of practice.

Parts 3517.3000 to 3517.3650 give more information about general education requirements, including the vocational teacher education sequence. Those parts set out the different types and amounts of education requirements for the different entrance licenses and renewals, regular five year licenses, and reactivations of lapsed licenses.

Parts 3517.4000 to 3517.4200 set out the different ways of satisfying occupational experience requirements.

Parts 3517.6000 to 3517.6500 set out the conditions under which a person may be granted a part-time resource specialist license, limited license, substitute license, or letter of approval.

Parts 3517.7000 to 3517.7300 set out the requirements for renewals of nonadministrative, nonsupervisory five year licenses.

Parts 3517.8000 to 3517.8400 govern the work of local vocational relicensure committees.

Parts 3517.8500 and 3517.8600 set out the requirements for renewals of administrative and supervisory licenses.

Parts 3517.9000 to 3517.9700 govern the approval of programs for teacher education.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.0030 LIMITS ON VALIDITY OF LICENSE.**

Except where alternative licenses are named in parts 3517.0100 to 3517.2140, licenses issued under this chapter are valid only in the corresponding vocational category of practice.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.0040 SECONDARY VOCATIONAL TEACHERS.**

A person holding a position as a secondary vocational teacher must be licensed under this chapter. Teachers are responsible for:

A. developing, teaching, and evaluating instruction in areas assigned, including programs involving simulation and laboratory activities;

B. facility and resource management;

C. forming and using a vocational advisory committee;

D. relevant school community relations;

E. vocational student organizations;

F. student vocational and occupational guidance and evaluation in development of skills meeting vocational objectives in part 3505.2500, items A to C, and required for proficiency in the identified area of employment; and

G. personal professional and technical development.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.0050 SECONDARY VOCATIONAL TEACHER COORDINATOR.**

A person holding a position as a secondary vocational teacher coordinator must be licensed under the part in this chapter governing the appropriate teacher coordinator. Teacher coordinators are responsible for:

A. identifying and selecting appropriate training stations and placing students in those stations;

B. student training plans, student training agreements, completing all required state and federal labor law forms, and complying with state and federal labor law rules and regulations;

C. supervising students on the job and communicating with the employer about the student's performance and the objectives of the student's training plan; and

D. activities in part 3517.0040, items A to G.

Parts 3517.0260, 3517.0460, 3517.0620, 3517.0890, 3517.0920, 3517.1120, 3517.1440, 3517.1500, 3517.1520, and 3517.2140 govern licensure of teacher coordinators in the various vocational program areas and in special needs.

*Statutory Authority: MS s 121.11 subd 12; 125.185 subd 4*

*History: 11 SR 2407*

**3517.0060 SECONDARY VOCATIONAL SPECIAL NEEDS PERSONNEL.**

**Subpart 1. Secondary vocational special needs personnel.** A person holding a position in secondary vocational special needs must meet the requirements in parts 3517.1500 to 3517.1600 for special needs licensure and the general provisions and procedure for licensure of secondary instructional and supportive personnel in parts 3517.0082 to 3517.0090 and 3517.3000 to 3517.7300.

**Subp. 2. Teacher coordinator for work experience program for disadvantaged.** A person holding a position as a teacher coordinator for work experience programs for the disadvantaged must be licensed under part 3517.1500. The teacher coordinator is responsible for:

A. conducting employability seminars;

B. arranging for student placement in preselected jobs and coordinating the students through site visits;

C. developing a training agreement and plan with the student and the employer agreed to by the parent or guardian;

D. providing instruction in safety on the job before and while the student is working at a preselected job;

E. providing a minimum of skill instruction before and while the student is working at a preselected job;

F. providing the department with evidence necessary to ensure that the special needs program complies with relevant state and federal labor laws;

G. coordinating the special needs student's activities in regular courses in which the student is enrolled and serving as an advocate for the student;

H. providing opportunities for students to participate in student organization activities; and

I. participating on an advisory committee related to the special needs programs instructed or coordinated.

**Subp. 3. Teacher coordinator for work experience program for handicapped.** A person holding a position as a teacher coordinator for work experience programs for the handicapped must be licensed under part 3517.1520. The teacher coordinator is responsible for:

A. conducting employability seminars;

B. arranging for student placement in preselected employment or at a training site and coordinating the students through site visits;



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C. developing a training agreement and plan with the student and the employer or trainer agreed to by the parent or guardian;

D. teaching safety on the job before and while the student is working at preselected employment or training;

E. providing a minimum of skill instruction before and while the student is working at preselected employment or training;

F. giving the department evidence necessary to ensure that the special needs program operation complies with relevant state and federal labor laws;

G. participating in the child study Individual Education Plan (IEP) process;

H. coordinating the special needs student's activities in regular courses in which the student is enrolled and serving as an advocate for the student;

I. giving students opportunities to take part in student organization activities; and

J. participating on an advisory committee related to the special needs programs instructed or coordinated.

**Subp. 4. Interpreter for the deaf.** A person holding a position as an interpreter for the deaf must be licensed under part 3517.1540. The interpreter is responsible for:

A. serving as an advocate for the hearing impaired student enrolled in a vocational training program;

B. interpreting verbal communication to the hearing impaired student enrolled in a vocational training program;

C. providing reverse interpreter services to the hearing impaired student; and

D. participating on an advisory committee related to the special needs program in which the person is an interpreter.

**Subp. 5. Support service facilitator.** A person holding a position as a support service facilitator must be licensed under part 3517.1560. The support service facilitator is responsible for:

A. identifying students with special vocational needs;

B. serving as an advocate for the students with special vocational needs by determining the students' vocational special needs, helping students with special vocational needs get into appropriate vocational programs, following the students' progress, and organizing and obtaining the supportive services required by the students;

C. helping the regular vocational teacher in adapting the equipment, curriculum, and employment or training sites to meet the needs of the student with a special vocational need;

D. serving as a link between the student's support personnel and the student's vocational teacher; and

E. participating on the special needs advisory committee.

**Subp. 6. Technical tutor/supplemental support staff.** A person holding a position as a technical tutor/supplemental support staff must be licensed under part 3517.1580. The tutor is responsible for the following activities:

A. Providing direct service to the student, under the supervision of a vocationally licensed person, in one or more of the following ways:

(1) providing technical tutoring in a specific vocational skills training program;

(2) providing instruction in related math, reading, or communication skills needed for a specific skills training program; and

(3) administering tests to ascertain the competency level of students. "Administering" does not include test interpretation.

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B. Participating on an advisory committee-related to the special needs program in which the person is a support staff member or tutor.

Subp. 7. **Vocational evaluator.** A person holding a position as a vocational evaluator must be licensed under part 3517.1600. The evaluator is responsible for:

A. providing prevocational and vocational evaluation to identify each student's vocational training potential and identify vocational training choices or alternatives for the student;

B. identifying the appropriate supportive services that the student may require;

C. assisting the student in understanding the student's educational and employment potential and capabilities;

D. serving as a link between the student and other personnel such as supportive service personnel or teachers;

E. providing follow-up necessary to ensure proper placement; and

F. participating on the special needs advisory committee.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.0070 SECONDARY VOCATIONAL SUPPORT PERSONNEL.

Secondary vocational support personnel must meet the requirements in parts 3517.1700 and 3517.6000 and the general provisions and procedure for licensure of instructional and supportive personnel in parts 3517.3000 to 3517.7300.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.0071 SECONDARY CONSULTANTS.

Subpart 1. **Use of consultants.** Unlicensed consultants (specialists, guest speakers, resource personnel) who are recognized authorities in the topics under consideration may be used for special assignments to conduct part of the sessions of a class that is directed by a qualified full-time teacher.

Subp. 2. **Licensure requirement.** A consultant must be licensed as a teacher under this chapter when the consultant provides more than 30 clock hours of service per learning unit, or the consultant will provide services exceeding 60 clock hours per year.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.0072 SECONDARY PART-TIME RESOURCE SPECIALISTS.

Subpart 1. **Teaching.** A part-time (less than 270 hours annually) resource specialist may be employed to teach part of a program planned in cooperation with and directed by a qualified full-time teacher.

Subp. 2. **Licensure requirement.** A person holding a position as a part-time resource specialist must be licensed under part 3517.6000 when responsible for performing duties assigned by the qualified full-time teacher in charge of the class.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.0073 SECONDARY EMPLOYMENT PLACEMENT SPECIALISTS.

A person holding a position as a secondary employment placement specialist must be licensed under part 3517.1700. The placement specialist is responsible for the following activities in items A to E:

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A. Providing job placement services to a district or a group of districts.  
Job placement services:

(1) Include the procedures, practices, and activities that assist identified students in getting a job. Emphasis must be on getting a full-time job for the student.

(2) Involve cooperation among the total community, parents, students, and education agencies.

(3) Require consultation and coordination with school pupil personnel services and community services.

B. Providing job development and employer contact.

C. Establishing adequate files on employer, student, and follow-up data.

D. Promoting job openings and maintaining close contact with employers who hire identified students.

E. Providing an organized program of job seeking skills to the student population.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.0080 SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL.**

Subpart 1. **Relevant rules.** Secondary administrative and supervisory personnel must meet the educational, technical, and occupational experience requirements in part 3517.0100 or 3517.0120 for each area of licensure sought. They must be licensed under the general provisions for licensure of instructional personnel in this chapter. In case of conflict, however, this part and parts 3517.0100, 3517.0120, 3517.8500, and 3517.8600 govern for secondary administrative and supervisory personnel.

Subp. 2. **Who must be licensed.** A person holding a position as a secondary vocational director or vocational supervisor must be licensed under part 3517.0100 or 3517.0120 if the director or supervisor:

A. devotes more than 50 percent of assigned time to administrative or supervisory duties that require the use of independent judgment;

B. directs other employees or adjusts their grievances on behalf of the employer; and

C. has the authority to recommend the hiring, transfer, suspension, promotion; discharge, assignment, reward, or discipline of other employees on behalf of the employer.

Subp. 3. **Licenses required.** Secondary local vocational program directors must hold Minnesota vocational licenses as secondary local vocational program directors.

Secondary supervisors and nonteaching coordinators or managers must hold Minnesota vocational licenses as secondary supervisors of the program area or special needs area to which assigned or as secondary program directors.

Postsecondary vocational directors or assistant directors assigned responsibility for secondary vocational programs must hold Minnesota vocational licenses as secondary local vocational program directors. For the period of July 1, 1987, to June 30, 1988, persons holding postsecondary vocational director or assistant director licensure and who were assigned verified secondary administrative responsibilities at any time from July 1, 1984, to June 30, 1987, are eligible for an entrance license as a secondary vocational director. To receive the license, they must submit a formal application, verifying their secondary assignment on the Secondary Vocational Staff Assignment Report (ED00375), and pay the processing fee. To renew the entrance license, the person must follow the renewal procedure in part 3517.0100, subpart 7, items A and B, including the peer review.

**Subp. 4. Duties of program director.** A local vocational director may be employed by a school district or a combination of school districts to administer and supervise vocational programs and courses in grades kindergarten to 12 and to perform the following duties:

A. serving in one of the following administrative structures:

(1) an established or developing State Board of Education approved center;

(2) an intermediate district as an administrative coordinator for secondary programs; or

(3) a single school district or a combination of school districts;

B. providing leadership for local planning in vocational education (for example, public and community relations, program planning and development, budgeting, procurement, staffing, evaluation, accountability, teacher education, communications, career education, guidance, placement, and follow-up); and

C. managing secondary vocational programs and personnel reimbursed from federal or state vocational funds.

**Subp. 5. Duties of supervisors.** The duties of secondary local vocational supervisors are to:

A. develop, organize, implement, supervise, and promote vocational programs in the assigned vocational discipline or special needs area;

B. evaluate programs and instruction, equipment, facilities, and conditions for effective instruction to all students, including special needs;

C. prepare vocational reports (descriptive and statistical) required by local, state, and federal agencies;

D. recommend the purchase of equipment, supplies, and reference materials to the authorized local vocational administrator;

E. organize and consult with advisory committees in cooperation with vocationally interested individuals, organizations, associations, and companies;

F. provide leadership and encourage the development and improvement of vocational student organizations for all levels of programs assigned;

G. coordinate the assigned vocational programs with other educational programs, including special needs services;

H. provide for preservice and in-service teacher training in cooperation with teacher education institutions, business, and industry;

I. participate in relevant conferences and meetings to maintain currency in the assigned vocational discipline or special needs area;

J. when assigned to do so by the authorized local vocational administrator, direct other employees and adjust grievances on behalf of the employer;

K. when assigned to do so by the authorized local vocational administrator, make recommendations to hire, transfer, suspend, promote, discharge, assign, reward, or discipline other employees; and

L. for a special needs supervisor, provide for necessary support services to students with special needs.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## FORMS AND APPLICATIONS

### 3517.0082 FORMS; FEES; EVALUATION; AND VALIDITY.

**Subpart 1. Application forms.** Application forms for secondary vocational licensure are available from local school districts and from the personnel licensing section.

**Subp. 2. Fees.** License fees are set by the Board of Teaching and are

nonrefundable except according to the rules of the Board of Teaching, part 8700.0600. For each application for vocational licensure, relicensure, or endorsement, the applicant shall pay the fee set by the Board of Teaching. However, if a vocational renewal and an endorsement are submitted to be reviewed simultaneously, both must be processed on the same fee.

**Subp. 3. Evaluating the credentials.** When an applicant submits credentials for licensure, the personnel licensing section shall evaluate them for compliance with this chapter. The section issues licenses for existing secondary vocational categories of practice.

**Subp. 4. License validity.** A license becomes valid on the date approved by the personnel licensing section. An individual must hold a valid Minnesota license in the corresponding category of practice before receiving payment for services. Requests for corrections of omissions on licenses must be made to the section within a calendar year of the date of issuance. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license to the personnel licensing section immediately for correction. A license must bear the date of issuance. A license expires the specified number of years from the July 1 nearest the date licensure was approved, except as provided in part 3517.0090. Renewal applications must be accepted by the personnel licensing section after January 1 of the year of expiration.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.0085 REQUIRED SIGNATURES.**

**Subpart 1. When signature is not needed.** Except where otherwise stated in subpart 2 and in this chapter, an entrance licensure application accompanied by all required credentials need not be signed by an authorized local vocational administrator to be processed.

**Subp. 2. When signature is required.** Applications for the following licenses must be signed by the authorized local vocational administrator:

- A. renewal of a regular entrance license;
- B. renewal of a license issued under the vocational teacher education sequence in parts 3517.3000 to 3517.3500;
- C. initial or renewed limited license; and
- D. initial or renewed substitute or part-time resource specialist license.

A person who applies for renewal of an entrance license or a license issued under the vocational teacher education sequence, and who has not been employed in a Minnesota vocational program during the licensure period, shall contact an approved Minnesota teacher educator in the licensure field or an authorized local vocational administrator for consultation and for signature of the renewal recommendation.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.0090 DIFFERENT EXPIRATION DATES IN DIFFERENT SUBJECTS.**

**Subpart 1. Endorsements in areas related to current license.** When an applicant applies for endorsement in an area similar to one in which the applicant is already licensed under this chapter, the section shall give the endorsement the same expiration date as the one on the applicant's existing license, if the applicant has met current licensure requirements to hold full licensure in the endorsed category of practice.

**Subp. 2. Multiple expiration dates.** Under certain conditions, to correlate multiple expiration dates, a licensee may apply a year early to renew a category

of practice on a five year vocational continuing license. The licensee may take this step if another similar full-time category on the license is due for renewal, and if the licensee has completed and verified the usual renewal requirements a year early. Except for administrators and supervisors, applicants must have renewal requirements approved and verified by the local vocational relicensure committee.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**CATEGORIES OF PRACTICE: SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

**3517.0100 SECONDARY LOCAL VOCATIONAL PROGRAM DIRECTOR.**

**Subpart 1. Requirements.** An applicant for an entrance license to serve as a secondary local vocational program director must meet the requirements in subparts 2 to 7.

**Subp. 2. Educational criteria.** The applicant must have:

A. a baccalaureate or graduate degree with an education major in one of the vocational program areas or in vocational education, vocational industrial technology education, vocational industrial education, or vocational technical education, or in technical degree areas as specified in the educational criteria for any one of the secondary occupational program areas included in parts 3517.0200 to 3517.1500 or 3517.1800 to 3517.2140;

B. a course in philosophy of vocational education completed before entrance licensure;

C. the human relations program as specified in part 3517.3500; and

D. a valid Minnesota vocational teacher's license to teach at the secondary or postsecondary level in one of the vocational program areas or in secondary vocational work experience programs for the disadvantaged or handicapped.

**Subp. 3. Educational criteria for those with nonvocational or noneducation degrees.** An applicant with a noneducation degree included in subpart 2, item A, or an education degree in a field other than those specified, shall meet the degree requirement for licensure as a secondary local vocational program director by verifying that the degree includes or has added to it at least three credits in each of the following courses:

A. vocational methods;

B. vocational course construction;

C. vocational tests and measurements;

D. philosophy of vocational education;

E. coordination techniques for cooperative education;

F. introduction to vocational administration;

G. course dealing with special needs students in vocational education;

H. course in supervision techniques for one of the vocational program areas or supervision in business or industry;

I. use of computers in education; and

J. one additional course in vocational education.

**Subp. 4. Technical coursework or competency.** The applicant must also satisfy the following technical requirements:

A. The applicant must have proficiency in the Minnesota education system, and in three of the following six competency areas, gained before entrance licensure: school finance, public relations, communications, school law, leadership and personnel management, and program planning and development.

B. The applicant must demonstrate proficiency in the Minnesota educa-

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tional system by submitting verification of three years of experience in vocational education in Minnesota in one or more of the following vocational education capacities: vocational teaching, vocational supervision, or vocational administration. Two of those three years must have been spent in teaching, licensed as a vocational teacher, as a vocationally licensed postsecondary related subjects teacher, or as a vocationally licensed secondary teacher coordinator of work experience programs for disadvantaged or handicapped.

An applicant whose educational experience is not in a Minnesota educational system must complete in addition a workshop or course designed to orient the applicant to the Minnesota educational system prior to entrance licensure.

The content of the required workshop or course must be determined based on the applicant's familiarity with educational administration in Minnesota and the applicant's background relative to previous work experience and training.

The state manager of secondary vocational education shall structure and direct a workshop designed to meet the individual needs of the applicant and address the following areas: vocational funding, secondary education funding, Minnesota school law, cooperative center structure, vocational education in secondary schools, technical institute system, and vocational education state administration at all levels.

C. The applicant must demonstrate proficiency in the chosen competency areas by satisfying one of the following criteria:

(1) successful practical experience in the appropriate competency area within a public or private educational system, as verified by the employer;

(2) successful practical experience in the appropriate competency area within a noneducational setting, as verified by the employer;

(3) successful completion of a workshop in the appropriate competency area, as approved by the secondary vocational education section; or

(4) successful completion of a college course or courses in the appropriate competency area.

**Subp. 5. Occupational experience criteria.** The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200. One hundred percent of the experience must be in emphasis or related areas specified for one or more of the occupational programs in parts 3517.0200 to 3517.1440 or 3517.1800 to 3517.2140.

**Subp. 6. Validity.** A license under this part is valid to permit the licensee to serve as:

A. a secondary local vocational program director; or

B. a secondary vocational program supervisor or secondary supervisor of special needs services.

**Subp. 7. Renewal for first five year licensure.** To renew a license under this part, a licensed person must take these steps:

A. An individual holding an entrance license as a director of local secondary vocational programs is eligible to apply for additional two year entrance licenses when employment has not been obtained as a local vocational director. An application for a repeated two year entrance license or the first five year continuing license must be signed by the local program director's authorized local vocational administrator or supervising superintendent.

B. The renewal procedure to gain the first five year continuing license must include a review by a team of peers at the end of the applicant's first year of licensed service as a director. The peer review must produce a plan for the applicant to complete the competency requirements in subpart 4 during the second year of licensed service as a director. The competency plan must become a part of the applicant's permanent licensure file. If the first year of licensed service as a director does not occur until the second year of the entrance license,

the team of peers may recommend a one year renewal to allow time for the applicant to complete the competency requirements. Renewal for the first five year continuing license requires demonstration of proficiency in all the competency areas listed in subpart 4.

C. Renewal of later five year continuing licenses requires completion of administrative or supervisory continuing education as specified in parts 3517.8500 to 3517.8600.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

**3517.0120 SECONDARY VOCATIONAL PROGRAM OR SPECIAL NEEDS SUPERVISOR.**

Subpart 1. **Entrance requirements.** An applicant for an entrance license to serve as a secondary vocational program or special needs supervisor must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate or graduate degree with a major in the corresponding area set forth below:

(a) Supervisor of agriculture occupations: agriculture education.

(b) Supervisor of business occupations: business education or business administration.

(c) Supervisor of health occupations: occupational health area. The supervisor of health must also hold a valid Minnesota license to practice in that field.

(d) Supervisor of home economics and service occupations: home economics education.

(e) Supervisor of marketing occupations: marketing education or marketing or business administration.

(f) Supervisor of special needs: any of the following:  
 i. education major in a vocational program area or special education;  
 ii. secondary education major plus Minnesota licensure in a special education field at the secondary level;  
 iii. educational guidance and counseling; or  
 iv. vocational rehabilitation.

(g) Supervisor of trade and industrial occupations: industrial education or industrial arts.

(2) A course in philosophy of vocational education, completed before entrance licensure.

(3) The human relations program as specified in part 3517.3500.

(4) Three years of teaching experience in the past five years as a vocationally licensed instructor in one of the approved vocational programs that will be supervised. For special needs supervisor the three years must be as a secondary vocational teacher coordinator of work experience programs for the handicapped or disadvantaged or support service manager or vocational evaluator.

B. Technical coursework or experience: nine credits or 108 clock hours in supervisory or management techniques.

C. Occupational experience criteria: The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200. One hundred percent of the experience must be in occupations in the program area supervised. For special needs supervisor the experience must be in occupa-



tions within one or more of the vocational program areas or in human or social services for the disadvantaged or handicapped.

**Subp. 2. Renewal criteria for the first five year license.** A two year entrance license under this part shall be renewed only upon the recommendation of the supervisor's authorized local vocational administrator and verification of at least six additional clock hours of upgrading activities related to the supervisory license held. The clock hours must be verified on the applicant's renewal application form by the authorized local vocational administrator. On meeting these renewal requirements the applicant is eligible for the first five year continuing license.

Renewal of later five year continuing licenses requires completion of administrative or supervisory continuing education as specified in parts 3517.8500 to 3517.8600.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## SECONDARY AGRICULTURE OCCUPATIONS

### 3517.0200 SECONDARY ANIMAL CARE OCCUPATIONS TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of animal care occupations in a secondary school must meet the following requirements:

#### A. Educational criteria:

(1) a baccalaureate degree in agriculture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

#### B. Technical coursework as included in the baccalaureate degree.

#### C. Occupational experience criteria:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of experience must be in the emphasis areas.

(3) Emphasis areas are the breeding, care, and selection of laboratory, companion, recreational, pleasure, or commercial animals.

(4) Related areas are the agriculture occupations listed in the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains; laborer; mill maintenance worker; citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person, or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water

technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire suppression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for this license need not be paid, if the unpaid experience is verified by an affidavit signed by both:

- (a) the applicant; and
- (b) one of the following practitioners, exclusive of the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:
  - i. an individual currently practicing in a business profession, including certified public accountant, attorney, banker, farm insurance agent, or county agent;
  - ii. currently practicing proprietor of an animal care business; or
  - iii. a vocationally licensed agriculture teacher who supervised the applicant in a cooperative animal care occupations educational experience.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 2. Alternative license.** A valid Minnesota secondary vocational license in agricultural occupations is an acceptable alternative for a license under this part.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.0220 SECONDARY HORTICULTURE OR SPECIALTY CROPS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of horticulture or specialty crops in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) a baccalaureate degree in horticulture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework as included in the baccalaureate degree.**

**C. Occupational experience:**

(1) An applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of the experience must be in emphasis areas.

(3) The emphasis areas are experiences gained in horticulture enterprises that include the production, care, propagation, processing, or marketing of indoor or outdoor plants, shrubs, trees, turf or soils, or repair and maintenance of power driven horticulture equipment.

(4) Related areas are the agriculture occupations listed in the current edition of the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains, laborer, or mill maintenance worker; citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire suppression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for this license need not be paid, if the unpaid experience is verified by an affidavit signed by both the applicant and one of the following practitioners, other than the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:

(a) an individual currently practicing in a business profession including certified public accountant, attorney, banker, farm insurance agent, or county agent;

(b) currently practicing horticultural business proprietor; or

(c) a vocationally licensed horticulture or agriculture teacher who supervised the applicant in a cooperative horticultural business educational experience.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in vocational agriculture is an acceptable alternative for a license under this part.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.0240 SECONDARY VOCATIONAL AGRICULTURE TEACHER.**

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of agriculture in a secondary school must meet the following requirements:

#### **A. Educational criteria:**

(1) a baccalaureate degree in agriculture education from a land grant university or from an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(2) a course in philosophy of vocational education completed before renewal of the entrance license; and

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(3) the human relations program as specified in part 3517.3500.

B. The technical coursework requirement is met by the baccalaureate degree.

C. Occupational experience:

(1) An applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Eight hundred hours of the experience must be in the emphasis area.

(3) The emphasis area is experience gained in the operation of farms or ranches that includes the production, management, care, processing, marketing, or propagation of plants or animals.

(4) Related areas are the agriculture occupations listed in the current edition of the National Ag Occupations Competency Study, with the following exceptions: flour miller's assistant; cereal grains or laborer; mill maintenance worker; citrus processor, milk processor, or milk plant manager; butter, ice cream and cheese maker, maintenance engineer (milk plant), plant electrician, lift truck operator, fruit and vegetable processing industry, instrument technician, lab technician, or plant maintenance mechanic; slaughterhouse worker, processed meals worker, breaking house worker, fish cannery worker, retail fish cutter, nut sorter, supervisor nut sorter, nut sorting machine operator, nut tester, nut sanitarian, nut maintenance mechanic, or nut machine operator; egg processor; rice shift miller, rice huller person, or rice hull maintenance person; sweet potato processor; floriculture delivery person or floral salesperson; air pollution control inspector or technician; fish conservation officer, fish hatchery worker, or fish research technician; zoning compliance officer, commercial fisherman, or fisheries technician; campground manager and maintenance person, park aide, park maintenance person, or hunting and fishing guide; water treatment plant operator or waste water technician; sawyer, sawmill worker, fire ranger, forest fire fighter, forest insect ranger, fire warden, or forest fire suppression crew leader; and maple syrup producer.

(5) Notwithstanding part 3517.4000, occupational experience required for a license under this part need not be paid, if the unpaid experience is verified by an affidavit signed by both the applicant and one of the following practitioners, exclusive of the applicant's family members, who has firsthand knowledge that the experience has been completed as stated:

(a) an individual currently practicing in a business profession including certified public accountant, attorney, banker, farm insurance agent, or county agent;

(b) a currently practicing farm or ranch proprietor; or

(c) a vocationally licensed agriculture teacher who supervised the applicant in an on-farm or cooperative agriculture business educational experience or who worked with the applicant's family farm operation in the capacity of adult farm management teacher.

The affidavit must state dates, hours, places, job classification, and duties involved in the unpaid occupational experience, as well as a specific statement of success and documentation of the means by which part-time hours were determined.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. License validity. A license under this part is valid to:

(1) teach any junior high or senior high program in agriculture;

(2) teach any junior high or senior high program in horticulture or specialty crops;

(3) teach any junior high or senior high program in animal care occupations; and

(4) teach any junior high or senior high program listed in secondary vocational program rules under agriculture occupations.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.0260 SECONDARY TEACHER COORDINATOR OF AGRICULTURE OCCUPATIONS COOPERATIVE EDUCATION PROGRAMS (EXCLUSIVE OF FARM COOPERATIVE EDUCATION).**

**Subpart 1. Requirements.** An applicant for an entrance license to serve as a vocational teacher coordinator of an agriculture occupations cooperative education program, in a secondary school (exclusive of farm cooperative education, which requires only a secondary vocational agriculture teacher's license) must meet the following requirements:

**A. Educational criteria:**

(1) a valid Minnesota secondary vocational agriculture, secondary vocational horticulture, or secondary animal care occupations teacher's license;

(2) three credit practicum in agriculture education from a land grant university or an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(3) three credit course focusing on the supervision of agriculture cooperative education programs from a land grant college or an institution with a college of agriculture on its campus as defined in the Directory of American Association of State Colleges of Agriculture and Renewable Resources or verified by the secondary vocational program specialist;

(4) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(5) the human relations program as specified in part 3517.3500.

**B. The technical coursework requirement is met by the baccalaureate degree.**

**C. Occupational experience:** the applicant must have the occupational experience that was required to obtain the teacher's license when issued.

**Subp. 2. License validity.** A license under this part is valid to:

**A. teach an agricultural occupations cooperative education program; and**

**B. teach a diversified occupations or interrelated cooperative education program.**

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**SECONDARY BUSINESS OCCUPATIONS**

**3517.0300 SECONDARY ACCOUNTING TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the secondary vocational accounting program must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A person licensed to teach accounting before July 6, 1987, may also be eligible for other licenses according to subpart 7.

**Subp. 2. Accounting teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis areas.

(3) Emphasis areas are employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, accounting for payables, receivables, and payroll, and preparing financial statements.

(4) Related areas are employment in a position where the applicant is responsible for one or more functions involving the computing, classifying, and recording of numerical data to keep financial records and prepare tax reports, including business management experience when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based occupational exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience according to part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 3. Accounting teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

**C. Occupational experience:**

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintain-

ing a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Related areas are employment in a position where the applicant is responsible for one or more functions involving the computing, classifying, and recording of numerical data to keep financial records and prepare tax reports, including business management experience, when the applicant is responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing parts of the technical coursework and the occupational experience under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 4. Accounting teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) a baccalaureate degree with a major in office administration;
- (2) the secondary vocational teacher education sequence as specified in part 3517.3150; and
- (3) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

**C. Occupational experience:**

- (1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.
- (2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 5. Accounting teacher; option four.** For option four, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) a baccalaureate degree with a major in accounting;
- (2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper, if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach with a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 6. Accounting teacher; option five.** For option five, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an auditor, controller, accountant, or as a bookkeeper if the bookkeeping experience includes maintaining a general ledger, preparing financial statements, and accounting for payables, receivables, and payroll.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 7. Replacing an accounting license.** A person licensed to teach secondary vocational accounting before July 6, 1987, is eligible for a license under this part. If the teacher holds a baccalaureate degree in business education, the teacher is also eligible for the administrative support occupations license treated in part 3517.0320.

A person licensed to teach secondary vocational accounting/data processing before this chapter takes effect is eligible for an accounting teacher's license under this part and a data processing teacher's license treated in part 3517.0390. If the teacher holds a baccalaureate degree in business education, the teacher is also eligible for an administrative support occupations license.

The personnel licensing section shall issue the new license when the teacher



applies for license renewal. A teacher who wants to be licensed in the new category before renewal is required may apply and pay the licensure fee to receive the new license. The personnel licensing section must not issue new licenses in accounting/data processing after this chapter takes effect.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

### **3517.0320 SECONDARY ADMINISTRATIVE SUPPORT OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the secondary vocational administrative support occupations program must meet the requirements in subpart 2, 3, or 4 (option one, two, or three). Teachers in certain other categories of practice must replace their licenses with administrative support occupations licenses according to subparts 5 and 6. Those categories are: general secretarial/clerical occupations with a shorthand component, general secretarial/clerical occupations without a shorthand component, and supervisory management occupations.

**Subp. 2. Administrative support occupations teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff member responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and procedures using current technology in a business office environment; or employment as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; or as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office.

(4) Related areas are employment in a business office environment with responsibility for one function, or limited functions, such as an accounts receivable clerk, a data entry operator, or a file clerk; employment in a business office environment with responsibility for helping administrative support staff, but with no direct administrative support staff responsibility, such as a messenger or reprographics operator; employment as a supervisor/manager of operations and personnel; or employment in any position included within the occupational emphasis area for any secondary vocational business education license.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 3. Administrative support occupations teacher; option two.** For option two, the applicant must satisfy the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

**C. Occupational experience:**

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff person responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and office procedures using current technology in a business office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; or as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office.

(4) Related areas are employment in a business office environment with responsibility for one function, or limited functions, such as an accounts receivable clerk, a data entry operator, or a file clerk; employment in a business office environment with responsibility for helping administrative support staff, but with no direct administrative support staff responsibility, such as a messenger or reprographics operator; employment as a supervisor/manager of operations and personnel; or employment in any position included within the occupational emphasis area for any secondary vocational business education license.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

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**Subp. 4. Administrative support occupations teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) a baccalaureate degree with a major in office administration;
- (2) credit coursework in specialized methods in each of the following: keyboarding/typewriting, accounting, and administrative support skills procedures;
- (3) the secondary vocational teacher education sequence as specified in part 3517.3150; and
- (4) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

**C. Occupational experience:**

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as an administrative support staff person responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and office procedures, using current technology, in a business or governmental office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment; or as a business manager in a business office when responsible for budgeting, forecasting, and making business management decisions based on prepared financial statements; or as a supervisor/manager in a business office environment.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 5. Replacing a narrower license.** A license in administrative support occupations is required to teach an administrative support occupations program. By July 1, 1992, programs in secretarial/clerical occupations with a shorthand component, secretarial/clerical occupations without a shorthand component, and supervisory management occupations must be converted to administrative support occupations programs. The personnel licensing section must not issue licenses in the narrower categories of practice after this chapter takes effect.

A person licensed to teach secretarial/clerical occupations, with or without shorthand, is eligible for a license under this part. A person licensed to teach supervisory management occupations is eligible for a license under this part if the person has a business education degree and meets the technical coursework requirements in subpart 3, item B.

The personnel licensing section must issue the new license when the teacher applies for license renewal. A teacher who wants the new license before renewal is required may apply and pay the licensure fee to receive the new license.

**Subp. 6. Other persons eligible.** Under parts 3517.0300 and 3517.0390, an administrative support occupations license must also be issued to persons licensed to teach accounting who have business education degrees, and to persons licensed to teach accounting/data processing who have business education degrees.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

### 3517.0330 SECONDARY BANKING AND FINANCE TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the secondary vocational program banking and finance must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A license in financial teller occupations must be replaced according to subpart 7.

**Subp. 2. Banking and finance teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) A baccalaureate degree with a major in business education.
- (2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.
- (3) A course in philosophy of vocational education, completed before renewal of the entrance license.
- (4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

- (1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.
- (2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis areas.
- (3) Emphasis areas are employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.
- (4) Related areas are employment as a cashier, teller, proofmachine operator, new accounts clerk, or other operations positions within a financial institution.
- (5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

**D. Limitations:**

- (1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.
- (2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 3. Banking and finance teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) A baccalaureate degree with a major in business education.
- (2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.
- (3) A course in philosophy of vocational education, completed before renewal of the entrance license.

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(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis areas.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Related areas are employment as a cashier, teller, proofmachine operator, new accounts clerk, or other operations positions within a financial institution.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 4. **Banking and finance teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 5. **Banking and finance teacher; option four.** For option four, the applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in business management, or administration, or accounting, or finance and credit;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 6. **Banking and finance teacher; option five.** For option five, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment within a financial institution as a bookkeeper, personal banker, retail banking officer, or loan officer.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

Subp. 7. **Replacing a financial teller license.** By July 1, 1992, programs in financial teller occupations must be converted to banking and finance programs. A license under this part is required to teach the banking and finance occupations program. The personnel licensing section must not issue new licenses in financial teller occupations after July 6, 1987. A person licensed to teach financial teller occupations is eligible for a license in banking and finance occupations. The section shall issue a banking and finance license when a financial teller occupations teacher applies for renewal. A teacher who wants licensure in the new

category before renewal is required may apply and pay the licensure fee to receive the new license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

### **3517.0350 SECONDARY BUSINESS SIMULATION OCCUPATIONS TEACHER.**

Subpart 1. **Requirements.** An applicant for an entrance license to teach secondary business simulation must meet the requirements in this subpart. A person licensed to teach the model office program must replace that license according to subpart 2.

#### **A. Educational criteria:**

(1) Possession of a valid vocational administrative support teacher's license.

(2) A three credit course in methods and materials of business simulation.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(5) A course in philosophy of vocational education, completed before renewal of the entrance license.

(6) The human relations program as specified in part 3517.3500.

**B. Technical coursework:** technical preparation of 10 credits or 120 clock hours with a minimum of two credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, relational data base management, and graphics. Technical preparation must be completed within the five year period just before the date the license is to be issued.

**C. Occupational experience:** the applicant must have the occupational experience that was required to obtain the vocational administrative support teacher's license when it was issued.

#### **D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach on a limited license and delay completing part of the educational criteria, and technical coursework. In those cases, the person must not delay obtaining a valid vocational administrative support teacher's license or completing the course in methods and materials of business simulation.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 2. Converting a model office license.** By July 1, 1990, model office programs must be converted to business simulation occupations programs. A license under this part is required to teach business simulation occupations. The personnel licensing section must not issue new model office licenses after July 6, 1987. A model office license is renewable under this chapter until July 1, 1990, and is valid to teach model office. However, after July 1, 1990, model office programs will not be eligible for funding.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; 12 SR 2746*

**3517.0370 SECONDARY DATA ENTRY CLERK TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the secondary vocational program of data entry clerk must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five).

**Subp. 2. Data entry clerk teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) A baccalaureate degree with a major in business education.
- (2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.
- (3) A course in philosophy of vocational education, completed before renewal of the entrance license.
- (4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

- (1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.
- (2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.
- (3) The emphasis area is employment as a data entry clerk.
- (4) Related areas are employment as a computer programmer, mainframe computer operator, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

**D. Limitations:**

- (1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.
- (2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 3. Data entry clerk teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) A baccalaureate degree with a major in business education.
- (2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.
- (3) A course in philosophy of vocational education, completed before renewal of the entrance license.
- (4) The human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

**C. Occupational experience:**

- (1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.
- (2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.



(3) The emphasis area is employment as a data entry clerk.

(4) Related areas are employment as a computer programmer, mainframe computer operator, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational experience under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 4. Data entry clerk teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) a baccalaureate degree with a major in office administration;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

**C. Occupational experience:**

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 5. Data entry clerk teacher; option four.** For option four, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) a baccalaureate degree with a major in computer science or any major granted through a college of business;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experience to meet occupational experience requirements.

**D. Limitations:**

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 6. Data entry clerk teacher; option five.** For option five, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

**B. Technical coursework is not required in this option.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a data entry clerk.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experience to meet occupational requirements.

**D. Limitations:**

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

**3517.0390 SECONDARY DATA PROCESSING OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the secondary vocational program of data processing must meet the requirements in subpart 2, 3, 4, 5, or 6 (option one, two, three, four, or five). A person licensed to teach accounting/data processing who wishes to replace that license must follow the procedures in subpart 7.

**Subp. 2. Data processing occupations teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non-computer-based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

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(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Related areas are employment as a mainframe computer operator, data entry clerk, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

### D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 3. Data processing occupations teacher; option two.** For option two, the applicant must meet the following requirements:

### A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license; and

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

### C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Related areas are employment as a mainframe computer operator, data entry clerk, or systems analyst.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

### D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 4. Data processing occupations teacher; option three.** For option three, the applicant must meet the following requirements:

### A. Educational criteria:

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(1) a baccalaureate degree with a major in office administration;  
(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing; accounting; spreadsheets; data base; and graphics.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) The emphasis area is employment as a business applications programmer or business software analyst.

(3) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 5. Data processing occupations teacher; option four.** For option four, an applicant must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree with a major in computer science or any major with 20 credits in programming;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(3) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 6. Data processing occupations teacher; option five.** For option five, an applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is employment as a business applications programmer or business software analyst.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 7. Replacing an accounting/data processing license.** By July 1, 1992, programs in accounting/data processing must be converted to separate programs in accounting and in data processing occupations. A license under this part is required to teach data processing. The personnel licensing section must not issue new licenses in accounting/data processing after July 6, 1987. A person licensed in accounting/data processing is eligible for both a data processing license under this part and an accounting license under part 3517.0300. An accounting/data processing teacher with a business education degree is also eligible for an administrative support occupations license. The personnel licensing section shall issue the new licenses when the accounting/data processing teacher applies for license renewal. A teacher who wants licensure in the new category before renewal is required may apply and pay the licensure fee to receive the new license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

### **3517.0410 SECONDARY LEGAL SECRETARIAL OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the secondary vocational program legal secretarial occupations must meet the requirements in subpart 2, 3, 4, or 5 (option one, two, three, or four).

**Subp. 2. Legal secretarial occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license;

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the judicial branch of government, or the office of the

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attorney general at the national, state, or county level. Experience as a legal assistant, paralegal staff, or clerk of court is applicable if duties were at least 50 percent secretarial.

(4) Related areas are experiences included in the occupational emphasis area leading to the teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

### D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 3. Legal secretarial occupations teacher; option two.** For option two, the applicant must meet the following requirements:

### A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500:

**B. Technical coursework:** 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

### C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500, must be in the emphasis area.

(3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the judicial branch of government, or the office of the attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court is applicable if duties were at least 50 percent secretarial.

(4) Related areas are employment in positions included in the emphasis area leading to the teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

### D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

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**Subp. 4. Legal secretarial occupations teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) a baccalaureate degree with a major in office administration;
- (2) two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills;
- (3) the secondary vocational teacher education sequence as specified in part 3517.3150; and
- (4) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with a minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

**C. Occupational experience:**

- (1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.
- (2) One hundred percent of the occupational experience must be in the occupational area.
- (3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the judicial branch of government, or the office of the attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court applies if duties were at least 50 percent secretarial.
- (4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

**D. Limitations:**

- (1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.
- (2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 5. Legal secretarial occupations teacher; option four.** For option four, the applicant must meet the following requirements:

**A. Educational criteria:**

- (1) The secondary vocational teacher education sequence as specified in part 3517.3150.
- (2) Two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills.
- (3) The human relations program as specified in part 3517.3500.

**B. Technical coursework is not required in this option.**

**C. Occupational experience:**

- (1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.
- (2) One hundred percent of the occupational experience must be in the emphasis area.
- (3) The emphasis area is employment as a legal secretary, typist, stenographer, word processor within the legal department of a corporation, a private law practice, the judicial branch of government, or the office of the

attorney general at the national, state, or county level. Employment as a legal assistant, paralegal staff, or clerk of court applies if duties were at least 50 percent secretarial.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

**D. Limitations:**

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 6. Replacing a narrower license.** By July 1, 1992, programs in legal secretarial occupations with a shorthand component, and legal secretarial occupations without a shorthand component, must be converted to programs in legal secretarial occupations. The personnel licensing section must not issue licenses in the categories of practice that correspond to the narrower programs after July 6, 1987. A person licensed to teach in one of the narrower categories is eligible for a license under this part. The personnel licensing section shall issue the new license when the teacher applies for license renewal. A teacher who wants licensure in the new category before renewal is required may apply and pay the licensure fee to receive the new license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

**3517.0430 SECONDARY MEDICAL SECRETARIAL OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the secondary vocational medical secretarial program must meet the requirements in subpart 2, 3, 4, or 5 (option one, two, three, or four).

**Subp. 2. Medical secretarial occupations teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the 500 recent hours, must be in the emphasis area.

(3) The emphasis area is employment obtained in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Related areas are employment in other secretarial/clerical positions within a medical clinic or hospital. Other appropriate positions include those within the emphasis area leading to a teacher's licensure in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.



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### D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 3. Medical secretarial occupations teacher; option two.** For option two, the applicant must meet the following requirements:

#### A. Educational criteria:

(1) A baccalaureate degree with a major in business education.

(2) Two quarter credits or 24 clock hours of formal training in keyboarding methods. A non computer based keyboarding methods course may be substituted.

(3) A course in philosophy of vocational education, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with at least two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

#### C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 1,000 hours, including the recent 500 hours, must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Related areas are employment in other secretarial/clerical positions within a medical clinic or hospital. Other appropriate positions include those within the occupational emphasis area leading to a teacher's license in administrative support occupations.

(5) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

### D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework and occupational experience requirement under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 4. Medical secretarial occupations teacher; option three.** For option three, the applicant must meet the following requirements:

#### A. Educational criteria:

(1) a baccalaureate degree with a major in office administration;

(2) two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills;

(3) the secondary vocational teacher education sequence as specified in part 3517.3150; and

(4) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** 13 quarter credits or 156 clock hours with a

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minimum of two quarter credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, and graphics.

### C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Notwithstanding part 3517.4200, an applicant for licensure under this subpart must not use alternative experiences to meet occupational experience requirements.

### D. Limitations:

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 5. Medical secretarial occupations teacher; option four.** For option four, the applicant must meet the following requirements:

### A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150.

(2) Two quarter credits or 24 clock hours of formal training in each of the following: keyboarding/typewriting methods and administrative support skills.

(3) The human relations program as specified in part 3517.3500.

### B. Technical coursework is not required in this option.

### C. Occupational experience:

(1) The applicant must have 6,000 actual hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in the emphasis area.

(3) The emphasis area is employment in a medical clinic setting as a secretary, receptionist, or office manager.

(4) Notwithstanding part 3517.4200, an applicant under this subpart must not use alternative experiences to meet occupational experience requirements.

### D. Limitations:

(1) A person must not teach on a limited license under this option.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 6. Replacing a narrower license.** By July 1, 1992, programs in medical secretarial occupations with a shorthand component, and medical secretarial occupations without a shorthand component, must be converted to programs in medical secretarial occupations. The personnel licensing section must not issue licenses in the narrower categories after July 6, 1987. A person licensed to teach in one of the narrower categories is eligible for a license under this part. The personnel licensing section shall issue the new license when the teacher applies for license renewal. A teacher who wants the new license before renewal is required may apply and pay the licensure fee to receive the new license.

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**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 d 12*

### **3517.0460 SECONDARY TEACHER COORDINATOR OF BUSINESS OCCUPATIONS COOPERATIVE EDUCATION.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach business occupations cooperative education must meet the following requirements:

**A. Educational criteria:**

- (1) possession of a valid vocational administrative support teacher's license;
- (2) a three credit course in coordination techniques for cooperative education;
- (3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;
- (4) a two credit course in related curriculum development and classroom management;
- (5) a course in philosophy of vocational education, completed before renewal of the entrance license; and
- (6) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

(1) Notwithstanding part 3517.4200, subpart 8, the applicant must have one of the following:

(a) 500 clock hours within the five year period immediately before the date the teacher coordinator license is to be issued. The 500 hours must be within the emphasis area leading to administrative support teacher licensure.

(b) An updating industrial experience under part 3517.4200, subpart 4.

(c) Technical preparation of 15 credits or 180 clock hours with a minimum of two credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, data base, relational data bases, and graphics, taken within the five year period just before the date the license is to be issued.

(d) Completion of 7.5 credits or 90 clock hours in at least three of the six technical coursework areas listed in unit (c) substitutes for 250 of the required recent 500 clock hours. The technical preparation must be completed within the five year period just before the license is to be issued and must meet the minimum distribution in unit (c).

(2) The emphasis area is employment as an administrative office support staff person responsible for applying keyboarding, oral/written communications, transcription, proofreading, filing/records management, and office procedures using current technology in a business office environment; or as an accountant; or as a bookkeeper responsible for maintaining a general ledger and preparing financial statements; or as a tax preparer responsible for preparing sole proprietor, partnerships, or corporate income tax returns in a business office environment.

(3) Notwithstanding part 3517.4200, subparts 3, 5, and 7, an applicant for licensure under this subpart must not use a competency based exam, community based training, or funded Minnesota technical institute vocational teaching to meet occupational experience requirements.

**D. Limitations:**

(1) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement and the educational criteria under part 3517.6200. In those cases, a person must not delay obtaining a valid vocational administrative support teacher's license or completing the course in coordination techniques for cooperative education.

(2) A person must not teach in a secondary vocational business education program on a letter of approval.

**Subp. 2. License validity.** A license under this part is valid to:

(1) teach a secondary vocational business occupations cooperative education program; and

(2) teach a secondary vocational diversified occupations/interrelated cooperative education program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

### SECONDARY CONSUMER AND HOMEMAKING EDUCATION OCCUPATIONS

#### 3517.0500 SECONDARY CONSUMER AND HOMEMAKING TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of consumer and homemaking education excluding the family life component in a secondary school must complete the following requirements:

**A. Educational criteria:**

(1) a baccalaureate degree in home economics education;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) a course in philosophy of vocational education, completed before renewal of the entrance license;

(4) the human relations program as specified in part 3517.3500; and

(5) recommendation from an approved home economics program designee verifying that entrance requirements of the degree and technical coursework have been met, including activities within the prior five years in the amount and in the categories stated in the continuing education requirement in part 3517.7200.

**B. Technical coursework:** included in or added to the degree, the applicant must have at least six quarter credits of college courses approved by an approved home economics program designee in each of the six following areas: clothing and textiles (with emphasis on consumer decision making); foods and nutrition (with emphasis on consumer decision making); housing (with emphasis on consumer decision making); family resource management; family relationships; and child development, including a field experience.

**C. Occupational experience** is not required in this category of practice.

**D. In hardship cases** as defined in part 3517.6200, a person may teach with a limited license and delay completing parts of the technical coursework under part 3517.6200.

**Subp. 2. Validity.** A license under this part is valid to:

A. teach junior high and senior high home economics; and

B. teach all components of a secondary vocational consumer and homemaking occupations program except family life.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

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## SECONDARY VOCATIONAL LICENSES 3517.0600

### 3517.0520 SECONDARY CONSUMER AND HOMEMAKING/FAMILY LIFE EDUCATION TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of consumer and homemaking education including the family life component in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a valid full-time Minnesota secondary vocational license as a teacher of consumer and homemaking education;

(2) three credits in curriculum methods and materials of family life education;

(3) except for a teacher adding this category of practice to a valid five year consumer and homemaking license, a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(4) a course in philosophy of vocational education, completed before renewal of the entrance license;

(5) the human relations program as specified in part 3517.3500; and

(6) recommendation from an approved home economics program designee verifying that the education and technical coursework requirements have been met, including activities within the prior five years in the amount and in the categories stated in the continuing education requirement in part 3517.7200.

B. Technical coursework: 24 quarter credits of college family life courses. The 24 credits must include at least three quarter credits each, approved by an approved home economics program designee, in parenting and in development of human sexuality with a maximum of nine quarter credits in development of human sexuality. The 24 credits must also include a minimum of nine quarter credits in relationships within the family, family structures, and relationships of the family and its members to society. Up to six of the remaining credits may be in child development.

C. Occupational experience is not required in this category of practice.

D. In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework requirement under part 3517.6200.

Subp. 2. **Validity.** A license under this part is valid to:

A. teach junior high and senior high home economics;

B. teach all components of a secondary vocational consumer and homemaking occupations program; and

C. teach all options of secondary vocational consumer and homemaking occupations programs.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; 12 SR 2746*

## SECONDARY ENVIRONMENTAL HEALTH OCCUPATIONS

### 3517.0600 SECONDARY ENVIRONMENTAL HEALTH OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of environmental health in a secondary school must complete the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary environmental health teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in physical science education, biology education, life science education, chemistry education, environ-

mental health education, environmental studies education, physics education, earth science education, public health, chemistry, chemical engineering, industrial hygiene, radiology, environmental engineering, environmental studies, toxicology, epidemiology, biology, or zoology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience, as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are environmental health, pollution control, environmental engineering, industrial health, government food and drug analysis, occupational safety, industrial hygiene engineering, chemical engineering, or environmental and occupational analytical services. Experience must be at the technician level or higher.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Secondary environmental health teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) completion of a secondary, postsecondary, or adult technical training program in air water analysis, environmental technology, environmental studies, sanitary engineering, or radiology/X-ray;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are environmental health, pollution control, environmental engineering, industrial health, government food and drug analysis, occupational safety, industrial hygiene engineering, chemical engineering, or environmental and occupational analytical services. Experience must be at the technician level or higher.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

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## SECONDARY VOCATIONAL LICENSES 3517.0700

### 3517.0620 SECONDARY TEACHER COORDINATOR OF ENVIRONMENTAL HEALTH COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher coordinator of environmental health cooperative education programs in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) Minnesota vocational licensure as a teacher in secondary environmental health.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.0600, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Three credits in coordination techniques for cooperative education, completed before entrance licensure.

(5) The human relations program as specified in part 3517.3500.

**B. Technical coursework** is not required in this category of practice.

**C. Occupational experience:** The applicant must have the occupational experience that was required to obtain the teacher's license when it was issued.

**Subp. 2. License validity.** A license under this part is valid to:

A. teach a secondary environmental health occupations cooperative education program; and

B. teach a secondary diversified occupations/interrelated cooperative education program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## SECONDARY HEALTH OCCUPATIONS

### 3517.0700 SECONDARY DENTAL ASSISTING TEACHER.

An applicant for an entrance license to teach the vocational program of dental assisting in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) graduation from a dental assisting program accredited by the American Dental Association Commission on Dental Accreditation and certification as a dental assistant and registration as a dental assistant in Minnesota, or graduation from a dental hygienist program with current dental assisting certification and Minnesota state registration, or a degree in dentistry with the Minnesota Board of Dentistry license;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework** is required in this category of practice.

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) Emphasis hours must include at least 4,000 hours in general family dentistry, including 1,500 hours within the prior three years. No more than 2,000 of the 6,000 hours may be in a specialty office. All experience must be performing the duties of a certified dental assistant (CDA) and registered dental assistant (RDA).

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.0720 SECONDARY DENTAL LABORATORY TECHNICIAN TEACHER.**

An applicant for an entrance license to teach the vocational program of dental laboratory technician in a secondary school must meet the following requirements:

**A. Educational criteria:**

- (1) an associate or higher degree in dental laboratory technology;
- (2) current national certification by the Board of Dental Laboratory Technology as a dental laboratory technician;
- (3) the secondary vocational teacher education sequence as specified in part 3517.3150;
- (4) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and
- (5) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this category of practice.**

**C. Occupational experience:**

- (1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.
- (2) One hundred percent of the experience must be in the emphasis areas.
- (3) Emphasis areas are dental laboratory technician, or dentist with 25 percent of the work experience in a dental laboratory.
- (4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.0740 SECONDARY EMERGENCY MEDICAL TECHNICIAN TEACHER.**

An applicant for an entrance license to teach the vocational program of emergency medical technician in a secondary school must meet the following requirements:

**A. Educational criteria:**

- (1) A baccalaureate or advanced degree in health education, biology, public health education, registered nursing, or completion of a secondary, postsecondary, or adult technical training program for physical therapist, athletic trainer, orthopedic physician's assistant, paramedic, registered nurse, or emergency medical technician.
- (2) Current Minnesota certification as an emergency medical technician or Minnesota licensure as a registered nurse or Minnesota licensed physician.



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(3) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are emergency care as an emergency medical technician; or experience in critical care, coronary care, or emergency room as a physician or registered nurse.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.0760 SECONDARY HEALTH CARE CAREER EXPLORATION TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of health care career exploration in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

**Subp. 2. Secondary health care career exploration teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate or advanced degree with a major in health education, health/physical education, public health education, nursing, medical technology, pharmacy, respiratory therapy, human services, physical therapy, medicine, audiology, occupational therapy, mortuary science, chiropractic, optometry, dietetics/nutrition, social work, medical records administration, speech pathology, podiatry, osteopathy, sports medicine, clinical psychology, hospital administration, recreational therapy, epidemiology, dentistry, dental hygiene, or corrective therapy.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least two-thirds of the experience must be in the emphasis areas.

(3) Emphasis areas are direct health care experience in professional nursing services, rehabilitation services as specified in the Dictionary of Occupational Titles, medical laboratory, dental services, respiratory therapy, optometric services, radiology, mortuary services, pharmacy services, emergency services, medical practice, or health care facility experience in social work or dietetics.

(4) Related areas are direct health care experience in nursing assisting, behavioral science as specified in the Dictionary of Occupational Titles, dental assisting, dental laboratory technician services, optical services, health research laboratory, pharmacy technician services, medical clerical, or health care administration.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Secondary health care career exploration teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) at least a two year postsecondary program in one of the following occupations: registered nurse (diploma and associate degree), certified occupational therapy assistant, physical therapy assistant, pastoral care practitioner, medical laboratory technician, dental hygienist, dietetic technician, respiratory therapy technician, orthotist/prosthetist, optician, x-ray technician/radiological technician;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this category of practice.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least two-thirds of the experience must be in the emphasis areas.

(3) Emphasis areas are direct health care experience in professional nursing services, rehabilitation services as specified in the Dictionary of Occupational Titles, medical laboratory, dental services, respiratory therapy, optometric services, radiology, mortuary services, pharmacy services, emergency services, medical practice, or health care facility experience in social work or dietetics.

(4) Related areas are direct health care experience in nursing assisting, behavioral science as specified in the Dictionary of Occupational Titles, dental assisting, dental laboratory technician services, optical services, health research laboratory, pharmacy technician services, medical clerical, or health care administration.

(5) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 4. Alternative license.** A valid Minnesota secondary vocational license as a nursing assistant, medical laboratory technician, or home health aide is an acceptable alternative for a license under this part.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.0780 SECONDARY HEALTH UNIT COORDINATOR (WARD CLERK) TEACHER.**

An applicant for an entrance license to teach the vocational program of health unit coordinator in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) Minnesota licensure as a registered nurse for the current year or completion of a secondary, postsecondary, or adult technical training program as a health unit coordinator or ward clerk;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this category of practice.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are health unit coordinator/ward clerk or a registered nurse with head nurse/charge nurse/supervisory duties and experience.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.0800 SECONDARY HOME HEALTH AIDE TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of home health aide in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) Minnesota licensure as a registered nurse for the current year;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this category of practice.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area with 500 hours within the prior five years in long-term home care.

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(3) The emphasis area is registered nurse doing public health nursing or medical nursing, or long-term care nursing, or geriatric nursing.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in nursing assisting is an acceptable alternative for this license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.0820 SECONDARY MEDICAL LABORATORY TECHNICIAN TEACHER.

An applicant for an entrance license to teach the vocational program of medical laboratory technician in a secondary school must meet the following requirements:

### A. Educational criteria:

- (1) a baccalaureate degree in medical technology;
- (2) certification by the American Society of Clinical Pathologists or the American Society of Medical Technologists;
- (3) the secondary vocational teacher education sequence as specified in part 3517.3150;
- (4) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and
- (5) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

### C. Occupational experience:

- (1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.
- (2) At least two-thirds of the experience must be in the emphasis area.
- (3) The emphasis area is medical technologist experience.
- (4) The related area is medical laboratory technician experience.
- (5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.0840 SECONDARY NURSING ASSISTING TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of nursing assisting in a secondary school must meet the following requirements:

### A. Educational criteria:

- (1) Minnesota licensure as a registered nurse for the current year;
- (2) the secondary vocational teacher education sequence as specified in part 3517.3150;
- (3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and
- (4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is registered nurse in a health care facility doing public health nursing, or medical nursing, or long-term care nursing, or geriatric nursing.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in home health aide is an acceptable alternative for this license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.0860 SECONDARY ORTHOTICS/PROSTHETICS TECHNICIAN TEACHER.**

An applicant for an entrance license to teach the vocational program of orthotics/prosthetics technician in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Certification as an orthotist prosthetist or orthotist or prosthetist by the American Board for Certification of Orthotics and Prosthetics.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

(5) Certificate or diploma from an accredited postsecondary technical institute substituted for ABC certification listed in subitem (1) if the applicant is a graduate of any American Board accredited technical institute as a prosthetics or orthotics technician or prosthetics or orthotics practitioner. The applicant must become certified by the American Board for Certification of Orthotics and Prosthetics before renewal of the two year entrance license.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is orthotics technology or prosthetics technology.

(4) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

(5) Notwithstanding part 3517.4200, subpart 3, the applicant may pass a competency based occupational examination by the American Board for Certification of Orthotics and Prosthetics within the five years just before licensure in lieu of occupational experience.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

**3517.0880 SECONDARY PHARMACY TECHNICIAN TEACHER.**

An applicant for an entrance license to teach the vocational program of pharmacy technician in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) licensure by the Minnesota Board of Pharmacy as a registered pharmacist;

(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required for this category of practice.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is pharmacist, with at least 4,000 hours in hospital pharmacy and 1,000 hours in retail pharmacy, including unit dose system, IV preparation, outpatient prescriptions, computer, and inventory control.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.0890 SECONDARY TEACHER COORDINATOR OF HEALTH OCCUPATIONS COOPERATIVE EDUCATION.**

**Subpart 1. Requirements.** An applicant for an entrance license to serve as a vocational teacher coordinator of health occupations cooperative education programs in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) Minnesota licensure as a teacher in one of the secondary health occupations categories of practice.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.0760, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) Three credits in coordination techniques for cooperative education, completed before entrance licensure.

**B. No additional technical coursework is required in this category of practice.**

**C. Occupational experience:**

(1) The applicant must have the occupational experience that was required to obtain the teacher's license when it was issued.

(2) In hardship cases as defined in part 3517.6200, an applicant with a baccalaureate degree may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 2. License validity.** A license issued under this part is valid to:

A. teach a secondary vocational health occupations cooperative education program; and

B. teach a secondary vocational diversified occupations/interrelated cooperative education program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**SECONDARY MARKETING OCCUPATIONS****3517.0900 SECONDARY MARKETING TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of marketing in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate or associate degree with a major in marketing education, business administration, marketing, or a business education degree with marketing coursework as required in a marketing education degree.

(2) A course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license. An applicant with a business administration or marketing degree must have a course in teacher internship as specified in part 3517.3250, subpart 2.

(3) The human relations program as specified in part 3517.3500.

**B. Technical coursework:**

(1) At least 24 credits in marketing, management, business administration, computer science, or marketing communication. At least 12 of the 24 credits must be in marketing.

(2) Excess occupational experience may be substituted for technical coursework at the rate of one year of occupational experience for each three credits, provided that the excess occupational experience has been accumulated in the content area for which the substitution is to be made.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

**C. Occupational experience:**

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is marketing and sales, including any occupations listed in the Dictionary of Occupational Titles or the Occupational Outlook Handbook under the following categories:

(a) sales or sales related occupations;

(b) managerial occupations:

i. purchasing;

ii. sales and distribution;

iii. advertising;

iv. public relations;

- v. wholesale and retail trade; and
- vi. finance, insurance, and real estate;
- (c) traffic/transportation management, dispatching;
- (d) guide/escort services;
- (e) travel planning/reservations, vehicle leasing;
- (f) hotel/motel management; clerk; bellhop;
- (g) recreation facility management, ushering/ticket taking; counter worker;
- (h) employment services, recruitment, personnel department management;
- (i) food service management, counter worker/waiter/waitress/steward/stewardess/host/hostess/car hop/bartender/cashier services;
- (j) terminal operations, mail or station agent services;
- (k) customer service/relations;
- (l) financial services; and
- (m) owner/manager.

(4) Related areas are occupations listed in the publications in subitem (3), but which are not marketing and sales activities.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **License validity.** A license under this part is valid to:

- A. teach a secondary vocational program in marketing;
- B. teach a secondary vocational program in merchandising;
- C. teach other marketing programs that have been converted and retitled merchandising or marketing; and
- D. teach business components of vocational marketing programs such as business principles, management, accounting, business law, sales, advertising/promotion, finance, or business ownership.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in any of the following categories of practice may have the license converted to the broad category of practice marketing:

- A. general merchandising/retail sales;
- B. professional/industrial/wholesale marketing;
- C. fashion merchandising;
- D. purchasing agent/industrial and institutional;
- E. traffic/transportation management; or
- F. model store.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified in items A to E, the personnel licensing section must automatically convert the license designation to the broad category of practice marketing.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.0920 SECONDARY TEACHER COORDINATOR OF MARKETING OCCUPATIONS COOPERATIVE EDUCATION.

Subpart 1. **Requirements.** An applicant for an entrance license as teacher coordinator in the vocational program of marketing occupations cooperative education must meet the following requirements:



## A. Educational criteria:

(1) Minnesota licensure as a secondary vocational teacher in marketing.

(2) A course in coordination techniques for cooperative education, completed before entrance licensure.

B. The technical coursework that was required to obtain the teacher's license when it was issued.

C. Occupational experience that was required to obtain the teacher's license when issued.

Subp. 2. **License validity.** A license under this part is valid to:

A. teach a marketing occupations cooperative education program; and

B. teach a diversified occupations/interrelated cooperative education program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### SECONDARY PERFORMING ARTS OCCUPATIONS

#### 3517.1000 SECONDARY PERFORMING ARTS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of performing arts in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

Subp. 2. **Secondary performing arts occupations teacher; option one.** For option one, the applicant must meet the following requirements:

## A. Educational criteria:

(1) a baccalaureate or associate degree with a major in theater arts or drama;

(2) a course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license and a course in teacher internship as specified in part 3517.3250, subpart 2; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework as required to obtain the baccalaureate or associate degree.

## C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is experience in professional or technical aspects of performing arts.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 3. **Secondary performing arts occupations teacher; option two.** For option two, the applicant must meet the following requirements:

## A. Educational criteria:

(1) a course in vocational marketing education methods/curriculum and philosophy of vocational education completed before renewal of entrance license and a course in teacher internship as specified in part 3517.3250, subpart 2; and

(2) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is experience in professional or technical aspects of performing arts.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**SECONDARY PUBLIC AFFAIRS/COMMUNITY SERVICE  
OCCUPATIONS**

**3517.1100 SECONDARY PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of public affairs/community service occupations in a secondary school must complete the requirements in subpart 2 or 3 (option one or two).

**Subp. 2. Secondary public affairs/community service occupations teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in political science education, economics education, social studies education, psychology education, law, criminology/criminal justice, public health/health careers, community services, or community recreation.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are supervisory level experiences in governmental agencies and regulatory services; public safety (such as fire protection and tactical law enforcement); community recreation; management of volunteers; rural, urban, and community development; corrections and judicial services; public transportation; or social services.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 2. Secondary public affairs/community service occupation teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) completion of a secondary, postsecondary, or adult technical training program in law enforcement, fire protection, public safety, emergency medical technician/paramedic/rescue services, human services, or child development;

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(2) the secondary vocational teacher education sequence as specified in part 3517.3150;

(3) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) The emphasis areas are supervisory level experiences in governmental agencies and regulatory services; public safety (such as fire protection and tactical law enforcement); community recreation; management of volunteers; rural, urban, and community development; corrections and judicial services; public transportation; or social services.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.1120 SECONDARY TEACHER COORDINATOR IN PUBLIC AFFAIRS/COMMUNITY SERVICE OCCUPATIONS COOPERATIVE EDUCATION.**

**Subpart 1. Requirements.** An applicant for an entrance license to serve as a vocational teacher coordinator of public affairs/community service occupations cooperative education in a secondary school must meet the following requirements:

A. Educational criteria:

(1) Licensure as a teacher in secondary public affairs/community service occupations.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors listed in part 3517.1100, subpart 2, item A, subitem (1) are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) A three credit course in coordination techniques for cooperative education, completed before entrance licensure.

(5) A course in philosophy of vocational education, completed before renewal of entrance license.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience as completed to obtain the teacher's license when it was issued.

**Subp. 2. License validity.** A license under this part is valid to:

A. teach a secondary public affairs/community service occupations cooperative education program; and

B. teach a secondary diversified occupations/interrelated cooperative education program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## SECONDARY SERVICE OCCUPATIONS

**3517.1200 SECONDARY BUILDING CARE AND MAINTENANCE OCCUPATIONS TEACHER.**

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of building care and maintenance occupations in a secondary school must meet the following requirements:

## A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

## C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are custodial maintenance or housekeeping jobs in commercial and industrial buildings, schools, residences, hotels, motels, or health care facilities.

Subp. 2. **Alternative license.** A valid Minnesota secondary vocational license in housing occupations is an acceptable alternative for a license under this part.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in the housekeeping aide category of practice may have the license converted to the broad category of practice, building care and maintenance.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified as housekeeping aide, the license designation must be converted automatically to the broad category of practice, building care and maintenance.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1220 SECONDARY CHILD CARE/GUIDANCE AND EDUCATION OCCUPATIONS TEACHER.**

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of child care/guidance and education occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Child care and guidance education occupations teacher; option one.** For option one, the applicant must meet the following requirements:

## A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, early childhood education, preschool/elementary education, child development, or child psychology.

(2) The secondary vocational teacher education sequence as specified

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in part 3517.3150, except for the introduction to vocational teaching course. A home economics education major is exempt from the secondary vocational teacher education sequence, except for the philosophy of vocational education course, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

### B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) child development;

(b) child psychology/guidance and discipline;

(c) early childhood administration: health and safety, nutrition, food preparation, licensing requirements, leadership skills, record keeping, equipping and arranging classrooms, or schedule preparation;

(d) development of learning activities, creative activities, cognitive activities, physical activities, or language activities for early childhood or elementary education; and

(e) exceptional children.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

### C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an assistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are experiences as a latch key aide, nanny, community school aide for children through age 12, licensed family day care provider, vocational childhood aide, primary camp counselor, day care aide, primary summer recreational program teacher, or developmental achievement center teacher.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Child care guidance and education teacher; option two.** For option two, the applicant must meet the following requirements:

### A. Educational criteria:

(1) At least a one year (1,080 hours) program in one of the following areas: child development assistant, educational aide, or developmental assistant.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

**B. Technical coursework:**

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

- (a) child development;
- (b) child psychology/guidance and discipline;
- (c) early childhood administration: health and safety, nutrition, food preparation, licensing requirements, leadership skills, record keeping, equipping and arranging classrooms, or schedule preparations;
- (d) development of learning activities, creative activities, cognitive activities, physical activities, or language activities for early childhood or elementary education; and
- (e) exceptional children.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

**C. Occupational experience:**

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an assistant teacher or teacher in a licensed large group home, head start, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are experiences as a latch key aide, nanny, community school aide for children through age 12, licensed family day care provider, vocational childhood aide, primary camp counselor, day care aide, primary summer recreational program teacher, or developmental achievement center teacher.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

**Subp. 4. Child care guidance and education teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

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B. Technical coursework is not required in this category of practice.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are experiences as an assistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.1240 SECONDARY CHILDHOOD EDUCATION AIDE (SUPPORT STAFF).**

**Subpart 1. Requirements.** An applicant for an entrance license to serve as a childhood education aide who is responsible for assisting a secondary vocational child care and guidance education occupations teacher must meet either the educational criteria in item A or the occupational experience criteria in item C, plus item A, subitems (2) and (3):

A. Educational criteria:

(1) A baccalaureate degree with a major in early childhood education, preschool/elementary education, child development, child psychology, or a minimum of a 280 hour child care and guidance education program.

(2) The human relations program as specified in part 3517.3500.

(3) The philosophy of vocational education requirement does not apply in this category of practice.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience:

(1) The applicant must have 1,200 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Occupational experience may be in either the emphasis or related areas.

(3) Emphasis areas are assistant teacher or teacher in a licensed large group home, headstart, nursery school, latch key, kindergarten/primary, or preschool handicapped program.

(4) Related areas are latch key aide, community school aide for children through age 12, licensed day-care provider, vocational childhood aide, or day-care aide.

(5) Notwithstanding part 3517.4000, the requirement that 500 hours of the occupational experience must be within the last five years does not apply in this category of practice.

(6) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitems (3) and (4).

**Subp. 2. Alternative license.** A valid Minnesota secondary vocational license in child care and guidance education occupations is an acceptable alternative for a license under this part.

**Subp. 3. Converting a merged license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in a secondary childhood education component (teacher) category of practice may have the license converted to the merged category of practice, secondary childhood education aide (support staff).

At the next regular renewal of a currently held valid secondary vocational program teaching license identified as a secondary childhood education component (teacher), the license designation shall be converted automatically to the merged category of practice, secondary childhood education aide (support staff).

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; 12 SR 2746*

### 3517.1260 SECONDARY COSMETOLOGY OCCUPATIONS TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of cosmetology in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

**Subp. 2. Cosmetology occupations teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) a baccalaureate degree with a major in home economics education;

(2) current Minnesota licensure as a cosmetology instructor;

(3) three credits in methods and materials for service occupations completed before entrance licensure;

(4) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(5) a course in philosophy of vocational education completed before renewal of the entrance license; and

(6) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required in this category of practice.**

**C. Occupational experience:**

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is licensed cosmetologist or licensed cosmetology manager.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Cosmetology occupations teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) Current Minnesota licensure as a cosmetology instructor.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods/materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

**B. Technical coursework is not required in this category of practice.**



**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis areas.

(3) Emphasis areas are licensed cosmetologist and licensed cosmetology manager.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1280 SECONDARY DRY CLEANING OCCUPATIONS TEACHER.**

An applicant for an entrance license to teach the vocational program of dry cleaning in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework is not required in this category of practice.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is operation of more than one type of dry cleaning equipment in a commercial dry cleaning establishment.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1300 SECONDARY FASHION/APPAREL/TEXTILE OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of fashion/apparel/textile occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Fashion/apparel/textile teacher; option one.** For option one, an applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in home economics education, clothing/textiles, or fashion merchandising.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

**B. Technical coursework:**

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

- (a) color and textile analysis;
- (b) flat pattern design;
- (c) draping design and construction;
- (d) history of fashion and design;
- (e) apparel industry (production or fashion/fabric merchandising) or production of commercial, institutional, or residential textile products; and
- (f) fashion, apparel, textile occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

**C. Occupational experience:**

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) The emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

(4) Related areas are design of apparel, sales in fabric store, upholstery, sewing for profit in home environment as specified in part 3517.4100 (drapery, alterations of garments, or construction).

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Fashion/apparel/textile teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) At least a one year (1,080 hours) program in one of the following areas: apparel design and production or tailoring.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

**B. Technical coursework:**

(1) At least 18 credits or 216 clock hours with a minimum of two credits or 24 clock hours in each of the following areas:

- (a) color and textile analysis;

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- (b) flat pattern design;
- (c) draping design and construction;
- (d) history of fashion and design;
- (e) apparel industry (production or fashion/fabric merchandising) or production of commercial, institutional, or residential textile products; and
- (f) fashion, apparel, textile occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

### C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

(4) Related areas are design of apparel, sales in fabric store, upholstery, sewing for profit in home environment as specified in part 3517.4100 (drapery, alteration of garments, or construction).

### Subp. 4. Fashion/apparel/textile teacher; option three.

#### A. Educational criteria:

(1) Secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations, completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

#### C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are apparel production with power sewing equipment or commercial tailoring and alterations, or both.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.1320 SECONDARY FOODS OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of foods occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Foods occupations teacher; option one.** For option one, the applicant must meet the following requirements:

#### A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, food and nutrition, dietetics, or food management.

(2) The secondary vocational teacher education sequence as specified

in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

**B. Technical coursework:**

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

- (a) nutrition;
- (b) bacteriology/food sanitation/hygiene;
- (c) management of food production and food service systems;
- (d) design and layout of food service facilities;
- (e) quantity food purchasing/cost control; and
- (f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

**C. Occupational experience:**

(1) The applicant must have 1,500 hours of occupational experience, as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietitian, food service supervisor, and restaurant manager.

(4) Related areas are pantry person, baker, waiter/waitress, dietetic aide, kitchen helper, prep cook, or short order cook in fast foods.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Foods occupations teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) At least a one year (1,080 hours) program in one of the following areas: food service and management or food management; dietetic manager training or dietetic technician training; quantity foods; or chef training.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations, completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

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(5) The human relations program as specified in part 3517.3500.

### B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

- (a) nutrition;
- (b) bacteriology/food sanitation hygiene;
- (c) management of food production and food service systems;
- (d) design and layout of food service facilities;
- (e) quantity food purchasing/cost control; and
- (f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

### C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietitian, food service supervisor, restaurant manager.

(4) Related areas are pantry person, baker, waiter/waitress, dietetic aide, kitchen helper, prep cook, or short order cook in fast foods.

**Subp. 4. Foods occupations teacher; option three.** For option three, the applicant must meet the following requirements:

#### A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework is not required in this option.**

#### C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are chef, cook, licensed caterer, dietitian, food service supervisor, restaurant manager.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## **3517.1340 SECONDARY GROOMING SERVICES OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of grooming services in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Grooming services teacher; option one.** For option one, the applicant must meet the following requirements:

## A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education or general home economics.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

## B. Technical coursework:

(1) At least 18 credits or 216 clock hours in the following areas with at least two credits or 24 clock hours in each of subitems (a) to (d):

(a) introduction to occupational opportunities and activities in one of the following areas:

i. cosmetology;

ii. barbering;

iii. domestic animal grooming;

iv. grooming in death-related activities; or

v. personal appearance/skin and hair care;

(b) principles of small business management;

(c) interpersonal relationships on the job; and

(d) safety and sanitation in the grooming service workplace.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

## C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are cosmetology or barbering while licensed as a practitioner.

(4) Related areas are mortuary science, animal grooming, or skin and hair care.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Grooming services teacher; option two.** For option two, the applicant must meet the following requirements:

## A. Educational criteria:

(1) At least a one year (1,080 hours) program in cosmetology or barbering.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

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(3) Three credits in methods/materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

### B. Technical coursework:

(1) At least 18 credits or 216 clock hours in the following areas with at least two credits or 24 clock hours in each of subitems (a) to (d):

(a) introduction to occupational opportunities and activities in one of the following areas:

i. cosmetology;

ii. barbering;

iii. domestic animal grooming;

iv. grooming in death related activities; or

v. personal appearance/skin and hair care;

(b) principles of small business management;

(c) interpersonal relationships on the job; and

(d) safety and sanitation in the grooming service workplace.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

### C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are cosmetology and barbering while licensed as a practitioner.

(4) Related areas are mortuary science, animal grooming, or skin and hair care.

**Subp. 4. Grooming services teacher; option three.** For option three, the applicant must meet the following requirements:

### A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this category of practice.

### C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are cosmetology and barbering, while licensed as a practitioner.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.1360 SECONDARY HOUSING OCCUPATIONS TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of housing occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Housing occupations teacher; option one.** For option one, the applicant must meet the following requirements:

#### A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, housing, or interior design.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

#### B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the role of housing in society (social, economic, or cultural aspects of housing);

(b) urban, suburban, or rural planning and zoning; or commercial, institutional, and residential interior design or decorating; or building management and building maintenance;

(c) energy management; and

(d) housing occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing parts of the technical coursework under part 3517.6200.

#### C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design or care and management of single or multiple dwellings or of commercial and industrial buildings.

(4) Related areas are city housing planning, building restoration, sales in home furnishings, floral design, kitchen planning, home computer center planning, or commercial laundry.



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(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

### Subp. 3. Housing occupations teacher; option two.

#### A. Educational criteria:

(1) At least a one year (1,080 hours) program in housing and home furnishings or in interior design.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

#### B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the role of housing in society (social, economic, or cultural aspects of housing);

(b) urban, suburban, or rural planning and zoning; or commercial, institutional, and residential interior design or decorating; or building management and building maintenance;

(c) energy management; and

(d) housing occupational opportunities and activities.

(2) Verification by an approved Minnesota home economics program designee.

#### C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design, or care and management of single or multiple dwellings or of commercial and industrial buildings.

(4) Related areas are city housing planning, building restoration, sales in home furnishings, floral design, kitchen planning, home computer center planning, or commercial laundry.

Subp. 4. Housing occupations teacher; option three. For option three, the applicant must meet the following requirements:

#### A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

## C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are interior design, or care and management of single or multiple dwellings or of commercial or industrial buildings.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1380 SECONDARY TOURISM OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of tourism occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Tourism occupations teacher; option one.** For option one, the applicant must meet the following requirements:

## A. Educational criteria:

(1) A baccalaureate degree with a major in home economics education, food and nutrition, hospitality, restaurant or institutional foods, or marketing.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

## B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the tourism industry; its nature, growth and development; and occupational opportunities;

(b) planning and operating lodging facilities or planning and operating recreational activities and facilities or planning and operating travel services;

(c) principles of small business management;

(d) record keeping and accounting for the tourism industry; and

(e) techniques and interpersonal relationships involved in extending hospitality and services.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

## C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

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(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel planner.

(4) Related areas are camp counselor, resort activity planner, or recreational leader.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Tourism occupations teacher; option two.** For option two, the applicant must meet the following requirements:

### A. Educational criteria:

(1) At least a one year (1,080 hours) program in one of the following areas: hospitality, marketing, or travel planning.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

### B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) the tourism industry, its nature, growth, and development and occupational opportunities;

(b) planning and operating lodging facilities or planning and operating recreational activities and facilities or planning and operating travel services;

(c) principles of small business management;

(d) record keeping and accounting for the tourism industry;

and  
(e) techniques and interpersonal relationships involved in extending hospitality and services.

(2) Verification by an approved Minnesota home economics program designee.

### C. Occupational experience:

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel planner.

(4) Related areas are camp counselor, resort activity planner, or recreation leader.

**Subp. 4. Tourism occupations teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework is not required in this option.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are travel agent, hotel/resort activity director, or convention planner, tour leader, cruise director, state and city tourism planner, or corporate travel planner.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1400 SECONDARY UPHOLSTERY OCCUPATIONS TEACHER.**

An applicant for an entrance license to teach the vocational program of upholstery in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations, completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No technical coursework is required in this category of practice.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is upholstery of household or commercial furniture.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1420 SECONDARY WAITER OR WAITRESS OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of waiter or waitress in a secondary school must meet the requirements in subpart 2 or 3 (option one or two).

**Subp. 2. Waiter or waitress teacher; option one.** For option one, the applicant must meet the following requirements:

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### A. Educational criteria:

(1) A baccalaureate degree with a major in home economics, food and nutrition, dietetics, or food management.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course. Home economics education majors are exempt from the secondary teacher education sequence except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

### B. Technical coursework:

(1) At least 18 credits or 216 clock hours with at least two credits or 24 clock hours in each of the following areas:

(a) nutrition;

(b) bacteriology/food sanitation/hygiene;

(c) managing food production and food service systems;

(d) design and layout of food service facilities;

(e) quantity food purchasing/cost control; and

(f) quantity food preparation.

(2) Verification by an approved Minnesota home economics program designee.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200.

### C. Occupational experience:

(1) The applicant must have 1,500 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is waiter or waitress.

(4) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Waiter or waitress teacher; option two.** For option two, the applicant must meet the following requirements:

### A. Educational criteria:

(1) The secondary vocational teacher education sequence as specified in part 3517.3150, except for the introduction to vocational teaching course.

(2) Three credits in methods and materials for service occupations completed before initial licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework is not required for this option.**

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### C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is waiter or waitress.

**Subp. 4. Alternative license.** A valid Minnesota secondary vocational license in food occupations is an acceptable alternative for a license under this part.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.1440 SECONDARY TEACHER COORDINATOR IN SERVICE OCCUPATIONS COOPERATIVE EDUCATION PROGRAMS.

**Subpart 1. Requirements.** An applicant for an entrance license to serve as a vocational teacher coordinator of service occupations cooperative education programs in a secondary school must meet the following requirements:

### A. Educational criteria:

(1) A baccalaureate degree with a major specified in the criteria for one of the secondary vocational service occupations teacher licenses in parts 3517.1200 to 3517.1420.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150, including philosophy of vocational education, which must be completed before entrance licensure. A home economics education major is exempt from the secondary teacher education sequence except for philosophy of vocational education which must be completed before renewal of entrance licensure.

(3) Three credits in methods and materials for service occupations completed before entrance licensure. This course substitutes for the introduction to vocational teaching course in the secondary vocational teacher education sequence.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) The human relations program as specified in part 3517.3500.

(6) A course in coordination techniques for cooperative education completed before application for entrance licensure.

**B. No additional technical coursework is required in this option.**

### C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the occupational experience must be in two or more of the emphasis areas or related areas as specified in two or more of the service occupations categories of practice. The 2,000 hours must include at least 500 hours in each of two areas and at least 500 hours within the five year period immediately before the date the license is to be issued.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 2. License validity.** A license under this part is valid to:

A. teach any existing single content service occupations cooperative education program;

B. teach a comprehensive service occupations cooperative education program; or

C. teach a diversified occupations/interrelated cooperative education program.

Subp. 3. **Converting a narrower license.** Upon application and payment of the processing fee, a holder of a valid secondary vocational program teaching license in any of the following categories of practice may have the license converted to the broad category of practice, secondary teacher coordinator in service occupations cooperative education programs:

- A. teacher coordinator, child care occupations cooperative program;
- B. teacher coordinator, clothing occupations cooperative program;
- C. teacher coordinator, foods occupations cooperative program;
- D. teacher coordinator, housing occupations cooperative program; and
- E. teacher coordinator, tourism occupations cooperative program.

At the next regular renewal of a currently held valid secondary vocational program teaching license identified in items A to E, the license designation must be converted automatically to the broad category of practice, teacher coordinator in service occupations cooperative education programs.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### SECONDARY SPECIAL NEEDS PERSONNEL

#### 3517.1500 SECONDARY TEACHER COORDINATOR OF WORK EXPERIENCE PROGRAMS FOR THE DISADVANTAGED.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher coordinator of work experience programs for the disadvantaged in a secondary school must meet the following requirements:

**A. Educational criteria:**

- (1) a baccalaureate degree with a major in a secondary education field;
- (2) a course in coordination techniques for cooperative education completed before entrance licensure;
- (3) a course in philosophy of vocational education completed before entrance licensure; and
- (4) the human relations program as specified in part 3517.3500.

**B. Technical coursework:**

(1) A directed independent study through an approved Minnesota college designed to update the applicant in current employment environments and conditions and operation of special needs work experience programs. This independent study replaces the need for the recency of 500 hours in the total of 2,000 hours of required paid employment. The independent study must be completed within the two years immediately before the date the license is issued.

(2) 18 quarter credits relevant to working with disadvantaged or handicapped students, with at least three credits in each of three of the following four concept areas, including three credits in the area described in unit (a):

(a) Exceptional characteristics (such as learning disabilities, emotional disturbances, chemical dependency, disenchantment with learning, abnormal psychology).

(b) Developing and adapting curriculum (curriculum modification, remediation techniques and issues).

(c) Use of county, community and family service resources (such as working with parents, advisory committees, social service agencies, corrections).

(d) Interpersonal skills (such as techniques of individual or

group counseling, personal and working relationships). The required course in human relations does not apply toward this requirement.

(3) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200. In those cases, the person must not delay completing the courses in subitem (2), unit (a), or the directed independent study.

**C. Occupational experience:**

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within occupational emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B replaces the need for the recency of 500 hours in the total of 2,000 hours of required paid employment.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 2. Conversion of licenses.** An applicant holding a valid vocational secondary license as teacher coordinator of work experience programs for the disadvantaged and handicapped is eligible to convert that single license to the two new licenses of teacher coordinator of work experience programs for the disadvantaged in part 3517.1500 and teacher coordinator of work experience programs for the handicapped in part 3517.1520 by following one of these procedures:

**A.** The applicant shall submit to the personnel licensing section a separate licensure application and processing fee requesting the conversion.

**B.** At the time of renewal of the single license the applicant shall submit to the section the usual renewal application and processing fee, and the renewed license will automatically be issued as two licensure categories of practice.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; 12 SR 2746*

**3517.1520 SECONDARY TEACHER COORDINATOR OF WORK EXPERIENCE PROGRAMS FOR THE HANDICAPPED.**

**Subpart 1. Requirements.** An applicant for an entrance license to serve as a vocational teacher coordinator of work experience programs for the handicapped in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) a baccalaureate degree in an education field plus valid Minnesota licensure in any special education field that includes secondary level students;

(2) a course in coordination techniques for cooperative education completed before entrance licensure;

(3) a course in philosophy of vocational education completed before entrance licensure; and

(4) the human relations program as specified in part 3517.3500.

**B. Technical coursework:**

(1) Coursework that was required to obtain special education licensure when it was issued.

(2) A directed independent study completed through an approved Minnesota college designed to update the applicant in current work environments and conditions and operation of special needs work experience programs. This independent study replaces the need for the recency of 500 hours in the total of 2,000 hours of required paid employment. The independent study must be completed within the two years immediately before the date the license is issued.



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(3) Three credits in utilization of county, community, and family service resources (working with parents, advisory committees, social service agencies, corrections).

In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200, but must not delay completing the directed independent study.

### C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B, subitem (2) replaces the need for the recency of 500 hours in the total of 2,000 hours of required paid employment.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 2. **Conversion of licenses.** An applicant holding a valid vocational secondary license as teacher coordinator of work experience programs for the disadvantaged and handicapped is eligible to convert that single license to the two new licenses of teacher coordinator of work experience programs for the disadvantaged in part 3517.1500 and teacher coordinator of work experience programs for the handicapped in part 3517.1520 by following one of these procedures:

A. The applicant shall submit to the personnel licensing section a separate licensure application and processing fee requesting the conversion.

B. At the time of renewal of the single license the applicant shall submit to the section the usual renewal application and processing fee, and the section shall automatically issue the renewed license as two licensure categories of practice.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; 12 SR 2746*

### **3517.1540 SECONDARY INTERPRETER FOR THE DEAF IN A VOCATIONAL PROGRAM.**

An applicant for an entrance license to serve as an interpreter for the deaf in a secondary school must meet the following requirements:

#### A. Educational criteria:

(1) partial certification or comprehensive certification as an interpreter with the National Registry of Interpreters for the Deaf;

(2) a course in philosophy of vocational education, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this category of practice.

C. Occupational experience is not required for this category of practice.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.1560 SECONDARY SUPPORT SERVICE FACILITATOR.**

An applicant for an entrance license to serve as support service facilitator in a secondary school must meet the following requirements:

A. Educational criteria: current requirements as specified for an entrance license as a vocational teacher coordinator for handicapped in part 3517.1520.

B. Technical coursework:

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(1) Coursework to obtain the special education licensure required for the teacher coordinator's license.

(2) A directed independent study through an approved Minnesota college designed to update the applicant in current employment environments and conditions and operation of special needs work experience programs. This independent study replaces the need for the recency of 500 hours in the total of 2,000 hours of required paid employment. The independent study must be completed within the two years immediately before the date the license is issued.

(3) Three credits in interpretation of test results.

(4) Three credits in use of county, community, and family service resources (working with parents, advisory committees, social service agencies, corrections).

(5) Three credits in modification and adaptation of equipment.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the technical coursework under part 3517.6200, but must not delay completing the directed independent study.

### C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B, subitem (2) replaces the need for the recency of 500 hours in the total of 2,000 hours of required paid employment.

(2) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; 12 SR 2746*

## 3517.1580 SECONDARY SUPPLEMENTAL SUPPORT/TECHNICAL TUTOR.

An applicant for an entrance license to serve as a supplemental support/technical tutor in a vocational program in a secondary school must meet the following requirements:

### A. Educational criteria:

(1) a course in philosophy of vocational education completed before renewal of the entrance license; and

(2) the human relations program as specified in part 3517.3500.

### B. Technical coursework is not required in this category of practice.

C. Occupational experience: recommendation by the authorized local vocational administrator verifying competencies to function as a technical tutor.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.1600 SECONDARY VOCATIONAL EVALUATOR.

An applicant for an entrance license to serve as a vocational evaluator in a secondary school must meet the following requirements:

### A. Educational criteria:

(1) a baccalaureate degree with a major in a secondary education field or a baccalaureate or graduate degree with a major in vocational rehabilitation, vocational rehabilitation/work evaluation, vocational rehabilitation/rehabilitation counseling or graduate degree in educational counseling;

(2) for applicants with a secondary education major, a Minnesota

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special education license in one of the following: learning disabled, educable mentally handicapped, trainable mentally handicapped, visually impaired, hearing impaired, physically handicapped, or emotionally disturbed;

(3) a course in philosophy of vocational education completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

### B. Technical coursework:

(1) Three credits in each of the following three competency areas:

(a) work evaluation tools and applications (work samples, psychometric testing, evaluation planning, and behavioral observation techniques);

(b) occupational information, community resources, job placement knowledge, work sample development, work setting modification, and job analysis; and

(c) professional and student communications (counseling techniques, team approach to providing services, student feedback, interdisciplinary staffings, and evaluation report writing).

(2) An additional three credits in each of the following areas:

(a) exceptional characteristics of special needs students (learning disabled, emotionally disturbed, developmentally disabled, visually impaired, hearing impaired, physically handicapped);

(b) interpersonal skills (communications, counseling techniques, working relationships); and

(c) personal and social development of disadvantaged/handicapped.

(3) A college supervised internship, practicum, or field experience as a vocational evaluator in a supervised, state approved vocational setting, consisting of at least 300 hours; or one year of paid experience as a vocational evaluator. Either experience must be completed within the two years immediately before the date the license is issued.

In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the technical coursework under part 3517.6200. In these cases, a person must not delay completing the coursework in subitem (2), unit (a), or subitem (3).

### C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The internship specified in item B, subitem (3) replaces the need for the recency of 500 hours in the total of 2,000 hours of required paid employment.

(2) In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; 12 SR 2746*

## SECONDARY SUPPORT SERVICES

### 3517.1700 SECONDARY EMPLOYMENT PLACEMENT SPECIALIST.

An applicant for an entrance license to serve as a vocational employment placement specialist in a secondary school must meet the following requirements:

#### A. Educational criteria:

(1) a baccalaureate degree;

(2) a course in coordination techniques for cooperative education;

(3) a course in philosophy of vocational education completed before renewal of the entrance license; and

(4) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** a directed independent study completed through an approved Minnesota college designed to update the applicant in current employment environments and conditions. The independent study must be completed within the two years immediately before the date the license is issued.

**C. Occupational experience:**

(1) The applicant must have 4,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) At least 50 percent of the experience must be in the emphasis area.

(3) The emphasis area is job placement (including job development, employer contact, and placement) in a government agency, private agency, industry, or educational institution.

(4) Related areas are any emphasis or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140.

(5) In hardship cases as defined in part 3517.6200, a person may serve with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## SECONDARY TRADE AND INDUSTRIAL OCCUPATIONS

### 3517.1800 SECONDARY AUTO BODY REPAIR OCCUPATIONS TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of auto body repair occupations in a secondary school must meet the following requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Auto body repair teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required for this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

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(3) Two-thirds of the occupational experience must be in the emphasis areas with at least 300 hours in each of the four emphasis area elements.

(4) Emphasis area elements are auto body repair experience, including metal straightening by hammering or machine, replacement of body components, refinishing, and welding.

(5) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Auto body repair teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** at least 18 months (2,160 hours) postsecondary education in auto body repair or auto body mechanics.

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Two-thirds of the experience must be in the emphasis area with at least 300 hours in each of the four emphasis area elements.

(3) Emphasis area elements are auto body repair experience, including metal straightening by hammering or machine, replacement of body components, refinishing, and welding.

(4) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

**Subp. 4. Auto body repair teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework** is not required for this option.

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Two-thirds of the experience must be in the emphasis area with at least 600 hours in each of the four emphasis area elements.

(3) Emphasis area elements are auto body repair experience, including metal straightening by hammering or machine, replacement of body components, refinishing, and welding.

(4) Related areas are vehicle glass replacement, vehicle frame repair, and new and used vehicle preparation.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1820 SECONDARY AUTO/TRUCK DISMANTLING OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of auto/truck dismantling occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Auto/truck dismantling teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required for this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 400 in each of the three emphasis area elements.

(4) Emphasis area elements are auto and truck dismantling yard-work, parts counter management, and parts inventory and warehousing.

(5) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Auto/truck dismantling teacher; option two.** For option two the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** at least 18 months (2,160 hours) postsecondary education in auto mechanics or auto body repair.

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 400 hours in each of the three emphasis area elements.

(3) Emphasis area elements are auto and truck dismantling yard-work, parts counter management, and parts inventory and warehousing.

(4) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

Subp. 4. **Auto/truck dismantling teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required in this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 800 hours in each of the three emphasis area elements.

(3) Emphasis area elements are auto and truck dismantling yard-work, parts counter management, and parts inventory and warehousing.

(4) Related areas are auto/truck mechanics, automotive part and component rebuilding, parts sales and service, or new/rebuilt parts sales management.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.1840 SECONDARY AVIATION OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of aviation occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Aviation occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

(5) A current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

B. Technical coursework is not required for this option.

## C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least two of the emphasis area components.

(4) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(5) Related areas are airline reservationist, aircraft cabin attendant, and aircraft weight and balance specialist.

(6) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (4).

(7) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Aviation occupations teacher; option two.** For option two, an applicant must meet the following requirements:

## A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) the human relations program as specified in part 3517.3500; and

(4) a current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

**B. Technical coursework:** at least 18 months (2,160 hours) postsecondary education in aviation mechanics/air frame and power plants, or aviation administration.

## C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least two of the emphasis area components.

(3) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(4) Related areas are airline reservationist, aircraft cabin attendant, and aircraft weight and balance specialist.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

**Subp. 4. Aviation occupations teacher; option three.** For option three, the applicant must meet the following requirements:

## A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;



(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(3) the human relations program as specified in part 3517.3500; and

(4) a current Federal Aviation Administration pilot license (any level) or Federal Aviation Administration Airframe and Power Plant mechanic license.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 600 hours in each of at least two of the emphasis area components.

(3) Emphasis area components are aircraft pilot, aircraft mechanic, fixed base operator, ground school or flight instructor.

(4) Related areas are airline reservationist, aircraft cabin attendant, and aircraft weight and balance specialist.

(5) Notwithstanding part 3517.4000, an applicant may apply instructional experience with students as specified in subitem (3).

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.1860 SECONDARY BROADCAST/MEDIA OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of broadcast/media occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in the secondary vocational program rules under broadcast/media occupations and to replace the narrower licenses given in subpart 2.

**Subp. 2. Requirements for replacing narrower licenses.** A license under this part is required to teach broadcast/media occupations programs. By July 1, 1992, the single occupation programs of radio broadcasting and radio/television production must be converted to broadcast/media occupations programs. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid licenses in the programs being converted are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single occupation programs.

To convert a single occupation license to a broadcast/media occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single occupation license being converted.

**Subp. 3. Broadcast/media teacher; option one.** For option one the applicant must meet the following requirements:

A. Educational criteria:

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(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are radio or television broadcasting, script and program preparation, and television studio production.

(5) Related areas are broadcast engineering, television studio directing, television camera operation, lighting/illumination direction, and script editing.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. **Broadcast/media teacher; option two.** For option two, the applicant must have:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in broadcasting technology, radio and television broadcasting, television production, television and audio visual production, or video production.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are radio or television broadcasting, script and program preparation; and television studio production.

(4) Related areas are broadcast engineering, television studio direct-

ing, television camera operation, lighting/illumination direction, and script editing.

Subp. 5. **Broadcast/media teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. No technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are radio or television broadcasting, script and program preparation, and television studio production.

(4) Related areas are broadcast engineering, television studio directing, television camera operation, lighting/illumination direction, and script editing.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.1880 SECONDARY COMMUNICATIONS/MEDIA OCCUPATIONS TEACHER.**

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of communication/media occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under communications/media occupations and to replace the narrower licenses given in subpart 2.

Subp. 2. **Requirements for replacing narrower licenses.** A license under this part is required to teach communications/media occupations programs. By July 1, 1992, the following single occupation programs must be converted to communications/media occupations programs: the industrial education areas of graphic arts, commercial art, commercial photography, and communication/media technology. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single occupation license to a communications/media occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single occupation license being converted.

Subp. 3. **Communications/media teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least three emphasis area components.

(4) Emphasis area components are layout and design; composition; production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(5) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, and direction of lighting/illumination.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

Subp. 4. **Communications/media teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in graphic arts or graphic communications.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 300 hours in each of at least three emphasis area components.

(3) Emphasis area components are layout and design; composition;

production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(4) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, direction of lighting/illumination.

**Subp. 5. Communications/media teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher educational sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework is not required for this option.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 600 hours in each of at least three emphasis area components.

(3) Emphasis area components are layout and design; composition; production/presswork; photography including line, halftone, and continuous tone; and platemaking.

(4) Related areas are color separation, electronic image generation, electronic data communication, bindery, screen printing, artwork, and direction of lighting/illumination.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1900 SECONDARY CONSTRUCTION OCCUPATIONS TEACHER.**

**Subpart 1. Requirements for entrance license.** An applicant for an entrance license to teach the vocational program of construction occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under construction occupations and to replace the narrower licenses given in subpart 2.

**Subp. 2. Requirements for replacing narrower license.** A license under this part is required to teach construction occupations programs. By July 1, 1992, the following single occupation programs must be converted to construction occupations programs: the industrial education areas of cabinetmaking, construction occupations/finishing trades, construction occupations/general, construction occupations/masonry trades, construction occupations/mechanical trades, construction occupations/planning and management, energy occupations, mobile home maintenance, painting and decorating, and plastics/lamination occupations. The personnel licensing section must not issue new licenses in the categories of practice that correspond to these programs after this chapter takes effect. However, valid licenses in the programs being converted are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single occupation programs.

To convert a single occupation license to a construction occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

**A. Completing the occupational experience emphasis area requirements**

in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The related occupational experience hour requirements are met by holding the single occupation license being converted.

**Subp. 3. Construction occupations teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis area.

(4) The emphasis area is residential carpentry including framing.

(5) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

**Subp. 4. Construction occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a post-secondary technical program in carpentry or construction.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

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(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is residential carpentry including framing.

(4) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

**Subp. 5. Construction occupations teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework is not required for this option.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is residential carpentry including framing.

(4) Related areas are cabinetmaking, painting and decorating, masonry, plastic lamination, energy, mobile home maintenance, architectural drafting, heating/air conditioning/refrigeration, and construction electricity.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.1920 SECONDARY CONTROL TECHNOLOGY OCCUPATIONS TEACHER.**

An applicant for an entrance license to teach the vocational program of control technology in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary vocational teacher in a trade and industrial category of practice.

(3) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in control technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

**B. Technical coursework:** at least 12 clock hours each of microprocessor control and electromechanical systems, completed before renewal of the entrance license.

**C. Occupational experience** that was required to obtain the teacher's license when it was issued.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.1930 SECONDARY DRAFTING OCCUPATIONS TEACHER.**

**Subpart 1. Requirements for entrance license.** An applicant for an entrance license to teach the vocational program of drafting occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under drafting occupations and to replace narrower licenses given in subpart 2.

**Subp. 2. Requirements for replacing narrower license.** A license under this part is required to teach drafting occupations programs. By July 1, 1992, the following single occupations programs must be converted to drafting occupations programs: the industrial occupation areas of construction occupations/planning and management, and mechanical drafting. The personnel licensing section must not issue new licenses in the categories of practice that correspond to these programs after July 6, 1987. However, valid licenses in these categories are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding single occupation programs.

To convert a single occupation license to a drafting occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

**A. Completing the emphasis area requirements in subpart 3, 4, or 5.** An applicant must possess the educational qualifications stated in the chosen subpart.

**B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion.** One clock hour of technical education equals four hours of occupational experience. The related occupational experience hour requirements are met by holding the single occupation license being converted.

**Subp. 3. Drafting occupations teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in (1) industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required for this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the occupational experience must be in the emphasis area with at least 25 percent in each of the two emphasis areas.



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(4) Emphasis areas are architectural drafting and mechanical drafting.

(5) Related areas are electronic or other technical drafting; civil engineering; machine shop setup or operation; or construction work that has required interpretation of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational requirements under part 3517.6200.

**Subp. 4. Drafting occupations teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** at least 18 months (2,160 hours) in a post-secondary technical program in architectural drafting or mechanical drafting.

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the occupational experience must be in the emphasis area with at least 25 percent in each of the two emphasis areas.

(3) Emphasis areas are architectural drafting and mechanical drafting.

(4) Related areas are electronic or other technical drafting; civil engineering; machine shop setup or operation; or construction work that has required interpretation of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

**Subp. 5. Drafting occupations teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework is not required for this option.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with a minimum of 25 percent in each of the two emphasis areas.

(3) Emphasis areas are architectural drafting and mechanical drafting.

(4) Related areas are electronic or other technical drafting; civil engineering; machine shop setup or operation; or construction work that has required interpretation of and production according to blueprints, including carpentry, electrical construction, plumbing, steelwork, and welding.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.1940 SECONDARY ELECTROMECHANICAL TECHNOLOGY OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of electromechanical technology in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under electromechanical technology occupations or to replace narrower licenses given subpart 2.

**Subp. 2. Requirements for replacing narrower licenses.** A license under this part is required to teach electromechanical technology occupations programs. By July 1, 1992, the following single occupation programs must be converted to electromechanical technology occupations programs: the industrial education areas of automated packaging equipment maintenance, major appliances, office machine repair and servicing, vending machines repair, and heating/air conditioning/refrigeration. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after July 6, 1987. However, valid single occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single occupation license to an electromechanical technology occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

**A. Completing the occupational experience emphasis area requirements** in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

**B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion.** One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single occupation license being converted.

**Subp. 3. Electromechanical technology teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. Technical coursework:** at least 12 clock hours each of microprocessor control and electromechanical systems, completed before renewal of the entrance license.

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

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(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the occupational experience must be in one or more of the emphasis areas.

(4) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(5) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 4. Electromechanical technology teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** at least 18 months (2,160 hours) in a post-secondary technical program in electromechanical technology, robotics, or electronics.

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(4) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

**Subp. 5. Electromechanical technology teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework is not required for this option.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are electronics maintenance and repair, electromechanical technology, robotics, automated packaging repair, and vending machine repair.

(4) Related areas are major appliance repair, office machine repair, and heating/air conditioning/refrigeration.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.1960 SECONDARY ELECTRONICS OCCUPATIONS TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of electricity/electronics occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Electronics teacher; option one.** For option one, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required for this option.**

**C. Occupational experience:**

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, and industrial electronic equipment.

(5) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronics equipment, electrical wiring, or electromechanical technology.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Electronics teacher; option two.** For option two, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in parts 3517.4000 to 3517.4200.

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(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in electronics technician, or electronics technician/digital.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, or industrial electronics equipment.

(4) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronic equipment, electrical wiring, or electromechanical technology.

Subp. 4. **Electronics teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are repair and/or service of radio/television equipment, sound equipment, computers, communications equipment, and industrial electronics equipment.

(4) Related areas are repair, service, or installation of biomedical equipment, avionic equipment, or telephone electronics equipment, electrical wiring, or electromechanical technology.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.1980 SECONDARY INDUSTRIAL DESIGN TECHNOLOGY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of industrial design technology in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary vocational teacher in a trade and industrial category of practice.

(3) The secondary vocational teacher education sequence as specified

in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in industrial design technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

B. Technical coursework criteria: at least 12 clock hours in each of the following areas completed before renewal of entrance license:

(1) problem solving;

(2) technical report writing;

(3) computer aided drafting; and

(4) electromechanical technology.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.2000 SECONDARY JEWELRY GOLDSMITHING AND SILVERSMITHING OCCUPATIONS TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of jewelry goldsmithing and silversmithing in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

Subp. 2. **Jewelry goldsmithing and silversmithing teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) One hundred percent of the experience must be in the emphasis area.

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(4) The emphasis area is jewelry manufacture or repair.

(5) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Jewelry goldsmithing and silversmithing teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) of postsecondary technical education in jewelry goldsmithing and silversmithing.

C. Occupational experience:

(1) The applicant must have 3,000 hours of experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is jewelry manufacturing and repair.

**Subp. 4. Jewelry goldsmithing and silversmithing teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in parts 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) One hundred percent of the experience must be in the emphasis area.

(3) The emphasis area is jewelry manufacturing and repair.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## 3517.2020 SECONDARY MECHANICAL TECHNOLOGY OCCUPATIONS TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of mechanical technology in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under mechanical technology occupations or to replace narrower licenses given in subpart 2.

**Subp. 2. Requirements for replacing narrower licenses.** A license under this part is required to teach mechanical technology occupations programs. By July 1, 1992, the following single occupation programs must be converted to mechanical technology occupations programs: the industrial education areas of fluid

power mechanics, industrial equipment maintenance and repair, and quality/quantity control technician. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single occupation license to a mechanical technology occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. Completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. Substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single occupation license being converted.

**Subp. 3. Mechanical technology teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. An education major in industrial arts or industrial education is exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before the renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are fluid power and industrial equipment maintenance and repair.

(5) Related areas are quality and quantity control, millwright, welding, and machine shop.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 4. Mechanical technology teacher; option two.** For option two, the applicant must meet the following requirements:



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## SECONDARY VOCATIONAL LICENSES 3517.2040

### A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) in a post-secondary technical program in machine shop, welding, or industrial equipment mechanics, or fluid power.

### C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area with at least 500 hours in each of the two emphasis areas.

(3) Emphasis areas are fluid power and industrial equipment maintenance.

(4) Related areas are quality/quantity control, millwright, welding, and machine shop.

**Subp. 5. Mechanical technology teacher; option three.** For option three, the applicant must meet the following requirements:

### A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

### C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are fluid power and industrial equipment maintenance and repair.

(4) Related areas are quality/quantity control, millwright, welding, and machine shop.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## **3517.2040 SECONDARY METAL/MATERIAL PROCESSING OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of metal/material processing in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under metal/material processing occupations or to replace narrower licenses given in subpart 2.

**Subp. 2. Requirements for replacing narrower licenses.** A license under this part is required to teach metal/material processing occupations programs. By July 1, 1992, the following single occupation programs must be converted to

metal/material processing occupations programs: the industrial education areas of machine shop; manufacturing technology, metal repairing, finishing and welding; metals fabrication; sheet metal working/ fabrication; and welding occupations. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single occupation license to a metal/material processing occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

A. completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

B. substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single occupation license being converted.

Subp. 3. Metal/material processing teacher; option one. For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in computer integrated manufacturing, completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are machine shop and welding.

(5) Related areas are metals fabrication and sheet metal working.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. Metal/material processing teacher; option two. For option two, the applicant must meet the following requirements:

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## SECONDARY VOCATIONAL LICENSES 3517.2060

### A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

### B. Technical coursework:

(1) at least 18 months (2,160 hours) in a postsecondary technical program in welding or machine shop; and

(2) at least two credits or 24 clock hours in computer integrated manufacturing completed before renewal of the entrance license.

### C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(3) Emphasis areas are machine shop and welding.

(4) Related areas are metals fabrication and sheet metal working.

**Subp. 5. Metal/material processing teacher; option three.** For option three, the applicant must meet the following requirements:

### A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** at least two credits or 24 clock hours in computer integrated manufacturing completed before renewal of the entrance license.

### C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are machine shop and welding.

(4) Related areas are metals fabrication and sheet metal working.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## **3517.2060 SECONDARY PARTS SALES AND SERVICE OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of parts sales and service occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Parts sales and service occupations teacher; option one.** For option one, the applicant must meet the following requirements:

### A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified

in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the occupational experience must be in the emphasis area.

(4) The emphasis area is automotive/truck parts sales.

(5) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck dismantling/salvage, appliance parts sales, electronics equipment parts sales, industrial equipment parts sales, and agricultural equipment parts sales.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

**Subp. 3. Parts sales and service occupations teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) postsecondary education in parts sales and service.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is automotive/truck parts sales.

(4) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck dismantling/salvage, appliance parts sales, electronic equipment parts sales, industrial equipment parts sales, and agricultural equipment parts sales.

**Subp. 4. Parts sales and service occupations teacher; option three.** For option three, the applicant must meet the following requirements:

A. Educational criteria:

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## SECONDARY VOCATIONAL LICENSES 3517.2100

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework is not required for this option.

C. Occupational experience:

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis area.

(3) The emphasis area is automotive/truck parts sales.

(4) Related areas are auto mechanics, auto machining, parts warehousing and distribution, auto/truck dismantling/salvage, appliance parts sales, electronic equipment parts sales, industrial equipment parts sales, and agricultural equipment parts sales.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.2080 SECONDARY PRINCIPLES OF TECHNOLOGY OCCUPATIONS TEACHER.

An applicant for an entrance license to teach the vocational program of principles of technology in a secondary school must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Valid Minnesota licensure as a secondary vocational teacher in a trade and industrial category of practice.

(3) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(4) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(5) Three credits or 36 clock hours in principles of technology education completed before entrance licensure.

(6) The human relations program as specified in part 3517.3500.

B. No additional technical coursework is required in this category of practice.

C. Occupational experience that was required to obtain the teacher's license when it was issued.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.2100 SECONDARY TRUCK/BUS DRIVING OCCUPATIONS TEACHER.

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of truck/bus driving occupations in a secondary school must meet the requirements in subpart 2, 3, or 4 (option one, two, or three).

**Subp. 2. Truck/bus driving teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) Secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations programs as specified in part 3517.3500.

B. No additional technical coursework is required for this option.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in one or more of the emphasis areas.

(4) Emphasis areas are bus driving, city delivery truck driving, and over the road driving.

(5) Related areas are dispatching, truck loading dock work, and trailer spotter.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirements under part 3517.6200.

**Subp. 3. Truck/bus driving teacher; option two.** For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

B. Technical coursework: at least 18 months (2,160 hours) of postsecondary education in truck driving.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are bus driving, city delivery truck driving, and over the road driving.

(4) Related areas are dispatching, truck loading dock work, and trailer spotter.

**Subp. 4. Truck/bus driving teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework is not required for this option.**

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in one or more of the emphasis areas.

(3) Emphasis areas are bus driving, city delivery truck driving, and over the road driving.

(4) Related areas are dispatching, truck loading dock work, and trailer spotter.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.2120 SECONDARY VEHICLE SERVICES OCCUPATIONS TEACHER.**

**Subpart 1. Requirements.** An applicant for an entrance license to teach the vocational program of vehicle services occupations in a secondary school must meet the requirements in subpart 3, 4, or 5 (option one, two, or three). A license under this part is valid to teach any secondary vocational program identified in secondary vocational program rules under vehicle services occupations or to replace narrower licenses given in subpart 2.

**Subp. 2. Requirements for replacing narrower licenses.** A license under this part is required to teach vehicle services occupations programs. By July 1, 1992, the following single occupation programs must be converted to vehicle services occupations programs: the industrial education areas of auto mechanics, recreational vehicle repair, service station occupations, small engine repair, truck/diesel mechanics, and forest products harvesting equipment repair. The personnel licensing section must not issue new licenses in the categories of practice that correspond to the programs being converted after this chapter takes effect. However, valid single occupation licenses are renewable under this chapter until July 1, 1992, and are valid to teach the corresponding programs.

To convert a single occupation license to a vehicle services occupations license, the applicant must verify competency in the emphasis area by meeting the requirements in item A or B or a combination of items A and B at the ratio given in item B:

**A.** completing the occupational experience emphasis area requirements in subpart 3, 4, or 5. An applicant must possess the educational qualifications stated in the chosen subpart.

**B.** substituting for the required occupational experience emphasis hours, specific technical education in the emphasis area completed within the five years before conversion. One clock hour of technical education equals four hours of occupational experience. The requirements for hours of related occupational experience are met by holding the single occupation license being converted.

**Subp. 3. Vehicle services teacher; option one.** For option one, the applicant must meet the following requirements:

A. Educational criteria:

(1) A baccalaureate degree with a major in industrial arts, industrial education, or industrial technology.

(2) The secondary vocational teacher education sequence as specified in part 3517.3150. Education majors in industrial arts or industrial education are exempt from the secondary teacher education sequence, except for philosophy of vocational education, which must be completed before renewal of the entrance license.

(3) A two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license.

(4) The human relations program as specified in part 3517.3500.

B. Technical coursework: at least two credits or 24 clock hours in automotive computer applications, completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200, subpart 2. Experiences described in part 3517.4200, subparts 3 to 7 must not be used.

(2) Of the 3,000 hours, 1,000 may be accrued from college credits or technical workshops. They must be in the emphasis areas listed in this category of practice. One quarter credit of college work equals 80 hours of occupational experience. One instructional clock hour of technical workshop equals four hours of occupational experience. The credits or workshops must be completed in the five years just before the license is to be issued.

(3) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis areas.

(4) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(5) Related areas are diesel engine repair, tune up, front end alignment, transmission repair, automotive parts sales or salvage, vehicle lubrication services, brake service, and farm equipment mechanics.

(6) In hardship cases as defined in part 3517.6200, a person may teach with a limited license and delay completing part of the occupational experience requirement under part 3517.6200.

Subp. 4. Vehicle services teacher, option two. For option two, the applicant must meet the following requirements:

A. Educational criteria:

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) human relations program as specified in part 3517.3500.

B. Technical coursework:

(1) at least 18 months (2,160 hours) postsecondary education in auto mechanics, small engine repair, recreational vehicle repair, motorcycle repair, marine engine repair, or truck/diesel mechanics; and

(2) at least two credits or 24 clock hours in automotive computer applications completed before renewal of the entrance license.

C. Occupational experience:

(1) The applicant must have 3,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.



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(2) Fifty percent of the experience must be in the emphasis areas with at least 500 hours in each of the two emphasis area components.

(3) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(4) Related areas are diesel engine repair, tune up, front end alignment, transmission repair, automotive parts sales and salvage, vehicle lubrication service, brake service, and farm equipment mechanics.

**Subp. 5. Vehicle services teacher; option three.** For option three, the applicant must meet the following requirements:

**A. Educational criteria:**

(1) the secondary vocational teacher education sequence as specified in part 3517.3150;

(2) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license; and

(3) the human relations program as specified in part 3517.3500.

**B. Technical coursework:** at least two credits or 24 clock hours in automotive computer applications completed before renewal of the entrance license.

**C. Occupational experience:**

(1) The applicant must have 6,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200.

(2) Fifty percent of the experience must be in the emphasis areas with at least 1,000 hours in each of the two emphasis areas.

(3) Emphasis areas are automotive engine and drive train repair and small engines/recreational vehicle repair.

(4) Related areas are diesel engine repair, tune up, front end alignment, transmission repair, automotive parts, vehicle lubrication service, brake service, and farm equipment mechanics.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.2140 SECONDARY TEACHER COORDINATOR OF TRADE AND INDUSTRIAL COOPERATIVE EDUCATION PROGRAMS.**

An applicant for an entrance license to serve as a vocational teacher coordinator of trade and industrial occupations cooperative education programs in a secondary school must meet the following requirements:

**A. Educational criteria:**

(1) a baccalaureate degree with a major in industrial arts or industrial education;

(2) licensure as a secondary vocational teacher in a trade and industrial area described in parts 3517.1800 to 3517.2120;

(3) three credits in coordination techniques for cooperative education completed before entrance licensure;

(4) a two credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(5) a course in philosophy of vocational education; and

(6) the human relations program as specified in part 3517.3500.

**B. No additional technical coursework is required for this category of practice.**

**C. Occupational experience that was required to obtain the teacher's license when it was issued.**

D. A license under this part is valid to:

- (1) teach a secondary vocational trade and industrial occupations cooperative education program; and
- (2) teach a secondary vocational diversified occupations or interrelated cooperative education program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### **GENERAL REQUIREMENTS**

#### **3517.3000 QUALIFICATION FOR LICENSURE.**

A person required to hold a license shall meet licensure requirements in this chapter for each category in which the person practices.

An applicant shall meet the educational, technical, and occupational experience requirements in parts 3517.0100 to 3517.2140 for each licensure category of practice sought.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### **3517.3050 ENTRANCE LICENSES: ALL REQUIREMENTS MET.**

An applicant who meets all the educational, technical, and occupational experience requirements shall be issued an entrance license valid for two years. To renew the license, the applicant must complete at least six clock hours of activities that upgrade competencies or develop additional skills in the category of practice. The activities must be approved and verified on the applicant's renewal application form as shown by the signature of the authorized local vocational administrator.

On completing the renewal requirements, the applicant is eligible for the first five year continuing license. To renew the first five year continuing license and later five year continuing licenses, the applicant must complete continuing education as specified in part 3517.7000 to 3517.7300.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### **3517.3100 ENTRANCE LICENSES: TEACHER EDUCATION SEQUENCE.**

An applicant who qualifies for licensure through the vocational teacher education sequence shall be issued a two year entrance license by the personnel licensing section according to parts 3517.3150 to 3517.3250. Renewals of the entrance license shall be issued according to part 3517.3300.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### **3517.3150 TEACHER EDUCATION SEQUENCE FOR EDUCATION REQUIREMENTS.**

**Subpart 1. Who may use the sequence.** An applicant may complete the secondary vocational teacher education sequence in order to satisfy the educational requirements for licensure if the requirements in parts 3517.0100 to 3517.2140 for the applicant's category of practice permit. The applicant must complete at least three quarter credits in each of the core courses at an approved Minnesota institution, or in equivalent courses that meet the broad objectives of the teacher education core at an accredited out-of-state institution. The broad objectives of courses in the teacher education core are stated in part 3517.3170.

The applicant must also meet the technical and occupational experience requirements in the part that governs the chosen category of practice.

Subp. 2. **Core courses.** The following courses, consisting of at least three credits each, make up the secondary vocational teacher education core:

- A. introduction to vocational teaching;
- B. vocational methods;
- C. vocational course construction;
- D. vocational tests and measurements;
- E. philosophy of vocational education; and
- F. teaching internship.

Subp. 3. **Nonapproved institutions.** When an applicant's teacher education coursework for core courses has been completed at an institution other than a Minnesota institution approved to offer this vocational coursework and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, the section may refer the applicant's evidence to an appropriate vocational program specialist or to the vocational service coordinator named by a Minnesota institution approved to offer this vocational coursework. The person who receives the evidence shall determine whether the courses are equivalent.

Equivalency must be determined from one or more of the following types of evidence:

- A. transcripts of credits from teacher education institutions;
- B. documents certifying extent of effort in terms of hours of effort and completion of experience; and
- C. course outlines that include course description and course objectives.

Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a licensure requirement.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.3170 BROAD COURSE OBJECTIVES, VOCATIONAL TEACHER EDUCATION CORE.**

Subpart 1. **Introduction to vocational teaching (also called foundations for vocational technical teaching).** The broad objectives of a course in introduction to vocational teaching are:

- A. to identify the mission, goals, structure, and trends of vocational education in Minnesota, and its relationship to other educational systems;
- B. to describe the goals of an institution and program in which the teacher is prepared to teach;
- C. to identify the learning styles, characteristics, and special needs of the student populations for which instruction will be implemented, including referral resources;
- D. to identify the content and the instructional objectives of a vocational program;
- E. to develop unit structure and lesson plans specifying the instructional procedure and learning activities consistent with the practices in the institution in which the individual will teach;
- F. to choose and design instructional materials to implement vocational learning activities;
- G. to demonstrate an ability to deliver instruction through a variety of methods consistent with current trends;
- H. to evaluate student learning, using performance and knowledge based instruments;

I. to describe the professional role of a vocational teacher within the context of school and community;

J. to identify the role of advisory committees in vocational education;

K. to identify the role and operation of student organizations in vocational programs;

L. to identify classroom laboratory management, safety procedures, and discipline principles and techniques; and

M. to identify the legal implications of teacher student relationships.

**Subp. 2. Vocational methods (also called methods of instruction in vocational technical education).** The broad objectives of a course in vocational methods are:

A. to identify unique characteristics of learners and the processes by which people learn;

B. to determine appropriate individual and group methods of instruction that create an environment to motivate and manage student development;

C. to identify the advantages and disadvantages of alternative methods of instruction for vocational educators;

D. to demonstrate the ability to use various instructional methods to enhance learning in vocational education;

E. to prepare lesson plans that use effective models and audiovisual materials including the latest technology;

F. to apply instructional techniques and resources that are effective with diverse vocational education populations;

G. to analyze personal teaching strengths, weaknesses, and effectiveness through feedback mechanisms;

H. to identify and differentiate methods for teaching, and the evaluation of learning in the affective, cognitive, and psychomotor domains;

I. to develop a plan for utilizing student organizations as a strategy to deliver the content of courses; and

J. to develop a system to collect and catalog resource materials for vocational instruction in the student's area of specialization.

**Subp. 3. Vocational course construction (also called course development in vocational technical education).** The broad objectives of a course in vocational course construction are:

A. to develop vocational program descriptions, course descriptions, and a listing of expected learner outcomes;

B. to identify instructional content using appropriate alternative methods such as task, content analysis, or occupational methods;

C. to examine and use alternative sources of existing instructional program content;

D. to prepare general and specific vocational instructional objectives, appropriate to students' needs;

E. to sequence the instructional objectives within the course of study;

F. to identify and be able to use alternative methods of organizing and managing content and learning activities, considering the course objectives and individual needs of students;

G. to develop lesson plans taking into account the unique needs of the students in vocational education;

H. to develop an evaluation plan for a vocational course and course units;

I. to demonstrate a systematic course development process showing continuity from mission of institution to a specific lesson plan; and

J. to demonstrate the need to use vocational advisory committees in developing and delivering the content of the course.

**Subp. 4. Vocational tests and measurements (also called evaluation of student performance in vocational technical education).** The broad objectives of a course in vocational tests and measurements are:

A. to identify the purposes and functions of vocational education evaluation and assessment;

B. to differentiate between measurement and evaluation;

C. to design a vocational course evaluation plan that specifies the objectives of instruction and how they will be evaluated;

D. to define and contrast characteristics of evaluation such as reliability, validity, and utility;

E. to interpret standardized test data;

F. to identify the purposes and functions of various evaluation techniques used in vocational education;

G. to prepare lesson plans that include test items that measure student attainment of performance oriented objectives;

H. to structure a test according to the tenets of good test construction;

I. to develop and demonstrate appropriate techniques for the evaluation of performance tasks;

J. to analyze the effectiveness of vocational education evaluation instruments, such as performance evaluation;

K. to interpret student progress using a variety of approaches such as norm or criterion referenced methods;

L. to apply alternative methods of documenting student progress; and

M. to interpret different methods of measuring student performance and giving feedback as diagnostic tools to improve learning.

**Subp. 5. Philosophy of vocational education (also called principles and practices of vocational technical education).** The broad objectives of a course in the philosophy of vocational education are:

A. to identify the current purposes and goals of vocational education, its relationship to all education and to federal and state legislation;

B. to identify the current purposes and goals, policies, rules, and state plan for vocational education in Minnesota;

C. to describe the process used to develop and modify the Minnesota state plan for vocational technical education;

D. to describe the socioeconomic settings and conditions that create the need for vocational education, career education, and career development;

E. to explain the relationships of theories of work to the history and development of vocational technical education;

F. to identify the relationship between legislation and policy concerning vocational education and federal and state financing and accountability;

G. to identify the recipients of vocational education with respect to age, grade levels, socioeconomic groups, special needs, sex, geographic location, occupational goals, and need for vocational education;

H. to identify and describe the different institutions, public and private, in which vocational programs are offered and the people they serve;

I. to describe the cooperative relationships of vocational educators with labor, industry and business, job services, other agencies for employment, other teachers, and advisory committees;

J. to identify the common and unique characteristics of the different fields of vocational education, including integration of student organizations;

K. to explain the purposes and nature of vocational secondary, post-secondary, and extension programs;

L. to identify the professional organizations to which vocational educators belong and the values of participation in professional activities;

M. to describe the relationship of vocational education with other educational systems, local school boards, local administration, and state administration;

N. to develop an awareness of the implications of external groups such as licensing boards, accreditation agencies, and unions;

O. to explain the purpose and nature of cooperative and supervised community based programs such as internships and customized training; and

P. to help the student develop a personal philosophy of vocational education.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.3200 SUBSTITUTIONS FOR COURSES IN TEACHER EDUCATION CORE.

**Subpart 1. Substitution for introduction to vocational teaching course.** An applicant for licensure who has one of the following qualifications may substitute it for the introduction to vocational teaching course:

A. prior completion of the 192 clock hour vocational teacher education sequence as it existed before July 1, 1978;

B. prior completion of at least two of the core courses; or

C. prior completion of at least six quarter credits of professional vocational education.

**Subp. 2. Substitution for introduction to vocational teaching course and the vocational method course.** An applicant for licensure who has all of the following qualifications may substitute them for the introduction to vocational teaching course and the vocational methods course:

A. prior completion of the 192 clock hour vocational teacher education sequence as it existed before July 1, 1978;

B. a current five year vocational license; and

C. one year of previous paid teaching experience on a vocational license.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.3250 ENTRANCE LICENSES: COURSES IN TEACHER EDUCATION SEQUENCE.

**Subpart 1. Issuance.** When an applicant is using the teacher education sequence, a two year entrance secondary vocational license shall be issued when the applicant completes the three credit introduction to vocational teaching course and has prearranged the teaching internship specified in subpart 2.

**Subp. 2. Teaching internship.** An applicant under subpart 1 shall also verify prearrangement for a nine week teaching internship with a Minnesota institution approved to offer the internship. The internship must be completed during the first 18 weeks of employment as a vocational teacher. Previous student teaching in an accredited licensing program for teacher education or 1,080 hours of previous, paid teaching experience in an accredited educational program may be substituted for the teaching internship.

**Subp. 3. Emergencies.** When there is an immediate need to replace or add a teacher, and the local vocational administrator verifies that no teacher licensed in the needed category of practice is reasonably available, a two year entrance vocational license shall be issued when an applicant:

A. meets technical and occupational experience requirements in the needed category of practice;

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B. submits to the personnel licensing section the application for vocational licensure signed by the hiring local vocational administrator and evidence of prearrangement with an approved Minnesota institution for completion of the introduction to vocational teaching course within the first 24 weeks of teaching; and

C. submits verification of prearrangement of the teaching internship in subpart 2.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.3300 RENEWAL LICENSE IN TEACHER EDUCATION SEQUENCE.**

**Subpart 1. First one year renewal.** An applicant is eligible for the first one year renewal of an entrance vocational license based on the teacher education sequence when the applicant has completed the human relations requirement under part 3517.3500 and an additional three credit course from the teacher education core.

**Subp. 2. Later one year renewals.** An applicant is eligible for later one year renewals of vocational licenses when the applicant has completed at least one additional three credit course from the vocational teacher education core. An individual may request one year renewals of an entrance vocational license until requirements for the first regular five year vocational license have been met.

**Subp. 3. One time exemption.** While an applicant is completing the teacher education sequence, the personnel licensing section shall allow the applicant a one time exemption from the requirement to take one additional course to obtain a one year renewal.

**Subp. 4. Extra coursework.** Each teacher education core course taken over the minimum three credit requirement each year may substitute for the required minimum three credits to obtain a later one year renewal.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.3350 FIRST FIVE YEAR LICENSE IN TEACHER EDUCATION SEQUENCE.**

An applicant is eligible for the first five year vocational license based on the teacher education sequence when the applicant completes the teaching internship, the human relations requirement, and three credits in each of the five core courses through an approved licensing program in vocational teacher education at an approved Minnesota institution or equivalent courses completed elsewhere.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.3400 NONVOCATIONAL DEGREE IN EDUCATION.**

**Subpart 1. Entrance licensure.** An applicant for entrance licensure who has a nonvocational degree in education and has met the technical and the occupational experience requirements for the chosen category of practice in parts 3517.0100 to 3517.2140 is eligible for the first two year entrance vocational license without meeting the core course requirements in part 3517.3150, subparts 1 and 2.

**Subp. 2. Five year license.** An applicant with a nonvocational degree in education must meet the five year vocational teacher education sequence requirements by completing the vocational teacher education core in part 3517.3100, subpart 2, excluding the introduction to vocational teaching course and the nine week teaching internship, under the renewal procedures in part 3517.3300.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.3420 COURSE EQUIVALENTS.**

Institutions outside Minnesota may make arrangements with the personnel licensing section for a determination of equivalent educational requirements.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

**3517.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.**

When an applicant has completed coursework that is not included in part 3517.3150, subpart 2, to meet a licensure requirement and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, in consultation with the appropriate secondary vocational specialist, the following procedure applies:

A. The section may refer the case to a vocational service coordinator designated by a Minnesota institution approved to offer vocational coursework or to a department chair designated by the appropriate secondary vocational specialist in the category of practice for which licensure is sought. The chair must be from an institution accredited to offer coursework that meets licensure requirements.

B. If no department chair is available, the appropriate state secondary vocational program specialist shall name an appropriate teacher educator.

C. The chair or coordinator shall submit a written statement verifying that the proposed coursework substitution is or is not equivalent to coursework stated as a licensure requirement.

D. Equivalency must be determined from one or more of the following types of evidence:

- (1) transcripts of credits from accredited institutions;
- (2) documents certifying extent of effort in terms of hours of effort and completion of experience; and
- (3) course outlines that include course description and course objectives.

E. Equivalency must be granted if it is found that the proposed substitution is at least 75 percent comparable to the coursework stated as a license requirement.

F. Exception: Two years of active participation as an advisor in the appropriate vocational student organization substitutes for the two required credits in integrating the appropriate vocational student organization into the curriculum. The participation must be verified by the state program specialist responsible for the appropriate vocational student organization and must be within the five years just before the date the license is issued.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; 12 SR 2746*

**3517.3500 HUMAN RELATIONS REQUIREMENT.**

**Subpart 1. Human relations program.** Vocational personnel as described in this part must meet the human relations requirement by completing a human relations program approved by the Minnesota Board of Teaching. All or part of the human relations requirements may be met by substituting earlier experiences or programs when they are verified as equivalent by the administrator of an approved Minnesota human relations program. Requests to substitute and to verify equivalency must be submitted by the applicant to the administrator of an approved human relations program.

**Subp. 2. Who must meet the requirement.** Except where otherwise stated in this chapter, in order to be licensed, renew a license, or reactivate a lapsed license,



vocational personnel must complete the human relations requirement if they work at least half time on the vocational license. "Half time" means three hours daily on a 36 week or longer basis, or five hours daily on a 20 week or longer basis.

Subp. 3. **Exemption for less than half time.** Vocational personnel who work less than half time on the vocational license and want an exemption from the human relations requirement must submit verification of eligibility for the exemption from the authorized local vocational administrator.

Subp. 4. **Initial entrance license.** New personnel who are submitting their first applications for full-time vocational licensing and who have completed all applicable requirements except human relations, are eligible for an entrance license to allow time to complete the human relations program. Only one vocational license that entitles the licensee to work full time may be granted to an applicant who has not met the human relations requirement. The human relations requirements must be met before any license renewal or endorsement is made.

*Statutory Authority: MS s 121.11 subd 12; 125.185 subd 4*

*History: 11 SR 2407*

### **3517.3550 RENEWED REGULAR FIVE YEAR VOCATIONAL CONTINUING LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.**

Subpart 1. **Authorizing signature.** Applications for each renewal of a five year vocational continuing license for nonadministrative, nonsupervisory personnel must be approved through the local vocational relicensure committee established under parts 3517.8000 to 3517.8400, and signed by its chair.

Subp. 2. **Issuance.** A holder of a nonadministrative, nonsupervisory regular five year vocational continuing license who completes the continuing education requirements for relicensure in parts 3517.7000 to 3517.7300 is eligible for a renewed regular five year vocational continuing license.

*Statutory Authority: MS s 121.11 subd 12; 125.185 subd 4*

*History: 11 SR 2407*

### **3517.3600 REACTIVATION OF LAPSED SECONDARY VOCATIONAL LICENSE.**

Subpart 1. **Requirements.** Except as noted in subparts 2 to 4, to reactivate a lapsed license, other than a limited license, the applicant must meet current entrance licensure requirements, and special renewal requirements necessary if the license had been renewed on time, unless superseded by later rules.

Subp. 2. **Exception: offer of position.** On receipt of written verification from a hiring local administrator that an applicant has been offered a position contingent on holding a valid license in the lapsed category of practice, the personnel licensing section shall renew the license once, for the current fiscal year. After that, the applicant shall meet current reactivation licensure requirements.

Subp. 3. **Exception: teaching to replace recent occupational experience.** When an applicant provides written verification from an employing school of having taught with an appropriate vocational license in the lapsed licensure category of practice in a vocationally funded program for at least one school year (1,080 hours) within the past five years in another state or at the postsecondary or secondary levels in Minnesota, that evidence substitutes for the recent occupational experience portion of the current entrance requirements. Notwithstanding this substitution, the total required hours of acceptable occupational experience must be in the licensure file and documented in the form required by this chapter.

Subp. 4. **Exception: new secondary program.** If the secondary level has been dropped from a postsecondary license in the same area because the personnel licensing section has determined that no secondary program exists to use that license, the license may be reactivated on the applicant's request if the applicant

submits the appropriate licensure application form and fee when a corresponding secondary program is established. The personnel section shall reactivate the license, without regard to how recent the required work experience is, if the applicant has maintained the postsecondary license in that category.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.3620 NEW INSTRUCTIONAL POSITIONS.

When emerging occupations or innovative, experimental, or exemplary programs create teaching positions that are not provided for in existing rules, the state board may recommend the formulation of interim licensing requirements. In developing the requirements, the board shall consult with representatives of the industry in the program to be created. A person who meets the requirements shall be issued a letter of approval, good for the current fiscal year. At a minimum, the requirements must state that the applicant must have either:

A. a baccalaureate degree in the program area for which licensure is being developed; or

B. a teaching license in a related category of practice plus 1,000 hours of work experience in a related area.

The licensing requirements for the program must become part of this chapter under Minnesota Statutes, chapter 14, within one year of the date the vocational program becomes operational. The requirements incorporated in this chapter may differ from the interim requirements. A person who receives a letter of approval is not guaranteed licensure under the requirements adopted as rules. A letter of approval issued under this part meets the requirement in Minnesota Statutes, section 125.04 and in program rules that all programs be taught by a licensed teacher.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.3650 ENDORSEMENTS.

An applicant adding a licensure category must meet current educational, technical, and occupational experience requirements for an entrance license in the category to be added.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.3800 PROCEDURES FOR VOLUNTARY SURRENDER OF TEACHING LICENSES.

**Subpart 1. Materials required to surrender license.** A person holding a vocational teaching license granted by the Board of Education may voluntarily surrender the license by submitting to the personnel licensing section the following:

A. a written request to surrender which specifies the teaching license or licenses to be surrendered;

B. the applicant copy of the teaching license;

C. the school district copy of the license, together with a written statement signed by the employing school superintendent verifying that notification has been received that the school district copy of the license has been removed from the school district files; and

D. the processing fee required by part 8700.0600.

**Subp. 2. Surrender date.** When the personnel licensing section receives the materials listed in subpart 1 by January 1, the date of surrender is July 1 of that year. When the materials are received after January 1, the date of surrender is July 1 of the following calendar year.

Subp. 3. **When surrender is prohibited.** A person may not voluntarily surrender a license under any of the following circumstances:

A. the school board has commenced proceedings to terminate the continuing contract, pursuant to Minnesota Statutes, section 125.12, subdivision 6 or 8, or 125.17, subdivision 4;

B. the Board of Teaching has commenced proceedings to suspend or revoke the license pursuant to Minnesota Statutes, sections 125.09 and 214.10 or part 8700.7500; or

C. any educational agency or board has commenced proceedings which could result in alteration of the status of the teaching license due to the person's conduct.

Subp. 4. **Entrance license after surrender.** A person whose Minnesota teaching license has been voluntarily surrendered may apply for entrance licensure in the subject or field for which licensure was previously surrendered. An entrance license must be granted to the applicant if the following criteria are met:

A. a licensure rule exists in the subject or field for which licensure was previously surrendered;

B. the applicant meets the entrance licensure standards that are in effect in the subject or field at the time of application and meets procedures in Board of Education rules applicable to an entrance license; and

C. the processing fee required by part 8700.0600 accompanies the application for entrance licensure.

Subp. 5. **Disclaimer.** Nothing in subparts 1 to 4 prohibits a person from holding or applying for a license in any subject or field upon surrender of a license in another subject or field.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## OCCUPATIONAL EXPERIENCE

### 3517.4000 OCCUPATIONAL EXPERIENCE.

Subpart 1. **Definition.** Except where otherwise stated in this chapter, "occupational experience" means work experience, paid in money, outside of education or teaching, that demonstrates success in the occupational emphasis areas and related areas specified in the category of practice for which the applicant is seeking licensure. At least 500 hours of work experience must be in one or more emphasis areas within the five year period immediately before the date the license is to be issued.

Subp. 2. **Secondary vocational nonoccupational staff.** Administrative, supervisory, and special needs staff of a local school district who do not teach in occupational program areas shall accumulate occupational experience, outside education or teaching, in a job or jobs specified in parts 3517.0100, 3517.0120, and 3517.0200 to 3517.2140 within the program emphasis areas or related areas.

Subp. 3. **Verification.** Verification of occupational experience for a salaried employee must be provided on work verification forms by the applicant's employer. It must include place of employment, length and dates of employment, total number of hours employed, job classification, description of job duties, and a specific statement of success. If the employer has died or cannot be located because of a transfer, or if the business has closed, the same information may be verified by:

A. the applicant's immediate supervisor during the employment period;  
or

B. a coworker of similar status during the employment period and appropriate tax or social security records of the applicant.

If a supervisor or coworker verifies the experience, the applicant shall document reasonable previous efforts to obtain verification from the actual employer.

Applicants who receive W-2 salary forms as owners or managers of their own privately held corporations must be considered self-employed, and they are governed by part 3517.4100.

Verification of occupational experience is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

**Subp. 4. Military experience.** The personnel licensing section shall accept occupational experience obtained in the military if it is verified by a DD Form 214 and corresponding military assignment or review records that verify and identify the experience as within the emphasis areas or related areas in parts 3517.0200 to 3517.1440 or 3517.1800 to 3517.2140. Verified military experience shall be accepted for up to two-thirds of the total required occupational hours. The military hours may be applied toward hours in related areas, but not toward the required hours in the emphasis area and they do not meet the recency requirements. The remaining one-third of the required hours must be accumulated in the typical civilian setting for the category of practice sought in order to ensure that the applicant is familiar with the usual job environment for the specific category of practice.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.4100 SELF-EMPLOYMENT EXPERIENCE.**

**Subpart 1. How to qualify.** Occupational experience obtained through self-employment in emphasis areas or related areas in parts 3517.0100 to 3517.2140 meets the occupational experience requirements if:

A. self-employment hours are paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records; and

B. self-employment hours have been earned within the corresponding business or industry setting for the specific category of practice sought, as verified by evidence documenting that the self-employed business exists, is licensed if required by law or rule, and complies with laws or rules that regulate the business or industry.

**Subp. 2. Exception for nontraditional experience.** When self-employment hours have been obtained in designated emphasis or related areas, but within a different occupational setting, or as part of a different occupational role, than that commonly associated with the emphasis area for which the license is valid, the self-employment hours do not count:

A. toward the required hours in the emphasis area; and

B. toward more than two-thirds of the total required hours.

To be acceptable in related areas, the nontraditional self-employment hours must constitute paid occupational experience as verified by Department of Revenue tax reports of paid income from this source, with appropriate backup records verifying the information requested in part 3517.4000, subpart 3.

**Subp. 3. Verification.** Verification based on Department of Revenue tax records named in subpart 1 or 2 must be documented as follows:

A. The Department of Revenue tax reports and appropriate backup records must be reviewed by the applicant's certified public accountant, attorney, tax preparer, banker, or similar professional business representative who is substantially engaged in business practices and business record keeping.

B. The reviewing professional shall determine and verify duties and commensurate number of hours of paid employment consistent with declared income in the reviewed revenue documents and applicable to requirements of these licensure rules.

C. The reviewing professional must verify results of the review on a standard affidavit form provided by the personnel licensing section.

Subp. 4. **Fraud.** Verification of self-employment is subject to Minnesota Statutes, section 125.09, clause (5) on submitting fraudulent evidence.

Subp. 5. **Employment on nonsalary status.** When occupational experience hours in emphasis areas and related areas specified in parts 3517.0100 to 3517.2140 have been obtained through any employment that has not resulted in issuing a W-2 statement, the applicant must be considered a self-employed independent contractor, and this part applies.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.4200 ALTERNATE FORMS OF OCCUPATIONAL EXPERIENCE.**

Subpart 1. **Who may use.** Except where otherwise stated in this part and in parts 3517.0100 to 3517.2140, an applicant may use the following alternative experiences to meet occupational experience requirements. The alternatives may not be used by nonbaccalaureate applicants who have completed less than a two year program in the category of practice.

Subp. 2. **Directed occupational experience.** For each two hours of the regular occupational experience requirement, an applicant may substitute one hour of preplanned occupational experience directed through a licensing program for vocational teacher education that has been approved as specified in part 3517.9100. The personnel licensing section, in consultation with the appropriate vocational program specialists, may make arrangements with colleges and universities to provide directed work experience supervision. Out-of-state colleges not eligible for the program approval process may get approval by verifying to the section and the appropriate state program specialist a program that meets the criteria, including evaluation, used to evaluate Minnesota programs in directed occupational experience. The supervisor directing the out-of-state internship must possess professional qualifications equivalent to those required of a Minnesota internship supervisor who is eligible for authorization under item A.

The directed occupational experience must meet the following criteria for approval:

A. Except for out-of-state colleges, the experience must be directed by an internship supervisor who must be a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators.

B. The training station must be approved by the internship supervisor prior to approval of the training plan and employment.

C. The applicant's training plan and agreement must be developed prior to employment and must be kept on file by the teacher education institution for five years.

D. One copy of the work verification form must be made part of the applicant's permanent record maintained by the teacher education institution.

E. The experience must be paid work.

F. The training plan and agreement must:

(1) contain objectives that are individualized to meet the needs of the applicant;

(2) identify the specific learning outcomes, projects, and project evaluations that the applicant needs;

(3) place the applicant in a position that satisfies occupational experience criteria in the part governing the applicant's chosen category of practice;

(4) place the applicant in a position that satisfies the conditions of employment specified in part 3517.4000, except that self-employment is not permitted;

(5) establish a reporting process for the internship experience;

(6) establish a means of evaluating the internship experience.

G. An applicant must be visited two or more times per quarter, once during a summer session. When this is not possible, a designee can be identified by the internship supervisor with communication with the state program specialist.

H. The ratio of clock hours of work to collegiate credits must be at least 40 to 1.

Subp. 3. **Competency based occupational exam.** An applicant may submit evidence of successful completion of a competency based occupational exam preapproved by the board. The personnel licensing section shall accept the evidence as proof of occupational competency in place of two-thirds of the total occupational experience requirements, including the most recent 500 hours. The exam must have been completed within five years of the date the license is issued. This alternative form of occupational experience must not be used when the competency based occupational exam is the same exam taken by the applicant to obtain licensure to practice in the particular occupation. In this subpart, "successful completion" means scoring within one standard deviation below the mean score supplied by the agency providing the competency based exam.

Subp. 4. **Updating industrial experience.** An updating experience conducted in the appropriate business or industry setting, or within a formal technical training setting in appropriate business, industry, or appropriate postsecondary education, may be substituted for the required 500 hours of occupational experience within the past five years in the emphasis area. The experience must be completed within the five year period just before the date that the license is to be issued. The experience must consist of one or a combination of the following:

A. Six quarter credits, involving at least 120 clock hours of work by the applicant, preapproved through the program approval process in part 3517.9100. Each quarter credit substitutes for 80 occupational experience hours. This experience must meet the following criteria for approval:

(1) The experience must be directed by a supervisor who is a vocational teacher educator, as authorized by the Joint Council for Vocational Teacher Educators. The supervisor must:

(a) assess the applicant's work experience, background, and vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore choices for updating experience;

(c) advise the applicant by developing an updating program plan in cooperation with the business or industry that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to opportunities in employment for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply the technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

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(4) A copy of the applicant's updating program must be kept on file by the teacher education institution for five years, with an abstract of the program made a part of the applicant's permanent record.

B. 120 clock hours of technical training in the emphasis area preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist, or by a department chair, designated by the secondary vocational program specialist, of an approved Minnesota college. Each technical training hour substitutes for four occupational experience hours. This updating industrial experience option must meet the following criteria for approval:

(1) The person directing the experience must:

(a) assess the applicant's work experience and background, as well as vocational licensure requirements for the vocational license being sought;

(b) using the assessment information, propose applicant objectives and explore technical training options;

(c) help the applicant develop an updating program plan in cooperation with the business, industry, or technical training sponsor that will be involved in the updating experience; and

(d) identify in the plan specific learning outcomes, reporting log of experiences, and project evaluations.

(2) The experience must be individualized to update, build, and expand the applicants' occupational experiences (knowledge and skills) in order to help them:

(a) become more aware of employee/supervisory management roles in business or industry;

(b) recognize changes in career and occupational patterns in the chosen business or industry employment classifications;

(c) identify barriers to employment opportunities for certain populations (such as minorities, the handicapped, the disadvantaged);

(d) realize the impact of technological change, legal issues, and politics in the workplace; and

(e) apply technology currently used in the specific industry.

(3) The experience must involve employment settings that are designated in this chapter for the license the applicant is seeking.

(4) An abstract of the applicant's updating program must be made a part of the applicant's permanent licensure file.

**Subp. 5. Community based training.** For up to 500 hours of the occupational experience, including the required 500 recent hours, an applicant may substitute an unpaid direct training experience in the traditional setting for the program emphasis area. The training experience must be preapproved by the personnel licensing section in consultation with the appropriate secondary vocational program specialist or by the corresponding department chair of an approved Minnesota college in consultation with the appropriate secondary vocational program specialist. Three hours of training substitutes for one occupational experience hour.

**Subp. 6. Vocational administrative or supervisory experience.** An applicant may use paid vocational administrative or supervisory experience to meet the required 500 hours of occupational experience within the past five years to obtain a secondary director's or secondary supervisor's license. The experience may be used for this purpose if:

A. the authorized local vocational administrator verifies in writing that the paid work meets the description of administration or supervision in part 3517.0080; and

B. the required total hours of occupational experience have been verified.

**Subp. 7. Funded Minnesota technical institute vocational teaching.** An applicant who seeks to add an existing secondary vocational category of practice to a valid postsecondary vocational license in the same category of practice may substitute Minnesota technical institute teaching within the past five years in that category of practice for the required recent 500 hours in an emphasis area. One year (1,080 hours) of vocationally funded teaching substitutes for the prerequisite 500 hours.

**Subp. 8. Teacher coordinator endorsement.** Unless otherwise stated in this chapter, when an applicant is applying for an endorsement to add teacher coordinator to a current, valid teaching license within the same vocational program area, or to add special needs teacher coordinator to a valid service area teaching license, the 500 hour recency requirement does not apply if:

A. the applicant has verified the total required appropriate hours specified for teacher coordinator licensure;

B. the applicant met the recency requirement to obtain the preceding category of practice; and

C. the applicant has taught on a vocational license at least one year (1,080 hours) within the past five in a vocationally funded occupational program in the same vocational program area.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

#### RESTRICTED LICENSES

#### 3517.6000 SECONDARY VOCATIONAL PART-TIME RESOURCE SPECIALIST.

**Subpart 1. Entrance license.** An applicant for an entrance license to serve as a part-time (less than one-quarter time) resource specialist in a secondary school must meet the following requirements:

A. Educational criteria: six clock hours of vocational teaching techniques completed before entrance licensure. This training may be provided by the authorized local vocational administrator.

B. Technical coursework or competency: the applicant must be professionally and technically qualified to perform as a practitioner in the specific occupational area to be taught.

C. Occupational experience:

(1) The applicant must have occupational experience equal to that required for licensure as a full-time teacher in the category of practice to be taught at the secondary student level.

(2) The applicant must be recommended by an authorized local vocational administrator verifying competencies to function as a part-time resource specialist in the chosen category of practice.

**Subp. 2. Renewals.** To renew an entrance license, an applicant must verify 24 clock hours of vocational teaching techniques. Successive three year renewed part-time licenses shall be granted upon the recommendation of the administrator. To qualify for relicensure, the applicant must maintain currency in the occupational field, as verified by the administrator.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### 3517.6100 SECONDARY SHORT CALL SUBSTITUTE LICENSE.

**Subpart 1. Administrator's and committee's approval.** A substitute license in a specific occupational area shall be issued to meet the short-term need for a teacher substitute as determined by the local vocational administrator. The administrator may recommend to the personnel licensing section the applicants



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who are professionally and technically qualified in the specific occupational area to be taught. Before making the recommendation, the administrator shall obtain the approval and the signature of the designated representative of the specific vocational program advisory committee as defined in part 3505.1000, subpart 47.

**Subp. 2. Exception.** When the administrator determines that obtaining preapproval as required by subpart 1 would create a hardship for the school district or cooperative center, the administrator may recommend applicants to the section before obtaining the approval of the committee. The administrator shall submit to the personnel licensing section as part of the licensure credentials a statement confirming the administrator's responsibility to report the recommendations to the advisory committee at its next meeting.

**Subp. 3. Signature on application.** Applications for first and later renewed substitute licenses must be signed by the local vocational administrator under subpart 1 or 2.

**Subp. 4. Filing of review.** Evidence of the advisory committee's review of the applicant's qualifications and its recommendation must be kept on file in the district or center, and must be made available for review.

**Subp. 5. Issuance.** The section shall issue a substitute license to an applicant:

A. professionally and technically qualified in the occupational area to be taught, as verified by the administrator and the named representative; and

B. recommended for substitute licensure by the administrator and representative as shown by the signature and filing requirements in subparts 3 and 4.

**Subp. 6. Initial license and renewals.** An entrance substitute license is valid for a maximum of two years.

A renewed entrance substitute license may be issued for unlimited later three year periods upon the recommendation of the administrator and the named representative.

**Subp. 7. Length of substitute assignments.** A substitute assignment must not exceed 30 consecutive working days of employment in one assignment or an annual total of 270 hours, that is, of one-fourth of full-time employment as a substitute.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.6200 SECONDARY VOCATIONAL LIMITED LICENSE.

**Subpart 1. Issuance.** Unless otherwise stated in parts 3517.0100 to 3517.2140, the personnel licensing section shall issue limited vocational licenses under the conditions in subpart 3 in order to resolve a hardship. A limited license permits a licensed teacher to teach secondary vocational categories of practice for which the teacher is not eligible for full licensure. A limited license must be issued only once with one renewal per teacher.

**Subp. 2. Hardship.** For the secondary vocational limited license, "hardship" means:

- A. the unexpected resignation of a teacher;
- B. the death of a teacher;
- C. the dismissal of a teacher;
- D. long-term leave of absence or sick leave; or

E. other unavoidable situations that cause a program to be without a teacher. The manager of the personnel licensing section determines whether a hardship exists.

**Subp. 3. Conditions.** The section shall issue limited licenses authorized by

subpart 1 if the manager of the personnel licensing section finds that the following conditions are met:

A. The authorized local vocational administrator requests issuance of a limited license according to this part.

B. The administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the limited license is requested;

(2) reasonable recruitment efforts have been made, as specified in local policy;

(3) no teacher with appropriate vocational licensure is available for hire or reassignment to this open assignment; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a valid Minnesota vocational license in the program or program component for which the limited license is requested and wishes to teach in the program or component.

C. The teacher for whom the limited license is requested possesses a baccalaureate or graduate degree in education or noneducation with a degree major included in the education criteria for that category of practice as stated in parts 3517.0100 to 3517.2140.

D. The teacher has completed at least two-thirds of the occupational experience required for full licensure in that program or program component, including a minimum of two-thirds of the required emphasis area hours, without regard to the recency of the experience.

E. The teacher has completed at least two-thirds of the credits or clock hours that are indicated in the relevant category of practice as eligible for delay under this part.

F. The teacher has met all other licensure criteria for the requested licensure category.

G. The teacher has applied for the limited license and paid the fee.

**Subp. 4. Duration of limited licenses.** An entrance limited license issued before January 1 of a school year is valid for the remainder of that school year only, and expires on June 30 of the school year following issuance. An entrance limited license issued after January 1 of a school year is valid for the remainder of that school year plus the school year immediately following, and expires on the second June 30 following issuance.

**Subp. 5. Renewal.** A limited license may be renewed only once. Renewal is valid for the remainder of the school year in which the renewal is issued. The board shall renew the license if:

A. since the first limited license was issued, the teacher for whom the renewal is requested has completed and verified at least one-half of the coursework and one-half of the occupational experience that remained to be completed when the limited license was issued and evidence has been provided that the teacher will meet full requirements during that school year;

B. the authorized local vocational administrator requests issuance of a renewed limited license in accordance with this part; and

C. the administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the limited license is requested;

(2) reasonable recruitment efforts have been made as specified in local policy;

(3) no teacher with full, appropriate vocational licensure is available for hire or reassignment to this existing open position; and

(4) no teacher placed on unrequested leave by the school district has

filed with the district a valid Minnesota vocational license in the program or program component for which the limited license is requested, and wishes to teach in that program or component.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.6300 REACTIVATION OF LAPSED LIMITED LICENSE.**

To reactivate a lapsed first year limited license, the applicant must meet first year limited license renewal requirements in effect on the date reactivation is to occur.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## **LETTERS OF APPROVAL**

### **3517.6500 SECONDARY VOCATIONAL LETTER OF APPROVAL.**

**Subpart 1. Issuance.** Unless otherwise stated in parts 3517.0100 to 3517.2140, the personnel licensing section may issue letters of approval that permit a licensed teacher to practice in secondary vocational categories of practice for which the teacher is not currently licensed, in order to resolve a hardship related to an existing program or to provide interim approval for a teacher in a state approved innovative, exemplary, or new vocational program area for which licensure criteria are being developed to be included in rules.

**Subp. 2. Hardship.** For the secondary vocational letter of approval, "hardship" has the meaning given in part 3517.6200, subpart 2, for the limited license.

**Subp. 3. Conditions.** Letters of approval authorized by subpart 1 must be issued to authorized local vocational administrators if the manager of the personnel licensing section finds that the following conditions are met:

A. The authorized local vocational administrator requests a letter of approval in accordance with this part.

B. The administrator verifies in writing that:

(1) a vacancy exists that requires a vocational license in the licensure category for which the letter of approval is requested;

(2) reasonable recruitment efforts have been made, as specified in local policy;

(3) no teacher with appropriate vocational licensure is available for hire or reassignment to this open assignment; and

(4) no teacher placed on unrequested leave by the school district has filed with the district a current valid vocational license in the program or program component for which the letter of approval is requested and wishes to teach in that program or component.

C. The department's vocational staff member responsible for the program or program component for which the letter of approval is requested verifies in writing that no other choice of program option or schedule of program components could be used to resolve the hardship, without resort to the letter of approval.

D. The teacher for whom the request is made holds a current valid Minnesota license granted by the Board of Teaching, the Board of Education, or the State Board of Vocational Technical Education. The license must be in a related content area as determined by the personnel licensing section in cooperation with the appropriate secondary vocational program specialist.

E. The occupational advisory committee for the program in which the individual will teach verifies in writing that the individual for whom the letter of approval is requested appears competent to teach in the specific category of practice.

Subp. 4. **Duration of letters of approval.** A letter of approval is valid for not more than the remainder of the school year in which it is issued. A letter of approval may be renewed only once after which the program must be staffed by an appropriately licensed teacher. Renewal is valid for no longer than the remainder of the school year in which the renewal is issued. The section shall renew the letter of approval if the conditions in subpart 3, items A to E are met again.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### CONTINUING EDUCATION FOR LICENSE RENEWALS

#### 3517.7000 RENEWED REGULAR FIVE YEAR VOCATIONAL LICENSE FOR NONADMINISTRATIVE, NONSUPERVISORY PERSONNEL.

Subpart 1. **Issuance.** A vocational teacher or support staff member holding a valid regular five year vocational license is eligible for a renewed regular five year vocational license after meeting the requirements in items A and B. The requirements must be met during the five year period immediately before the date on which the requested renewal is effective.

A. The applicant has been recommended for relicensure by the local vocational relicensure committee created under parts 3517.8000 to 3517.8400.

B. The applicant has completed 108 clock hours of relevant preapproved updating activities chosen from among the activities and in the distribution stated in part 3517.7200. Evidence of completion must be provided to that committee.

Subp. 2. **Excess hours.** An applicant for renewal who earns approved clock hours in excess of the number required for renewal in this part must not apply any extra hours to future renewals. Clock hours used to meet renewal requirements for one five year renewal cycle must not be applied toward future five year renewal cycles.

Subp. 3. **Responsibility of applicant.** The applicant is individually responsible for beginning the necessary work of the local relicensure committee in renewing the applicant's license. The applicant must forward to the personnel licensing section the completed form endorsed by the committee. Beginning and completing the process are the responsibility of the license holder and not of the committee.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### 3517.7100 PREAPPROVAL OF ACTIVITIES FOR LICENSE RENEWAL.

All continuing education activities (clock hours) required for renewal of the regular secondary five year vocational license must be preapproved by the local vocational relicensure committee in the district, center, or nonpublic school. Activities may be preapproved either through individual request or by a blanket preapproval process. Renewal activities are subject to review by the personnel licensing section to ensure compliance with this chapter. The form requesting preapproval must include learning objectives stating new competencies to be developed by participating in the activity. The local guidelines must include a procedure for emergency preapproval and final approval during periods when the committee is not regularly meeting.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### 3517.7200 TYPES OF ACTIVITIES NECESSARY FOR LICENSE RENEWAL.

Subpart 1. **Clock hours.** The required 108 clock hours of continuing educa-

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tion activities taken within the five year period must be relevant to the category of practice to be renewed.

**Subp. 2. Categories.** The 108 clock hours must include activities from two or more of the clock hour activity categories in subpart 4.

**Subp. 3. Relicensure in several categories of practice.** An applicant applying for relicensure in more than one category of practice shall earn renewal clock hours in at least two activity categories with a part of the total 108 clock hours earned in each category of practice for which relicensure is sought.

**Subp. 4. Allocation of clock hours.** The 108 clock hours must be earned from among the following categories and must be allocated as follows:

**A. Upgrading occupational experience,** as defined in parts 3517.4000 to 3517.4200, that is preapproved by the committee and relevant to the category of practice must be rated up to one clock hour for every four hours of work. Occupational experience must not be given blanket preapproval, and repeated employment must be evaluated in terms of new competencies to be developed as a result of the activity.

**B. Credit courses** in the category of practice or relevant education courses must be rated at 12 clock hours for every quarter credit earned.

**C. Conferences, institutes, or seminars** in business and industry or technical institute courses in the occupation taught must be rated by the local vocational relicensure committee up to one clock hour for each hour of participation, according to the local guidelines established under part 3517.8400.

**D. Educational workshops or continuing education** in the category of practice in which the applicant wants to be relicensed must be rated by the local vocational relicensure committee up to one clock hour for each hour of participation, according to the local guidelines established under part 3517.8400.

**E. Leaves,** as defined in part 3517.0100, subpart 30, that update competencies relevant to the category of practice and are taken in agencies, businesses, or industries must be rated on a clock hour basis. A maximum of 60 clock hours may be credited toward the required 108 clock hours.

**F. Regional, statewide, or national curriculum design activities** are rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to standards in part 3517.7200, subpart 4, item H, and the local guidelines established under part 3517.8400. Local curriculum development must not be used for continuing education activity.

**G. Service as a voting member** of a vocational education occupational advisory committee other than the advisory committee for one's own program must be rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to the local guidelines established under part 3517.8400.

**H. Organized technical research** leading to the development of new or updated competencies in the category of practice (for example, research producing new knowledge preparatory to writing a related technical article, developing related curriculum, teaching a related specialized adult class, or producing a related technical invention) must be rated on a clock hour basis at the discretion of the local vocational relicensure committee, according to the local guidelines established under part 3517.8400. Notwithstanding local guidelines, a maximum of 20 clock hours may be credited toward the 108 clock hours each five years. Clock hours must not be granted for the post research process of writing, teaching, or producing. A copy of the specified preapproval document must be attached to the renewal application when it is submitted to the personnel licensing section.

**I. Service on a state evaluation team** appointed by the secondary vocational evaluation specialist for vocational programs must be rated on a clock hour basis. An individual evaluation must be rated at a maximum of eight clock hours

per day of evaluation. A maximum of 16 clock hours may be credited toward the 108 clock hours each five years.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407; L 1987 c 258 s 12*

### **3517.7300 REEVALUATION PROCEDURE.**

If continuing education activities are first disapproved by the local vocational relicensure committee, the decision may be reevaluated under appeal procedures in parts 8700.2200 and 8700.2500. The reevaluation must be done by the local vocational relicensure committee, and then by the Board of Teaching, whose decision is final.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

## **LOCAL VOCATIONAL RELICENSURE COMMITTEES**

### **3517.8000 FORMATION OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.**

**Subpart 1. Voting.** A person is eligible to vote in elections for the local vocational relicensure committee if the person holds a valid regular five year secondary vocational license or a valid secondary vocational license on a sequence preparatory to obtaining a regular five year secondary vocational license in a school district, approved vocational or cooperative center, or nonpublic school. Local vocational administrators and supervisors are not eligible to vote unless also practicing on a nonadministrative, nonsupervisory secondary vocational license.

Four members constitute a quorum. A majority vote of those voting members in attendance is enough to take action.

**Subp. 2. Members.** At the first election two eligible personnel members and one resident member shall be elected for one-year terms. In this part and part 3517.8100, "personnel member" means a person practicing on a valid secondary vocational license in the district, vocational or cooperative center, or nonpublic school, and "resident member" means a resident of the geographic area serviced by the district, vocational or cooperative center, or nonpublic school. After that members of the local relicensure committee shall serve two year terms. Terms begin on September 1 of the year of election.

**Subp. 3. Selection procedure.** The eligible voters shall meet to choose an organizational format from among options in part 3517.8100. The selection procedure must be supervised by an eligible voting member or the chair of the local continuing education committee established under Minnesota Statutes, section 125.185, subdivision 4.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.8100 STRUCTURE OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.**

**Subpart 1. Mandatory application of committee options.** Districts, centers, or nonpublic schools employing fewer than five eligible practicing vocational personnel members shall organize under subpart 4 or 5 (option C or D). Districts, centers, or nonpublic schools employing more than four but fewer than nine eligible practicing vocational personnel members shall organize under subpart 2, 3, 4, or 5 (option A, B, C, or D). Districts, centers, or nonpublic schools employing more than eight eligible practicing vocational personnel members shall organize under subpart 2, 3, or 4 (option A, B, or C).

**Subp. 2. Option A: existing committee with replacements.** The existing local

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continuing education committee may be used except that five eligible voters practicing on a valid secondary vocational license shall replace the teaching faculty members of the existing committee whenever applications for vocational relicensure are considered. The five teaching faculty replacements must be elected by secret ballot of the eligible voting vocational personnel of the district, center, or nonpublic school.

**Subp. 3. Option B: separate committee.** A local vocational relicensure committee separate from the existing local continuing education committee may be formed. The committee must include:

A. Five eligible voting personnel members elected by secret ballot of the eligible voting staff in the district, center, or nonpublic schools.

B. One authorized local vocational administrator or supervisor practicing on a valid vocational administrator's or supervisor's license in the district or center and elected by the licensed, practicing vocational administrators and supervisors of the district or center. In districts with no vocational administrator or supervisor, one licensed practicing administrator must be elected by the licensed practicing administrators in that district. In nonpublic schools, one local vocational administrator must be elected by the local vocational administrators of the nonpublic schools.

C. One resident member named by the local school board or the governing board or chief executive officer of the nonpublic school. The resident must not be an employee of the district, center, or nonpublic school. School board and governing board members are not employees of the district, center, or nonpublic school.

**Subp. 4. Option C: joint operation.** Secondary vocational personnel in two or more districts, centers, or nonpublic schools near one another may jointly run the local committee under subpart 2 or 3. The joint operation must be ratified by a majority of the eligible voting personnel casting a vote in the decision within each district, center, or nonpublic school.

**Subp. 5. Option D: existing committee, no change.** The existing nonvocational local continuing education committee may be used with no change in membership.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.8200 LOCAL VOCATIONAL RELICENSURE COMMITTEE JURISDICTION.

The local vocational relicensure committee has jurisdiction over renewal procedures for regular secondary five year vocational licenses, under parts 3517.7000 to 3517.7300, for the entire district, vocational or cooperative center, or nonpublic school service area in which it is to operate.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### 3517.8300 AFFILIATION WITH LOCAL VOCATIONAL RELICENSURE COMMITTEE.

**Subpart 1. Applicants subject to committee.** The following applicants are subject to the local vocational relicensure committee:

A. Full-time and part-time vocational personnel (except authorized local vocational administrators and supervisors) holding valid regular five year secondary vocational licenses in the district, vocational or cooperative center, or nonpublic school shall affiliate with the local vocational relicensure committee in the district, vocational or cooperative center, or nonpublic school in which they are employed.

B. Except under items C, D, and E, full-time and part-time secondary vocational personnel (other than authorized local vocational administrators and supervisors) not employed at the time of application for relicensure shall affiliate with the local vocational relicensure committee in the district, center, or nonpublic school in which they were last employed or in the school district where the applicant resides.

C. Full-time and part-time secondary vocational personnel (except authorized local vocational administrators and supervisors) never employed by a district, center, or nonpublic school shall affiliate with a Minnesota vocational relicensure committee, preferably a committee servicing the geographic area where the applicant resides.

D. A person residing in a state other than Minnesota who is unable to affiliate with a Minnesota local vocational relicensure committee for renewal of the continuing license may apply to the personnel licensing section for a two year license. When the applicant verifies completion within the prior five years of 108 clock hours of continuing education activities in part 3517.7200, subpart 4, the section shall issue a two year relicensure. To get further two year relicensures, the applicant must verify completion of at least six clock hours of relevant continuing education activities designed to maintain currency in the field.

E. Teachers in nonpublic schools with secondary vocational licenses may arrange to have clock hours granted by the district or center of residence if the employing school does not establish a local vocational relicensure committee.

Subp. 2. **Applicants not subject to committee.** The following applicants are not subject to a local vocational relicensure committee:

A. local vocational administrators and supervisors;

B. personnel currently holding a one or two year vocational license or renewal; and

C. personnel currently holding limited licenses, such as part-time resource specialists, substitutes, or limited license holders.

**Statutory Authority:** *MS s 121.11 subd 12; 125 185 subd 4*

**History:** *11 SR 2407*

### **3517.8400 DUTIES OF LOCAL VOCATIONAL RELICENSURE COMMITTEE.**

The local vocational relicensure committee shall:

A. Hold an organizational meeting no later than the last day of September.

B. Set rules for its own operation, establish election procedures, a method of filling vacancies, and a system of record keeping and reporting. Records must be kept safe from loss and kept on file as long as the license to which they pertain is in effect.

C. Establish the written guidelines necessary to carry out its duties. The guidelines must not conflict with this chapter.

D. Determine the number of clock hours to be granted for experiences according to the maximum clock hour allocations in part 3517.7200, subpart 4.

E. Act upon requests for preapproval of clock hours and grant clock hours after participation in the approved activity.

F. Act, within a reasonable time, upon requests for recommendation for renewal of the vocational license by determining whether the applicant has met the requirements in parts 3517.7000 to 3517.7300.

G. Endorse the application for renewal of the vocational license of each qualified applicant as verified by the signature of the chair on the renewal application. The secretary shall cosign the application of the chair.

H. When appropriate, and when acting upon the advice of the vocation-



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al teaching staff, make recommendations to district vocational administrators responsible for in service activities.

I. Forward to the personnel licensing section verification of the membership of the local vocational relicensure committee by November 1 of each year.

J. Forward to the section a copy of the written guidelines. Guidelines must be forwarded at least every five years and whenever significant changes in content are made.

K. Hold an annual open hearing to allow the teachers in each district, center, or nonpublic school to review the guidelines established by the local vocational relicensure committee.

L. Provide those services and reports that may be required regarding continuing education for licensure.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.8500 RENEWED FIVE YEAR VOCATIONAL LICENSES FOR ADMINISTRATORS AND SUPERVISORS.**

**Subpart 1. Issuance.** A vocational administrative or supervisory staff member holding a valid regular five year secondary vocational license is eligible for a renewed regular five year vocational license after meeting the requirements in items A and B. The requirements must be met during the five year period immediately before the date on which the requested renewal is effective:

A. The applicant has completed 115 clock hours of approved administrative or supervisory vocational continuing education activity and evidence of completion is provided to the personnel licensing section.

B. The applicant has completed 85 additional hours of individual professional development activity related to vocational administration or supervision and a record of completion is provided to the central office of the employing school district or agency.

**Subp. 2. Reactivation of lapsed regular five year secondary administrative or supervisory vocational license.** An applicant is eligible for a five year continuing license upon providing evidence of having completed 115 clock hours of approved administrative or supervisory continuing education activity and 85 hours of individual professional development activity as specified in subpart 1 during the five year period immediately before the renewed five year continuing license is effective.

An applicant is eligible for a two year nonrenewable continuing license upon providing evidence of having been offered a position contingent upon holding a valid license, and demonstrating that there is not enough time to complete 115 clock hours of approved administrative or supervisory continuing education activity and 85 hours of individual professional development activity as set forth in subpart 1. Upon expiration of the two year, nonrenewable continuing license, an applicant must qualify for a regular five year continuing license according to subpart 1.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.8600 CONTINUING EDUCATION FOR DIRECTORS AND SUPERVISORS.**

**Subpart 1. Requirement for approval.** The initiator of a vocational administrative or supervisory continuing education program for relicensure of secondary directors and supervisors shall get approval from the personnel licensing section for the program and the clock hours to be earned in the program. The initiator of the vocational administrative or supervisory continuing education program

shall get approval of the program before participants may be registered. Vocational administrative or supervisory continuing education programs may be approved for a period up to, but not more than, two years.

**Subp. 2. Approval procedure.** The procedure for getting approval is as follows:

A. The initiator of a vocational administrative or supervisory continuing education program shall forward a proposal of the program to the personnel licensing section for review.

B. Each vocational administrative or supervisory continuing education program shall consist of at least three clock hours. Each vocational administrative or supervisory continuing education program proposal shall contain the following information:

(1) a description of planning activities including a list of names, addresses, and positions of those involved in planning;

(2) a description of the client group or groups for whom the program is designed;

(3) a statement of program goals that relates goals to client needs;

(4) a statement concerning any prerequisite education or experience required for admission to the program;

(5) a description of the proposed vocational administrative or supervisory continuing education program that includes a statement of expected learning outcomes; a description of program components designed to develop specified learning outcomes; and the means by which achievement of specified learning outcomes will be determined for each program participant;

(6) statements indicating the number of clock hours requested for the proposed program, length of time for which approval is being requested, and the number of times that the program is proposed to be offered during the approval period; and

(7) evidence that qualified staff have been assigned to the program and that other resources necessary to the program have been allocated.

C. A vocational administrative or supervisory continuing education program shall be approved by the personnel licensing section if it meets the requirements in subpart 4.

**Subp. 3. Initiator's duties.** The program initiator is responsible for the following duties:

A. developing proposals for vocational administrative or supervisory continuing education programs in areas of study that have been identified, in cooperation with licensed vocational administrators and supervisors practicing in Minnesota school districts;

B. forwarding vocational administrative or supervisory continuing education program proposals to the personnel licensing section for review;

C. conducting the vocational administrative or supervisory continuing education program;

D. maintaining communication with the section on the status of all approved vocational administrative or supervisory continuing education programs offered; and

E. providing each participant with an attendance certificate indicating the number of clock hours earned.

The initiator of a vocational administrative or supervisory continuing education program may use resources from professional associations, governmental agencies, and the private business sector in conducting the program.

**Subp. 4. Requirements for admission to programs.** Admission to all approved vocational administrative or supervisory continuing education programs shall be

open to any licensed Minnesota vocational administrators or supervisors who meet the educational and experience requirements for admission in the particular continuing education program.

**Subp. 5. Distribution.** The department shall distribute lists of known approved vocational administrative and supervisory continuing education programs at least twice annually.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### PROGRAMS FOR TEACHER EDUCATION

#### 3517.9000 WHAT PROGRAMS NEED APPROVAL.

**Subpart 1. Approval by Board of Teaching.** Minnesota institutions approved by the Board of Teaching to prepare persons for secondary vocational teaching licensure shall obtain approval from the board for licensing programs for vocational teacher education.

**Subp. 2. Programs subject to approval.** Approval procedures apply to a licensing program for vocational teacher education if the initiating institution seeks assurance that the program will satisfy requirements for the initial entrance secondary vocational license, or for specific competencies needed for renewal of licenses or endorsements of additional licensure categories. A licensing program may consist of one course, a series of courses, or a complete degree program.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

#### 3517.9100 APPROVAL PROCEDURE.

**Subpart 1. Program description.** Each approved Minnesota institution shall send a description of each licensing program for secondary vocational teacher education from the administrator of the defined administrative and instructional unit of that institution to the Board of Teaching for approval. The board shall route the description according to the agreement for providing services between the State Department of Education and the Board of Teaching.

**Subp. 2. Board of Teaching decision.** Based on appraisal of the description and the evaluation report of the auditors, the board shall:

- A. grant initial approval under subpart 3, and part 3517.9200;
- B. grant conditional approval under part 3517.9300;
- C. grant continuing approval under part 3517.9600, subpart 3;
- D. revoke or suspend approval under part 3517.9400; or
- E. disapprove the program under part 3517.9500.

**Subp. 3. Criteria for initial approval.** A program that meets the following criteria shall be approved to prepare vocational teachers. The program description must:

- A. Include a statement that verifies the institution's commitment to the program.
- B. Describe the institution's organization and procedure for carrying out the program.
- C. Describe the role for which persons who enroll in the program are being prepared.
- D. List the specific knowledge, skills, and understandings to be achieved by persons completing the program.
- E. Provide evidence that the program meets the licensure requirements for the particular licensure field and level for which it is designed, as set forth in the corresponding part.
- F. Describe specifically the plans for assessing the performance of each person verified as having successfully completed the program.

G. Provide evidence that the necessary faculty and physical resources are allocated to implement and maintain the program. Faculty who teach professional vocational education courses must be certificated as vocational teacher educators according to the requirements of the Joint Council for Vocational Teacher Educators.

H. Verify that the following persons or groups have participated in the development of the program:

- (1) licensed, practicing vocational teachers;
- (2) vocational administrators;
- (3) institutional advisory council;
- (4) joint council of vocational teacher educators;
- (5) college departments that may be involved with the program;
- (6) interested citizens; and
- (7) appropriate secondary vocational program specialists.

I. Describe the procedures to establish and maintain an internal process for systematic evaluation of the vocational teacher education licensing program.

J. Contain, when the licensure rule requires, a student teaching or internship component and a statement that verifies that those experiences are planned, supervised, and evaluated in the category of practice in which the program students will seek their vocational teaching licenses.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.9200 VARIATIONS IN CURRICULAR DESIGN.**

Institutions offering approved licensing programs in secondary vocational teacher education may organize the required content in different ways. Programs must be approved if program components:

A. meet the criteria in part 3517.9100, subpart 3, items A to J; and

B. are designed to provide persons completing the program with the knowledge, skills, and understandings enumerated in the program description.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.9300 CONDITIONAL APPROVAL.**

When granting conditional approval to licensing programs in vocational teacher education, the Board of Teaching shall state conditions and set times for meeting them. The board shall reconsider the status of the secondary vocational teacher education licensing program when the executive secretary of the board verifies that the stated conditions have been met. If stated conditions are not met within the set times, conditional approval shall be withdrawn.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.9400 REVOCATION OR SUSPENSION OF APPROVAL.**

**Subpart 1. Revision of program.** When an institution revises an approved licensing program in vocational teacher education, the administrator of the administrative and instructional unit of the institution shall send the executive secretary of the Board of Teaching a written description of the revision.

**Subp. 2. Audit.** An audit, which need not include an on-site visit, must be made to verify that the revised approved vocational teacher education licensing program still complies with parts 3517.9000 to 3517.9200.

**Subp. 3. Revocation or suspension.** The Board of Teaching shall revoke or suspend the approval of a licensing program in vocational teacher education if

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it determines that, as revised, the program no longer meets the criteria for approval in part 3517.9100, subpart 3, items A to J.

Subp. 4. **Termination date.** The board shall set a date when program approval will be terminated if the program does not comply with approval criteria in part 3517.9100, subpart 3, items A to J.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.9500 DISAPPROVAL.**

When a program description fails to meet the criteria for approval in part 3517.9100, subpart 3, items A to J on the first application for approval, the Board of Teaching shall disapprove the program and shall state specific reasons for the disapproval.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.9600 EVALUATION PROCEDURE AND SUBSEQUENT AUDITS.**

Subpart 1. **Evaluation procedure.** Licensing programs in secondary vocational teacher education for which approval is requested must be evaluated for first approval and audited for continued approval according to this part.

Subp. 2. **First approval.** When an approved Minnesota institution submits a program description to the Board of Teaching for first approval, the board staff, or persons designated as auditors by the board staff, may visit the institution to verify the program description, if necessary.

Subp. 3. **Continuing approval.** During the operation of an approved program, the Board of Teaching may arrange an audit visit in consultation with the institution to verify that the program complies with parts 3517.9000 to 3517.9200. Auditors shall report their findings to the executive secretary of the board and to the institution. The board's staff, or persons designated as auditors by the board staff, in consultation with the institution, shall make audit visits on a five year cycle to verify program descriptions and to make a recommendation regarding initial or continuing approval of each program. Expenses of auditors must be reimbursed.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*

### **3517.9700 REEVALUATION PROCEDURE.**

Decisions on the status of licensing programs in vocational teacher education made by the Board of Teaching according to part 3517.9000, subpart 2, may be reevaluated by the board, whose decision is final.

**Statutory Authority:** *MS s 121.11 subd 12; 125.185 subd 4*

**History:** *11 SR 2407*