

**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 college.** "Technical college" means a technical college operated by the State Board of Technical Colleges.

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 licensure 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 college. 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; L 1989 c 246 s 2*

### 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** [Renumbered 8750.0030]

**3517.0040** [Renumbered 8750.0040]

**3517.0050** [Renumbered 8750.0050]

**3517.0060** [Renumbered 8750.0060]

**3517.0070** [Renumbered 8750.0070]

**3517.0071** [Renumbered 8750.0071]

**3517.0072** [Renumbered 8750.0072]

**3517.0073** [Renumbered 8750.0073]

### **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: ADMINISTRATORS AND SUPERVISORS**

**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 post-secondary 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 educational 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 college 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; L 1989 c 246 s 2*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

### 3517.0120 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.

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(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 occupations 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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**3517.0200** [Renumbered 8750.0200]

**3517.0220** [Renumbered 8750.0220]

**3517.0240** [Renumbered 8750.0240]

**3517.0260** [Renumbered 8750.0260]

**3517.0300** [Renumbered 8750.0300]

**3517.0320** [Renumbered 8750.0320]

**3517.0330** [Renumbered 8750.0330]

**3517.0350** [Renumbered 8750.0350]

**3517.0370** [Renumbered 8750.0370]

**3517.0390** [Renumbered 8750.0390]

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- 3517.0410 [Renumbered 8750.0410]
- 3517.0430 [Renumbered 8750.0430]
- 3517.0460 [Renumbered 8750.0460]
- 3517.0500 [Renumbered 8750.0500]
- 3517.0520 [Renumbered 8750.0520]
- 3517.0600 [Renumbered 8750.0600]
- 3517.0620 [Renumbered 8750.0620]
- 3517.0700 [Renumbered 8750.0700]
- 3517.0720 [Renumbered 8750.0720]
- 3517.0740 [Renumbered 8750.0740]
- 3517.0760 [Renumbered 8750.0760]
- 3517.0780 [Renumbered 8750.0780]
- 3517.0800 [Renumbered 8750.0800]
- 3517.0820 [Renumbered 8750.0820]
- 3517.0840 [Renumbered 8750.0840]
- 3517.0860 [Renumbered 8750.0860]
- 3517.0880 [Renumbered 8750.0880]
- 3517.0890 [Renumbered 8750.0890]
- 3517.0900 [Renumbered 8750.0900]
- 3517.0920 [Renumbered 8750.0920]
- 3517.1000 [Renumbered 8750.1000]
- 3517.1100 [Renumbered 8750.1100]
- 3517.1120 [Renumbered 8750.1120]
- 3517.1200 [Renumbered 8750.1200]
- 3517.1220 [Renumbered 8750.1220]
- 3517.1240 [Renumbered 8750.1240]
- 3517.1260 [Renumbered 8750.1260]
- 3517.1280 [Renumbered 8750.1280]
- 3517.1300 [Renumbered 8750.1300]
- 3517.1320 [Renumbered 8750.1320]
- 3517.1340 [Renumbered 8750.1340]
- 3517.1360 [Renumbered 8750.1360]
- 3517.1380 [Renumbered 8750.1380]
- 3517.1400 [Renumbered 8750.1400]
- 3517.1420 [Renumbered 8750.1420]
- 3517.1440 [Renumbered 8750.1440]
- 3517.1500 [Renumbered 8750.1500]
- 3517.1520 [Renumbered 8750.1520]

**3517.1540** [Renumbered 8750.1540]

**3517.1560** [Renumbered 8750.1560]

**3517.1580** [Renumbered 8750.1580]

**3517.1600** [Renumbered 8750.1600]

**3517.1700** [Renumbered 8750.1700]

**3517.1800** [Renumbered 8750.1800]

**3517.1820** [Renumbered 8750.1820]

**3517.1840** [Renumbered 8750.1840]

**3517.1860** [Renumbered 8750.1860]

**3517.1880** [Renumbered 8750.1880]

**3517.1900** [Renumbered 8750.1900]

**3517.1920** [Renumbered 8750.1920]

**3517.1930** [Renumbered 8750.1930]

**3517.1940** [Renumbered 8750.1940]

**3517.1960** [Renumbered 8750.1960]

**3517.1980** [Renumbered 8750.1980]

**3517.2000** [Renumbered 8750.2000]

**3517.2020** [Renumbered 8750.2020]

**3517.2040** [Renumbered 8750.2040]

**3517.2060** [Renumbered 8750.2060]

**3517.2080** [Renumbered 8750.2080]

**3517.2100** [Renumbered 8750.2100]

**3517.2120** [Renumbered 8750.2120]

**3517.2140** [Renumbered 8750.2140]

**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** [Renumbered 8750.3050]

**3517.3100** [Renumbered 8750.3100]

**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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

### 3517.3170 COURSE OBJECTIVES, 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;

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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, postsecondary, 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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**3517.3200** [Renumbered 8750.3200]

**3517.3250** [Renumbered 8750.3250]

**3517.3300** [Renumbered 8750.3300]

**3517.3350** [Renumbered 8750.3350]

**3517.3400** [Renumbered 8750.3400]

**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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**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 ap-



proved 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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**3517.3550** [Renumbered 8750.3550]

**3517.3600** [Renumbered 8750.3600]

**3517.3620** [Renumbered 8750.3620]

### **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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**3517.3800** [Renumbered 8750.3800]

## **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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

### **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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

### 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.

(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 college 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 college 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; L 1989 c 246 s 2*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**3517.6000** [Renumbered 8750.6000]

**3517.6100** [Renumbered 8750.6100]

**3517.6200** [Renumbered 8750.6200]

**3517.6300** [Renumbered 8750.6300]

**3517.6500** [Renumbered 8750.6500]

**3517.7000** [Renumbered 8750.7000]

**3517.7100** [Renumbered 8750.7100]

**3517.7200** [Renumbered 8750.7200]

**3517.7300** [Renumbered 8750.7300]

**3517.8000** [Renumbered 8750.8000]

**3517.8100** [Renumbered 8750.8100]

**3517.8200** [Renumbered 8750.8200]

**3517.8300** [Renumbered 8750.8300]

**3517.8400** [Renumbered 8750.8400]

### **3517.8500 RENEWED 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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**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.

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## SECONDARY VOCATIONAL LICENSES 3517.8600

**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*

NOTE: This part is repealed effective July 1, 1995. See Laws 1993, chapter 224, article 12, sections 39 and 41.

**3517.9000** [Renumbered 8750.9000]

**3517.9100** [Renumbered 8750.9100]

**3517.9200** [Renumbered 8750.9200]

**3517.9300** [Renumbered 8750.9300]

**3517.9400** [Renumbered 8750.9400]

**3517.9500** [Renumbered 8750.9500]

**3517.9600** [Renumbered 8750.9600]

**3517.9700** [Renumbered 8750.9700]