

**CHAPTER 3517**  
**DEPARTMENT 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 Board of Trustees of the Minnesota State Colleges and Universities.

Subp. 5. MR 1997 [Obsolete, MS s 14.47, subd. 6, paragraph (b)]

Subp. 6. [Repealed, 21 SR 804]

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. [Repealed, 21 SR 804]

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. [Repealed, 21 SR 804]

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

Subp. 17. [Repealed, 21 SR 804]

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. [Repealed, 21 SR 804]

Subp. 20. [Repealed, 21 SR 804]

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. [Repealed, 21 SR 804]

Subp. 25. **Hardship.** "Hardship" has the meaning given in part 8750.6200, subpart 2.

Subp. 26. [Repealed, 21 SR 804]

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 8700.2700 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. [Repealed, 21 SR 804]

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. [Repealed, 21 SR 804]

Subp. 34. [Repealed, 21 SR 804]

Subp. 35. [Repealed, 21 SR 804]

Subp. 36. [Repealed, 21 SR 804]

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

Subp. 38. [Repealed, 21 SR 804]

Subp. 39. [Repealed, 21 SR 804]

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. [Repealed, 21 SR 804]

Subp. 42. [Repealed, 21 SR 804]

Subp. 43. [Repealed, 21 SR 804]

Subp. 44. [Repealed, 21 SR 804]

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 commissioner 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; 125.05; 125.185; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14*

**History:** *11 SR 2407; L 1987 c 258 s 12; L 1989 c 246 s 2; L 1995 1Sp3 art 16 s 13; 21 SR 804; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 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 commissioner 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; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

**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 commissioner 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; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

### 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; L 1998 c 397 art 11 s 3*

#### 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; L 1998 c 397 art 11 s 3*

**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.

**Statutory Authority:** *MS s 121.11; 125.05; 125.185; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14*

**History:** *11 SR 2407; 21 SR 804; L 1998 c 397 art 11 s 3*

**3517.0100** [Repealed, L 1993 c 224 art 12 s 39; L 1Sp1995 c 3 art 8 s 15]

**CATEGORIES OF PRACTICE:  
ADMINISTRATORS AND SUPERVISORS**

**3517.0110 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 6.

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;

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

C. the human relations program as specified in part 8700.2700; 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 or principles of management;

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

H. course in supervision techniques and principles;

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 as specified in item B, and in three of the following six competency areas as specified in item C, gained before entrance licensure: school finance, public relations, communications, school law, leadership and personnel management, and program planning and development; and

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:

- (1) vocational teaching;
- (2) vocational supervision; or
- (3) 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 also complete 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 manager of the personnel licensing section 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, postsecondary education 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 manager of the personnel licensing section; or
- (4) successful completion of a college course or courses in the appropriate competency area.

Subp. 5. **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. 6. **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 authorized by the 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



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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 part 3512.2300, subpart 3.

**Statutory Authority:** *MS s 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14*

**History:** *21 SR 804; L 1998 c 397 art 11 s 3*

**3517.0120** [Repealed, L 1993 c 224 art 12 s 39; L 1Sp1995 c 3 art 8 s 15]

**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]

**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]

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- 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]

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**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; L 1998 c 397 art 11 s 3*

**3517.3050** [Renumbered 8750.3050]

**3517.3100** [Renumbered 8750.3100]

**3517.3150** [Repealed, L 1993 c 224 art 12 s 39]

**3517.3170** [Repealed, L 1993 c 224 art 12 s 39]

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

**3517.3450** [Repealed, L 1993 c 224 art 12 s 39]

**3517.3500** [Repealed, L 1993 c 224 art 12 s 39]

3517.3550 [Renumbered 8750.3550]

3517.3600 [Renumbered 8750.3600]

3517.3620 [Renumbered 8750.3620]

3517.3650 [Repealed, L 1993 c 224 art 12 s 39]

3517.3800 [Renumbered 8750.3800]

### 3517.3810 PROCEDURES FOR VOLUNTARY SURRENDER OF LICENSES.

A person holding a license granted by the commissioner of education may voluntarily surrender the license by submitting required materials to the manager of the personnel licensing section of the department. The required materials and procedures to be followed are in part 3512.1300.

**Statutory Authority:** *MS s 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14*

**History:** *21 SR 804; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

### 3517.3820 SUSPENSION AND REVOCATION OF LICENSES.

The license of a vocational administrator or supervisor may be revoked or suspended as in part 3510.3100.

**Statutory Authority:** *MS s 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14*

**History:** *21 SR 804; L 1998 c 397 art 11 s 3*

## 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 122A.20, subdivision 1, 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; L 1998 c 397 art 11 s 3*

### 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 122A.20, subdivision 1, 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; L 1998 c 397 art 11 s 3*

### 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 pre-planned 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:



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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; L 1998 c 397 art 11 s 3*

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

**3517.8600** [Repealed, L 1993 c 224 art 12 s 39]

**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]