

CHAPTER 3700
STATE BOARD OF VOCATIONAL TECHNICAL
EDUCATION
LICENSURE

AGRICULTURAL OPERATIONS	
3700.0100	GENERAL REQUIREMENTS FOR POSTSECONDARY VOCATIONAL TEACHERS.
3700.0200	LICENSES IN THE AGRICULTURAL OCCUPATIONAL AREA.
3700.0205	FARM BUSINESS MANAGEMENT LICENSE.
3700.0210	FARM OPERATIONS AND MANAGEMENT LICENSE.
3700.0215	DAIRY HERD MANAGEMENT LICENSE.
3700.0220	LAMB AND WOOL MANAGEMENT LICENSE.
3700.0225	AGRICULTURE SUPPLIES, SALES AND SERVICE LICENSE.
3700.0230	HORSE CARE: STABLE AND BACKSTRETCH.
3700.0235	AGRICULTURAL EQUIPMENT MECHANICS LICENSE.
3700.0240	HORTICULTURE LICENSE.
3700.0245	LANDSCAPING LICENSE.
3700.0250	NATURAL RESOURCES LICENSE.
3700.0255	LOGGING BUSINESS MANAGEMENT LICENSE.
3700.0260	FOREST HARVESTING LICENSE.
3700.0265	TAXIDERMY LICENSE.
TEACHER LICENSES	
3700.0270	SPECIALTY CROP MANAGEMENT.
3700.0275	POULTRY PRODUCTION MANAGEMENT.
3700.0280	AREA AGRICULTURE PROGRAM COORDINATOR'S LICENSE.
BUSINESS AND OFFICE OCCUPATIONS	
3700.0300	LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.
3700.0305	ACCOUNTING LICENSE.
3700.0310	BOOKKEEPING LICENSE.
3700.0315	BANKING AND FINANCE OPERATIONS LICENSE.
3700.0320	BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.
3700.0325	BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.
3700.0330	ADMINISTRATIVE SUPPORT LICENSE.
3700.0335	MEDICAL SECRETARIAL LICENSE.
3700.0340	LEGAL SECRETARIAL OCCUPATIONS LICENSE.
3700.0350	PURCHASING OR INVENTORY MANAGEMENT LICENSE.
3700.0355	TRAFFIC TRANSPORTATION MANAGEMENT LICENSE.
3700.0360	COURT REPORTING LICENSE.
3700.0365	PERSONNEL ASSISTANT LICENSE.
3700.0370	COMPUTER PROGRAMMING LICENSE.
3700.0375	COMPUTER OPERATIONS LICENSES.
3700.0380	EXISTING LICENSES; CONVERSION TO NEW LICENSES.
ADMINISTRATIVE LICENSES; DIRECTOR AND ASSISTANT	
3700.0900	GENERAL REQUIREMENTS.
3700.0901	DIRECTOR IN DISTRICTS OPERATING A TECHNICAL INSTITUTE.
3700.0902	ASSISTANT DIRECTOR IN A DISTRICT OPERATING A TECHNICAL INSTITUTE.
3700.0903	EXISTING LICENSES; CONVERSION TO NEW LICENSES.

3700.0100 GENERAL REQUIREMENTS FOR POSTSECONDARY VOCATIONAL TEACHERS.

Subpart 1. **Listed or referred to here.** An applicant for a license to teach postsecondary vocational courses or programs must meet the requirements listed or referred to in this part. These requirements are in addition to the requirements:

A. for teaching in a particular occupational area (listed in the first part that covers licenses in that occupational area); and

B. for the requirements for a particular license (listed under the part that covers that particular license).

Subp. 2. **Requirements elsewhere.** The applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411*

3700.0200 LICENSES IN THE AGRICULTURAL OCCUPATIONAL AREA.

Subpart 1. **Listed here.** An applicant for a license to teach postsecondary vocational courses and programs in the agricultural occupational area must meet the requirements in this part. These requirements are in addition to the requirements listed in part 3700.0100 and the requirement for a particular license (listed under the part that covers that particular license).

Subp. 2. Recent occupational experience. An applicant for a license to teach in the agricultural occupational area must have 1,500 hours of occupational experience within the five years just before applying for the license.

Subp. 3. Does not apply. Part 3515.9920 does not apply.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411*

3700.0205 FARM BUSINESS MANAGEMENT LICENSE.

Subpart 1. May teach. A teacher who has a farm business management license may teach in the farm business management program and may also teach courses in:

- A. agricultural financial management, marketing, and record keeping;
- B. goal setting in farming and agricultural business;
- C. agricultural financial statements and analysis;
- D. methods of marketing crops and livestock; and
- E. applied crop and livestock practices.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. Education requirement. A bachelor's or higher degree from an accredited postsecondary institution in agricultural education is required for this license.

Subp. 4. Occupational experience requirement. The applicant must have 4,000 hours of occupational experience as described in items A and B. The 4,000 hours may include the 1,500 hours required under part 3700.0200, subpart 2.

A. At least 3,000 of the hours must be in production or operations with plants or animals on a farm or ranch as a farmer or rancher; farm or ranch manager; or farm or ranch owner and operator.

B. Up to 1,000 hours may be in an occupation that is listed in the National Ag Occupations Competency Study unless the occupation is one that is listed in subpart 6.

Subp. 5. Incorporation by reference. The National Ag Occupations Competency Study referred to in subparts 4 and 6 is incorporated by reference to the extent it is referred to in subparts 4 and 6. The study has the formal title "Identifying and Validating Essential Competencies Needed for Entry and Advancement in Major Agriculture and Agribusiness Occupations." The study is by David R. McClay and is dated May 16, 1978. It is published by the United States Department of Health Education and Welfare, 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 central office of the State Board of Vocational Technical Education, 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.

Subp. 6. Do not count experience in these occupations. Even though the occupations listed in this subpart may be listed in the National Ag Occupations Competency Study, experience with them cannot be counted as part of the occupational experience required under subpart 4.

- A. Flour Miller's Assistant;
- B. Cereal Grains Laborer;
- C. Mill Maintenance Worker;
- D. Citrus Processor;
- E. Milk Processor;

- F. Milk Plant Manager;
- G. Butter, Ice Cream, and Cheese Maker;
- H. Maintenance Engineer (Milk Plant);
- I. Plant Electrician;
- J. Lift Truck Operator;
- K. Fruit and Vegetable Processing Industry;
- L. Instrument Technician;
- M. Lab Technician;
- N. Plant Maintenance Mechanic;
- O. Slaughterhouse Worker;
- P. Retail Fish Cutter;
- Q. Nut Sorter;
- R. Nut Sorter Supervisor;
- S. Nut Sorting Machine Operator;
- T. Nut Tester;
- U. Nut Sanitarian;
- V. Nut Maintenance Mechanic;
- W. Nut Machine Operator;
- X. Egg Processor;
- Y. Rice Shift Miller;
- Z. Rice Huller Person;
- AA. Rice Hull Maintenance Person;
- BB. Sweet Potato Processor;
- CC. Floriculture Delivery Person;
- DD. Floral Salesperson;
- EE. Air Pollution Control Inspector or Technician;
- FF. Fish Conservation Officer;
- GG. Fish Hatchery Worker;
- HH. Fish Research Technician;
- II. Zoning Compliance Officer;
- JJ. Commercial Fisherman;
- KK. Fisheries Technician;
- LL. Campground Manager and Maintenance Person;
- MM. Park Aide;
- NN. Park Maintenance Person;
- OO. Hunting and Fishing Guide;
- PP. Water Treatment Plant Operator;
- QQ. Waste Water Technician;
- RR. Sawyer;
- SS. Sawmill Worker;
- TT. Fire Ranger;
- UU. Forest Fire Fighter;
- VV. Forest Insect Ranger;
- WW. Fire Warden;
- XX. Forest Fire Suppression Crew Leader; and
- YY. Maple Syrup Producer.

Subp. 7. Substitution for occupational experience. The applicant may substitute teaching in programs and courses at an accredited secondary or postsec-

dary technical institute in plant or animal science, agricultural education, farm operations and management, veterans cooperative farm management, or farm business management for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0210 FARM OPERATIONS AND MANAGEMENT LICENSE.

Subpart 1. May teach. A teacher who has a farm operations and management license may teach in the farm operations and management program and may also teach programs and courses in:

- A. plant growth and reproduction;
- B. animal production and management;
- C. animal nutrition;
- D. basic agricultural mechanics;
- E. agricultural structures, design, and maintenance;
- F. agricultural soil, water, and conservation management; and
- G. agricultural financial management, marketing, and record keeping.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. Education and occupational experience requirements. The applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in agricultural education, plant or animal science, agricultural economics, or technical agriculture and 4,000 hours of occupational experience in production or operations with plants or animals on a farm or ranch as a farmer or rancher; farm or ranch manager; or farm or ranch owner and operator; or

B. two years of education from an accredited postsecondary institution in technical agricultural education and 6,000 hours of occupational experience in production or operations with plants or animals on a farm or ranch as a farmer or rancher; farm or ranch manager; or farm or ranch owner and operator; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. Substitution for occupational experience. The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary technical institute in plant or animal science, agricultural economics, agricultural education, farm operations and management, farm business management, agricultural mechanics, vocational agriculture, veterans cooperative farm management, or farm business management for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0215 DAIRY HERD MANAGEMENT LICENSE.

Subpart 1. May teach. A teacher who has a dairy herd management license may teach in the dairy herd management program and may also teach courses in:

- A. agricultural business management, marketing, and record keeping;

- B. dairy breeding, nutrition, health, and housing; and
- C. marketing of milk and breeding stock.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Education and occupational experience requirements.** The applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in agricultural education or animal science and 4,000 hours of occupational experience in dairy herd management; or

B. two years of education from an accredited postsecondary institution in farm operations management, animal science, or dairy herd management, and 6,000 hours of occupational experience in dairy herd management; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary technical institute in agricultural education, farm operations management, animal science, vocational agriculture, farm business management, veterans cooperative farm management, or dairy herd management for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0220 LAMB AND WOOL MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a lamb and wool management license may teach in the lamb and wool management program and may also teach courses in:

- A. sheep breeding, nutrition, health, and housing;
- B. marketing of sheep by-products; and
- C. sheep financial management and record keeping.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Education and occupational experience requirements.** The applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in agricultural education or animal science and 4,000 hours of occupational experience in lamb and wool management; as a farmer or rancher, farm or ranch manager, or farm or ranch owner and operator; or

B. two years of education from an accredited postsecondary institution in farm operations management or technical agriculture/animal science and 6,000 hours of occupational experience in lamb and wool management; as a farmer or rancher, farm or ranch manager, or farm or ranch owner and operator; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary technical institute in vocational agriculture, farm business man-

agement, or licensed teaching experience in an approved postsecondary vocational course or program in farm operations management, veterans cooperative farm management, or lamb and wool management for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0225 AGRICULTURE SUPPLIES, SALES AND SERVICE LICENSE.

Subpart 1. May teach. A teacher who has an agriculture supplies, sales and service license may teach in the agriculture supplies, sales and service program and may also teach courses in:

- A. sale of agricultural equipment and supplies; and
- B. service and maintenance of agricultural equipment.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. Education and occupational experience requirements. An applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in agricultural education or technical agriculture and 4,000 hours of occupational experience in agricultural supplies, sales, and service; as a technician, owner and operator, or manager; or

B. two years of education from an accredited postsecondary institution in technical agriculture and/or agricultural sales and service and 6,000 hours of occupational experience in agricultural supplies, sales, and service; as a technician, owner and operator, or manager; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. Substitution for occupational experience. The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary technical institute in agricultural: education; engineering; economics; supplies, sales and service; farm operations and management; soil, plant, or animal science; farm equipment mechanics; or farm business management for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0230 HORSE CARE: STABLE AND BACKSTRETCH.

Subpart 1. May teach. A teacher who has a horse care: stable and backstretch license may teach in the horse care: stable and backstretch program and may also teach courses in:

- A. horse selection and breeding;
- B. horse physiology, nutrition, and health; and
- C. housing and marketing of horses.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. Education and occupational experience requirements. An applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in agricultural education or animal science and 4,000 hours of occupational experience as a manager or assistant manager in horse care: training, breeding, horse barn, or stable and backstretch; or

B. two years of education from an accredited postsecondary institution in horse care: stable and backstretch or pleasure horse technology and 6,000 hours of occupational experience as a manager or assistant manager in horse care: training, breeding, horse barn, or stable and backstretch; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary technical institute in agricultural education, animal science, horse care: stable and backstretch, and pleasure horse technology for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0235 AGRICULTURAL EQUIPMENT MECHANICS LICENSE.

Subpart 1. **May teach.** A teacher who has an agricultural equipment mechanics license may teach in the agricultural equipment mechanics program and may also teach courses in agricultural equipment assembly, repair, and operation.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Education and occupational experience requirements.** An applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in agricultural education, agricultural mechanization, agricultural engineering, or technical agriculture and 4,000 hours of occupational experience as an agricultural equipment mechanic or block person in a dealership; or

B. two years of education from an accredited postsecondary institution in agricultural equipment mechanics, truck diesel mechanics, or heavy equipment mechanics, and 6,000 hours of occupational experience as an agricultural equipment mechanic or block person in a dealership; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary technical institute in agricultural: education, mechanization, or engineering; truck diesel mechanics or heavy equipment mechanics for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0240 HORTICULTURE LICENSE.

Subpart 1. **May teach.** A teacher who has a horticulture license may teach in the horticulture program and may also teach courses in:

- A. plant propagation;
- B. plant health;
- C. ornamental plant identification and use;
- D. plant science;
- E. soil science;
- F. fertilizers; and
- G. horticulture equipment and equipment maintenance.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Education and occupational experience requirements.** An applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in horticulture or agricultural education with at least 30 quarter credits or 20 semester credits in horticulture or horticulture science and 4,000 hours of occupational experience as a horticultural: technician; owner and operator; or manager or supervisor in greenhouse operations, nursery operations, garden store operations, or landscaping; or

B. two years of education from an accredited postsecondary institution in horticulture or landscaping and 6,000 hours of occupational experience as a horticultural: technician; owner and operator; or manager or supervisor in greenhouse operations, nursery operations, garden store operations, or landscaping; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary technical institute in vocational agriculture, horticulture science, vocational horticulture, or landscaping for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0245 LANDSCAPING LICENSE.

Subpart 1. **May teach.** A teacher who has a landscaping license may teach in the landscaping program and may also teach courses in:

- A. plant propagation;
- B. plant health;
- C. ornamental plant identification and use;
- D. plant science;
- E. soil science;
- F. fertilizers;
- G. landscaping equipment maintenance;
- H. landscape design; and
- I. landscape construction.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Education and occupational experience requirements.** The applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in horticulture science or agricultural education with at least 30 quarter credits or 20 semester credits in horticulture or horticulture science and 4,000 hours of occupational experience in landscaping as an architect, technician, groundskeeper, or gardener; or

B. two years of education from an accredited postsecondary institution in horticulture or landscaping and 6,000 hours of occupational experience in landscaping as an architect, technician, groundskeeper, or gardener; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. Substitution for occupational experience. The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary institution in horticulture science, vocational horticulture, landscaping, or vocational agriculture for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411*

3700.0250 NATURAL RESOURCES LICENSE.

Subpart 1. May teach. A teacher who has a natural resources license may teach in the natural resources program and may also teach courses in:

A. soil science; and

B. soil and water resources management.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. Education and occupational experience requirements. The applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in fisheries and wildlife, forestry, soil science, or water resource management and 4,000 hours of occupational experience in water resources technology or environmental analysis in forestry, fisheries, or wildlife: as a technician, manager, conservationist, ecologist, or naturalist; or

B. two years of education from an accredited postsecondary institution in natural resources and 6,000 hours of occupational experience in water resources technology or environmental analysis in forestry, fisheries, or wildlife: as a technician, manager, conservationist, ecologist, or naturalist; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. Substitution for occupational experience. The applicant may substitute teaching experience in programs and courses at an accredited secondary or postsecondary institution in soil science, soil and water resources management, natural resources, or forestry for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411*

3700.0255 LOGGING BUSINESS MANAGEMENT LICENSE.

Subpart 1. May teach. A teacher who has a logging business management license may teach in the logging business management program and may also teach courses in:

- A. logging business practices; and
- B. agricultural financial statement analysis.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a logging business operator or manager or woodlands operator or manager. The 8,000 hours may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to C for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If substitution is made, the applicant must still comply with the recency requirement of part 3700.0200, subpart 2.

A. A bachelor's or higher degree in forestry, forestry science, business management, or natural resources may be substituted for 4,000 hours.

B. An associate degree in logging business management, forestry, forestry science, farm business management, business management, or natural resources may be substituted for 2,000 hours.

C. A certificate or diploma in logging business management, forest harvesting, or forest business management may be substituted, if a one-year program, for 1,050 hours and if a two-year program, for 2,100 hours.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited secondary or postsecondary institution in logging business management, forestry, forest harvesting, forest equipment maintenance, and forestry management for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. Two hours of teaching equals one hour of the occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411*

3700.0260 FOREST HARVESTING LICENSE.

Subpart 1. **May teach.** A teacher who has a forest harvesting license may teach in the forest harvesting program and may also teach courses in forest harvesting practices and techniques.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Education and occupational experience requirements.** The applicant must have:

A. a bachelor's or higher degree from an accredited postsecondary institution in forestry and 4,000 hours of occupational experience in forest harvesting operations as a supervisor, manager, or logger;

B. two years of education from an accredited postsecondary institution in forestry, forest harvesting, forest equipment maintenance, or logging and 6,000 hours of occupational experience in forest harvesting operations as a supervisor, manager, or logger; and

C. the occupational experience required in items A and B may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute teaching experience in programs or courses in an accredited secondary or postsecondary technical institute in forestry, forest harvesting, forest equipment maintenance, forestry management, or logging business management for up to 1,000 of the 1,500 hours of recent occupational experience required under part

3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411; L 1987 c 258 s 12*

3700.0265 TAXIDERMY LICENSE.

Subpart 1. **May teach.** A teacher who has a taxidermy license may teach in the taxidermy program.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in taxidermy. The 8,000 hours may include the 1,500 hours required under part 3700.0200, subpart 2.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirement of part 3700.0200, subpart 2.

A. A bachelor's or higher degree in fish and wildlife management or natural resource technology may be substituted for 4,000 hours.

B. An associate degree in fish and wildlife management or natural resource technology may be substituted for 2,000 hours.

C. A certificate or diploma in natural resource technology may be substituted, if a one-year program, for 1,050 hours and if a two-year program, for 2,100 hours.

D. The completion of courses for credit or clock hours for credit in taxidermy, bird mounting, game head mounts, federal and state laws related to taxidermy, or reptiles and amphibians may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in programs and courses at an accredited postsecondary vocational program in taxidermy for up to 1,000 of the 1,500 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *12 SR 411*

TEACHER LICENSES

3700.0270 SPECIALTY CROP MANAGEMENT.

Subpart 1. **May teach.** A teacher who has a specialty crop management license may teach specialty crop management and may also teach courses in:

- A. plant propagation;
- B. plant health;
- C. plant science;
- D. soil science;
- E. fertilizers; and
- F. soil, water, and conservation management.

Subp. 2. **Other requirements.** The applicant must meet the requirements

listed under part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. Occupational experience requirements. The applicant must have 8,000 hours of occupational experience as a farmer in commercial production or operation of edible or ornamental specialty crops.

Subp. 4. Substitution for occupational experience. The applicant may substitute the education described in item A or B for up to 4,000 hours of the experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements of part 3700.0200, subpart 2.

A. A bachelor's or higher degree in horticulture or agricultural education is equal to 4,000 hours.

B. Two years of postsecondary education in agriculture or horticulture is equal to 2,000 hours.

Subp. 5. Substitution for occupational experience. The applicant may substitute teaching in programs and courses in horticulture, specialty crop management, or farm business management at an accredited secondary or postsecondary institution for up to 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the three years just before applying for the license. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *13 SR 2221*

3700.0275 POULTRY PRODUCTION MANAGEMENT.

Subpart 1. May teach. A teacher who has a poultry production management license may teach poultry production management and may also teach courses in:

A. agriculture: business management, marketing, and record keeping;
and

B. poultry: breeding, nutrition, health, and housing.

Subp. 2. Other requirements. The applicant must meet the requirements listed under part 3700.0100 and the requirements for a teacher in the agricultural occupational area under part 3700.0200.

Subp. 3. Education and occupational experience requirement. The applicant must have:

A. a bachelor's or higher degree in agriculture with a minimum of 30 quarter or 20 semester credits in poultry science from an accredited postsecondary institution and 4,000 hours of occupational experience as an owner/operator, manager, supervisor, or service representative in turkey production, broiler production, breeder flock management, or egg production; or

B. two years postsecondary education in poultry production management from an approved postsecondary institution and 6,000 hours of verified occupational experience as an owner/operator, manager, supervisor, or service representative in turkey production, broiler production, breeder flock management, or egg production.

Subp. 4. Substitution for occupational experience. Teaching experience at an accredited postsecondary institution may be substituted for 1,500 of the 2,000 hours of recent occupational experience if the teaching is done during this five-year period. The teaching must be in poultry production management. Two hours of teaching equal one hour of recent occupational experience.

Statutory Authority: *MS s 136C.04 subd 9*

History: *13 SR 2221*

3700.0280 AREA AGRICULTURE PROGRAM COORDINATOR'S LICENSE.

Subpart 1. **Activities requiring a license.** A person holding a position as an area agriculture program coordinator in the technical institute system shall be licensed according to part 3700.0100, except when superseded by this part, when working in an assigned geographical area, reporting to the technical institute in which employed with coordination from the state agriculture program specialist and responsible for the following activities:

A. administering and coordinating the activities of the farm business management analysis center;

B. budgeting and providing funding for farm business management programs in an assigned geographical area;

C. assisting state evaluation supervisor with organization evaluation, reports, and follow-up of nontechnical institute farm business management program instruction;

D. budgeting, allocating, purchasing, and inventorying all equipment for nontechnical institute farm business management program instruction;

E. provide for in-service and continued education for nontechnical institute and technical institute instructors of farm business management;

F. providing all reports required by the technical institute and the state agricultural program specialists, including monthly activity reports and annual summaries for instructor reports;

G. administering and coordinating farm business management programs in the technical institutes within the assigned geographical area; and

H. monitoring, identifying, and making recommendations for expansion, elimination, or addition of farm business management programs to the state agriculture program specialist.

Subp. 2. **Education requirement.** Bachelor's or above degree in agriculture education and nine quarter credits or 108 clock hours in vocational administration.

Subp. 3. **Teaching experience requirement.** The applicant must have three years of teaching experience as a licensed vocational, postsecondary, or full-time adult instructor. This teaching must be in farm business management.

Subp. 4. **Teaching experience recency.** Two thousand hours of the teaching experience required in subpart 3 must be within five years of application for licensure.

Statutory Authority: *MS s 136C.04 subd 9*

History: *13 SR 2221*

BUSINESS AND OFFICE OCCUPATIONS**3700.0300 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.**

Subpart 1. **Listed here.** An applicant for a license to teach postsecondary vocational courses and programs in the business and office occupational area must meet the requirements in this part. These requirements are in addition to the requirements listed in part 3700.0100 and for a particular license (listed under the part that covers that particular license).

Subp. 2. **Recent occupational experience.** An applicant for a license to teach in the business and office occupational area must have 2,000 hours of occupational experience within the five years just before applying for that license.

Subp. 3. **Does not apply.** Part 3515.9920 does not apply to parts 3700.0305 to 3700.0340 and 3700.0350 to 3700.0380.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0305 ACCOUNTING LICENSE.

Subpart 1. May teach. A teacher who has an accounting license may teach in the accounting and bookkeeping programs and may also teach courses in:

- A. accounting principles and procedures;
- B. bookkeeping principles and procedures;
- C. business law;
- D. business and marketing mathematics;
- E. automated accounting;
- F. payroll and personal finance;
- G. principles of economics;
- H. introduction to business;
- I. analyzing financial statements;
- J. introduction to computer operations; and
- K. personal or individual income tax.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. accountant;
- B. accountant manager;
- C. city finance officer;
- D. controller or assistant controller;
- E. internal, external, or government auditor; and
- F. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. Substitution for occupational experience. The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting may be substituted for 2,000 hours.

C. A diploma in accounting or with an accounting prefix may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with an accounting or business administration title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0310 BOOKKEEPING LICENSE.

Subpart 1. May teach. A teacher who has a bookkeeping license may teach in the bookkeeping, bookkeeping clerk, accounting clerk, and microcomputer account specialist clerk programs, and may also teach courses in:

- A. bookkeeping principles and procedures;
- B. business and marketing mathematics;
- C. calculating machines;
- D. automated bookkeeping;
- E. payroll and personal finance; and
- F. personal or individual income tax.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to N. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. accountant;
- B. accounting clerk;
- C. accountant manager;
- D. accounts payable clerk;
- E. accounts receivable clerk;
- F. audit clerk;
- G. bookkeeper;
- H. city finance officer;
- I. controller or assistant controller;
- J. payroll bookkeeper or clerk;
- K. internal, external, or government auditor;
- L. billing clerk;
- M. cost clerk; and
- N. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. Substitution for occupational experience. The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting, business education, or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting, bookkeeping, business administration, or business education may be substituted for 2,000 hours.

C. A diploma in accounting or bookkeeping may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit from an approved postsecondary institution or from professional accounting associations, with an accounting, bookkeeping, or business administration title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level bookkeeping or accounting for

1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. May teach. A teacher who has a banking and finance operations license may teach in the banking and finance operations program and may also teach courses in:

- A. analyzing financial statements;
- B. personal bank services;
- C. personal financial planning;
- D. negotiable instruments;
- E. principles of credit, collection, and insurance;
- F. business law;
- G. financial institution operations;
- H. business math and machines;
- I. money handling techniques; and
- J. principles of economics.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in financial institutions in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. branch manager;
- B. cashier;
- C. commercial, real estate, or personal loan officer, each with operations experience;
- D. operations officer;
- E. personal banker; and
- F. retail banking officer.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, or credit and finance may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20

hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. May teach. A teacher who has a banking and finance operations/agriculture license may teach in the banking and finance operations/agriculture program and may also teach courses in:

- A. agricultural credit;
- B. bank agricultural terminology;
- C. analyzing financial statements;
- D. personal bank services;
- E. personal financial planning;
- F. negotiable instruments;
- G. principles of credit, collection, and insurance;
- H. business law;
- I. financial institution operations;
- J. business math and machines;
- K. money handling techniques; and
- L. principles of economics.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. financial agricultural representative;
- B. branch manager;
- C. cashier;
- D. agricultural, commercial, real estate, or personal loan officer, each with operations experience;
- E. operations officer;
- F. personal banker; and
- G. retail banking officer.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in agricultural management banking, and/or finance, banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, accounting, or credit and finance may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations, or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0325 BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a business administrative management license may teach in the business administrative management program and may also teach courses in:

- A. business math and machines;
- B. business management principles;
- C. business law;
- D. customer relations;
- E. analyzing financial statements;
- F. job keeping and seeking skills;
- G. principles of office management;
- H. principles of economics;
- I. small business operation;
- J. supervisory skills;
- K. time management;
- L. personnel management; and
- M. introduction to computer operations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. assistant office manager;
- B. business owner and operator;
- C. business manager;
- D. office manager; and
- E. retail store manager or assistant, each with supervision of a minimum of ten persons.

Subp. 4. **Substitution for occupational experience.** The applicant may substi-

tute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration; business management; business education; economics; general business; office administration; or marketing, management, and finance may be substituted for 4,000 hours.

B. An associate degree in business management, business administration, or business supervision may be substituted for 2,000 hours.

C. A diploma in business administrative management or business supervision may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business management, administration, or supervision title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in business administration, management, or supervision for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

Subpart 1. May teach. A teacher who has an administrative support license may teach in the administrative support, clerk typist, office assistant, receptionist, word processing secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

- A. written and oral business communications;
- B. business math and machines;
- C. job seeking and keeping skills;
- D. keyboarding/typing;
- E. office management;
- F. office procedures;
- G. filing;
- H. machine transcription;
- I. secretarial accounting;
- J. introduction to computer operations; and
- K. word processing.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. administrative office assistant;
- B. secretary/stenographer;
- C. clerk typist;

- D. word processing secretary;
- E. correspondence specialist; and
- F. clerical data entry.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or business management may be substituted for 4,000 hours.

B. An associate degree in professional office management, secretarial, medical secretarial, legal secretarial, secretarial science, word processing, office information processing, administrative secretarial, or personnel assistant may be substituted for 2,000 hours.

C. A diploma in the areas of administrative, clerical, correspondence, legal, medical, or general secretarial; office information processing; or word processing may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, or word processing may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office typist or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0335 MEDICAL SECRETARIAL LICENSE.

Subpart 1. May teach. A teacher who has a medical secretarial license may teach in the medical secretary, word processing secretary, clerk typist, receptionist, medical administrative secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

- A. secretarial medical ethics and law;
- B. medical insurance forms;
- C. medical shorthand;
- D. medical terminology and shorthand;
- E. written and oral business communications;
- F. business math and machines;
- G. job seeking and keeping skills;
- H. keyboarding/typing;
- I. office management;
- J. office procedures;
- K. filing;
- L. machine transcription;
- M. secretarial accounting;

N. introduction to computer operations; and

O. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in the areas listed in items A and B, with a minimum of 2,000 hours in each. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. medical secretary; and

B. administrative medical assistant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or medical records administration may be substituted for 4,000 hours.

B. An associate degree in secretarial, secretarial science, or medical secretarial may be substituted for 2,000 hours.

C. A diploma in medical secretarial, admissions records technician, or general secretarial program may be substituted for 1,050 hours. A two-year program may be substituted for 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, word processing, medical ethics and law, medical insurance forms, medical office procedures, medical shorthand, or medical terminology may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0340 LEGAL SECRETARIAL OCCUPATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a legal secretarial license may teach in the legal secretary, word processing secretary, clerk typist, receptionist, clerical data entry, legal administrative secretary, general secretary, and administrative secretary programs and may also teach courses in:

A. machine transcription;

B. legal terminology;

C. legal word processing;

D. written and oral business communications;

E. business math and machines;

F. job seeking and keeping skills;

G. keyboarding/typing;

- H. office management;
- I. office procedures;
- J. filing;
- K. secretarial accounting;
- L. business law;
- M. introduction to computer operations; and
- N. word processing.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience. 4,000 of the hours must be as a legal secretary. The remaining hours may be in one or more of the areas listed in items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. legal typist;
- B. legal stenographer; and
- C. legal word processor.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3, items A to C. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business education or office management may be substituted for 4,000 hours.

B. An associate degree in legal secretarial, paralegal, legal assistant, or secretarial may be substituted for 2,000 hours.

C. A diploma in legal secretarial occupations, secretarial occupations, or word processing may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, office procedures, shorthand, transcription, typing, word processing, legal office procedures, legal transcription, legal terminology, or legal ethics may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0350 PURCHASING OR INVENTORY MANAGEMENT LICENSE.

Subpart 1. May teach. A teacher who has a purchasing or inventory management license may teach in the purchasing or inventory management program and may also teach courses in:

- A. business math and machines;
- B. principles of economics;
- C. computer inventory control;

- D. business inventory control; and
- E. business principles.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. buyer or senior buyer;
- B. materials manager;
- C. purchasing agent;
- D. purchasing director;
- E. purchasing manager; and
- F. expediter with buying responsibility.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited post-secondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in marketing, business administration or management, or finance may be substituted for 4,000 hours.

B. An associate degree in marketing, or business administration or management may be substituted for 2,000 hours.

C. A diploma in purchasing or inventory management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business administration or management, accounting, marketing, or economics title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in purchasing or inventory management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0355 TRAFFIC TRANSPORTATION MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a traffic transportation management license may teach in the traffic transportation management program and may also teach courses in:

- A. business math and machines;
- B. traffic office procedures, terminology, and forms;
- C. business principles;
- D. business law;
- E. introduction to business;
- F. job seeking and keeping skills; and
- G. filing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to C, with a minimum of 2,000 hours in at least one area. The 8,000 hours may include 2,000 hours required under part 3700.0300, subpart 2:

A. traffic customer service representative;

B. dispatcher; and

C. logistics manager of operations in physical distribution, traffic agent, traffic clerk, safety terminal director, traffic manager, or traffic rate clerk.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited post-secondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration, office management, or marketing may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, or marketing may be substituted for 2,000 hours.

C. A diploma in traffic office and/or traffic transportation management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a traffic transportation title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in traffic office or traffic transportation management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required under part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0360 COURT REPORTING LICENSE.

Subpart 1. **May teach.** A teacher who has a court reporting license may teach in the court reporting program and may also teach courses in:

A. legal terminology; and

B. machine shorthand.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A and B. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

A. official court reporter; and

B. freelance court reporter.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational

experience required in subpart 3. The education must be at an accredited post-secondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 4,000 hours.

B. An associate degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 2,000 hours.

C. A diploma in court reporting approved by the National Shorthand Reporters Association may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a court reporting title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in secretarial, general office, or court reporting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required under part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0365 PERSONNEL ASSISTANT LICENSE.

Subpart 1. **May teach.** A teacher who has a personnel assistant license may teach in the personnel assistant program and may also teach courses in:

- A. business math and machines;
- B. job seeking and keeping skills;
- C. office management;
- D. office procedures;
- E. filing; and
- F. employee services and relations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager/supervisor or assistant manager/supervisor in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 required under part 3700.0300, subpart 2:

- A. personnel;
- B. human resources;
- C. labor relations;
- D. employee benefits;
- E. employee development; and
- F. employment specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited post-secondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in personnel, human resources, industrial relations, or business may be substituted for 4,000 hours.

B. An associate degree in a personnel assistant program may be substituted for 2,000 hours.

C. A diploma or certificate in a personnel assistant program may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a personnel title or prefix, or in human relations, labor relations, wage and salary administration, interviewing techniques, and training and development of personnel may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in personnel assistant for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0370 COMPUTER PROGRAMMING LICENSE.

Subpart 1. May teach. A teacher who has a computer programming license may teach in the computer programming program and may also teach courses in:

- A. introduction to data processing;
- B. data processing management and supervision;
- C. general microcomputer operations;
- D. microcomputer keyboarding and printing;
- E. management information systems;
- F. operating system concepts and skills;
- G. work station operations;
- H. data communications; and
- I. programming languages.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of work experience in one or more of the areas listed in items A to F. Two thousand of the 8,000 hours must be in computer related occupations of data processing manager or director; director or manager of information systems; and programmer in the areas of supervisor, manager, project leader, systems analyst. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. computer programming;
- B. programmer, analyst, or administrator of data bases;
- C. data communications programmer;
- D. programmer analyst;
- E. programmer operator; and
- F. systems programmer.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational

experience required in subpart 3. The education must be at an accredited post-secondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business management information systems processing, computer science, or data processing may be substituted for 4,000 hours.

B. An associate degree in business, computer science management information systems processing, or data processing may be substituted for 2,000 hours.

C. A diploma in computer programming or data processing may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in management information systems or business may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in subpart 1, for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0375 COMPUTER OPERATIONS LICENSES.

Subpart 1. **May teach.** A teacher who has a computer operations license may teach in the computer operations program and may also teach courses in:

- A. supervision and management in computer operations;
- B. general microcomputer operations;
- C. microcomputer keyboarding and printing;
- D. management information systems processing management and supervision;
- E. operating systems, concepts, and skills;
- F. work station operations;
- G. data communications; and
- H. systems analysis.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. computer operator;
- B. data processing manager;
- C. lead computer operator;
- D. management information systems manager or operator;
- E. operations analyst, consultant, or supervisor; and
- F. program or systems operator.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational

MINNESOTA RULES 1989

3313

LICENSURE 3700.0380

experience required in subpart 3. The education must be at an accredited post-secondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business, computer management information systems, business data processing, computer science, or systems analysis may be substituted for 4,000 hours.

B. An associate degree in business, computer management information systems, or computer science may be substituted for 2,000 hours.

C. A diploma in computer operations or data processing with computer operations may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in business or management information systems may be substituted. One hours of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in data processing programs for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0380 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

On January 1, 1988, the state board shall convert the existing license issued under part 3515.9920, listed in column A, to the license listed in column B. At the licensee's next renewal date the renewed license must show the new license category and the January 1, 1988, conversion date.

A	B
140100 Accounting	3700.0305 Accounting
140102 Bookkeeping	3700.0310 Bookkeeping
140120 Banking and Finance/General	3700.0315 Banking and Finance Operations
140122 Financial Teller Occupations	3700.0315 Banking and Finance Operations
140121 Banking and Finance/ Agriculture	3700.0320 Banking and Finance Operations/Agriculture
140800 Business Management	3700.0325 Business Administrative Management
140004 Office Supervision and Management	3700.0325 Business Administrative Management

MINNESOTA RULES 1989

3700.0380 LICENSURE

3314

140201 Computer Operations	3700.0375 Computer Operations
140200 Data Processing	3700.0375 Computer Operations
140203 Computer Programming	3700.0370 Computer Programming
140200 Data Processing	3700.0370 Computer Programming
140704 Court Reporting	3700.0360 Court Reporting
140292 Data Entry	3700.0330 Administrative Support
140906 Word Processing Occupations	3700.0330 Administrative Support
140730 General Secretarial with Shorthand	3700.0330 Administrative Support
140731 General Secretarial without Shorthand	3700.0330 Administrative Support
140743 Legal Secretarial with Shorthand	3700.0340 Legal Secretarial Occupations
140742 Legal Secretarial without Shorthand	3700.0340 Legal Secretarial Occupations
140752 Medical Secretarial with Shorthand	3700.0335 Medical Secretarial Occupations
140753 Medical Secretarial without Shorthand	3700.0335 Medical Secretarial Occupations
140006 Uncharted License Personnel Assistant	3700.0365 Personnel Assistant
140313 Traffic Office Clerk	3700.0355 Traffic Transportation Management
140312 Purchasing Office Clerk	3700.0350 Purchasing and Inventory Management

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

NOTE: Minnesota Rules, part 3700.0380 is repealed after the board has renewed the licenses in part 3700.0380, column A, to show the conversion to the licenses listed in part 3700.0380, column B.

ADMINISTRATIVE LICENSES; DIRECTOR AND ASSISTANT

NOTE: Until November 29, 1989, parts 3515.8400 to 3515.8800 and 3515.9000 continue to apply to the application, qualifications, or criteria for initial licensure of technical institute director, assistant director, or adult vocational education director. During the period when both procedures apply, an applicant for any of these licenses may proceed under either procedure. A year after parts 3700.0900 to 3700.0903 are effective, (November 28, 1989) parts 3515.8400 to 3515.8800 and 3515.9000 are repealed, and thereafter an applicant for any of these licenses may only proceed under parts 3700.0900 to 3700.0903.

3700.0900 GENERAL REQUIREMENTS.

An applicant for a license for postsecondary director or assistant director of a technical institute must meet the requirements listed or referred to in this part. These requirements are in addition to the requirements of the specific license requested.

A. An applicant shall meet the general provisions and procedures for licensure of instructional and supportive personnel except when superseded by parts 3700.0900 to 3700.0903.

B. The applicant must comply with parts 3515.7400 to 3515.8300.

C. Parts 3515.8400 to 3515.8800 and 3515.9000 no longer apply for parts 3700.0901 to 3700.0903.

Statutory Authority: *MS s 136C.04 subd 9*

History: *13 SR 1238*

3700.0901 DIRECTOR IN DISTRICTS OPERATING A TECHNICAL INSTITUTE.

Subpart 1. Must have director. A district designated and approved by the State Board of Vocational Technical Education to operate a technical institute shall employ a full-time director for the technical institute.

Subp. 2. Director's responsibilities. The director is responsible for the following activities:

A. policy: recommend and implement institute policy in accordance with governing law and policy;

B. planning: plan according to community needs to meet the goals of the institution;

C. programs and curriculum: identify, develop, implement, and revise all programs and courses;

D. services: provide leadership, development, and supervision of services of all students and staff;

E. personnel: recruit, recommend for employment, assign, orient, supervise, and evaluate or recommend terminations;

F. fiscal: develop, prepare, revise, and manage institution finances;

G. public relations:

(1) plan, develop, and implement all marketing and public relations activities; and

(2) develop and maintain a liaison with labor, business, and community agencies;

H. facilities: plan for the short or long term, acquire, maintain, and account for all property, facilities, equipment, and services; and

I. evaluation: conduct ongoing evaluations of items A to F via consultations with staff, industry, pertinent community resources, and State Board of Vocational Technical Education staff.

Subp. 3. Licensure requirement. A person who is responsible for the activities

listed in subpart 2 at a postsecondary technical institute regardless of the title of the person's position must be licensed under this part.

Subp. 4. **Licensure criteria.** An applicant for licensure as a technical institute director shall meet the following requirements:

A. Education.

(1) Baccalaureate or graduate level degree from an accredited college.

(2) Three quarter credits of pedagogy in each of the following: educational tests and measurements, methods of instruction, and course construction or development.

(3) Three quarter credits in philosophy of vocational technical education.

(4) Nine quarter credits or 135 clock hours in educational administration or supervision/management of institutional operations that must include three quarter credits or 45 clock hours in instructional supervision in vocational technical education.

(5) A total of twelve quarter credits or 180 clock hours covering at least three of the following subjects: school law, institutional and educational planning, program or curriculum development, supervision, personnel management, finance and budget, public relations, building management, organization and administration, labor relations, and evaluation techniques. If clock hours are used, the subjects must be covered in units of no fewer than 15 clock hours.

B. Experience in vocational education. Six thousand hours of verified vocational educational experience as an employee in an accredited postsecondary institution or state agency functioning in a position that has vocational education as its focus. This position must be at an administrative, supervisory, managerial, or student developmental level.

C. Experience in administration. Six thousand hours of verified administrative, supervisory, or managerial level experience in education, business, industry, government, or social service agencies. Two thousand of the 6,000 hours must be within five years before applying for a license.

D. Occupational experience. Four thousand hours of verified occupational experience outside of education with no recency requirement.

Statutory Authority: *MS s 136C.04 subd 9*

History: *13 SR 1238*

3700.0902 ASSISTANT DIRECTOR IN A DISTRICT OPERATING A TECHNICAL INSTITUTE.

Subpart 1. **Assistant director; when position and license required.** A district designated and approved by the State Board of Vocational Technical Education to operate a technical institute shall employ an assistant director in addition to a director if at the institute more than 40 percent of a person's time is spent assisting the director, and the person is assigned by the director to be responsible for four or more of the activities in subpart 2. The person is an assistant director and must have an assistant director's license.

Subp. 2. **Activities requiring a license.** The activities referred to in subpart 1 are:

A. policy: recommend and implement institute policy in accordance with governing law and policy;

B. planning: plan according to community needs to meet the goals of the institution;

C. programs and curriculum: identify, develop, implement, and revise all programs and courses;

D. services: provide leadership, development, and supervision of services to all students and staff;

MINNESOTA RULES 1989

3317

LICENSURE 3700.0903

E. personnel: recruit, recommend for employment, assign, orient, supervise, evaluate, or recommend terminations;

F. fiscal: develop, prepare, revise, and manage institution finances;

G. public relations:

(1) plan, develop, and implement all marketing and public relations activities; and

(2) develop and maintain a liaison with labor, business, and community agencies;

H. facilities: plan for the short or long term, acquire, maintain, and account for all property, facilities, equipment, and services; and

I. evaluation: conduct ongoing evaluations of items A to F via consultations with staff, industry, pertinent community resources, and State Board of Vocational Technical Education staff.

Subp. 3. Licensure requirement. A person holding the position of assistant director of a postsecondary technical institute, regardless of the title of the position at the technical institute, must be licensed under this part.

Subp. 4. Licensure criteria. An applicant for licensure as a technical institute assistant director shall meet the following requirements:

A. Education.

(1) Baccalaureate or graduate level degree from an accredited college.

(2) Three quarter credits of pedagogy in each of the following: educational tests and measurements, methods of instruction, and course construction or development.

(3) Three quarter credits in philosophy of vocational technical education.

(4) Nine quarter credits or 135 clock hours in educational administration or supervision/management of institutional operations that must include three quarter credits or 45 clock hours in instructional supervision in vocational technical education.

B. Experience in vocational education. An applicant must have three years of verified vocational educational experience in an accredited postsecondary institution or state agency functioning in a position that has vocational education as its focus.

C. Occupational experience. Four thousand hours of verified occupational experience outside of education with no recency requirement.

Statutory Authority: *MS s 136C.04 subd 9*

History: *13 SR 1238*

3700.0903 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

Five working days following the publication in the State Register of adopted parts 3700.0900 to 3700.0903, the state board shall convert the adult vocational education license category to the license category of assistant director in a district with a technical institute. At the licensee's next renewal date, the renewed license must show the new license category. A person holding a license as director, assistant director, or adult vocational education director before the effective date of parts 3700.0900 to 3700.0903 may renew the license by complying with parts 3515.7300 to 3515.8300 and upon compliance must be issued the revised license designated in parts 3700.0901, 3700.0902, or 3700.0903, as applicable.

Statutory Authority: *MS s 136C.04 subd 9*

History: *13 SR 1238*