

**CHAPTER 3700**  
**STATE BOARD OF VOCATIONAL TECHNICAL**  
**EDUCATION**  
**LICENSURE**

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**3700.0100 GENERAL REQUIREMENTS FOR POSTSECONDARY VOCATIONAL TEACHERS.**

*[For text of subs 1 and 2, see M.R.]*

**Subp. 3. Maximum substituted hours.** The total number of hours that may be substituted for occupational experience is 4,000.

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

**History:** *13 SR 2553*

**3700.0140 GENERAL PROVISIONS FOR VOCATIONAL LICENSURE.**

Subpart 1. **Licenses requirement.** Licensed personnel shall meet licensure requirements set forth in Minnesota Rules pertaining to the licensure of technical college personnel for the areas in which such personnel practice.

Subp. 2. **License issuance.** Licenses are issued by the licensure unit within the State Board of Vocational Technical Education.

Subp. 3. **Fees.** License fees are established by the State Board of Vocational Technical Education and are nonrefundable except in accordance with the rules of the State Board of Vocational Technical Education. A fee established by the State Board of Vocational Technical Education shall be charged to the applicant for each application. If a renewal and additional license category requests are submitted for review simultaneously, one processing fee covers both the renewal and the new categories. Effective after July 1, 1990, each application for the issuance, renewal, or voluntary surrender of a license to teach shall be accompanied by a processing fee in the amount of \$50. When an applicant requests review by committee, an application must be submitted to the State Board of Vocational Technical Education in accordance with parts 3515.4100 to 3515.4400 and shall be accompanied by an additional processing fee to apply to the cost of the review in the amount of \$100. Upon presentation of evidence by a government agency indicating that the applicant is unable to pay the petition fee, the fee may be waived by the State Board of Vocational Technical Education.

The fee shall be paid to the State Board of Vocational Technical Education who shall deposit it with the state treasurer, as provided by law, and report each month to the commissioner of finance the amount of fees collected.

The fees are nonrefundable for applicants not qualifying for a license. However, the fee is refundable when the applicant for a license already holds the license for which application is made and that license does not expire in the year the application is submitted.

Subp. 4. **License validity.** Licenses become valid on the date of approval by the State Board of Vocational Technical Education. An individual shall hold a license before receiving payment for services that require a license. If a processing error results in issuance of a license to an individual who does not meet rule requirements for the license, the license is invalid. It is the applicant's responsibility to return the license for corrections to the licensing unit of the State Board of Vocational Technical Education. All licenses shall bear the date of issuance and shall expire the specified number of years from the July 1 nearest the date the license was approved.

Subp. 5. **Correlation of expiration dates.** If an applicant applies for and meets the requirements for an additional license which has the same renewal requirements as the applicant's existing license, the licensing unit will correlate the expiration dates.

When renewing an existing field, one of the following may occur for the purpose of correlating multiple expiration dates if the renewal conditions pertaining to both have been met and verified according to rules. Subsequent renewal will require compliance with customary renewal requirements.

A. Request renewal of another existing licensure field one year early.

B. Request that the expiring fields receive less than the full renewal period.

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

**History:** *14 SR 2989*

**3700.0150 PROCEDURES FOR VOLUNTARY SURRENDER OF TECHNICAL COLLEGE LICENSES.**

Subpart 1. **Materials required to surrender license.** The person holding a technical college teaching license granted by the State Board of Vocational Technical

Education may voluntarily surrender the license by submitting to the licensing unit the following:

A. An application for voluntary surrender which specifies the license category or categories to be surrendered. This application must include the signatures of the district superintendent and the technical college director. The signatures will serve as verification to the State Board of Vocational Technical Education that the district superintendent and the technical college director have been notified of the applicant's intent to remove a category or categories from a license.

B. The applicants copy of the most recently issued license.

C. The required processing fee.

**Subp. 2. Voluntary surrender date.** When the licensing unit receives the materials listed in subpart 1, postmarked by January 1, the date of surrender is July 1 of that year. When the materials are postmarked after January 1, the date of surrender is July 1 of the following calendar year.

**Subp. 3. Withdrawal of request.** A request may be withdrawn by the applicant on or before December 31 of the year in which the request was made without refund of fee.

**Subp. 4. Notification.** Upon receipt of the signed application for voluntary surrender, the State Board of Vocational Technical Education will request in writing the copies of the applicant's original license from the offices of the district superintendent and technical college director. It is the responsibility of the applicant to file with the offices of the district superintendent and the technical college director the revised license.

**Subp. 5. When voluntary surrender is prohibited.** A person may not voluntarily surrender a license under any of the following circumstances:

A. the school board has begun proceedings to terminate the continuing contract, pursuant to Minnesota Statutes, section 125.12, subdivision 6 or 8, or 125.17, subdivision 4;

B. the State Board of Vocational Technical Education or its designee has begun proceedings to suspend or revoke the license pursuant to part 8700.7500 or Minnesota Statutes, sections 125.09 and 214.10; or

C. any educational agency or board has begun proceedings which could result in alteration of the status of the teaching license due to the person's conduct.

**Subp. 6. Entrance license after voluntary surrender.** A person whose technical college license has been voluntarily surrendered may apply for entrance licensure in the category for which licensure was previously surrendered. An entrance license must be granted to the applicant if the following criteria are met:

A. a licensure rule exists in the category for which licensure was previously surrendered;

B. the applicant meets the entrance licensure criteria that are in effect for that category at the time of application; and

C. the required processing fee accompanies the application for entrance licensure.

**Subp. 7. Effect of voluntary surrender.** Nothing in subparts 1, 2, and 4 prohibits a person from holding or applying for a license in any other category upon surrender of a license in another category.

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

**History:** *14 SR 2989*

### **3700.0155 LETTERS OF APPROVAL.**

**Subpart 1. Issuance.** The State Board of Vocational Technical Education may issue letters of approval under the conditions of subpart 3 that permit a

licensed individual to undertake an assignment for which that individual is not currently licensed to resolve a hardship.

**Subp. 2. Hardship.** For letter of approval purposes, the state director's designee determines whether a hardship exists because of item A, B, or C subject to the conditions of subpart 3:

A. an immediate need exists due to an unexpected resignation, death, dismissal, or long-term leave of absence of a licensed staff member;

B. an immediate need exists due to the inability to recruit an individual who is licensable for the assignment and who is available for hire; or

C. an unavoidable situation exists that prevents the offering of needed instruction or service without resort to the letter of approval.

**Subp. 3. Conditions.** Letters of approval authorized by subpart 1 must be issued to a technical college director if the state director's designee finds that the conditions in this subpart are met:

A. the technical college director has requested a letter of approval in accordance with this part;

B. the technical college director has verified in writing that:

(1) a specific assignment vacancy exists that requires a technical college license in the licensure category for which a letter of approval is requested;

(2) reasonable recruitment efforts have been made, as specified by local policy;

(3) no person with appropriate technical college licensure who wishes to undertake the assignment is available for hire or reassignment to this area;

(4) no person who wishes to undertake the assignment and who has been placed on unrequested leave by the technical college has filed with the district a current technical college license that is valid for the assignment for which the letter of approval is requested; and

(5) the person for whom the request is made:

(a) holds a valid license issued by the State Board of Vocational Technical Education;

(b) is technically qualified for the assignment as evidenced by documentation of training or occupational experience of sufficient substance that in part would qualify for a full license in the requested licensure category without regard to the occupational recency and teacher education sequence provisions; and

(c) has had 12 clock hours of teaching techniques as determined by the local technical college if the request is in an instructional field.

**Subp. 4. Duration, renewal of letters of approval.** A letter of approval is valid for no longer than the rest of the fiscal year in which it is issued. A letter of approval involving the same individual and circumstance may be renewed only once and only if the conditions of subpart 3, items A and B, are met again. The renewal is valid for no longer than the rest of the school year in which the renewal is approved.

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

**History:** *14 SR 2989*

### 3700.0200 LICENSES IN THE AGRICULTURAL OCCUPATIONAL AREA.

*[For text of subpart 1, see M.R.]*

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

Subp. 3. **Does not apply.** Parts 3515.9920 and 3515.9930 no longer apply.

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

**History:** *13 SR 2553*

### 3700.0205 FARM BUSINESS MANAGEMENT LICENSE.

*[For text of subps 1 to 3, see M.R.]*

Subp. 4. **Occupational experience requirement.** The applicant must have 4,000 hours of occupational experience. The 4,000 hours may include the 2,000 hours required under part 3700.0200, subpart 2 and 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.

Subp. 5. [Repealed, 13 SR 2553]

Subp. 6. [Repealed, 13 SR 2553]

Subp. 7. **Substitution for occupational experience.** The applicant may substitute teaching in programs and courses at an accredited secondary or postsecondary technical institute in plant or animal science, agricultural education, farm operations and management, veterans cooperative farm management, or farm business management for up to 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

### 3700.0210 FARM OPERATIONS AND MANAGEMENT LICENSE.

*[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

### 3700.0215 DAIRY HERD MANAGEMENT LICENSE.

*[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

### **3700.0220 LAMB AND WOOL MANAGEMENT LICENSE.**

*[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 management, 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

### **3700.0225 AGRICULTURE SUPPLIES, SALES AND SERVICE LICENSE.**

*[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

**3700.0230 HORSE CARE: STABLE AND BACKSTRETCH.***[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

**3700.0235 AGRICULTURAL EQUIPMENT MECHANICS LICENSE.***[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

**3700.0240 HORTICULTURE LICENSE.***[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The

teaching must be done during the five 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:** *13 SR 2553*

### 3700.0245 LANDSCAPING LICENSE.

*[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

### 3700.0250 NATURAL RESOURCES LICENSE.

*[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

### 3700.0255 LOGGING BUSINESS MANAGEMENT LICENSE.

*[For text of subps 1 and 2, see M.R.]*

**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 2,000 hours required under part 3700.0200, subpart 2.

*[For text of subp 4, see M.R.]*

**Subp. 5. Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited secondary or postsecondary insti-

tution in logging business management, forestry, forest harvesting, forest equipment maintenance, and forestry management 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 five years just before applying for the license. Two hours of teaching equals one hour of the occupational experience.

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

**History:** *13 SR 2553*

### **3700.0260 FOREST HARVESTING LICENSE.**

*[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 3, items A and B, see M.R.]*

C. the occupational experience required in items A and B may include the 2,000 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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

### **3700.0265 TAXIDERMY LICENSE.**

*[For text of subps 1 and 2, see M.R.]*

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

*[For text of subp 4, see M.R.]*

**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 1,500 of the 2,000 hours of recent occupational experience required under part 3700.0200, subpart 2. The teaching must be done during the five 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:** *13 SR 2553*

### **3700.0285 SWINE PRODUCTION MANAGEMENT.**

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

- A. swine specific content;
- B. agriculture commodity marketing and purchasing; and
- C. agricultural employee and employer relationships.

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

Subp. 3. **Educational and occupational experience requirement.** The applicant must have either:

A. a bachelor's degree or above with a major in an agricultural field and 4,000 hours of occupational experience as an owner/operator, manager, supervisor, or service representative in the swine production areas of breeding, farrowing, nursery, and finishing; or

B. two years of postsecondary education from an accredited postsecondary institution in swine production management and 6,000 hours of occupational experience as an owner/operator, manager, supervisor, or service representative in the swine production areas of breeding, farrowing, nursery, and finishing.

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

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

**History:** *14 SR 2360*

### 3700.0290 CONVERSION OF EXISTING AGRICULTURE LICENSES.

Licenses listed in Column A shall automatically be converted to Column B. At the licensee's next renewal date, the license must show the new license category.

A	B
Adult Farm Management	Farm Business Management
Vocational Agriculture Instructor	Farm Business Management
Area Agriculture Coordinator	Area Agriculture Coordinator
Production Agriculture/Farm Management	Farm Operations Management
Dairy Herd Management	Dairy Herd Management
Sheep Management/Agriculture	Lamb and Wool Management
Agriculture Supplies/Sales/Service	Agriculture Supplies/Sales/Service
Horse Care and Stable Operations	Horse Care, Stable and Backstretch
Agriculture Equipment Mechanics	Agriculture Equipment Mechanics
Horticulture/Specialty Crops Landscaping	Horticulture Landscaping
Natural Resources	Natural Resources Management
Natural Resources Forestry Component	Natural Resources Management
Natural Resources Fish and Wildlife Component	Natural Resources Management
Forest Logging/Management Safety	Logging Business Management
Forest Harvesting/Logging and Equipment Maintenance	Forest Harvesting
Forest Harvesting/Logging Component	Forest Harvesting
Forest Harvesting/Equipment Component	Forest Harvesting
Taxidermy (emergency)	Forest Harvesting Taxidermy - Permanent
Poultry Production Management	New Program
Specialty Crops Management	New Program

Agriculture Education Veteran's Instructor	Farm Business Management
Agricultural Systems and Structures	Renewal only
Commercial Greenhouse Production	Renewal only
Land Conservation	Renewal only

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

**History:** *13 SR 2553*

### 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:

*[For text of items A to E, see M.R.]*

F. payroll;

*[For text of items G to I, see M.R.]*

J. introduction to computers; and

K. personal or individual income tax.

*[For text of subp 2, see M.R.]*

Subp. 3. **Educational and occupational experience requirement.** The applicant must have nine quarter credits in principles of accounting, six quarter credits in intermediate accounting, and 8,000 hours of occupational experience in one or more of the areas listed in items A to E with a minimum of 2,000 of the hours as a public or private staff accountant. There is no substitution for these hours. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2:

A. accountant;

B. city finance officer;

C. controller or assistant controller;

D. internal, external, or government auditor; and

E. 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 with a major in accounting or business administration may be substituted for 4,000 hours.

*[For text of item B, see M.R.]*

C. A diploma in accounting or with an accounting prefix may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content 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:** *14 SR 2360*

**3700.0310 BOOKKEEPING CLERK 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:

*[For text of items A to C, see M.R.]*

- D. automated bookkeeping; and
- E. payroll.

*[For text of subp 2, see M.R.]*

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 must include the 2,000 hours required under part 3700.0300, subpart 2:

*[For text of items A to C, see M.R.]*

- D. accounts payable/receivable/cost clerk;
- E. audit clerk;
- F. bookkeeper;
- G. city finance officer;
- H. controller or assistant controller;
- I. payroll bookkeeper or clerk;
- J. internal, external, or government auditor; and
- K. 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 with a major in any business field may be substituted for 4,000 hours.

B. An associate degree in any business field may be substituted for 2,000 hours.

C. A diploma in any business field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution or in an industrial or military setting in 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:** *14 SR 2360*

**3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.**

*[For text of subps 1 and 2, see M.R.]*

**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 must include the 2,000 hours required under part 3700.0300, subpart 2:

*[For text of items A to F, see M.R.]*

**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 with a major in banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

*[For text of item B, see M.R.]*

C. A diploma in banking, banking and finance, or credit and finance may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

**Subp. 5. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content 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:** *14 SR 2360*

### **3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.**

*[For text of subps 1 and 2, see M.R.]*

**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. There is no substitution for these hours. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2:

*[For text of items A to G, see M.R.]*

**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 with a major 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.

*[For text of item B, see M.R.]*

C. A diploma in banking, banking and finance, accounting, or credit and

finance may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

**Subp. 5. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content 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:** *14 SR 2360*

### **3700.0325 BUSINESS OFFICE MANAGEMENT LICENSE.**

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

*[For text of items A to M, see M.R.]*

*[For text of subp 2, see M.R.]*

**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 must include the 2,000 hours required under part 3700.0300, subpart 2:

*[For text of items A to E, see M.R.]*

**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 with a major in business administration; business management; business education; economics; general business; office administration; or marketing, management, and finance may be substituted for 4,000 hours.

*[For text of item B, see M.R.]*

C. A diploma in business office management or business supervision may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

**Subp. 5. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content 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:** *14 SR 2360*

**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:

*[For text of items A to F, see M.R.]*

- G. filing/indexing;
- H. machine transcription;
- I. bookkeeping principles;
- J. introduction to computers;
- K. word processing; and
- L. records management.

*[For text of subp 2, see M.R.]*

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 must include the 2,000 hours required under part 3700.0300, subpart 2:

*[For text of items A and B, see M.R.]*

- C. clerk typist; and
- D. word processing secretary.

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 with a major in administrative office management, office management, office systems management, business education, or business administration/management may be substituted for 4,000 hours.

B. An associate degree in professional office management or any secretarial field may be substituted for 2,000 hours.

C. A diploma in any secretarial field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content 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:** *14 SR 2360*

**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:

*[For text of items A and B, see M.R.]*

C. records management;

*[For text of items D to J, see M.R.]*

K. filing/indexing;

L. machine transcription;

M. bookkeeping principles;

N. introduction to computers; and

O. word processing.

*[For text of subp 2, see M.R.]*

**Subp. 3. Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 4,000 hours as a medical secretary. There is no substitution allowed for these hours in subpart 4, items A to D. The remaining hours may be in any secretarial field. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2, and must be in medical secretarial experience.

**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 other than medical secretarial. 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 with a major 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 any secretarial field may be substituted for 2,000 hours.

C. A diploma in any secretarial field or admissions records technician may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

**Subp. 5. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution or in an industrial or military setting in medical secretarial 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:** *14 SR 2360*

### **3700.0340 LEGAL SECRETARIAL 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:

*[For text of items A to I, see M.R.]*

J. filing/indexing;

K. bookkeeping principles;

- L. business law;
- M. introduction to computers; 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 with a minimum of 4,000 hours as a legal secretary. There is no substitution allowed for these hours in subpart 4, items A to D. The remaining hours may be in any secretarial field. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2, and must be in legal secretarial experience.

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, other than legal secretarial. 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.

*[For text of item A, see M.R.]*

B. An associate degree in any secretarial field may be substituted for 2,000 hours.

C. A diploma in any secretarial field may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution or in an industrial or military setting in legal 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:** *14 SR 2360*

### **3700.0350 PURCHASING AND INVENTORY MANAGEMENT LICENSE.**

*[For text of subps 1 and 2, see M.R.]*

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 must include the 2,000 hours required under part 3700.0300, subpart 2:

*[For text of items A to F, see M.R.]*

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 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 with a major in marketing, business administration or management, or finance may be substituted for 4,000 hours.

*[For text of item B, see M.R.]*

C. A diploma in purchasing or inventory management may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

**Subp. 5. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content 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:** *14 SR 2360*

3700.0355 [Repealed, 14 SR 2360]

### 3700.0360 COURT REPORTING LICENSE.

*[For text of subps 1 and 2, see M.R.]*

**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 must 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 postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

*[For text of items A and B, see M.R.]*

C. A diploma in court reporting approved by the National Shorthand Reporters Association may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

**Subp. 5. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content 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:** *14 SR 2360*

### 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. job seeking and keeping skills; and

B. employee services and relations.

*[For text of subp 2, see M.R.]*

**Subp. 3. Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager/supervisor, assistant manager/supervisor, or personnel assistant in a personnel or human resources department. The 8,000 hours must include the 2,000 required under part 3700.0300, subpart 2.

**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 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 with a major in personnel, human resources, industrial relations, or business may be substituted for 4,000 hours.

*[For text of item B, see M.R.]*

C. A diploma or certificate in a personnel assistant program may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

*[For text of item D, see M.R.]*

**Subp. 5. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content 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:** *14 SR 2360*

### **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:

*[For text of items A to C, see M.R.]*

D. microcomputer programming and operations;

*[For text of items E to H, see M.R.]*

I. system analysis and design; and

J. programming languages.

*[For text of subp 2, see M.R.]*

**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 E. The experience must be in a mainframe or minicomputer environment. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer programmer;

B. systems analyst;

C. data communications programmer;

D. data base programmer; and

E. 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 postsecondary 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 with a major in business administration, management information systems, or computer science may be substituted for 4,000 hours.

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

C. A diploma in computer programming may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in computer: mainframe or minicomputer systems, programming, or operations 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 primary program content at an accredited postsecondary institution or in an industrial or military setting in mainframe or minicomputer programming, 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:** *14 SR 2360*

### 3700.0375 COMPUTER OPERATIONS LICENSE.

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:

*[For text of items A and B, see M.R.]*

C. introduction to computers;

D. job control language;

*[For text of items E to G, see M.R.]*

H. computer literacy.

*[For text of subp 2, see M.R.]*

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 D. This experience must be in mainframe or minicomputers. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2:

A. computer operator;

B. computer operations manager;

C. computer systems software support; and

D. computer operations analyst.

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 postsecondary 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 with a major in business administration, management information systems, or computer science may be substituted for 4,000 hours.

B. An associate degree in computer operations or programmer may be substituted for 2,000 hours.

C. A diploma in computer operations may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in computer mainframe or minicomputer systems, programming, or operations 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 primary program content at an accredited postsecondary institution or in an industrial or military setting in mainframe or minicomputer operations 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:** *14 SR 2360*

### **3700.0376 FINANCIAL AID ASSISTANT.**

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

**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 with a minimum of 6,000 hours in a position that administers or assists with the administration of financial aid within a postsecondary institution. The recency listed in part 3700.0300, subpart 2, must be met with this experience. The remaining hours may be in an administrative support position.

**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 business, accounting, or financial aid administration may be substituted for 2,000 hours of experience in an administrative support position and a maximum of 2,000 hours of the experience in a financial aid position.

B. An associate degree in business, accounting, administrative support, or financial aid assistant may be substituted for 2,000 hours.

C. A diploma in accounting, administrative support, or financial aid assistant 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 administrative support or financial aid 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 primary program content at an accredited postsecondary institution in financial aid assistant for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

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

**History:** *13 SR 2629; 14 SR 2360*

### **3700.0377 MICROCOMPUTER SUPPORT SPECIALIST.**

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

A. microcomputing operating system/concepts and skills; and

B. introduction to microcomputing.

**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 business application occupational experience in two or more of the following areas: installation of and troubleshooting computers, computer trainer in a business or industrial setting, or programming. A minimum of 4,000 of these hours must be in microcomputers. The remaining experience may be in a nonmicrocomputer environment in any of the three areas described in this subpart. The 8,000 hours must include the 2,000 hours required under part 3700.0300, subpart 2 and must be microcomputer experience.

**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 non-microcomputer occupational experience described 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 management information systems, computer science, data processing, or telecommunications may be substituted for 4,000 hours.

B. An associate degree in computer science, data processing, microcomputer specialist, or advanced business communication may be substituted for 2,000 hours.

C. A diploma in business microcomputing, computer operator, or computer programmer may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in microcomputer or mainframe computer 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 primary program content at an accredited postsecondary institution, or at an industrial or military setting in microcomputer specific training for 1,500 hours of the 2,000 required in 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:** *13 SR 2629; 14 SR 2360*

### **3700.0378 ADVANCED BUSINESS TECHNOLOGY.**

**Subpart 1. May teach.** A teacher who has an advanced business technology license may teach in the advanced business technology program and may also teach courses in application and use of:

- A. public switched networks;
- B. private switched networks;
- C. private branch exchange;
- D. integrated services digital network;
- E. microcomputer system applications;
- F. asynchronous/synchronous communications; and
- G. modem technology.

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 planning, designing, networking, engineering, managing, or installing and maintaining two or more of items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2.

- A. mainframe, minicomputers, or microcomputer systems analysis and operation in a business setting;
- B. voice communications system; and
- C. data communications system.

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 computer science, management information systems, microcomputer studies, electrical engineering, or voice data telecommunications may be substituted for 4,000 hours.

B. An associate degree in advanced business communications, electronics, microcomputer support specialist, or office information processing specialist may be substituted for 2,000 hours.

C. A diploma in business microcomputing or electronics 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 mainframe, microcomputers, or minicomputers; voice data or telecommunications; or electronics 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.** An applicant may substitute teaching experience in primary core program content at an accredited postsecondary institution, or at an industrial or military setting in advanced business communications, microcomputer, telephony, data communications, or network design for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

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

**History:** *13 SR 2629; 14 SR 2360*

### **3700.0379 OFFICE INFORMATION PROCESSING SPECIALIST.**

Subpart 1. **May teach.** A teacher who has an office information processing specialist license may teach in the office information processing program and teach courses in:

- A. word processing operations;

- B. hardware evaluation;
- C. software applications (WP/SS/DB);
- D. application concepts/theory (SQ/SS/DB);
- E. application design;
- F. software evaluation; and
- G. office desktop publishing.

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 word processing supervisory responsibilities in an end user environment where systems and technical staff interact with nontechnical employees. This experience must include applications design involvement from conception to implementation and consisting of identifying office tasks, needs identification, development of software and hardware solutions, selection of staff who will use the system, and training of end users. The 8,000 hours must include the 2,000 hours required under part 3700.0300, 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 requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business management, business education, business administration, office management, office administration, or information processing (MIS) may be substituted for 4,000 hours.

B. An associate degree in secretarial science, secretarial, office information processing, personnel assistant, office administration, or office management may be substituted for 2,000 hours.

C. A diploma in general, legal, medical, or word processing secretarial programs may substitute for 2,000 hours. 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 information processing, business, secretarial, or management 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 primary program content at an accredited postsecondary institution, or in an industrial or military setting in general office typist, general secretarial office information processing specialist, or word processing for 1,500 hours of the 2,000 required in part 3700.0300, subpart 2. Two hours of teaching equal one hour of occupational experience required in part 3700.0300, subpart 2.

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

**History:** *13 SR 2629; 14 SR 2360*

### **3700.0500 LICENSES IN MARKETING OCCUPATIONAL AREA.**

Subpart 1. **Listed here.** An applicant for a license to teach technical college courses and programs in the marketing occupational area must meet the requirements in this part. The requirements are in addition to the requirements 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 marketing 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 3515.9921 does not apply to parts 3700.0505 to 3700.0515.

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

**History:** *14 SR 2989*

### **3700.0510 BUSINESS TO BUSINESS TELEMARKETING.**

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

- A. telecommunications marketing management;
- B. telephone techniques;
- C. selling techniques;
- D. market research; and
- E. telemarketing customer service.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience.

A. At least 4,000 of the hours must be experience as a manager/supervisor staffing and training in business to business telemarketing. No substitution is allowed for these hours.

B. 4,000 hours may be in any of the following: telemarketing consultant, business or industrial telemarketing trainer, telemarketing salesperson, telephone customer service representative, direct marketing project manager that includes marketing information systems, or business to business field sales.

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, item B. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in business management, business administration, communications, marketing, or advertising may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, marketing, or advertising may be substituted for 1,000 hours. An associate degree in business to business telemarketing may be substituted for 2,000 hours.

C. A diploma in business to business telemarketing may be substituted. A one-year program or a program of 45 or more credits equals 1,050 hours. A two-year program or a program of 90 or more credits equals 2,100 hours. A two-year program in marketing, management, supervision, advertising, or sales equals 1,050 hours.

D. The completion of courses for credit or clock hours in telemarketing content. 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, industrial or business setting in primary content of business to business telemarketing for 1,500 of the 2,000 hours required under part 3700.0500. Two hours of teaching equal one hour of the occupational experience.

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

**History:** *14 SR 1214; 14 SR 2989*

**3700.0515 COMPUTERIZING SMALL BUSINESS.**

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

- A. integration of computer hardware and software to business;
- B. introduction to personal computers; and
- C. principles or business management.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 6,000 hours as a working proprietor or managerial level employee responsible for, and making decisions based on, sources and use of capital. The remaining 2,000 hours must be in one or both of the following:

- A. using a microcomputer system with multiapplication software for use in managing daily operations of a small business; or
- B. selling a combination of microcomputer hardware systems and software packages for use in managing the daily operations of a small business.

The 8,000 hours must include verification of experience in developing a combination of microcomputer hardware and software processes for computerizing small businesses. Computerizing a small business means to do a feasibility study that includes analyzing, prioritizing, researching availability, evaluating, and reviewing computer needs.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described under item A, B, C, or D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. Notwithstanding this substitution, the applicant must not substitute for the experience developing a combination of microcomputer hardware and software processes for computerizing small business or the 2,000 hours of specialized experience as stated in subpart 3.

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

B. An associate degree in accounting, business management, business entrepreneurship, or microcomputer sales and service may be substituted for 2,000 hours.

C. A diploma in business entrepreneurship, small business management, preparation for small business ownership, accounting, or computerizing small business may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in computer systems design, accounting, business management, and business computer applications may be substituted. One clock 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 primary program content at an accredited postsecondary institution or at an industrial setting for 1,500 of the 2,000 hours required in part 3700.0500, subpart 2, if the teaching is done during this five-year period. The teaching must be in computerizing small business, small business management, or preparation for small business ownership. Two hours of teaching equal one hour of occupational experience.

**Statutory Authority:** *MS s 136C 04*

**History:** *13 SR 2629; 14 SR 2989*

**3700.0520 CUSTOMER SERVICE.**

**Subpart 1. May teach.** A teacher who has a customer service license may teach in the customer service program and may also teach customer specific courses such as:

- A. consumer behavior;
- B. consumer credit and collections;
- C. introduction to customer service technology;
- D. consumer problem solving;
- E. customer service conflict and management; and
- F. customer service telemarketing.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

**Subp. 3. Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience with a minimum of 4,000 hours at the management/supervisory level doing the hiring, training, and development of individuals for customer contact involving problem solving and proactive activities. The remaining experience may be in any of the following activities:

- A. budgeting and long-range planning for customer service;
- B. customer advocate liaison within a company;
- C. assessing, measuring, and defining customer expectation for future applications; and
- D. development and implementation of procedural processes and subsequent applications for customer service.

**Subp. 4. Substitution for occupational experience.** The applicant may substitute education 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. The education may not substitute for the 4,000 hours of management/supervisory level occupational experience.

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

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

C. A diploma or certificate in business, customer service, management, marketing, or supervision may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in customer service specific content. 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 primary program content at an accredited postsecondary institution or industrial setting for 1,500 of the 2,000 hours required under part 3700.0500, subpart 2. The experience must be in customer service. Two hours of teaching equal one hour of the occupational experience required in part 3700.0500, subpart 2.

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

**History:** *14 SR 2989*

**3700.0525 ELECTRONIC SERVICE/SALES REPRESENTATIVE.**

**Subpart 1. May teach.** A teacher who has an electronic service/sales representative license may teach in the electronic service/sales program and may also teach courses in:

- A. selling techniques; and
- B. basic troubleshooting electronic-based equipment.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in electronic-based applications as follows:

- A. a minimum of 2,000 hours in commercial or industrial sales, installation, and maintenance or troubleshooting equipment; and
- B. a minimum of 2,000 hours in customer needs analysis including equipment determination and selection, hardware configuration, product presentation, and demonstration or account management.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in item A, B, or C for up to 4,000 hours of occupational experience required under subpart 3. The education must be from an accredited postsecondary institution. An applicant cannot substitute for the 2,000 hours of experience required in subpart 3, item A.

A. A bachelor's or higher degree with a major in applied electrical engineering may be substituted for 4,000 hours.

B. An associate degree in electronics or electronic service/sales may be substituted for 2,000 hours.

C. A diploma in electronics or electronic service/sales may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution or at an industrial setting for 1,500 of the 2,000 hours required under part 3700.0500, subpart 2, if the teaching is done during the five-year period. The teaching must be in electronics or electronic service/sales. Two hours of teaching equal one hour of occupational experience. An applicant cannot substitute for the 2,000 hours of experience required under subpart 3, item A.

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

**History:** *14 SR 2989*

### 3700.0530 FASHION MANAGEMENT.

Subpart 1. **May teach.** A teacher who has a fashion management license may teach the fashion management program, retail management program, marketing careers core, fashion specific courses, and courses in the marketing occupational area in:

- A. applied oral communications;
- B. business ethics and legal issues;
- C. human resource management;
- D. interpersonal relations;
- E. professional self-development; and
- F. the following courses in any technical college area:
  - (1) applied sales strategies;
  - (2) inventory planning and control;
  - (3) marketing research fundamentals;
  - (4) principles of management;

- (5) retail buying;
- (6) retail principles;
- (7) retail trends;
- (8) sales promotion/advertising;
- (9) store layout and presentations;
- (10) store operations;
- (11) supervision fundamentals;
- (12) telemarketing fundamentals; and
- (13) visual merchandising.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

**Subp. 3. Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience. Six thousand hours must be in all of the following:

- A. product and/or customer service presentation;
  - B. supervision/management of human resources, and store or business operations;
  - C. promotion or advertising with intent to sell the product or service;
- and
- D. business operations planning, forecasting, and analysis.

The remaining 2,000 hours must include the recency requirement of part 3700.0500, subpart 2, and must be in the area of fashion apparel and accessory, to include direct responsibility for the following: inventory control dollar and unit, merchandise pricing, layout of selling floor, retail financial applications, physical inventory, and sales.

**Subp. 4. Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 of the 6,000 hours of occupational experience required in subpart 3, items A to D. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in business administration, business management, distributive education, marketing, merchandising, or retailing may be substituted for 4,000 hours.

B. An associate degree in management, marketing, merchandising, sales, or telemarketing may be substituted for 2,000 hours.

C. A diploma or certificate in management, marketing, merchandising, sales, or telemarketing may be substituted. A one-year program or a program of 45 quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in management, marketing, merchandising, sales, or telemarketing. 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 primary program content at an accredited postsecondary institution or industrial setting for 1,500 of the 2,000 hours required under part 3700.0500, subpart 2. The experience must be in fashion apparel and accessory sales and management. Two hours of teaching equal one hour of the occupational experience required in part 3700.0500, subpart 2.

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

**History:** *14 SR 2989*

**3700.0535 POSTAL SERVICE MANAGEMENT.**

**Subpart 1. May teach.** An instructor with a postal service management license may teach postal service specific content in the postal service management program and may also teach postal specific courses throughout the technical college system.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

**Subp. 3. Occupational experience requirement.** The applicant must have occupational experience in a classified United States Postal Service position as described in item A, B, or C.

A. 3,000 hours as a bargaining unit employee and 5,000 hours in an initial level supervisor position or above. The recency experience described in part 3700.0500, subpart 2, must be as an initial level supervisor or above.

B. 3,000 hours as a bargaining unit employee and 5,000 hours as a postal service training technician with sole training responsibility in an office of 200 or more employees. The recency experience described in part 3700.0500, subpart 2, must be as a postal service training technician with sole training responsibility in an office of 200 or more employees.

C. An associate degree in postal service management with 3,000 hours as a bargaining unit employee and 3,000 hours as an initial level supervisor or above. The recency experience described in part 3700.0500, subpart 2, must be as an initial level supervisor or above.

D. An associate degree in postal service management with 3,000 hours as a bargaining unit employee and 3,000 hours as a postal service training technician with sole responsibility in an office of 200 or more employees. The recency experience described in part 3700.0500, subpart 2, must be as a postal service training technician.

**Subp. 4. Substitution for recent occupational experience.** An applicant currently employed by the United States Postal Service may substitute teaching experience in postal service content in a postal service management program at an accredited postsecondary institution for 1,500 of the 2,000 hours required under part 3700.0500, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0500, subpart 2.

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

**History:** *14 SR 2989*

**3700.0540 PREPARATION FOR SMALL BUSINESS OWNERSHIP.**

**Subpart 1. May teach.** A teacher who has a preparation for small business ownership license may teach in the preparation for small business ownership program and may also teach courses in:

- A. marketing principles;
- B. principles of advertising;
- C. entrepreneurship;
- D. managerial accounting;
- E. business math;
- F. computer applications for small business management; and
- G. introduction to small business management.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

**Subp. 3. Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a working proprietor or managerial

level employee responsible for, and making decisions based on, sources and use of capital.

**Subp. 4. Substitution for occupational experience.** The applicant may substitute the education described in item A, B, C, or D for up to 4,000 hours required under subpart 3. The education must be from an accredited postsecondary institution.

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

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

C. A diploma in business or marketing may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses or clock hours for credit in business or marketing may be substituted.

One clock 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 primary program content at an accredited postsecondary institution or industrial setting in accounting, business management, computer applications for small business management, and sales and marketing, for 1,500 of the 2,000 hours required under part 3700.0500, subpart 2, if the teaching is done during the five-year period. Two hours of teaching equal one hour of occupational experience.

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

**History:** *14 SR 2989*

### **3700.0545 PRODUCTIVITY TECHNICIAN/PRODUCTIVITY AND INVENTORY MANAGEMENT.**

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

- A. human resource management;
- B. productivity improvement;
- C. problem solving/decision making;
- D. quality systems;
- E. statistical process control; and
- F. production or inventory control.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

**Subp. 3. Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager, facilitator, or trainer in two or more of the following:

- A. management/employee involvement (MEI);
- B. statistical process control (SPC);
- C. quality assurance or quality control systems (QAQC);
- D. problem solving/decision making techniques;
- E. just in time techniques (JIT); and
- F. production and inventory control.

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

tute the education described under item A, B, C, or D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in business administration or management, industrial engineering or management, economics, personnel management, organizational development, or marketing may be substituted for 4,000 hours.

B. An associate degree in production and inventory management, production technician, supervisory management, personnel management, manufacturing management, quality technician, business administration, or marketing management may be substituted for 2,000 hours.

C. A diploma in production and inventory management, productivity technician, supervisory management production technician, or marketing management may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit or seminars and workshops by professional organizations in transformation of American industry, manufacturing process, production and inventory management techniques, engineering drawings, quality assurance product development, work simplifications, organizational structure of business, material requirements planning, industrial master planning, capacity management, production activity management, inventory management, employee involvement, statistical process, problem solving, or socio-economic systems may be substituted. One clock 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 primary program content at an accredited postsecondary institution, industrial or military setting for 1,500 of the 2,000 hours required in part 3700.0100, subpart 2, if the teaching is done during this five-year period. The teaching must be in production and inventory management, productivity technician, supervisory management, statistical process control, quality assurance or quality control systems, participation management/employee involvement process, problem solving/decision making techniques, just in time techniques, or production/inventory control. Two hours of teaching equal one hour of occupational experience.

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

**History:** *13 SR 2629; 14 SR 2989*

### 3700.0550 RETAIL MANAGEMENT.

Subpart 1. **May teach.** A teacher who has a retail management license may teach the retail management program, marketing careers core, courses in the marketing area in:

- A. applied oral communications;
- B. business ethics and legal issues;
- C. human resource management;
- D. interpersonal relations;
- E. professional self-development; and
- F. the following courses in any technical college area:
  - (1) applied sales strategies;
  - (2) inventory planning and control;
  - (3) marketing research fundamentals;
  - (4) principles of management;

- (5) retail buying;
- (6) retail principles;
- (7) retail trends;
- (8) sales promotion and advertising;
- (9) store layout and presentations;
- (10) store operations;
- (11) supervision fundamentals;
- (12) telemarketing fundamentals; and
- (13) visual merchandising.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

**Subp. 3. Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience. Six thousand hours must be in all of the following:

- A. product and/or customer service presentation;
- B. supervision/management of human resources, and store or business operations;
- C. promotion or advertising with intent to sell the product or service; and
- D. business operations planning and forecasting analysis.

The remaining 2,000 hours must include the recency requirement in part 3700.0500, subpart 2, and be in retail sales and management with direct responsibility in the following areas: inventory control dollar and unit, merchandise pricing, layout of selling floor, retail financial applications, taking inventory, and retail sales.

**Subp. 4. Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 of the 6,000 hours of occupational experience required in subpart 3, items A to D. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in marketing, business administration, business management, merchandising, retailing, or distributive education may be substituted for 4,000 hours.

B. An associate degree in marketing, management, merchandising, telemarketing, or sales may be substituted for 2,000 hours.

C. A diploma or certificate in sales, marketing, merchandising, management, or telemarketing may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in sales, marketing, merchandising, management, or telemarketing. 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 primary program content at an accredited postsecondary institution or industrial setting for 1,500 of the 2,000 hours required under part 3700.0500, subpart 2. This teaching experience must be in retail sales and management. Two hours of teaching equal one hour of the occupational experience required in part 3700.0500, subpart 2.

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

**History:** *14 SR 2989*

**3700.0555 SALES MANAGEMENT.**

Subpart 1. **May teach.** A teacher who has a sales management license may teach the sales management program, marketing careers core, courses in the marketing area in:

- A. applied oral communications;
- B. business ethics and legal issues;
- C. human resource management;
- D. interpersonal relations;
- E. professional self-development; and
- F. the following courses in any technical college area:
  - (1) applied sales strategies;
  - (2) marketing research fundamentals;
  - (3) negotiation sales;
  - (4) principles of management;
  - (5) sales management;
  - (6) sales promotion and advertising;
  - (7) sales record management;
  - (8) supervision fundamentals;
  - (9) telemarketing fundamentals;
  - (10) territory management;
  - (11) visual merchandising; and
  - (12) wholesale buying and selling techniques.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience. Six thousand hours must be in all of the following:

- A. product and/or customer service presentation;
- B. supervision/management of human resources, and store or business operations;
- C. promotion or advertising with intent to sell the product or service; and
- D. business operations planning, forecasting, and analysis.

The remaining 2,000 hours must include the recency requirement in part 3700.0500, subpart 2, and be in a nonretail store environment, industrial or institutional setting in multilevel marketing or telemarketing sales. The activities must include three of the following: individual or group sales, territory management, trade show presentation, bid and proposal writing, sales contract negotiations, account management, and sales and personal records management. A way to partially substitute for these hours is described in subpart 5.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 of the 6,000 hours of occupational experience required in subpart 3, items A to D. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in business administration, business management, distributive education, marketing, merchandising, or retailing may be substituted for 4,000 hours.

B. An associate degree in management, marketing, merchandising, sales, or telemarketing may be substituted for 2,000 hours.

C. A diploma or certificate in management, marketing, merchandising,

sales, or telemarketing may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in management, marketing, merchandising, sales, or telemarketing. 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 primary program content at an accredited postsecondary institution or industrial setting for 1,500 of the 2,000 hours required under part 3700.0500, subpart 2. The experience must be in sales representation, sales management, or wholesale and industrial sales. Two hours of teaching equal one hour of the occupational experience required in part 3700.0500, subpart 2.

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

**History:** *14 SR 2989*

### 3700.0560 SUPERVISORY MANAGEMENT.

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

- A. principles of supervision and management;
- B. human resource management;
- C. labor relations;
- D. productivity improvement;
- E. employee training;
- F. problem solving;
- G. quality/participatory management;
- H. statistical process control;
- I. quality first;
- J. production/inventory control;
- K. appraisal and evaluation;
- L. work habits and absenteeism;
- M. leadership development;
- N. supervising for results;
- O. job coaching; and
- P. negotiations.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the marketing area under part 3700.0500.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in a managerial level position including but not limited to budget development or control, employee selection and supervision, employee performance appraisal and evaluation, and assessment of employee training needs.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described under item A, B, C, or D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

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

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

C. A diploma in supervision or management programs. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two-year program or a program of 90 or more quarter credits equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in business administration, business management, finance, human resource management, accounting, training and development, supervisory management, manufacturing management, and productivity and management. One clock 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 primary program content at an accredited postsecondary institution or at an industrial setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0500, subpart 2, if the teaching is done during this five-year period. The teaching must be in management programs or courses that include supervision or management content. Two hours of teaching equal one hour of occupational experience.

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

**History:** *13 SR 2629; 14 SR 2989*

### **3700.0700 LICENSES IN THE TECHNICAL OCCUPATIONAL AREA.**

**Subpart 1. Listed here.** An applicant for a license to teach postsecondary vocational programs and courses in the technical 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 in the part that covers that particular license).

**Subp. 2. Recent occupational experience.** An applicant for a license to teach in the technical 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 3515.9921 does not apply to parts 3700.0705 to 3700.0770.

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

**History:** *14 SR 2159*

### **3700.0705 ARTIFICIAL INTELLIGENCE TECHNICIAN.**

**Subpart 1. May teach.** A teacher who has an artificial intelligence technician license may teach in the artificial intelligence technician program and may also teach programming in artificial intelligence languages.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

**Subp. 3. Educational and occupational experience requirement.** An applicant must have a combination of:

A. two years or more of postsecondary education from an accredited institution in engineering, computer science, electronics, chemistry, physics, or mathematics; and

B. 6,000 hours of verified occupational experience in engineering, programming, or electronics technology with a minimum of 500 hours programming artificial intelligence.

**Subp. 4. Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or at an industrial setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0700, subpart 2, if the

teaching is done during the five-year period. The only substitution allowed for the 500 hours of programming artificial intelligence required under subpart 3, item B, is teaching programming artificial intelligence. Otherwise, the teaching of any programming may be substituted. Two hours of teaching equal one hour of occupational experience.

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

**History:** *13 SR 2221; 14 SR 2159*

### **3700.0710 AUDIO RECORDING SPECIALIST.**

Subpart 1. **May teach.** A teacher who has an audio recording specialist license may teach in the audio recording specialist program and may also teach courses in:

- A. basic audio recording and reinforcement;
- B. audio for nonmedia professionals;
- C. mixing I and II; and
- D. sound tracks for slide productions.

Subp. 2. **Other requirements.** The applicants must meet the requirements listed in part 3700.0100 and the requirement for a teacher in the technical area under part 3700.0700.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a primary audio engineer in multitrack recording of music and audio for television film and audio-visual and must have experience in three of the areas listed in this subpart:

- A. audio time code lock;
- B. musical instrument digital interface (MIDI);
- C. audio location recording;
- D. troubleshooting audio equipment; and
- E. audio recording project planning and management.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described under item A, B, C, or D for up to 4,000 hours of occupational experience required under 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 3700.0700, subpart 2.

A. A bachelor's or higher degree with a major in audio recording, television production, or speech and broadcasting may be substituted for 4,000 hours.

B. An associate degree in audio recording specialist, television, or radio production may be substituted for 2,000 hours.

C. A diploma in audio recording specialist, television, or radio production may be substituted. A one-year program or a program of 45 or more quarter credits equal 1,050 hours. A two-year program or a program of 90 or more quarter credits equal 2,000 hours.

D. The completion of courses for credit or clock hours for audio recording specialist, television, and radio production. 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.** Teaching experience in primary program content at an accredited postsecondary institution or industrial setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0700, subpart 2, if the teaching is done during the five-year period. The teaching must be in audio recording. Two hours of teaching equal one hour of occupational experience.

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

**History:** *14 SR 2159*

**3700.0715 AUTOMATED SYSTEMS TECHNOLOGY.**

**Subpart 1. May teach.** A teacher who has an automated systems technology license may teach in the automated systems technology, automated packaging equipment maintenance, automated manufacturing, automated equipment maintenance, flexible automation, and robotics programs and may also teach courses in:

- A. schematic reading;
- B. programmable logical controller (PLC);
- C. industrial electronics (nonconsumer);
- D. AC/DC motor controls;
- E. introduction to robotics;
- F. nonservo robots;
- G. servo robots;
- H. manufacturing cells;
- I. computerized integrated manufacturing (CIM); and
- J. automated packaging technology.

**Subp. 2. Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the technical occupational area under part 3700.0700.

**Subp. 3. Educational and occupational experience requirement.** The applicant must have the educational and occupational experience as described in item A, B, or C. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in computer science, industrial technology, or the following fields of engineering: robotics, industrial process control, mechanical, electrical, computer, packaging, or motion control and 4,000 hours of occupational experience in automated manufacturing process application and industrial controls. This experience must be in at least two of the following areas: production planning, systems interfacing, manufacturing methods, programming systems, or system troubleshooting and repair of system, and system configuration and product process.

B. An associate degree in robotics, manufacturing technology, electronics, automated systems, automated manufacturing, automated machinery, automated packaging, instrumentation technology, or computer technology and 6,000 hours of occupational experience in automated manufacturing process application and industrial controls. A minimum of 4,000 hours in this area must be in at least two of the following: planning, systems interfacing, manufacturing methods, programming systems, or troubleshooting and repair of system and system configuration and product process. The 4,000 hours must include the 2,000 hours required in part 3700.0700, subpart 2. The remaining experience may be in any of the following: robotics/flexible automation application, flexible automation programming, quality control in a production environment, computer aided drafting (CAD), packaging technology, vision systems, mechanical power transmission, fluid power mechanics, computerized numerical controls (CNC), electronics technician, and electrician with voltage application in excess of 220 volts.

C. A two-year diploma program or a program of 90 or more quarter credits in artificial intelligence, automated equipment, automated packaging, automated systems, electronics, fluid power, instrumentation technology, or computer technology and 6,000 hours of occupational experience in automated manufacturing process application and industrial controls. A minimum of 4,000 of the hours in this area must be in at least two of the following: planning, systems interfacing, manufacturing methods, programming systems, or troubleshooting and repair of system and system configuration and product process. The 4,000 hours must include the 2,000 hours required in part 3700.0700, subpart 2. The remaining experience may be in any of the following areas: robotics/flexible auto-

mation application, flexible automation programming, quality control in a production environment, computer aided drafting (CAD), packaging technology, vision systems, mechanical power transmission, fluid power mechanics, computerized numerical controls (CNC), electronics technician, and electrician with voltage application in excess of 220 volts.

**Subp. 4. Substitution for recent occupational experience.** Teaching experience at an accredited postsecondary institution, industrial, or business setting in primary program content in automated systems technology may be substituted for 1,500 of the 2,000 hours required in part 3709.0700, subpart 2. Two hours of teaching equal one hour of occupational experience.

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

**History:** *14 SR 2159*

### **3700.0720 PRINTED CIRCUIT BOARD TECHNOLOGY.**

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

- A. introduction to computer aided drafting (CAD);
- B. basic electricity;
- C. introduction to DOS;
- D. fundamentals of electronic drafting; and
- E. introduction to UNIX.

**Subp. 2. Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

**Subp. 3. Educational and occupational experience requirement.** The applicant must have the educational and occupational experience described in item A, B, or C. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in electrical engineering or industrial technology and 4,000 hours of occupational experience designing printed circuit boards, which must include computer aided drafting (CAD).

B. An associate degree in industrial technology, electrical or electronic drafting, mechanical drafting, electro-mechanical technology, computer aided design, or electronics technology and 6,000 hours of occupational experience designing printed circuit boards, which must include computer aided drafting (CAD).

C. A diploma or certificate in a two-year program or a program of 90 or more quarter credits in electrical or electronic drafting, mechanical drafting, electro-mechanical technology, industrial engineering technology, printed circuit design technology, or electronics technology and 6,000 hours of occupational experience designing printed circuit boards, which must include computer aided drafting (CAD).

**Subp. 4. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content, at an accredited postsecondary institution, industrial, or military setting in computer aided printed circuit board design for 1,500 of the 2,000 hours required under part 3700.0700, subpart 2. Two hours of teaching equal one hour of the occupational experience required.

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

**History:** *14 SR 2159*

### **3700.0725 ENVIRONMENTAL TECHNOLOGY.**

**Subpart 1. May teach.** A teacher who has an environmental technology license may teach in the environmental technology, air and water analysis tech-

nology, water/waste treatment technician, food laboratory testing and management, and environmental chemical technology programs and also teach courses in:

- A. chemistry;
- B. microbiology;
- C. instrument analysis;
- D. air analysis; and
- E. wastewater analysis.

**Subp. 2. Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

**Subp. 3. Educational and occupational experience requirement.** The applicant must meet the educational and occupational experience described in item A, B, or C. The education must be from an accredited postsecondary institution.

A. A bachelor's or above degree with a major in chemistry, environmental science, or chemical engineering and 4,000 hours of occupational experience with a minimum of 2,000 hours in laboratory analysis in an energy research center, industrial environmental laboratory, chemical quality control laboratory, or in operational testing, sampling, and monitoring in effluent discharge and must include the 2,000 hours required in part 3700.0700, subpart 2. These experiences must be in a laboratory using Environmental Protection Agency standards. The remaining 2,000 hours may be in evaluation and required process control outcome in a treatment center plant or on site sampling and analysis of stack emissions, ambient air, and noise pollution.

B. An associate degree in environmental technology, food science laboratory testing and management, chemical laboratory testing and management, water/waste treatment, or water and air analysis and 6,000 hours of occupational experience with a minimum of 2,000 hours in laboratory analysis in an energy research center, industrial environmental laboratory, chemical quality control laboratory, or in operational testing, sampling, and monitoring in effluent discharge and must include the 2,000 hours required in part 3700.0700, subpart 2. These experiences must be in a laboratory using Environmental Protection Agency standards. The remaining hours may be in evaluation and required process control outcome in a treatment center plant or on site sampling and analysis of stack emissions, ambient air, and noise pollution.

C. A two-year diploma or a program of 90 or more quarter credits in environmental technology, food science laboratory testing and management, chemical laboratory testing and management, water/waste treatment or water and air analysis and 6,000 hours of occupational experience with a minimum of 2,000 hours in laboratory analysis in an energy research center, industrial environmental laboratory, chemical quality control laboratory, or operational testing, sampling, and monitoring in effluent discharge and must include the 2,000 hours required in part 3700.0700, subpart 2. These experiences must be in a laboratory using Environmental Protection Agency standards. The remaining hours may be in evaluation and required process control outcome in a treatment center plant or on site sampling and analysis of stack emissions, ambient air, and noise pollution.

**Subp. 4. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content, at an accredited postsecondary institution, industrial, or military setting in environmental laboratory analysis according to Environmental Protection Agency standards for 1,500 of the 2,000 hours required under part 3700.0700, subpart 2. Two hours of teaching equal one hour of the occupational experience.

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

**History:** *14 SR 2159*

**3700.0730 LASER ELECTRO OPTICS TECHNOLOGY.**

**Subpart 1. May teach.** A teacher who has a laser electro optics technology license may teach in the laser electro optics technology program and may teach courses in:

- A. laser materials processing techniques;
- B. medical laboratory lasers; and
- C. vacuum systems for laser technology.

**Subp. 2. Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

**Subp. 3. Educational and occupational experience requirement.** The applicant must have the educational and occupational experience described in item A, B, or C. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in mechanical or electrical engineering or laser technology and 4,000 hours of occupational experience in maintenance, testing, and operation of industrial laser systems, laboratory laser systems, or medical laser systems. The 4,000 hours must include the 2,000 hours required in part 3700.0700, subpart 2.

B. An associate degree in laser technology or electronics technology and 6,000 hours of occupational experience with a minimum of 4,000 hours in maintenance, testing, and operation of industrial laser systems, laboratory laser systems, or medical laser systems. The 4,000 hours must include the 2,000 hours required in part 3700.0700, subpart 2. The remaining hours may be in installation maintenance or testing of electronic equipment.

C. A diploma in laser electro optics technology or electronics technology. A two-year program or a program of 90 or more quarter credits and 6,000 hours of occupational experience with a minimum of 4,000 hours in maintenance, testing, and operation of industrial laser systems, laboratory laser systems, or medical laser systems. The 4,000 hours must include the 2,000 hours required in part 3700.0700, subpart 2. The remaining hours may be in installation, testing, or maintenance of electronic equipment.

**Subp. 4. Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content, at an accredited postsecondary institution, industrial, or military setting in laser electro optics technology for 1,500 of the 2,000 hours required under part 3700.0700, subpart 2. Two hours of teaching equal one hour of the occupational experience required.

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

**History:** *14 SR 2159*

**3700.0735 METALLURGICAL TECHNOLOGY.**

**Subpart 1. May teach.** A teacher who has a metallurgical technology license may teach in the metallurgical technology program and may teach metallurgical specific courses.

**Subp. 2. Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

**Subp. 3. Educational and occupational experience requirement.** The applicant must meet the educational and occupational experience described in item A, B, or C. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in engineering, metallurgy, industrial technology, chemistry, or physics and 4,000 hours of occupational experience with a minimum of 2,000 hours in metallography, failure analysis of materials, and physical or mechanical testing of materials. The remaining hours may be in chemical analysis of metals, nondestructive testing, or quality control of metal manufacturing.

B. An associate degree in engineering, metallurgical technology, nondestructive testing, powder metal technology, or industrial laboratory technology and 6,000 hours of occupational experience with a minimum of 2,000 in metallography, failure analysis of material, and physical or mechanical testing of materials. The remaining hours may be in chemical analysis of metals, nondestructive testing, or quality control of metal manufacturing.

C. A two-year program or a program of 90 or more quarter credits in metallurgical technology, nondestructive testing, powder metal technology, or industrial laboratory technology and 6,000 hours of occupational experience with a minimum of 2,000 hours in metallography, failure analysis of materials, and physical or mechanical testing of materials. The remaining hours may be in chemical analysis of metals, nondestructive testing, or quality control of metal manufacturing.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content, at an accredited postsecondary institution, industrial, or military setting in metallurgical technology or nondestructive testing for 1,500 of the 2,000 hours required under part 3700.0700, subpart 2. Two hours of teaching equal one hour of the occupational experience.

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

**History:** *14 SR 2159*

### **3700.0740 METROLOGY TECHNOLOGY.**

Subpart 1. **May teach.** A teacher who has a metrology technology license may teach in the metrology technology program and may teach metrology specific courses.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

Subp. 3. **Educational and occupational experience requirement.** The applicant must meet the educational and occupational experience described in item A, B, or C. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree with a major in mathematics, industrial technology, physics, or engineering and 4,000 hours of occupational experience testing, calibrating, troubleshooting, and repairing precision measurement equipment.

B. An associate degree in engineering, instrumentation technology, metrology, electronics technician, or applied physics and 6,000 hours of occupational experience testing, calibrating, troubleshooting, and repairing precision measurement equipment.

C. A two-year program or a program of 90 or more quarter credits in metrology, instrumentation technology, or electronic technology and 6,000 hours of occupational experience testing, calibrating, troubleshooting, and repairing precision measurement equipment.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content, at an accredited postsecondary institution, industrial, or military setting in metrology technology for 1,500 of the 2,000 hours required under part 3700.0700, subpart 2. Two hours of teaching equal one hour of the occupational experience.

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

**History:** *14 SR 2159*

### **3700.0750 PLASTIC COMPOSITES TECHNOLOGY.**

Subpart 1. **May teach.** A teacher who has a plastic composites technology

license may teach in the plastic composites technology program and may also teach courses in polymer: chemistry, materials, applications, and composites. Composites: technology, tooling, moldmaking, repair, and manufacturing.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

**Subp. 3. Occupational experience requirement.** An applicant must have 8,000 hours of verified occupational experience in polymer composites. This experience must be in at least two of the following: research and development, design, formulations, and manufacturing and must include the 2,000 hours of occupational experience within the five years just before applying for licensure.

**Subp. 4. Occupational experience substitution.** The applicant may substitute the experience described in items A, B, or C for up to 4,000 hours of occupational experience described in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in materials science, polymer chemistry, chemical or mechanical engineering, or applied physics may be substituted for 4,000 hours.

B. A bachelor's degree in an engineering field not listed in item A or an associate degree in plastic composites technology may be substituted for 2,000 hours.

C. A diploma or certificate in plastic composites technology may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

**Subp. 5. Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or at an industrial or military setting in plastic composites technology may be substituted for 1,500 of the 2,000 hours required in part 3700.0700, subpart 2, if the teaching is done during the five-year period. The teaching must be in plastic composites technology. Two hours of teaching equal one hour of occupational experience.

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

**History:** *13 SR 2221; 14 SR 2159*

### **3700.0755 TELECOMMUNICATIONS SYSTEMS TECHNICIAN.**

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

- A. antennas/transmissions lines;
- B. satellite/cable systems;
- C. introduction to fiber optics (fiber optics I);
- D. basic telecommunication security systems;
- E. microwave communications;
- F. basic telecommunications;
- G. telecommunications test equipment; and
- H. pole climbing.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

**Subp. 3. Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience in two or more of the following:

- A. installation and maintenance of electronic private branch exchange (PBX);
- B. underground and aerial construction of telecommunications equipment;

- C. cable or optic fiber splicing;
- D. central office telecommunications installation and maintenance;
- E. repair of carrier systems including "T" carrier, microwave, satellite, or optic fiber;
- F. cellular communications installation and maintenance;
- G. data communications including installation and maintenance of network systems, interfacing and protocol of service, and maintenance of data terminals; and
- H. installation and maintenance of interactive television systems.

Subp. 4. **Substitution for occupational experience.** An applicant may substitute the education described in item A, B, C, or D for up to 4,000 hours of occupational experience required under subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in electrical engineering, computer science, or telecommunications may be substituted for 4,000 hours.

B. A bachelor's degree in industrial technology, engineering (other than electrical), or an associate degree in electronics or telecommunications may be substituted for 2,000 hours.

C. A diploma in electronics or telecommunications 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 telecommunications hardware or systems may be substituted. One clock 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. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution, or at an industrial or military setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0700, subpart 2, if the teaching is done during the five-year period. The teaching must be in telecommunications. Two hours of teaching equal one hour of occupational experience.

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

**History:** *13 SR 2629; 14 SR 2159*

### 3700.0760. VIBROACOUSTICS TECHNOLOGY.

Subpart 1. **May teach.** A teacher who has a vibroacoustics technology license may teach in the vibroacoustics technology program and may also teach courses in vibration and acoustics, introduction to electronics, and statistical applications.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the technical area under part 3700.0700.

Subp. 3. **Occupational experience requirement.** An applicant must have 8,000 hours of verified occupational experience in testing and measuring of both acoustics and mechanical vibrations and must include the 2,000 hours of occupational experience within the five years just before applying for licensure.

Subp. 4. **Substitution for occupational experience.** An applicant may substitute the experience described in item A, B, or C for up to 4,000 hours of the occupational experience described in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in engineering or applied physics may be substituted for 4,000 hours.

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

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

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or at an industrial or military setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0700, subpart 2, if the teaching is done during the five-year period. The teaching must be in vibroacoustics specific technology. Two hours of teaching equal one hour of occupational experience.

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

**History:** *13 SR 2221; 14 SR 2159*

### **3700.1100 FINANCIAL AID ADMINISTRATOR.**

Subpart 1. **License required.** A person must be licensed as a financial aid administrator under this part if the person is responsible for any of the activities listed in this subpart:

A. serving as a primary resource person on financial aid and providing information on financing higher education to current and prospective students, parents, secondary counselors, social service agencies, and technical institute staff members;

B. completing all institutional applications and reports for program participation required by the institute, the state and federal government, or other agencies;

C. interpreting state and federal regulations for the development of policies and procedures in administering financial aid programs and services;

D. establishing uniform procedures and standards for the awarding and disbursing of financial aid and the monitoring of student academic progress;

E. complying with federal, state, and local audit requirements for financial aid administrators;

F. coordinating the integration of agency funding into the awarding process; and

G. developing forms and brochures providing student consumer information regarding applications and rights and responsibilities, as well as all documents necessary for program management.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, except that the applicant need not comply with part 3515.1400, items A to D.

Subp. 3. **Educational and occupational experience requirement.** An applicant for a license as financial aid administrator must meet the requirements listed in item A, B, C, or D. The education must be from an accredited postsecondary institution.

A. 4,000 hours of verified occupational experience as a financial aid office administrator/director and a bachelor's or higher degree with a major in educational counseling and guidance, postsecondary student personnel administration, federal aid administration, or business administration.

B. 6,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director and a two-year program or a program of 90 or more quarter credits or associate degree in financial aid assistant.

C. 8,000 hours of verified occupational experience as a financial aid administrator/director.

D. 8,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director, and 60 hours of beginning or intermediate student financial aid administration workshops sponsored

by professional national, state, or regional financial aid administrator associations or 15 quarter credits in student financial aid and administration theory and practice.

Subp. 4. **Initial renewal requirements.** An applicant must submit verification of completion of philosophy of vocational education and an approved human relations course before the applicant's first license renewal.

Subp. 5. **Conversion of current financial aid officers.**

A. A current financial aid officer license converts to a financial aid administrator license on June 25, 1990, and upon the next renewal the applicant's license will indicate financial aid administrator.

B. Applicants verifying one year of experience within a Minnesota technical institute performing the duties listed in part 3700.0350, subpart 1, within five years before June 25, 1990, are eligible for a license as a financial aid administrator.

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

**History:** *14 SR 2939*

### **3700.1410 LICENSES FOR PART-TIME CONTINUOUS OR PART-TIME GENERAL STUDIES INSTRUCTIONAL PERSONNEL.**

Subpart 1. **Listed here.** An applicant for a license to teach, part-time, in a postsecondary continuous program or general studies courses shall meet the requirements in this part if the applicant is not licensed to teach the offering full time. The requirements are in addition to the requirements for a particular license (listed in the part that covers that particular license).

Subp. 2. **Who must be licensed.** A person holding a position as a part-time continuous program or part-time general studies instructor must be licensed according to this part if the person is not licensed for full-time instruction in the offering. A part-time continuous program or part-time general studies instructor is responsible for teaching credit or clock hours course content that has been identified for incorporation into an approved continuous program by a qualified full-time continuous program or general studies instructor.

Subp. 3. **Scope of practice.** Part-time personnel licensed in this part cannot provide more than 270 clock hours or 12 quarter credits of instruction in a fiscal year.

Subp. 4. **Length of issuance.** Initial licenses are granted for five years upon submission of an application bearing the signature of a recommending authorized postsecondary administrator as evidence of completion of six clock hours of teacher training. Five-year renewals are granted upon submission of an application bearing the signature of a recommending authorized administrator as evidence of completion of 24 clock hours of teacher training and maintenance of currency in the respective field of licensure.

Subp. 5. **General requirements.** The applicant:

A. must complete six clock hours of teaching techniques as determined by the local technical institute administrator before issuance of initial license;

B. must get the signature of the recommending local authorized postsecondary technical institute administrator; and

C. need not comply with the human relations and teacher education sequence provisions in parts 3515.1400, 3515.2100, 3515.5700, and 3515.5800.

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

**History:** *14 SR 1214*

### **3700.1415 PART-TIME CONTINUOUS PROGRAM INSTRUCTOR LICENSE.**

Subpart 1. **Listed here.** An applicant for a license to teach part-time in a continuous program must meet the requirements in this part and part 3700.1410.

Subp. 2. **Specific license requirements.** An applicant must meet the requirements in item A, B, C, or D.

A. The applicant must verify meeting the full-time requirements for licensure in the specific field including the recency requirements without regard to parts 3515.1400 and 3515.2100.

B. The applicant must have a bachelor's or higher degree with a major acceptable for full-time licensure. The degree must include or the applicant must add 15 quarter credits in the specific field of licensure. The recency requirement may be satisfied if the degree is received, or if any of the following are accumulated within five years of applying for the license:

- (1) 15 quarter credits;
- (2) 180 clock hours in the specific field of licensure content;
- (3) 150 clock hours of secondary, postsecondary, business, industrial, or military teaching in the primary program content; or
- (4) 500 hours of the required occupational experience.

C. The applicant must have 4,000 hours of vendor, business, or industrial training and development experience or 4,000 hours teaching primary program content in the specific field of licensure in an accredited postsecondary, business, industrial, or military setting. A minimum of 2,000 of the required hours must be experienced within five years of applying for the license.

D. The applicant must have a minimum of one year of the technical training or education that is required for full-time licensure or is listed as a substitute for occupational experience in the requested license field and one-half of the total occupational experience as required for that license. The recency requirement of the requested license field also must be met.

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

**History:** *14 SR 1214*

### **3700.1420 PART-TIME GENERAL STUDIES CONTINUOUS PROGRAM LICENSE.**

Subpart 1. **Listed here.** An applicant to teach in a part-time general studies continuous program area must meet the requirements in this part and part 3700.1410.

Subp. 2. **General requirements.** The applicant must have the academic preparation required for a full-time license in the field.

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

**History:** *14 SR 1214*