

CHAPTER 3700
STATE BOARD OF TECHNICAL COLLEGES
LICENSURE

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3700.0100 GENERAL REQUIREMENTS FOR POSTSECONDARY VOCATIONAL TEACHERS.

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

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

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

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

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: *12 SR 411; 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 Technical Colleges.

Subp. 3. **Fees.** License fees are established by the State Board of Technical Colleges and are nonrefundable except in accordance with the rules of the State Board of Technical Colleges. A fee established by the State Board of Technical Colleges 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 Technical Colleges 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 Technical Colleges.

The fee shall be paid to the State Board of Technical Colleges 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 Technical Colleges. 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 Technical Colleges. 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; L 1990 c 375 s 3*

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 Technical Colleges 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 president. The signatures will serve as verification to the State Board of Technical Colleges that the district superintendent and the technical college president 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 Technical Colleges will request in writing the copies of the applicant's original license from the offices of the district superintendent and technical college president. It is the responsibility of the applicant to file with the offices of the district superintendent and the technical college president 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 Technical Colleges 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; L 1990 c 375 s 3*

3700.0155 LETTERS OF APPROVAL.

Subpart 1. Issuance. The State Board of Technical Colleges 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 chancellor'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 president if the chancellor's designee finds that the conditions in this subpart are met:

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

B. the technical college president 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 Technical Colleges;

(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; L 1990 c 375 s 3*

AGRICULTURAL OCCUPATIONS

3700.0200 LICENSES IN THE AGRICULTURAL OCCUPATIONAL AREA.

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

Subp. 2. Recent occupational experience. An applicant for a license to teach in the agricultural occupational area must have 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: *12 SR 411; 13 SR 2553*

3700.0205 FARM BUSINESS MANAGEMENT LICENSE.

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

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

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

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

Subp. 4. Occupational experience requirement. The applicant must have 4,000 hours of occupational experience. 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 college 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: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0210 FARM OPERATIONS AND MANAGEMENT LICENSE.

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

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

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

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

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

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

C. the occupational experience required in items A and B may include the 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 college 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: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0215 DAIRY HERD MANAGEMENT LICENSE.

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

- A. agricultural business management, marketing, and record keeping;
- B. dairy breeding, nutrition, health, and housing; and
- C. marketing of milk and breeding stock.

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

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

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

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

C. the occupational experience required in items A and B may include the 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 college 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: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0220 LAMB AND WOOL MANAGEMENT LICENSE.

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

A. sheep breeding, nutrition, health, and housing;

B. marketing of sheep by-products; and

C. sheep financial management and record keeping.

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

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

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

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

C. the occupational experience required in items A and B may include the 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 college 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. applying for the license.

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

History: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0225 AGRICULTURE SUPPLIES, SALES AND SERVICE LICENSE.

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

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

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

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

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

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

C. the occupational experience required in items A and B may include the 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 college 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: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0230 HORSE CARE: STABLE AND BACKSTRETCH.

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

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

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

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

- A. a bachelor's or higher degree from an accredited postsecondary insti-

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tution in agricultural education or animal science and 4,000 hours of occupational experience as a manager or assistant manager in horse care: training, breeding, horse barn, or stable and backstretch; or

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

C. the occupational experience required in items A and B may include the 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 college 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: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0235 AGRICULTURAL EQUIPMENT MECHANICS LICENSE.

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

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

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

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

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

C. the occupational experience required in items A and B may include the 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 college 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: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0240 HORTICULTURE LICENSE.

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

A. plant propagation;

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

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

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

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

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

C. the occupational experience required in items A and B may include the 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 college 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: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0245 LANDSCAPING LICENSE.

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

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

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

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

- A. a bachelor's or higher degree from an accredited postsecondary insti-

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tution in horticulture science or agricultural education with at least 30 quarter credits or 20 semester credits in horticulture or horticulture science and 4,000 hours of occupational experience in landscaping as an architect, technician, groundskeeper, or gardener; or

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

C. the occupational experience required in items A and B may include the 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: *12 SR 411; 13 SR 2553*

3700.0250 NATURAL RESOURCES LICENSE.

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

A. soil science; and

B. soil and water resources management.

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

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

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

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

C. the occupational experience required in items A and B may include the 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: *12 SR 411; 13 SR 2553*

3700.0255 LOGGING BUSINESS MANAGEMENT LICENSE.

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

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

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

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

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

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

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

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

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited secondary or postsecondary institution in logging business management, forestry, forest harvesting, forest equipment maintenance, and forestry management for up to 1,500 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: *12 SR 411; 13 SR 2553*

3700.0260 FOREST HARVESTING LICENSE.

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

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

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

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

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

C. the occupational experience required in items A and B may include the 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 college in forestry, forest harvesting, forest equipment maintenance, forestry management, or logging business management for up to

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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: *12 SR 411; L 1987 c 258 s 12; 13 SR 2553; L 1989 c 246 s 2*

3700.0265 TAXIDERMY LICENSE.

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

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

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

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

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

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

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

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

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience in programs and courses at an accredited postsecondary vocational program in taxidermy for up to 1,500 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: *12 SR 411; 13 SR 2553*

3700.0270 SPECIALTY CROP MANAGEMENT.

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

A. plant propagation;

B. plant health;

C. plant science;

D. soil science;

E. fertilizers; and

F. soil, water, and conservation management.

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

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

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

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

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

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

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

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

History: *13 SR 2221*

3700.0275 POULTRY PRODUCTION MANAGEMENT.

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

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

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

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

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

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

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

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

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

History: *13 SR 2221*

3700.0280 AREA AGRICULTURE PROGRAM COORDINATOR'S LICENSE.

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

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

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

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

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

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

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

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

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

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

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

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

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

History: *13 SR 2221; L 1989 c 246 s 2*

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, supervi-

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sor, 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)	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

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Commercial Greenhouse Production	Renewal only
Land Conservation	Renewal only

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

History: *13 SR 2553*

BUSINESS AND OFFICE OCCUPATIONS

3700.0300 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.

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

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

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

Statutory Authority: *MS s 136C.04*

History: *12 SR 1618*

3700.0305 ACCOUNTING LICENSE.

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

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

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

Subp. 3. 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 substi-

tute 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.

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

C. A diploma in accounting or with an accounting prefix may be substituted. A one-year program 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 with an accounting or business administration title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience 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: *12 SR 1618; 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:

- A. bookkeeping principles and procedures;
- B. business and marketing mathematics;
- C. calculating machines;
- D. automated bookkeeping; and
- E. payroll.

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

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

- A. accountant;
- B. accounting clerk;
- C. accountant manager;
- 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.

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

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience 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: *12 SR 1618; 14 SR 2360*

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

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

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

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

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

- A. branch manager;
- B. cashier;
- C. commercial, real estate, or personal loan officer, each with operations experience;

- D. operations officer;
- E. personal banker; and
- F. retail banking officer.

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

A. A bachelor's or higher degree 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.

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

C. A diploma in banking, banking and finance, or credit and finance may be substituted. A one-year program 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience 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: *12 SR 1618; 14 SR 2360*

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

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

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

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

listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. 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. financial agricultural representative;
- B. branch manager;
- C. cashier;
- D. agricultural, commercial, real estate, or personal loan officer, each with operations experience;
- E. operations officer;
- F. personal banker; and
- G. retail banking officer.

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

A. A bachelor's or higher degree 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.

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

C. A diploma in banking, banking and finance, accounting, or credit and finance may be substituted. A one-year program 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 with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience 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: *12 SR 1618; 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:

- A. business math and machines;
- B. business management principles;

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

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

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

- A. assistant office manager;
- B. business owner and operator;
- C. business manager;
- D. office manager; and

E. retail store manager or assistant, each with supervision of a minimum of ten persons.

Subp. 4. Substitution for occupational experience. The applicant may 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.

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

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.

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

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience 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: *12 SR 1618; 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:

- A. written and oral business communications;
- B. business math and machines;
- C. job seeking and keeping skills;
- D. keyboarding/typing;
- E. office management;
- F. office procedures;
- G. filing/indexing;
- H. machine transcription;
- I. bookkeeping principles;
- J. introduction to computers;
- K. word processing; and
- L. records management.

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

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

- A. administrative office assistant;
- B. secretary/stenographer;
- 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.

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

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience 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: *12 SR 1618; 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:

- A. secretarial medical ethics and law;
- B. medical insurance forms;
- C. records management;
- D. medical terminology and shorthand;
- E. written and oral business communications;
- F. business math and machines;
- G. job seeking and keeping skills;
- H. keyboarding/typing;
- I. office management;
- J. office procedures;
- K. filing/indexing;
- L. machine transcription;
- M. bookkeeping principles;
- N. introduction to computers; and
- O. word processing.

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

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

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, word processing,

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medical ethics and law, medical insurance forms, medical office procedures, medical shorthand, or medical terminology may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience 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: *12 SR 1618; 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:

- A. machine transcription;
- B. legal terminology;
- C. legal word processing;
- D. written and oral business communications;
- E. business math and machines;
- F. job seeking and keeping skills;
- G. keyboarding/typing;
- H. office management;
- I. office procedures;
- J. filing/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.

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

B. An associate degree in 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.

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

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience 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: *12 SR 1618; 14 SR 2360*

3700.0350 PURCHASING AND INVENTORY MANAGEMENT LICENSE.

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

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

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

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

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

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

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

C. A diploma in purchasing or inventory management may be substituted. A one-year program 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 with a business administration or management, accounting, marketing, or economics title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience 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: *12 SR 1618; 14 SR 2360*

3700.0355 [Repealed, 14 SR 2360]

3700.0360 COURT REPORTING LICENSE.

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

- A. legal terminology; and
- B. machine shorthand.

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

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A and B. The 8,000 hours 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.

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

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

C. A diploma in court reporting approved by the National Shorthand Reporters Association may be substituted. A one-year program 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 with a court reporting title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience 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: *12 SR 1618; 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.

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

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience as a manager/supervisor, 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.

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

C. A diploma or certificate in a personnel assistant program may be substituted. A one-year program 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 with a personnel title or prefix, or in human relations, labor relations, wage and salary administration, interviewing techniques, and training and development of personnel may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience 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: *12 SR 1618; 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:

- A. introduction to data processing;
- B. data processing management and supervision;
- C. general microcomputer operations;
- D. microcomputer programming and operations;
- E. management information systems;
- F. operating system concepts and skills;

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- G. work station operations;
- H. data communications;
- I. system analysis and design; and
- J. programming languages.

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

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of work experience in one or more of the areas listed in items A to 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: *12 SR 1618; 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:

- A. supervision and management in computer operations;
- B. general microcomputer operations;
- C. introduction to computers;
- D. job control language;
- E. operating systems, concepts, and skills;

- F. work station operations;
- G. data communications; and
- H. computer literacy.

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

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to 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: *12 SR 1618; 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, microcom-

puter 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*

3700.0380 MR 1989 [Repealed, 12 SR 1618]

HEALTH OCCUPATIONS

3700.0400 LICENSES IN THE HEALTH OCCUPATIONAL AREA.

Subpart 1. Listed here. An applicant for a license to teach postsecondary vocational courses and programs in the health occupational area must meet the requirements in this part. These 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 health occupational area must have 2,000 hours of occupational experience within the five years just before applying for licensure.

Subp. 3. Substitution. The total number of hours substituted for occupational experience must not exceed 4,000.

Subp. 4. Does not apply. Parts 3515.9920 to 3515.9930 do not apply to parts 3700.0400 and 3700.0435.

Statutory Authority: *MS s 136C.04*

History: *15 SR 1196*

3700.0405 CHIROPRACTIC ASSISTANT.

Subpart 1. May teach. A teacher who has a chiropractic assistant instructor license may teach in the chiropractic assistant program.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

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. Licensed chiropractor and 4,000 hours of occupational experience in a chiropractic office or chiropractic hospital. This experience must include office procedures, insurance coverage, physical agents application, X-ray, and examinations.

B. Diploma or 90 or more quarter credits from a two-year chiropractic technician or chiropractic assistant program and 6,000 hours of occupational experience as a technician or assistant in a chiropractic office or chiropractic hospital. The experience must include office procedures, insurance coverage, physical agents application, and assisting the chiropractor with X-ray and examinations.

C. Diploma or 45 or more quarter credits from a one-year chiropractic

technician or chiropractic assistant program or an American Chiropractic Registered Radiologist technician and 7,000 hours of occupational experience as a technician or assistant in a chiropractic office or chiropractic hospital. The experience must include office procedures, insurance coverage, physical agents application, and assisting the chiropractor with X-ray and examinations.

Subp. 4. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution, or at an industrial or military setting for 1,500 of the 2,000 hours required in part 3700.0400, subpart 2, if the teaching is done during the five-year period. The teaching must be in primary program content in chiropractic assisting, chiropractic technician, or chiropractic practice. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *13 SR 3041; 15 SR 1196*

3700.0410 EKG/CARDIAC TECHNICIAN.

Subpart 1. May teach. A teacher who has an EKG/cardiac technician license may teach in the EKG/cardiac technician program and may also teach cardiopulmonary resuscitation.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. Occupational experience requirement. The applicant must have current cardiopulmonary resuscitation instructor certification and 8,000 hours of occupational experience in one of the following:

A. registered nurse in critical care using 12 lead cardiograms, exercise stress testing of clients, care of clients with pacemakers, and interpreting basic and advanced cardiac rhythms; or

B. supervisory EKG/cardiac technician.

Subp. 4. Substitution for occupational experience. An applicant may substitute the education described under item A, B, C, or D for up to 4,000 hours of 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 medicine, nursing, or cardiac technology may be substituted for 4,000 hours.

B. An associate degree in nursing, perfusionist, echo cardiac sonographer, EKG/cardiac technician, cardiac technology, biomedical equipment, cardiopulmonary, medical laboratory, medical technology, medical imaging, or radiography, or a bachelor's degree in biomedical science or medical technology may be substituted for 2,000 hours.

C. A diploma in nursing, perfusionist, EKG/cardiac technology, or cardiac technician may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two- or three-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 cardiac care, cardiac conditions, or cardiac equipment use and maintenance may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution, or at an industrial or military setting, or public safety agency for 1,500 of the 2,000 hours required in part 3700.0400, subpart 2, if the teaching is done during the five-year period. The teaching must be in cardiac technology. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *13 SR 3041; 15 SR 1196*

3700.0415 PHYSICAL THERAPIST ASSISTANT.

Subpart 1. May teach. A teacher who has a physical therapist assistant instructor license may teach in the physical therapist assistant program and may also teach courses in anatomy and physiology, medical terminology, exercise physiology, kinesiology, neuroanatomy and neurophysiology, and physical disability/rehabilitation.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. Occupational and educational experience requirement. The applicant must have the following experiences:

A. a bachelor's or higher degree with a major in physical therapy from an American Physical Therapy Association accredited institution;

B. physical therapist registration in the state of Minnesota; and

C. 4,000 hours of occupational experience as a registered physical therapist in at least two of the following: acute care setting, outpatient physical therapy, long-term care, or rehabilitation setting.

Subp. 4. Substitution for recent occupational experience. The applicant may substitute teaching experience at an American Physical Therapy Association accredited institution for 1,500 of the 2,000 hours required in part 3700.0400, subpart 2, if the teaching is done during the five-year period. The teaching must be in primary program content in physical therapy or physical therapy assistant. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *13 SR 3041; 15 SR 1196*

3700.0420 PRACTICAL NURSING.

Subpart 1. May teach. A teacher who has a practical nursing instructor's license may teach the following: practical nursing, health unit coordinator, home-maker/home health aide, nursing assistant, passenger assistance, human services and medical assistant/nursing component, and may also teach the following courses:

A. integrated sciences/anatomy and physiology;

B. integrated sciences/medical terminology;

C. administration of medicines;

D. human behavior and communications in health care;

E. ethical/legal aspects of health care;

F. disease conditions;

G. maternal/child health care; and

H. geriatric health care.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. Educational and occupational experience requirements. The applicant must have current Minnesota nursing registration and the experience as described in item A, B, or C. The education must be from an accredited postsecondary institution. The occupational experience may be as a registered nurse or licensed practical nurse.

A. A bachelor's or higher degree in nursing and 4,000 hours of occupational experience as a public health nurse, home health care nurse, or a nurse

doing direct patient care in a hospital, skilled or intermediate nursing care facility, or in a hospice.

B. An associate degree in nursing and 6,000 hours of occupational experience as a public health nurse, home health nurse, or a nurse doing direct patient care in a hospital, skilled or intermediate nursing care facility, or in a hospice.

C. Diploma from a three-year nursing program and 4,000 hours of occupational experience as a public health nurse, home health nurse, or a nurse doing direct patient care in a hospital, skilled or intermediate nursing care facility, or in a hospice.

Subp. 4. Substitution for recent occupational experience. The applicant may substitute teaching experience in primary program content at an accredited postsecondary institution in nursing programs that prepare individuals for state licensure as a practical nurse or registered nurse for up to 1,500 of the 2,000 hours required in part 3700.0400. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *15 SR 1196*

3700.0425 PUBLIC SAFETY COMMUNICATION (911).

Subpart 1. May teach. A teacher who has a public safety communication (911) license may teach in the public safety communication (911) program and may also teach emergency communications.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience as an operator dispatcher or supervisor in a public safety communications center with a minimum of 6,000 of the 8,000 hours doing the job of an operator dispatcher. Operator dispatcher includes level III operator dispatcher or communication training operator (CTO). Supervisor includes lead dispatcher, head dispatcher, communications manager, assistant supervisor, or shift supervisor.

Subp. 4. Substitution for occupational experience. An 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.

A. A bachelor's or higher degree with a major in law enforcement, criminal justice, corrections, emergency medical services, or fire protection may be substituted for 4,000 hours.

B. An associate degree in emergency medical service, fire protection, law enforcement, public safety communications, or a bachelor's degree or higher in public administration may be substituted for 2,000 hours.

C. A diploma in law enforcement, public safety, fire protection, or communication may be substituted. A one-year program or a program of 45 or more quarter credits equals 1,050 hours. A two- or three-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in the use of public safety emergency telecommunications equipment 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 occupational recency. The applicant may substitute teaching experience at an accredited postsecondary institution, or at an industrial or military setting, or public safety agency for 1,500 of the 2,000 hours required

in part 3700.0400, subpart 2, if the teaching is done during the five-year period. The teaching must be in public safety communication. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *13 SR 3041; 15 SR 1196*

3700.0430 RADIOLOGIC TECHNOLOGY.

Subpart 1. May teach. A teacher who has a radiologic technology license may teach in the radiologic technology program.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. Occupational and educational experience requirement. The applicant must:

A. have a two-year certificate, associate degree or above in radiologic technology;

B. be credentialed in radiography by the American Registry of Radiologic Technologists; and

C. have 6,000 hours of occupational experience as a certified radiographer in a medical setting.

Subp. 4. Substitution for occupational recency. The applicant may substitute teaching experience at a postsecondary institution in an accredited program of radiographic technology for 1,500 of the 2,000 hours required in part 3700.0400, subpart 2, if the teaching is done during the five-year period. The teaching must be in radiologic technology. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *13 SR 3041; 15 SR 1196*

3700.0435 ATHLETIC TRAINING TECHNICIAN LICENSE.

Subpart 1. May teach. A teacher who has an athletic training technician license may teach in the athletic training technician program and may also teach courses in:

A. biomechanics;

B. exercise physiology;

C. sports injuries recognition, care, and management;

D. strength conditioning;

E. sports equipment fit, care, and use;

F. sports training, testing, and conditioning;

G. legalities of sports; and

H. sports rehabilitation techniques.

Subp. 2. Other requirements. An applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. Educational and occupational experience requirements. An applicant must have the experiences as described in items A, B, and C. The education must come from an accredited postsecondary institution.

A. Bachelor's or higher degree with a science major in health, sports, or exercise.

B. Athletic trainer certification obtained from the Athletic Trainers Association (N.A.T.A.).

C. 4,000 hours of occupational experience as an athletic trainer.

Subp. 4. **Substitution for recent occupational experience.** An applicant may substitute teaching experience at an accredited postsecondary institution in primary program content in athletic trainer, athletic medicine technology, or physical education for 1,500 of the 2,000 hours required under part 3700.0100, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0400, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *15 SR 1196*

MARKETING OCCUPATIONS

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 manage-

ment, 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: *13 SR 2221; 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: *13 SR 2221; 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 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 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*

TECHNICAL OCCUPATIONS

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 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.

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 technology, 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 pro-

cess 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

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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*

3700.0765 ELECTRONICS TECHNOLOGY LICENSE.

Subpart 1. May teach. A teacher who has an electronics technology instructor license may teach in the electronics technology programs and may also teach:

A. electronics core; and

B. any course which is electronic theory or application.

Subp. 2. Other requirements. The applicant must meet the requirements 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 described in items A and B:

A. a minimum of two years of education in electronics technology from an accredited postsecondary institution resulting in a diploma, certificate, or degree; and

B. 6,000 hours of occupational experience in installation, maintenance, troubleshooting, and repair of electronic circuitry in any of the following areas:

- (1) computer systems;
- (2) industrial electronics;
- (3) manufacturing electronics;
- (4) electronic communications;
- (5) biomedical electronics; or
- (6) consumer electronics.

Subp. 4. Substitution for recent occupational experience. Teaching experience at an accredited postsecondary institution, industrial, business, or military setting in primary program content in electronics technology may be substituted for 1,500 of the 2,000 hours required under part 3700.0700, subpart 2. Two hours of teaching equal one hour of occupational experience for purposes of part 3700.0700, subpart 2.

Statutory Authority: *MS s 136C.04*

History: *15 SR 1196*

3700.0770 SURFACE FINISHING AND PLATING TECHNICIAN LICENSE.

Subpart 1. May teach. A teacher who has a surface finishing and plating technician license may teach in the surface finishing and plating technician program and may also teach courses in surface finishing and plating anywhere in the technical college system.

Subp. 2. Other requirements. An 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. Occupational and educational experience requirements. An 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. Bachelor's or higher degree with a major in chemistry, chemical engineering, electrochemistry, material science, or metallurgy; occupational experience of 4,000 hours in surface finishing and electroplating, including bath make-up and maintenance including wet analysis, surface finishing and plating processes and equipment, physical testing for quality control of product and process, and waste management for plating; and certification by the American Electroplating and Surface Finishing Society.

B. Two years of postsecondary education with a degree, diploma, or certificate in surface finishing and electroplating including 15 quarter credits in chemistry; occupational experience of 6,000 hours in surface finishing and electroplating, including bath make-up and maintenance including wet analysis, surface finishing and plating processes and equipment, physical testing for quality control of product and process, and waste management for plating; and certification by the American Electroplating and Surface Finishing Society.

C. One year of postsecondary education including 15 quarter credits of chemistry; occupational experience of 7,000 hours in surface finishing and electroplating, including bath make-up and maintenance including wet analysis, surface finishing and plating processes and equipment, physical testing for quality control of product and process, and waste management for plating; and certification by the American Electroplating and Surface Finishing Society.

Subp. 4. Occupational recency substitution. Teaching experience at an accredited postsecondary institution, 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 in primary program content in surface finishing and electroplating technology. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *15 SR 1196*

ADMINISTRATIVE AND INSTRUCTIONAL LICENSES

3700.0900 GENERAL REQUIREMENTS.

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

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

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

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

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

History: *13 SR 1238; L 1989 c 246 s 2; L 1990 c 375 s 3*

3700.0901 PRESIDENT IN DISTRICTS OPERATING A TECHNICAL COLLEGE.

Subpart 1. **Must have president.** A district designated and approved by the State Board of Technical Colleges to operate a technical college shall employ a full-time president for the technical college.

Subp. 2. **President's responsibilities.** The president is responsible for the following activities:

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

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

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

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

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

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

G. public relations:

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

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

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

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

Subp. 3. **Licensure requirement.** A person who is responsible for the activities listed in subpart 2 at a postsecondary technical college regardless of the title of the person's position must be licensed under this part.

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

A. Education.

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

(2) Three quarter credits of pedagogy in each of the following: edu-

ational tests and measurements, methods of instruction, and course construction or development.

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

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

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

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

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

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

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

History: *13 SR 1238; L 1989 c 246 s 2; L 1990 c 375 s 3*

3700.0902 ASSISTANT DIRECTOR IN DISTRICTS OPERATING A TECHNICAL COLLEGE.

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

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

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

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

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

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

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

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

G. public relations:

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

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

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

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

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

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

A. Education.

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

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

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

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

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

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

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

History: *13 SR 1238; L 1989 c 246 s 2; L 1990 c 375 s 3*

3700.0903 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

Five working days following the publication in the State Register of adopted parts 3700.0900 to 3700.0903, the state board shall convert the adult vocational education license category to the license category of assistant director in a district with a technical college. At the licensee's next renewal date, the renewed license must show the new license category. A person holding a license as president, assistant director, or adult vocational education director before November 29, 1988, may renew the license by complying with parts 3515.7300 to 3515.8300 and upon compliance must be issued the revised license designated in parts 3700.0901, 3700.0902, or 3700.0903, as applicable.

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

History: *13 SR 1238; L 1989 c 246 s 2; L 1990 c 375 s 3*

3700.1050 TECHNICAL COLLEGE COUNSELOR.

Subpart 1. Activities requiring a license. A person referred to as a counselor in a technical college must be licensed under this part when responsible for the following activities:

A. assist students and prospective students in making appropriate career decisions by applying career development theories;

B. assist students and prospective students in obtaining information and resources necessary for attaining academic, career, and personal goals;

C. select, administer, and interpret psychometric assessment instruments including achievement, ability, aptitude, values, interest, and personality;

D. assist students and prospective students with resolving issues relating to interpersonal relationships, personal barriers, and social situations that may interfere with their academic and career objectives by applying personal development and counseling theories;

E. serve as a student advocate through consulting with technical college staff, staff of other educational institutions, and community agencies to make the environment as beneficial to the educational, emotional, and physical development of students as possible;

F. plan, facilitate, and implement training workshops and support groups to assist individuals in their career and personal development; and

G. supervise and administer the activities necessary to meet the specialized transitional needs of students during the admissions, retention, and placement process.

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 experience requirement. The applicant must have the experiences as described in items A to C:

A. master's or higher degree with a major in counseling;

B. degree must include or have added college credits in all of the following content:

(1) supervised practicum/internship in counseling;

(2) group counseling; and

(3) career development theory and occupational information; and

C. college credits with content in two of the following:

(1) cultural diversity;

(2) adult development;

(3) ethics;

(4) family systems theory; or

(5) chemical dependency.

Statutory Authority: *MS s 136C.04*

History: *15 SR 1196*

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 college 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;

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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 college 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; L 1989 c 246 s 2*

3700.1400 QUALIFICATION FOR LICENSURE.

An applicant, other than an extension part-time license applicant, must meet technical college continuous program licensure requirements and conform to the general provisions and procedure for licensure of instructional and supportive personnel employed over 500 hours annually.

Statutory Authority: *MS s 136C.04*

History: *15 SR 1599*

3700.1405 EXTENSION PART-TIME INSTRUCTOR LICENSE.

Subpart 1. Personnel who must be licensed. Any person holding a position teaching extension part time from 61 to 500 hours in a technical college, must be licensed according to this part.

Subp. 2. Authorizing signature. An application for an initial extension part-time instructor license or for its renewal must be signed by the authorized technical college administrator, subject to review by the chancellor of the technical college system.

Subp. 3. Issuance of an initial license. The chancellor of the technical college system shall issue an initial extension part-time license to an applicant recommended for licensure by the authorized technical college administrator. A recommended applicant must be technically and professionally qualified for the assignment through preparatory occupational or educational training experiences, or both, which must be verified and on file at the local technical college. When a professional board requires a credential to practice, this credential must be submitted with the application. Extension part-time licenses will be issued and renewed for five-year time periods.

Subp. 4. Part-time extension licensure fields. An applicant may be recommended for licensure in the following licensure fields:

- A. agribusiness and agricultural production;
- B. renewable natural resources;
- C. management practices;
- D. personnel supervision;
- E. business office operation and practices;
- F. marketing and distribution;
- G. nursing-related;
- H. allied health;
- I. E.M.T. (emergency medical technician);
- J. cardiopulmonary resuscitation;
- K. first aid;
- L. protection and safety;
- M. fire service;
- N. mine safety and health;
- O. consumer education;
- P. service occupations;
- Q. food production and service;
- R. parenting and family education;
- S. personal communications;
- T. computations;
- U. personal professional development;
- V. communications technology;
- W. manufacturing and engineering technologies;
- X. hand precision occupations;
- Y. construction trades;
- Z. mechanics and repairers; and
- AA. occupational special topics.

Subp. 5. Renewal of licenses. The applicant must meet the requirements of items A and B to renew a part-time extension license.

A. Signature of the authorized technical college administrator.

B. Upgrading activities recommended by the technical college administrator to maintain license currency in the assigned field.

Statutory Authority: *MS s 136C.04*

History: *15 SR 1599*

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 college administrator before issuance of initial license;

B. must get the signature of the recommending local authorized postsecondary technical college 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; L 1989 c 246 s 2*

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*