

CHAPTER 3700
STATE BOARD OF TECHNICAL COLLEGES
LICENSURE

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3700.0145 SUBSTITUTE LICENSE.

Subpart 1. Issuance. A substitute license in a specific occupational, related, or instructional special needs area shall be issued to meet the short-term need for an instructor substitute. The state chancellor shall issue a substitute license to an applicant qualified through academic preparation, technical training, or applied experience in the field to be taught.

Subp. 2. Authorizing signature. An authorized local technical college administrator shall recommend to the state chancellor applicants who are qualified through academic preparation, technical training, or applied experience in the specific area of licensure. Applications for initial and subsequent renewed substitute licenses shall be signed by the authorized local technical college administrator. The applications shall include evidence of the applicant having had academic preparation, technical training, or applied occupational or instructional experience in the requested licensure field.

Subp. 3. License validity.

A. Initial entrance substitute license shall remain valid for a maximum of five years. The maximum substitute assignment must not exceed 30 consecutive working days of employment in one assignment, 270 clock hours per fiscal year.

B. Renewed substitute licenses are issued for five-year periods upon the recommendation of the authorized local technical college administrator. The maximum substitute assignment must not exceed 30 consecutive working days of employment in one assignment or 270 clock hours per fiscal year.

C. A technical college license at the extension part-time level in parts 3700.1400 and 3700.1405 must not be used as a substitute license.

D. An instructor who is making use of an extension license on August 19, 1991, may continue to use the license until the license is first required to be renewed after August 19, 1991.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0295 TURF AND LANDSCAPE/IRRIGATION AND DRAINAGE.

Subpart 1. May teach. A teacher who has a turf and landscape/irrigation and drainage instructor's license may teach in the turf and landscape/irrigation and drainage program and may also teach courses in:

- A. irrigation systems; and
- B. land measurement.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and 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 either residential or commercial turf and landscape irrigation systems. This experience must be as a designer, lead installer, or service and operation technician of these systems.

Subp. 4. Substitution for occupational experience. The applicant may substitute the education described in this subpart for part of the occupational experience requirement 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 with a major in horticulture; turf; or grass science may be substituted for 4,000 hours.

B. An associate degree in horticulture, golf course and grounds technology, or turf and landscape irrigation may be substituted for 2,000 hours.

C. A certificate or diploma in horticulture, golf course and grounds technology, or turf and landscape irrigation may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

Statutory Authority: *MS s 136C.04*

History: *15 SR 2308*

3700.0296 GOLF FACILITIES MANAGEMENT.

Subpart 1. May teach. A teacher who has a golf facilities management instructor's license may teach in the golf facilities management program and may also teach courses that are golf facility management specific.

Subp. 2. Other requirements. The applicant must meet the requirements 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 manager, assistant manager, or golf professional in a golf facility with at least 30,000 rounds of golf annually. A minimum of 6,000 hours, including the 2,000 hours of recent occupational experience, must be in a public facility. The remaining hours may be in a private facility. The applicant must have overall responsibility for facility operations and management control of a minimum of five of the areas listed in items A to J:

- A. budgeting;
- B. personnel training;
- C. pro shop inventory control and operation;
- D. food service;
- E. facility planning and scheduling to include tournaments, leagues, and private parties;
- F. establishing and monitoring of policies for golf leagues and golf clubs;
- G. course scheduling, procedures and practices, staffing, regulations, and instruction;
- H. building and equipment maintenance;
- I. coordinating and disseminating information regarding governing board, agencies, and committees; or

J. turf management and agronomy.

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 of the 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 requirement of subpart 2.

A. A bachelor's degree or above with a major in golf facilities management or business administration or business management may substitute for 4,000 hours of occupational experience.

B. An associate degree in golf facilities management or business administration or business management may substitute for 2,000 hours.

C. A diploma or certificate in golf facilities management or business administration or business management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. Course or clock hours for credit in golf facilities management, business administration or management, or seminars, workshops, or courses given in management by the Allied Golf Association. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in golf facilities management content for up to 1,500 of the 2,000 hours required in part 3700.0400 provided that experience occurred within the last five years. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 545*

3700.0298 AQUACULTURE.

Subpart 1. **May teach.** A teacher who has an aquaculture license may teach in the aquaculture program and may also teach content specific to aquaculture anywhere in the technical college system.

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. **Educational and occupational experience requirements.** An applicant must have the requirements as listed in item A, B, or C.

A. A bachelor's or higher degree from an accredited postsecondary institution with a major in aquaculture, fisheries, fisheries and wildlife, or natural resources, and 4,000 hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

- (1) fish harvesting;
- (2) disease diagnosis;
- (3) design of fish culture systems;
- (4) hatchery maintenance;
- (5) nutrition and feeding analysis;
- (6) transportation and handling;
- (7) water quality management;
- (8) eggtaking;
- (9) brood stock management; and
- (10) chemical application and treatment.

B. An associate degree or two-year diploma or certificate from an accredited postsecondary institution in aquaculture, fisheries, fisheries and wildlife, or natural resources and 6,000 hours of occupational experience in an aquaculture,

fish farm facility, or research laboratory with experience in at least five of the following:

- (1) fish harvesting;
- (2) disease diagnosis;
- (3) design of fish culture systems;
- (4) hatchery maintenance;
- (5) nutrition and feeding analysis;
- (6) transportation and handling;
- (7) water quality management;
- (8) eggtaking;
- (9) brood stock management; and
- (10) chemical application and treatment.

C. Eight thousand hours of occupational experience in an aquaculture or fish farm facility with experience in at least five of the following:

- (1) fish harvesting;
- (2) disease diagnosis;
- (3) design of fish culture systems;
- (4) hatchery maintenance;
- (5) nutrition and feeding analysis;
- (6) transportation and handling;
- (7) water quality management;
- (8) eggtaking;
- (9) brood stock management; and
- (10) chemical application and treatment.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in aquaculture programs or courses at an accredited 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 in primary program content and 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 125.185; 136C.04*

History: *16 SR 545; 16 SR 2732*

3700.0320 [Repealed, 16 SR 1128]

NOTE: A person who at the time of the repeal of Minnesota Rules, part 3700 0320, is holding a license issued under part 3700 0320, may continue to use the license and the license is fully effective until the time for renewal of the license. At the time for renewal, the renewal must be issued according to part 3700 0315, Banking and Finance Operations

3700.0381 COMPUTER PROGRAMMING; COMPUTER OPERATIONS.

An applicant holding a postsecondary technical college continuous program license in computer programming or computer operations may apply for a license in microcomputer support and network administration under the following conditions:

A. the applicant has a certificate of completion in BME5390 Special Topics in Technical Updating: Advanced Microcomputing Technology, from the University of Minnesota, Business and Marketing Division; and

B. application is made to the licensing section of the State Board of Technical Colleges within two years after completing the course described in item A.

Statutory Authority: *MS s 136C.04*

History: *16 SR 1128*

3700.0420 PRACTICAL NURSING.

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

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. Fifteen hundred of the hours may be in an independent clinic or a physician's office.

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. Fifteen hundred of the hours may be in an independent clinic or a physician's office.

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. Fifteen hundred of the hours may be in an independent clinic or a physician's office.

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

Statutory Authority: *MS s 125.185; 136C.04*

History: *16 SR 2732*

3700.0440 DENTAL HYGIENE INSTRUCTOR.

Subpart 1. May teach. A teacher who has a dental hygiene instructor's license may teach in the dental hygiene program and may also teach courses or content which are specific to dental hygiene anywhere in the technical colleges.

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 meet the following requirements:

A. be a graduate of a dental or dental hygiene program accredited by the American Dental Association (ADA) Commission on Dental Accreditation;

B. be licensed to practice as a dentist or dental hygienist by the Minnesota Board of Dentistry;

C. have a bachelor's degree or above with a major in a health science or health occupation discipline; and

D. have 4,000 hours of occupational experience as a licensed dentist or dental hygienist in clinical practice providing direct dental hygiene patient care. A minimum of 2,000 of the hours must be in adult care and include the recency requirement of subpart 2.

Subp. 4. Substitution for recent occupational experience. The applicant may substitute teaching experience in primary program content in an accredited ADA dental hygiene program for up to 1,500 of the 2,000 hours required in part 3700.0400, provided that experience occurred within the last five years. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *15 SR 2308*

3700.0450 DIAGNOSTIC MEDICAL SONOGRAPHER.

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

- A. sonography;
- B. cross sectional anatomy;
- C. medical terminology; or
- D. medical ethics.

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 the experiences as described in items A and B.

A. Registered as a sonographer by the American Registry of Diagnostic Medical Sonographers (A.R.D.M.S.) in abdominal and obstetrics/gynecology sonography.

B. 8,000 hours of A.R.D.M.S. registered occupational experience in diagnostic medical sonography with a minimum of 2,000 of the required hours in abdominal and obstetrics/gynecology sonography. This 2,000 hours must include the recency requirement of part 3700.0400, subpart 2.

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 of the occupational experience required in subpart 3. The educational experience may not substitute for the 2,000 hours of abdominal and obstetrics/gynecology sonography.

A. A bachelor's or higher degree with a major in sonography, radiography, or nuclear medicine may be substituted for 4,000 hours.

B. An associate degree or two-year or above certificate or diploma in sonography, radiography, nuclear medicine, an associate degree or above, or a three-year diploma in nursing may be substituted for 2,000 hours.

C. A one-year diploma or certificate in sonography, radiography, nuclear medicine, or nursing may be substituted for 1,000 hours.

D. Courses for credit or clock hours for credit in AMA or AMA Category I content approved by the Society of Diagnostic Medical Sonographers (SDMS), Canadian Society of Diagnostic Medical Sonography (CSDMS), American Institute of Ultrasound Medicine (AIUM), Society of Vascular Technology (SVT), or Accreditation Council for Continuing Medical Education (ACCME). 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 in a program accredited by the American Medical Association Committee on Allied Health Education and accreditation for 1,500 of the 2,000 hours required in part 3700.0100, subpart 2, if the teaching is done during the five-year period. The teaching must be in abdominal and obstetrics/gynecology diagnostic medical sonography. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0460 MEDICAL RECORD TECHNOLOGY.

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

- A. alternative health records;
- B. medical terminology;
- C. coding I, II, III;
- D. introduction to health records;
- E. legal aspects of health records;
- F. data processing of health record information;
- G. health care statistics and records; and
- H. diagnostic related grouping.

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. An applicant must have 8,000 hours of occupational experience in one or more of the following:

- A. medical records administrator; or
- B. medical records technician in an acute care setting.

Subp. 4. Substitution for occupational experience. An applicant may substitute the education described in items A and B for up to 4,000 hours of 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 3700.0400, subpart 2.

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

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

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in medical record technology for 1,500 hours of the 2,000 hours required in part 3700.0400, subpart 2. Two hours of teaching experience equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 545*

3700.0465 DENTAL ASSISTING.

Subpart 1. May teach. A teacher who has a dental assisting instructor's license may teach in the dental assisting program and may also teach courses or content which are specific to dental assisting anywhere in the technical colleges.

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. The applicant must meet the requirements in items A to C.

A. The applicant must be a dental assistant certified by the Dental Assisting National Board Inc., and registered by the Minnesota Board of Dentistry, or be licensed to practice as a dentist in Minnesota.

B. The applicant must be a graduate of an accredited program by the American Dental Association's Commission on Dental Accreditation in dental assisting, dental hygiene, or dentistry.

C. The applicant must have verified occupational experience and education as described in subitem (1) or (2). The education must be from an accredited postsecondary institution.

(1) A baccalaureate or above degree in health science or health education and 4,000 hours of occupational experience providing direct patient care

which must include a minimum of 2,000 hours of four-handed chairside assisting and 1,000 hours of legalized intraoral dental care.

(2) An associate degree in a health science or health education area or a certificate or diploma in dental assisting and 6,000 hours of occupational experience providing direct patient care and must include a minimum of 2,000 hours of four-handed chairside assisting and a minimum of 1,000 hours of legal intraoral dental care.

Subp. 4. Substitution for recent occupational experience. The applicant may substitute teaching experience in primary program content in an accredited ADA dental hygiene or dental assistant program for up to 1,500 of the 2,000 hours required in part 3700.0400, provided that experience occurred within the last five years. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: 16 SR 2207

3700.0750 [Renumbered 3700.0830]

3700.0768 GEOGRAPHIC INFORMATION SYSTEMS/AUTOMATED CARTOGRAPHY.

Subpart 1. May teach. A teacher who has a geographic information system instructor's license may teach in the geographic information system program and may also teach courses in geographic information systems.

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

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience with a minimum of 1,000 hours in computer aided drafting and design (C.A.D.D.) or in analyzing data models and manipulation of data using geographic information systems. Substitution for the 1,000 hours of C.A.D.D. or analyzing data using geographic information systems is not allowed. The remaining experience must include experience in at least one other skill described in items A to E:

- A. use of coordinates to determine map scale and location;
- B. photo interpretation (photogrammetry);
- C. land surveying;
- D. use of global positioning system for data input and evaluation; or
- E. management of information systems.

The 2,000 hours of occupational recency must include 1,000 hours of computer aided drafting and design or geographic information systems for data input and evaluation.

Subp. 4. Substitution for occupational experience. The applicant may substitute the education described under item A, B, or C 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 civil engineering, environmental engineering or environmental science, geography, land surveying, landscape architecture, or computer science may be substituted for 4,000 hours.

B. An associate degree or two-year diploma or certificate in geographic information systems, civil engineering, drafting, environmental analysis, surveying, computer science, or technology may be substituted for 2,000 hours. A one-year program may be substituted for 1,000 hours.

C. The completion of courses for credit or clock hours in computer sciences, drafting, map making, photogrammetry, legal land descriptions, or geographic information systems. One clock hour equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience in geographic information systems primary program content for 1,000 hours of the required recent occupational experience. The 1,000 hours of computer aided drafting and design or analyzing data models and manipulation of data using geographic information systems may not be substituted. The applicant must also still have additional experience in at least one of the items in subpart 3, items A to E. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 545*

3700.0800 LICENSES IN TRADE AND INDUSTRIAL AREA.

Subpart 1. **Listed here.** An applicant for a license to teach technical college courses and programs in the trade and industrial 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 trade and industrial 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 licenses issued under this part.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0805 DIESEL FUEL INJECTION SPECIALIST.

Subpart 1. **May teach.** A teacher who has a diesel fuel injection specialist license may teach in the diesel fuel injection specialist program and may also teach courses in diesel pump operation, repair, rebuilding, and calibration.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial area under part 3700.0800.

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

- A. diesel engine operation, repair, and maintenance; and
- B. diesel fuel injection system operation, repair, and maintenance.

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 automotive engineering may be substituted for 4,000 hours.

B. An associate degree in diesel technology, truck and diesel mechanics, agricultural equipment mechanics, heavy equipment mechanics, or diesel fuel injection may be substituted for 2,000 hours.

C. A diploma in diesel fuel injection, truck and diesel mechanics, agricultural equipment mechanics, or heavy equipment mechanics may be substituted. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in diesel fuel injection 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 at an accredited postsecondary institution, or at

an industrial or military setting for 1,500 of the 2,000 hours required in part 3700.0800, if the teaching is done during the five-year period. The teaching must be in diesel fuel injections. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0810 ELECTRONIC PUBLISHING/INFORMATION SPECIALIST.

Subpart 1. May teach. A teacher who has an electronic publishing/information specialist license may teach in the electronic publishing/information specialist program and may also teach courses in:

- A. introduction to typography and publishing;
- B. desktop publishing;
- C. page makeup techniques; and
- D. corporate electronic publishing.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial area under part 3700.0800.

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

- A. layout and design;
- B. typography and electronic prepress; and
- C. electronic desktop publishing that integrates text and graphics.

Subp. 4. Occupational experience substitution. The applicant may substitute the education described in 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 in graphic arts, commercial art, advertising art, or data processing may be substituted for 4,000 hours.

B. An associate degree in graphic arts, commercial art, or data processing may be substituted for 2,000 hours.

C. A diploma in electronic publishing/information specialist, computer typesetting, graphic arts, commercial art, or data processing may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in computer typesetting, graphic arts, keylining, commercial art, desktop publishing, color separation, advertising art, printing, or data processing 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 at an accredited postsecondary institution, or at an industrial or military setting for 1,500 of the 2,000 hours required in part 3700.0800, if the teaching is done during the five-year period. The teaching must be in typography, layout and design, electronic prepress, or desktop publishing that integrates text and design. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0815 FIRE TECHNOLOGY AND ADMINISTRATION.

Subpart 1. May teach. A teacher who has a fire technology and administration license may teach in the fire technology and administration program and courses in firefighting.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial area under part 3700.0800.

Subp. 3. Occupational experience requirement. An applicant must have 8,000 hours of verified occupational experience as a career firefighter, volunteer firefighter, or paid on-call firefighter with a minimum of 2,000 of the 8,000 hours as a fire officer. The experience must be verified by the chief fire executive.

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 as a firefighter required in subpart 3. The education must be from an accredited postsecondary institution. An applicant cannot substitute for the 2,000 hours of experience required as a fire officer.

A. a bachelor's or higher degree in fire science, fire protection engineering, fire administration, or fire department management may be substituted for 4,000 hours.

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

C. A two-year diploma in firefighting may be substituted for 2,100 hours.

D. Completion of courses or clock hours for credit in fire service, fire administration, fire department management, fire safety and engineering technology, fire protection engineering, or fire department management 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 as a licensed instructor at an accredited postsecondary institution or at a military setting for up to 1,500 of the 2,000 hours required under part 3700.0800, if the teaching is done during the five-year period. The teaching must be in a firefighter I or II course. Two hours of student contact equal one hour of occupational experience as a firefighter. An applicant cannot substitute for the 2,000 hours of experience required as a fire officer.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0820 LOCKSMITHING TECHNICIAN.

Subpart 1. May teach. A teacher who has a locksmithing license may teach in the locksmithing program and may also teach courses in locksmithing: systems and placement planning, lock and key identification, retail application, life safety codes, master keying, automotive, application for retailing, and internal and external controls.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial area under part 3700.0800.

Subp. 3. Occupational experience requirement. The applicant must hold a Certified Professional Locksmith (CPL) certification and have verified occupational experience of 8,000 hours as a locksmith.

Subp. 4. Substitution for occupational experience requirement. An applicant may substitute the following education from an accredited postsecondary institution for up to 2,100 hours of occupational experience required under subpart 3.

A. An associate degree in locksmithing may be substituted for 2,000 hours.

B. A diploma in a two-year locksmithing program may be substituted for 2,100 hours.

C. The completion of courses or clock hours for credit in locksmithing 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. An 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 under part 3700.0800, if the teaching is done during the five-year period. The teaching must be in locksmithing. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0825 NEON AND SIGN FABRICATIONS.

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

- A. sign and letter fabrication;
- B. sign erection and service; and
- C. sign electricity.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial area under part 3700.0800.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of verified occupational experience in production and repair of neon signage, in neon bending and bombarding, or sign fabrication and installation.

Subp. 4. Substitution for occupational experience. An applicant may substitute the education described in item A or B for up to 2,100 hours of occupational experience required under subpart 3. The education must be from an accredited postsecondary institution.

A. A diploma or certificate in neon and sign fabrication. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

B. The completion of courses for credit or clock hours for credit in neon patterns and layout, sign electricity, sign and letter fabrication, and sign erection and service. 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 at an accredited postsecondary institution, or at an industrial or military setting for 1,500 of the 2,000 hours required in part 3700.0800, if the teaching is done during the five-year period. The teaching must be in neon and sign fabrications. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0830 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, mold-making, 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 3700.0800.

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. Substitution for recent occupational experience. An applicant may substitute teaching experience at an accredited postsecondary institution or at an industrial or military setting in plastic composites technology for 1,500 of the 2,000 hours required in part 3700.0800, 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: *16 SR 249*

3700.0840 SECURITY MANAGEMENT.

Subpart 1. May teach. A teacher who has a security management license may teach in the security management program and may also teach courses in security: contemporary issues, legal ethical issues, and principles of physical security.

Subp. 2. Other requirements. The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial area under part 3700.0800.

Subp. 3. Occupational experience requirement. An applicant must have 8,000 hours of verified occupational experience in a manager or supervisory position in plant protection or security in an industrial, institutional, governmental, public utility, corporate, or retail setting, exclusive of general law enforcement.

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 of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in criminal justice, criminology, security, or law enforcement may be substituted for 4,000 hours.

B. An associate degree in criminal justice, security management, or law enforcement may be substituted for 2,000 hours.

C. A diploma in security management or law enforcement may be substituted. A two-year program equals 2,100 hours; a one-year program equals 1,050 hours.

D. The completion of courses or clock hours for credit in security, emergency procedures, or substance use and abuse may be substituted. One clock hour of instruction equals one clock 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 at an accredited postsecondary institution for 1,500 of the 2,000 hours required under part 3700.0800, if the teaching is done during the five-year period. The teaching must be in industrial security or security management. Two hours of teaching equal one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*

3700.0845 SAFETY AND HEALTH ADMINISTRATION.

Subpart 1. **May teach.** A teacher who has a safety and health administration license may teach in the Safety and Health Administration program and content in the Mine, Safety and Health Administration (MSHA) and may also teach courses specific to industrial safety.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, subparts 1 and 2.

Subp. 3. **Does not apply.** Parts 3700.0800, subpart 2, and 3515.9921 do not apply to part 3700.0835.

Subp. 4. **Educational and/or occupational experience.** The applicant must be an MSHA approved instructor and have the experiences described in item A, B, C, or D.

A. A bachelor's degree or higher in industrial safety or industrial hygiene and 2,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

B. A bachelor's degree in engineering, public health, industrial psychology, industrial technology, management/supervision or two years postsecondary education in industrial safety. Option B must also include 4,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

C. One year of postsecondary education in industrial health safety and 6,000 hours of maintenance, service, or production process industrial experience where an employee is exposed to industrial hazards and the employer maintains and implements a safety and health standard or program.

D. Thirty-six credit hours of course content recognized by a national or state accrediting body in industrial health and safety and 6,000 hours as a safety and health supervisor, manager or administrator, or industrial safety and health instructor or trainer.

Subp. 5. **Recent experience.** Five hundred hours of the experiences described in subpart 4, item A, B, C, or D must be within five years of application for licensure.

Subp. 6. **Current licensees.** The title of the license of mine safety and health automatically becomes safety and health administration on September 16, 1991.

Statutory Authority: *MS s 136C.04*

History: *16 SR 545*

3700.0850 MACHINE TOOL CAREER LICENSE.

Subpart 1. **May teach.** A teacher who has a machine tool career instructor license may teach in the machine tool career programs and may also teach:

A. machine tool core; and

B. any course which is specific to machine tool careers.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial occupational area under part 3700.0800.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of verified occupational experience in blueprint reading, machine set up, machine troubleshooting, and machine operation of both manual and computerized numerical control equipment.

Subp. 4. Occupational experience substitution. The applicant may substitute the education described in item A or B for up to 2,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in engineering or a two-year degree, diploma, or certificate in machine tool technology may be substituted for 2,000 hours; or

B. A one-year diploma or certificate in machine tool technology may be substituted for 1,050 hours.

Subp. 5. Occupational recency substitution. Teaching experience at an accredited postsecondary institution or industrial or military setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0100 if the teaching is done during the five years just before application for licensure. The teaching must be in primary program content in machine tool technology. Two hours of teaching equal one hour of occupational experience.

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

History: *16 SR 2207*

3700.0910 PRESIDENTS IN DISTRICTS OPERATING A TECHNICAL COLLEGE.

Subpart 1. Must have a president. A district designated and approved by the state Board of Technical Colleges to operate a technical college shall employ a president who shall have a president's license.

Subp. 2. President's responsibilities. A president:

A. Internally:

(1) recommends and implements college policy in accordance with governing laws and policy;

(2) plans according to regional/state needs to meet the goals of the technical college system;

(3) directs evaluation to meet state, regional, and national accreditation standards;

(4) manages the identification and planning of current and future program majors;

(5) directs all human resource activity;

(6) directs student developmental services;

(7) manages college finances; and

(8) directs implementation of marketing plans.

B. Externally:

(1) directs, develops, and maintains liaisons with business, labor, higher education, secondary education, and external agencies; and

(2) directs implementation of marketing plans.

Subp. 3. Licensure requirement. An applicant for a license as a technical college president must meet the following requirements:

A. Education:

(1) master's degree or higher from an accredited college; and

(2) six quarter credits or 90 clock hours in the following subjects: effective supervision and management and strategic planning.

B. 8,000 hours of administrative, supervisory, or managerial level experience.

rience in education, business, industry, government, or social service agencies. Three thousand of the 8,000 hours must be experienced within five years before applying for a license.

C. 2,000 hours of occupational experience outside education without regard to recency.

D. Six quarter credits in philosophy of vocational education and education law for the first two-year renewal.

Statutory Authority: *MS s 136C.04*

History: *16 SR 1446*

NOTE: On December 16, 1991, the license of a technical college president converts to the license described in this part

NOTE: Part 3700.0901 continues to apply to the application, qualification, or criteria for initial licensure of technical college president until December 16, 1992. When both procedures apply, an applicant may proceed under either procedure.

On December 17, 1992, part 3700.0901 is repealed. Then an applicant may only proceed under part 3700.0910.

3700.1060 INTERPRETER FOR HEARING-IMPAIRED.

Subpart 1. License required. A person must be licensed as an interpreter for the hearing-impaired under this part if the person is responsible for any of the following activities:

A. classroom, shop, and laboratory interpretation for hearing-impaired students;

B. interpretation for activities related to course or program content for preenrolled or enrolled students in a technical college;

C. provision of communication services between individuals who are hearing-impaired and other individuals; or

D. service as a professional resource for information regarding hearing impairment.

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. An applicant for a license as an interpreter for the hearing-impaired must meet the following requirements:

A. must be certified by the Registry of Interpreters for the Deaf; or

B. must have completed one or more years of an interpreter training program resulting in a diploma or degree at an accredited postsecondary institution.

Subp. 4. First license renewal. An applicant must complete six hours of special needs in-service before the applicant's first renewal.

Statutory Authority: *MS s 136C.04*

History: *16 SR 136*

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

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

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-based or hour-based 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 16 quarter credits of instruction in a fiscal year.

[For text of subps 4 and 5, see M.R.]

Statutory Authority: *MS s 125.185, 136C.04*

History: *16 SR 2732*

3700.1415 PART-TIME CONTINUOUS OCCUPATIONAL PROGRAM INSTRUCTOR LICENSE.

Subpart 1. Listed here. An applicant for a license to teach part time in a continuous occupational 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.

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

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 of training in content specific to the field for which the applicant is seeking the license;
- (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.

[For text of items C and D, see M.R.]

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

History: *16 SR 249*

3700.1425 NEW PROGRAM INSTRUCTIONAL STAFF.

Subpart 1. Requirements. A license may be issued in a specified approved new program area, valid to teach content only within that program. An individual may teach full-time in an authorized new program offering when the individual:

A. is determined to be technically and professionally qualified through:

- (1) approval and signature of the approved hiring technical college administrator;
- (2) education and/or occupational experience as described in a qualifications description developed by the new program advisory committee; and
- (3) approval and signature of the chancellor of the State Board of Technical Colleges;

B. has submitted for record with the licensing unit of the State Board of Technical Colleges the approved qualifications description and credentials to substantiate compliance with item A; and

C. submits evidence of complying with the teacher education course: introduction to vocational teaching.

Subp. 2. Duration; not renewable. A license issued under this part is valid for only four years from the date it is issued and is not renewable.

Statutory Authority: *MS s 136C.04*

History: *16 SR 2207*

NOTE: This part was originally numbered 3700 1420 at 16 SR 2207. It was renumbered editorially as that number was already in existence.

3700.1595 RENEWED REGULAR FIVE-YEAR TECHNICAL COLLEGE LICENSE.

Subpart 1. Authorizing signature. Applications for renewed initial and subse-

quent five-year technical college licenses shall be approved through the local technical college relicensure committee established pursuant to parts 3515.2200 to 3515.3200, and signed by the chair.

Subp. 2. Issuance. A regular five-year technical college license holder who completes the continuing education requirements for relicensure in parts 3515.2200 to 3515.3200 shall be issued a renewed regular five-year technical college license.

Subp. 3. Exception. Subparts 1 and 2 do not apply to part-time extension, part-time continuous occupational, part-time continuous general studies, or substitute licensure.

Subp. 4. Discontinued programs. A license to teach a program that is removed from the state board's inventory of active programs cannot be renewed if the program is removed before or at the time the license renewal would otherwise be effective.

Statutory Authority: *MS s 136C.04*

History: *16 SR 249*