

**CHAPTER 3709**  
**STATE BOARD OF VOCATIONAL TECHNICAL**  
**EDUCATION**  
**LICENSES; EMERGING OCCUPATIONS**

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**3709.0100 GENERAL REQUIREMENTS.**

Subpart 1. **Listed or referred to here.** An applicant for a license under this chapter must meet the following requirements in addition to the requirements for a particular license:

A. 2,000 hours of occupational experience within five years just before application for licensure; and

B. the total number of substituted hours cannot exceed 4,000 hours.

Subp. 2. **Requirements elsewhere.** To get a license to teach under this chapter, an applicant must comply with parts 3515.0100 to 3515.1100, 3515.1300 to 3515.4400, and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply.

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

**History:** *13 SR 2221*

**3709.0110 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 3709.0100.

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

A. a minimum of 2,000 hours in commercial or industrial sales and installation, 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.** An 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 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.

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C. A diploma in electronics or electronic service/sales 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 setting may be substituted for 1,500 of the 2,000 hours required under part 3709.0100, subpart 1, item A, 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 subd 9*

**History:** *13 SR 2221*

### 3709.0120 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 3709.0100.

**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. 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 under part 3709.0100, subpart 1, item A, 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 subd 9*

**History:** *13 SR 2221*

### 3709.0130 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 3709.0100.

**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. Occupational recency substitution.** Teaching experience at an accredited postsecondary institution may be substituted for 1,500 of the 2,000 hours required under part 3709.0100, subpart 1, item A, 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 subd 9*

**History:** *13 SR 2221*

### 3709.0140 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 3709.0100.

**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. Occupational recency substitution.** Teaching experience as a licensed instructor at an accredited postsecondary institution or at a military setting may be substituted for up to 1,500 of the 2,000 hours required under part 3709.0100, subpart 1, item A, if the teaching is done during the five-year period. The teaching

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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 subd 9*

**History:** *13 SR 2221*

### **3709.0150 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 3709.0100.

**Subp. 3. Occupational experience requirement.** An applicant must have 8,000 hours of verified 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.** An 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 in marketing, business, finance, or accounting may be substituted for 4,000 hours.

B. An associate degree in advertising preparation for small business ownership, small business management, business, marketing, accounting, retailing, fashion merchandising, hospitality management, manufacturing management, sales, finance, or insurance may be substituted for 2,000 hours.

C. A diploma in advertising, fashion merchandising, professional and industrial sales, hotel motel management, general merchandising and retail sales, business to business telemarketing, marketing management, preparation for small business ownership, small business management, international marketing, sporting goods sales and management, financial services marketing, supermarket marketing and management, and hardware and home center management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses or clock hours for credit in business, marketing, distributive education, finance, or accounting 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.** Postsecondary teaching experience in small business management, accounting, practical business management, sales and marketing, business management, or computer applications for small business management may be substituted for 1,500 of the 2,000 hours required under part 3709.0100, subpart 1, item A, 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 subd 9*

**History:** *13 SR 2221*

### 3709.0160 ACTIVITY DIRECTOR ASSISTANT.

Subpart 1. **May teach.** A teacher who has an activity director/assistant license may teach in the activity director/assistant program.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3709.0100.

Subp. 3. **Educational and occupational experience requirement.** The applicant must have an associate degree or higher and 6,000 hours of occupational experience including at least 4,000 hours as an activity director in adult day care, long-term care, or senior citizen housing. The remaining 2,000 hours may be as any of the following: human services technician for the mentally retarded, activity director/assistant, social worker, community center program director for seniors, or as a counselor in adult day care, long-term care, or senior citizen housing.

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 3709.0100, subpart 1, item A, if the teaching is done during this five-year period. The teaching must be in activity director, activity director assistant, or recreational therapy programs. Two hours of teaching equals one hour of occupational experience.

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

**History:** *13 SR 2221*

### 3709.0170 FRANCHISE RESTAURANT MANAGEMENT.

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

- A. food service purchasing and inventory control;
- B. food sanitation and safety;
- C. food service management skills; and
- D. food service accounting.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3709.0100.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours verified occupational experience in management that includes supervision in an operation with at least ten employees. A minimum of 4,000 hours must be in franchise restaurant management of which 2,000 hours must be as a general or unit manager or owner.

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 the occupational experience required in subpart 3. The applicant cannot substitute for the 4,000 hours of experience in franchise restaurant management. The education must be from an accredited postsecondary institution.

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

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

C. A diploma in a business or food service program 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 under part 3709.0100, subpart

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1, item A, if the teaching is done during the five-year period. The teaching must be in foods, diet technician, or small business management. Two hours of teaching equal one hour of occupational experience.

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

**History:** *13 SR 2221*

### **3709.0180 OCCUPATIONAL SKILLS.**

**Subpart 1. May teach.** A teacher who has an occupational skills license may teach in the occupational skills program.

**Subp. 2. Other requirements.** Part 3709.0100, subpart 1, does not apply. The applicant must meet the requirements in part 3709.0100, subpart 2.

**Subp. 3. Educational and occupational experience requirement.** The applicant must have a bachelor's or higher degree in education, social work, psychology, counseling, mental health, vocational rehabilitation, physical therapy, occupational therapy, speech pathology, or vocational evaluations. The applicant must have the equivalent of 20 quarter credits or clock hours covering vocational coordination techniques, introduction to the exceptional learner, assessment of the special learner, and curriculum modification for the special learner; and 1,500 hours of occupational experience outside of teaching. In addition, the applicant must have 200 hours of experience with direct responsibility for the handicapped or disabled, that may include teaching in courses or programs designed to assist the handicapped or disabled.

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

**History:** *13 SR 2221*

### **3709.0190 PROFESSIONAL NANNY.**

**Subpart 1. May teach.** A teacher who has a professional nanny license may teach in the professional nanny program and may also teach principles and theory of child development.

**Subp. 2. Other requirements.** The applicant must meet the requirements in part 3709.0100.

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

A. two years or more of education from an accredited postsecondary institution in professional nanny or child development and 6,000 hours of occupational experience as a nanny or child care provider within the client's environment having responsibility for educational, physical, social, and psychological development of the child or children; or

B. a bachelor's or higher degree in consumer homemaking, family life, elementary education, child psychology, early childhood education, home economics, child development or professional nanny and 4,000 hours as a nanny or child care provider within the client's environment having responsibility for educational, physical, social, and psychological development of the child or children.

**Subp. 4. Occupational recency substitution.** Teaching experience at an accredited postsecondary institution for 1,500 of the 2,000 hours required under part 3709.0100, subpart 1, item A, if the teaching is done during this five-year period. The teaching must be in professional nanny programs. Two hours of teaching equal one hour of the occupational experience required in part 3709.0100, subpart 1, item A.

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

**History:** *13 SR 2221*

**3709.0200 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 3709.0100.

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 3709.0100, subpart 1, item A, 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 subd 9*

**History:** *13 SR 2221*

**3709.0210 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 3709.0100.

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.

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 3700.0100, subpart 1, item A, 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 subd 9*

**History:** *13 SR 2221*

**3709.0220 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 3709.0100.

**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.

**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 3709.0100, subpart 1, item A, 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 subd 9*

**History:** *13 SR 2221*