

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

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3709.0110 [Renumbered 3700.0525]

3709.0150 [Renumbered 3700.0540]

3709.0200 [Renumbered 3700.0705]

3709.0210 [Renumbered 3700.0760]

3709.0220 [Renumbered 3700.0750]

3709.0230 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 3709.0100.

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 verified 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 from a two-year chiropractic technician or chiropractic assistant program and 6,000 hours of verified 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 from a one-year chiropractic technician or chiropractic assistant program or American Chiropractic Registered Radiologist technician program and 7,000 hours of verified 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. **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 3709.0100, subpart 1, item A, if the teaching is done during the five-year period. The teaching must be in chiropractic assisting, chiropractic technician, or chiropractic practice. Two hours of teaching equal one hour of occupational experience.

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

History: *13 SR 3041*

3709.0240 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 3709.0100.

Subp. 3. Occupational experience requirement. The applicant must have current cardiopulmonary resuscitation instructor certification and 8,000 hours of verified 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 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 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 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. Occupational recency substitution. Teaching experience at an accredited postsecondary institution, or at an industrial or military setting, or public safety agency 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 cardiac technology. Two hours of teaching equal one hour of occupational experience.

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

History: 13 SR 3041

3709.0250 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 3709.0100.

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

A. a bachelor's or higher degree 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 verified 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. **Occupational recency substitution.** Teaching experience at an American Physical Therapy Association accredited institution 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 physical therapy or physical therapy assistant. Two hours of teaching equal one hour of occupational experience.

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

History: *13 SR 3041*

3709.0260 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 3709.0100.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified 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 in law enforcement, criminal justice, or corrections may be substituted for 4,000 hours.

B. An associate degree in law enforcement or 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 or public safety communication may be substituted. A one-year program 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. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution, or at an industrial or military setting, or public safety agency 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 public safety communication. Two hours of teaching equal one hour of occupational experience.

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

History: *13 SR 3041*

3709.0270 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 3709.0100.

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 verified occupational experience as a certified radiographer in a medical setting.

Subp. 4. Occupational recency substitution. Teaching experience at a postsecondary institution in an accredited program of radiographic 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 radiologic technology. Two hours of teaching equal one hour of occupational experience.

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

History: *13 SR 3041*

3709.0280 [Renumbered 3700.0755]

3709.0290 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 3709.0100.

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

History: *13 SR 2629*

3709.0300 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 3709.0100.

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

History: *13 SR 2629*

3709.0310 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 3709.0100.

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 occupa-

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

History: *13 SR 2629*

3709.0320 [Renumbered 3700.0560]

3709.0330 [Renumbered 3700.0515]

3709.0340 [Renumbered 3700.0545]

3709.0350 PROJECT DISCOVER LICENSE.

Subpart 1. **May teach.** A person holding a technical college Project Discover license may teach personal development, career development, and applied issues courses in Project Discover.

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

Subp. 3. **Licensure requirements.** The applicant must have the educational and occupational experience described in items A to D. The education must be from an accredited postsecondary institution.

A. A minimum of two years of postsecondary education resulting in completion with a certificate, diploma, or degree.

B. Four thousand hours of verified experience. The experience must be from two areas or more of the areas listed in this item:

- (1) counselor;
- (2) support group facilitator;
- (3) advocate within an educational or social service institution;
- (4) human service caseworkers;
- (5) employment counselor;
- (6) affirmative action coordinator or officer;
- (7) career counselor; and
- (8) teacher in an educational institution.

C. A total of 12 quarter credits from two or more of the areas listed in this item:

- (1) career development;
- (2) group process;
- (3) interpersonal communications;
- (4) behavioral sciences;
- (5) women's studies;
- (6) family life education; and
- (7) counseling techniques.

D. Upon the first renewal, evidence of completion of 12 hours of state sponsored workshops in teaching Project Discover.

Subp. 4. Substitution for required experiences. The applicant may use the substitutions as described in items A and B.

A. The applicant may substitute up to 1,000 hours of occupational experience required in subpart 3, item B, through verified volunteer activity that occurred under supervision of paid professional staff within a human service agency. This experience may be in a shelter for the homeless, battered woman program, chemical dependency program, head start program, crises center, displaced homemaker program, handicapped program for special populations, minority advocacy agency, and legal advocacy program.

B. The applicant may substitute up to six credits of educational experience as required in subpart 3, item C, at the ratio of 12 clock hours for each quarter credit in the following topics: sexual harassment, decision making techniques, personal development, stress management, group facilitation, equal opportunity/affirmative action, career assessment, assertiveness training, interpersonal communications, financial planning, and human behavior.

Subp. 5. Recent occupational experience. An applicant for a license to teach in Project Discover must have 1,000 hours of the occupational experience within the five years before applying for the license.

Subp. 6. Conversion of current Project Discover instructors. Applicants verifying the teaching of a complete session of Project Discover to include personal development, career development, and applied issues within four years before the effective date of this part and who verify completion of 12 hours of state-sponsored workshops in teaching Project Discover are eligible for a license as a Project Discover instructor.

Statutory Authority: *MS s 136C.04*

History: *14 SR 2159*

3709.0355 COLLISION AND PROPERTY DAMAGE APPRAISAL.

Subpart 1. May teach. A teacher who has a collision and property damage appraisal license may teach in the collision and property damage appraisal program and may also teach:

- A. auto damage appraisal;
- B. construction damage appraisal; and
- C. claim representative trade knowledge.

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 of verified occupational experience as a multiline insurance damage appraiser or adjuster in automotive, property, and casualty lines.

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

- A. An associate or higher degree with a major in engineering, building

inspection, construction supervision, automotive technician, accounting, business administration, business management, marketing, or sales may be substituted for 2,000 hours.

B. A diploma in collision and property damage appraisal, auto body repair, auto parts merchandising, automotive mechanics, marketing, carpentry, or sales may be substituted. A one-year program or 45 quarter credit program equals 1,050 hours. A two-year program or 90 quarter credit program equals 2,100 hours.

C. The completion of courses for credit or clock hours in introduction to computers or microcomputers, introduction to spreadsheets, customer communications, business law, applied mathematics, construction materials, blueprint reading, real estate insurance, business correspondence, carpentry, photography, auto insurance, auto estimating collision damage, auto body shop, use of industry reference manuals, building insurance, building construction, building manuals, and building damage. 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 or 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 teaching must be in automotive appraisal, building appraisal, auto body technician, or carpentry. Two hours of teaching equals one hour of occupational experience.

Statutory Authority: *MS s 136C.04*

History: *14 SR 1214*

3709.0360 [Renumbered 3700.0510]