

**CHAPTER 3709**  
**STATE BOARD OF TECHNICAL COLLEGES**  
**LICENSES; EMERGING OCCUPATIONS**

3709.0100 GENERAL REQUIREMENTS.  
 3709.0120 LOCKSMITHING TECHNICIAN.  
 3709.0130 SECURITY MANAGEMENT.  
 3709.0140 FIRE TECHNOLOGY AND  
 ADMINISTRATION.  
 3709.0160 ACTIVITY DIRECTOR ASSISTANT.  
 3709.0170 FRANCHISE RESTAURANT  
 MANAGEMENT.  
 3709.0180 OCCUPATIONAL SKILLS.

3709.0190 PROFESSIONAL NANNY.  
 3709.0290 NEON AND SIGN FABRICATIONS.  
 3709.0300 DIESEL FUEL INJECTION  
 SPECIALIST.  
 3709.0310 ELECTRONIC PUBLISHING/  
 INFORMATION SPECIALIST.  
 3709.0350 PROJECT DISCOVER LICENSE.  
 3709.0355 COLLISION AND PROPERTY  
 DAMAGE APPRAISAL.

**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 [Renumbered 3700.0525]****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

**3709.0140 LICENSES; EMERGING OCCUPATIONS**

3212

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 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 [Renumbered 3700.0540]****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.

# MINNESOTA RULES 1991

3213

## LICENSES; EMERGING OCCUPATIONS 3709.0190

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 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 [Renumbered 3700.0705]

3709.0210 [Renumbered 3700.0760]

3709.0220 [Renumbered 3700.0750]

3709.0230 [Renumbered 3700.0405]

3709.0240 [Renumbered 3700.0410]

3709.0250 [Renumbered 3700.0415]

3709.0260 [Renumbered 3700.0425]

3709.0270 [Renumbered 3700.0430]

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.

# MINNESOTA RULES 1991

3215

## LICENSES; EMERGING OCCUPATIONS 3709.0310

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 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. **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;

# MINNESOTA RULES 1991

3217

## LICENSES; EMERGING OCCUPATIONS 3709.0355

- (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 March 12, 1990, 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]