

CHAPTER 8700
BOARD OF TEACHING
LICENSURE

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8700.0100 [Renumbered 8710.0100]

8700.0200 [Renumbered 8710.0300]

8700.0210 [Renumbered 8710.0500]

8700.0300 [Renumbered 8710.1000]

8700.0400 [Renumbered 8710.0600]

8700.0500 [Renumbered 8710.0350]

8700.0501 [Renumbered 8710.0700]

8700.0502 [Renumbered 8710.1100]

8700.0600 [Renumbered 8710.0200]

8700.0700 [Renumbered 8710.0800]

8700.0800 [Renumbered 8710.0850]

CONTINUING EDUCATION RELICENSURE

8700.0900 CONTINUING LICENSE.

Subpart 1. **Scope.** The provisions of parts 8700.0900 to 8700.2300 apply only to persons licensed by the Board of Teaching.

Subp. 2. **Issuance requirements.** An applicant who is not eligible for a continuing license or an applicant whose continuing license has lapsed shall meet the provisions of part 8710.0300 for issuance of a license.

Subp. 3. **Issuance of continuing license.** A continuing license, valid for five years, shall be issued to an applicant who holds a valid entrance license and who has met the requirements for the issuance of the continuing license as set forth in rules of the Board of Teaching.

Subp. 4. **Renewal of continuing license.** A license renewal period begins on July 1 of the year of expiration. Applications for renewal are accepted for processing by the Department of Children, Families, and Learning after January 1 of the year of expiration. Pursuant to procedures specified in parts 8700.0900 to 8700.2300, a valid

continuing license shall be renewed for a subsequent period of five years when an applicant presents evidence of having been granted 125 clock hours by the local continuing education/relicensure committee during the five year period immediately preceding the date on which the required renewal is to be made effective.

Subp. 5. **Transition from renewal units to clock hours.** Renewal units that have been granted by local continuing education/relicensure committees shall be allocated toward clock hours for renewal. For every one renewal unit granted by the local continuing/relicensure committee for experiences completed before August 31, 1987, one clock hour of continuing education shall be granted. Persons who have been granted 120 renewal units by a local continuing education/relicensure committee before August 31, 1987, shall be permitted to renew their license for one five year period based on completion of the renewal unit requirement.

Statutory Authority: *MS s 125.05 subds 1,6; 125.185 subd 4*

History: *12 SR 412; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; 23 SR 1928*

8700.1000 CLOCK HOURS.

Subpart 1. **Definition.** "Clock hour" means an hour of actual instruction, supervised group activities, or planned individual professional development.

Subp. 2. **Allocation of clock hours.** In each five year relicensure period, a minimum of 90 clock hours of the required 125 clock hours of continuing education must be earned from among the categories in subpart 3, items A to D. At least 45 of the 90 clock hours must be earned in programs that are consistent with local continuing education committee goals if the programs are locally available. A maximum of 35 clock hours may be earned from among the categories in subpart 3, items E to G.

Subp. 3. **Categories for allocation.** Categories for which clock hours shall be granted by the local committee, and for which clock hours may be granted to applicants, are listed in items A to G. Verification of completion of experiences must be submitted by the applicant to the local committee. Clock hours must be earned in two or more of the categories listed in items A to G:

A. relevant course work completed at accredited colleges and universities;

B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;

C. staff development activities, in service meetings, and in service courses;

D. building, district, regional, state, national, or international curriculum development;

E. professional service in the following areas:

(1) supervision of clinical experiences of persons enrolled in teacher licensure programs;

(2) membership on national, state, and local committees involved with licensure, teacher education, or professional standards;

(3) participation in national, regional, or state accreditation;

F. leadership experiences in the following areas:

(1) development of new or broader skills and sensitivities to the school, community, or profession;

(2) publication of professional articles in a professional journal in an appropriate field;

(3) volunteer work in professional organizations related to the areas of licensure held; and

G. opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:

(1) experiences with students of another age, ability, culture, or socioeconomic level;

(2) systematic, purposeful observation during visits to schools and to related business and industry;

(3) travel for purposes of improving instructional capabilities related to the field of licensure;

(4) work experience in business or industry appropriate to the field of licensure.

Subp. 4. **Maximum allocation.** The local committee shall grant clock hours and allow accumulation of clock hours under parts 8700.0900 to 8700.2300. Maximum clock hour allocations must be made under items A to C:

A. Relevant course work must be rated at 15 clock hours for each quarter credit earned, and 20 clock hours for each semester credit earned.

B. Subpart 3, items B to D, must be rated up to one clock hour for each hour of participation by the local continuing education/relicensure committee, in accordance with the local guidelines established under part 8700.1100.

C. Subpart 3, items E to G, must be rated at one clock hour for every three hours of participation by the local continuing education/relicensure committee in accordance with the local guidelines established under part 8700.1100.

(1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter or one semester equals ten clock hours. No more than 30 clock hours may be granted in a five year relicensure period for supervision.

(2) One week of travel for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five year relicensure period for travel.

Subp. 5. **Experience for clock hour credit.** Experiences for clock hour credit must aid the applicant in maintaining and improving general, academic, or professional qualifications. Except for subpart 3, item G, subitem (1), teaching experiences for which licensure is required shall not qualify for clock hour credit.

Subp. 6. **Period for earning clock hours.** An applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours during each five year licensure period from July 1 of the year of issuance to June 30 of the year of expiration. An applicant may not bank clock hours for purposes of relicensure.

Subp. 7. **Evaluation of further education.** In cases where local school board policies require further education on a periodic basis, such education shall be evaluated in the same manner as other experiences and may apply as clock hours.

Subp. 8. **Renewal of license for two or more areas.** An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of no fewer than 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. Those candidates possessing administrative licensure may allocate clock hours for the renewal of teaching licensure in this same manner.

Statutory Authority: *MS s 125.05 subds 1,6; 125.185 subd 4*

History: *12 SR 412; L 1998 c 397 art 11 s 3*

8700.1100 LOCAL COMMITTEES FOR CONTINUING EDUCATION AND RELI-CENSURE.

Subpart 1. **Membership.** A local committee as authorized by Minnesota Statutes, section 122A.09, subdivision 4 shall be established in each Minnesota public school district with membership as follows:

A. Five persons licensed by the Board of Teaching who hold at least a baccalaureate degree, to be elected by the licensed teaching faculty. Nominations may be by building, grade level, or other appropriate categories, provided that all eligible persons have a fair and equitable chance for nomination. Proportionate representation is encouraged.

B. One licensed person who holds an administrator's license, representing the elementary and secondary administration, to be elected by the licensed practicing administrators employed by the district.

C. One resident of the district who is not an employee of the district, to be designated by the local school board. School board members are not considered to be employees of the district.

Subp. 2. **Notice of election; election.** All members of an appropriate voting group shall be notified of the date of the election at least five days prior to the election. The election shall be held at a convenient time and place and shall be by secret ballot.

Members of the local committee shall be elected in May of each year for terms to begin no later than the following September 1. The term of office of members of the local committee shall be two years.

Subp. 3. **Continuing education committee.** In districts where either teachers or administrators with the specified qualifications are not available for service on the local committee, the superintendent will report the situation to the Board of Teaching who shall make special provisions for establishing a continuing education committee.

Subp. 4. **Organizational meeting.** The local committee shall hold its organizational meeting no later than September of each year. At the organizational meeting the local committee shall elect a chair and secretary whose duties shall be established by the local committee.

Subp. 5. **School district assistance.** Up to three days per month may be provided by the local school district to each local committee member to attend local committee meetings.

Clerical assistance and supplies as requested by the local committee may be provided by the local school district in sufficient amount to enable the local committee to comply with the recordkeeping and reporting required by parts 8700.0900 to 8700.2300.

Subp. 6. **Quorum; calling meetings.** A quorum shall be more than 50 percent of the total voting membership of the committee. A majority vote of those voting members present shall be sufficient to take action. Meetings may be called by the chair of the committee or by written request of three or more of the members. Notice of meetings shall be provided to each member of the committee at least five days prior to the date of the meeting, and shall be posted or otherwise advertised in such a manner as to provide reasonable notice to those teachers subject to the actions of the committee.

Subp. 7. **Duties.** The duties of the local committee are as follows:

A. Set procedures for its own operation:

(1) Establish written guidelines which set time, place, and procedures for local committee meetings; set procedures for local committee operations, including a procedure for emergency approval during periods when the committee is not regularly meeting; and determine clock hours to be allocated for each category enumerated in part 8700.1000, subpart 3 in accordance with the maximum clock hour allocations stipulated in part 8700.1100, subpart 4;

(2) Make the guidelines available to persons interested in or affected by decisions of the local committee, together with a list of the current local committee membership; and

(3) Hold a hearing annually to allow the teachers in the district to review proposed or revised guidelines established by the local committee. It is recommended that this hearing be held in the fall.

A working draft of local guidelines and proposed revisions shall be made available prior to the local hearing.

The local committee shall schedule the hearing at a time and place which is convenient for those interested in or affected by the guidelines to be able to attend.

Adequate and proper notice shall be given to all such persons within the district.

All local committee members should be present at the hearing.

The hearing shall continue until all persons who wish to speak have had an opportunity to do so.

Although input received at the hearing is not binding, the local committee is encouraged to modify its guidelines, insofar as modifications are consistent with parts 8700.0900 to 8700.2300, if the information received during the hearing indicates that changes are necessary or desirable.

B. Provide recommendations to the Board of Teaching for the renewal of teaching licenses as provided in Minnesota Statutes, section 122A.09, subdivision 4:

(1) Make recommendations regarding the issuance of the first continuing license by verifying one year of successful teaching experience for individuals on an entrance license. Successful teaching shall be determined by satisfying one or more of the following three criteria: a teacher receives an offer of a contract for the ensuing year; a teacher gains tenure or acquires a continuing contract; or supportive evidence is presented from supervisory personnel, professional colleagues, and/or administrators.

This experience shall be verified by the local committee chair or designee, whose name shall be on file with the manager of licensing.

(2) Act, within a reasonable time, upon requests for recommendation for renewal of the continuing license by determining whether the applicant has met the requirements of parts 8700.0900 to 8700.2300.

(3) Endorse the application for renewal of the continuing license of each qualified applicant. The applicant shall assume the responsibility for forwarding the endorsed application to the manager of licensing.

(4) Provide supporting evidence to the Board of Teaching when an appeal is taken from a decision of the local committee.

C. Forward to the Board of Teaching the following information in accordance with due dates set forth in this rule:

(1) Prior to November 1 of each year, verification of the current membership of the local committee.

(2) Prior to November 1, 1980, and every five years thereafter, a copy of the published local committee guidelines. At such time that substantial changes are made in local guidelines, a revised copy of these guidelines shall be forwarded to the Board of Teaching.

(3) During February of each year, any recommendations for modifications in parts 8700.0900 to 8700.2300, based upon an evaluation of procedures and criteria or granting clock hours.

D. Provide those services and reports that may be required from time to time by the Board of Teaching.

E. Provide recommendations to appropriate personnel concerning the in-service needs of the district.

Statutory Authority: *MS s 125.05 subds 1,6; 125.185 subd 4*

History: *12 SR 412; 17 SR 1279; L 1998 c 397 art 11 s 3*

8700.1200 DUTY OF LICENSEE TO RENEW.

It shall be the responsibility of the person seeking the renewal of a continuing license to submit the application, appropriate verification, and other supporting materials to the local committee of the employing school district, in accordance with procedures and due dates established by that committee.

Statutory Authority: *MS s 125.05; 125.185*

History: *L 1998 c 397 art 11 s 3*

8700.1300 TRANSFER OF CLOCK HOURS.

If a licensed person employed by one school district becomes employed by a different district during a renewal period, clock hours already earned and granted during that renewal period shall forthwith be transferred to the local committee for the new district. Such clock hours shall be accepted by that committee.

Statutory Authority: *MS s 125.05 subds 1,6; 125.185 subd 4*

History: *12 SR 412; L 1998 c 397 art 11 s 3*

8700.1400 GRANTOR OF CLOCK HOURS.

Clock hours shall be granted by the committee of the district where the applicant was employed at the time that the experience was completed.

Persons who have not been employed by a school district for a period of time will be granted clock hours in either of the following ways: by the local committee of the district where the applicant was last employed, or by the local committee of the district where the applicant currently resides, if accepted by the local committee.

Statutory Authority: *MS s 125.05 subds 1,6; 125.185 subd 4*

History: *12 SR 412; L 1998 c 397 art 11 s 3*

8700.1500 RENEWAL FOR PERSONS NOT CONTINUALLY EMPLOYED IN MINNESOTA.

Persons who have never been employed on a continuing basis by a school district in Minnesota shall affiliate with the local committee in the district in which they reside.

Statutory Authority: *MS s 125.05; 125.185*

History: *L 1998 c 397 art 11 s 3*

8700.1600 RENEWAL FOR OUT-OF-STATE RESIDENTS.

Persons residing out of the state of Minnesota who wish to maintain continuing Minnesota licensure may make application for renewal to the Board of Teaching in accordance with provisions of parts 8700.0900 to 8700.2300.

Statutory Authority: *MS s 125.05; 125.185*

History: *L 1998 c 397 art 11 s 3*

8700.1700 RULE INFORMATION.

Each local committee shall be provided with current information regarding changes in Board of Teaching rules which pertain to licensure in education by the director of licensing.

Statutory Authority: *MS s 125.05; 125.185*

History: *L 1998 c 397 art 11 s 3*

8700.1800 OPTION FOR FORMATION OF JOINT LOCAL COMMITTEES.

Two or more districts situated in close proximity to each other shall have the option of joining together to establish a joint local committee.

A plan for two or more districts to formulate a joint local committee shall be drawn up by a committee consisting of two teachers, one administrator, and one school board member or a designee, from each participating district, and be ratified by at least 70 percent of the licensed personnel employed by each participating district. The plan shall provide for fair representation of all licensed personnel and insofar as possible, shall be consistent with part 8700.1100, subpart 1 and other provisions of parts 8700.0900 to 8700.2300.

The ratified plan shall be submitted by the superintendent of the district employing the largest number of licensed personnel to the Board of Teaching.

The joint local committee shall be treated as any local committee and shall comply with all provisions of parts 8700.0900 to 8700.2300.

Statutory Authority: *MS s 125.05; 125.185*

History: *L 1998 c 397 art 11 s 3*

8700.1900 LOCAL COMMITTEES IN NONPUBLIC SCHOOLS.

Subpart 1. **Nonpublic school only.** Licensed personnel in a nonpublic school may establish a local committee for the same purpose as local committees established by public school districts. Licensed personnel in two or more nonpublic schools may combine to form a local committee upon the agreement of 70 percent of the licensed personnel in each school. The chair of the committee shall submit to the director of licensing, on an annual basis no later than November 1 of each year, verification of the membership of the committee and verification of the school or schools whose personnel have established the committee.

Subp. 2. **Nonpublic and public schools.** Licensed personnel in one or more nonpublic schools may join with an appropriate public school district in the establishment of a local committee, provided that 70 percent of the licensed personnel from each nonpublic school and 70 percent of the licensed personnel employed by the public school district agree to such a committee. The superintendent of the district shall submit to the director of licensing verification of the membership of the committee and verification of the nonpublic schools whose personnel have joined in the establishment of the committee.

Subp. 3. **Committee conduct.** Insofar as possible, the committees authorized in subparts 1 and 2 shall be established and shall function in the same manner as provided in parts 8700.0900 to 8700.2300 for committees of public school districts and in such way as to provide fair representation for all licensed personnel and objective evaluation of requests for renewal of licenses.

Statutory Authority: *MS s 125.05; 125.185*

History: *17 SR 1279; L 1998 c 397 art 11 s 3*

8700.1910 LOCAL COMMITTEES IN SCHOOL DISTRICT CONSORTIA.

Subpart 1. **School district consortia only.** Licensed personnel employed by a Minnesota public school district consortium that is authorized by Minnesota statutes may establish a local committee for the same purpose as local committees established by public school districts.

Subp. 2. **Committee conduct.** When possible, the committees authorized in subpart 1 shall be established according to part 8700.1100, subpart 1. The committees shall function in the same manner as provided in parts 8700.0900 to 8700.2300 for committees of public school districts and in a way that provides fair representation for all licensed personnel and objective evaluation of requests for renewal of licenses.

Statutory Authority: *MS s 125.05 subd 1; 125.185 subd 4*

History: *14 SR 165; L 1998 c 397 art 11 s 3*

8700.2000 VOCATIONALLY LICENSED TEACHERS.

The criteria for licensure renewal of vocationally licensed teachers are set forth in the Board of Teaching rules, parts 8750.7000 to 8750.8400.

Statutory Authority: *MS s 125.05; 125.185*

History: *15 SR 2267; L 1998 c 397 art 11 s 3*

8700.2100 LOCAL COMMITTEE OF COLLEGE OR UNIVERSITY.

A college or university which is approved to prepare teachers for licensure in education may form a local committee or combine with other approved colleges or universities to form joint committees. Licensed personnel in approved colleges or

universities may, in accordance with part 8700.1400, affiliate with a local committee established in a local school district or nonpublic school.

Statutory Authority: *MS s 125.05; 125.185*

History: *L 1998 c 397 art 11 s 3*

8700.2200 RIGHT OF APPEAL.

Subpart 1. **Appeal to local committee.** When an applicant has not been granted the requested number of clock hours by a local continuing education/relicensure committee, an appeal may be made to the local committee. An applicant must appeal to the local committee within 20 working days after notification of the decision of the local committee. Failure to file a written request with the local committee for an appeal within 20 working days constitutes a waiver of the individual's right to appeal.

Subp. 2. **Appeal to Board of Teaching.** Decisions by a local committee for continuing education/relicensure denying the appeal may be appealed to the Board of Teaching by the applicant according to the provisions of part 8710.0900.

Subp. 3. **Nonendorsement of application by local committee.** In cases where the applicant has not been granted the required number of clock hours for relicensure, local committees shall not endorse the application for renewal of the continuing license.

Subp. 4. **Appellant's duty to inform manager of licensing loss.** In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the manager of licensing of such loss of licensure. The manager of licensing shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

Statutory Authority: *MS s 125.05 subds 1,6; 125.185 subd 4*

History: *12 SR 412; L 1998 c 397 art 11 s 3; 23 SR 1928*

8700.2300 EVALUATION OF LOCAL COMMITTEE.

The functions of the local committees shall be evaluated by the Board of Teaching during each calendar year which is divisible by five.

Statutory Authority: *MS s 125.05; 125.185*

History: *L 1998 c 397 art 11 s 3*

8700.2400 [Renumbered 8710.1400]

8700.2500 [Renumbered 8710.0900]

8700.2600 [Repealed, 11 SR 1793]

TEACHER EDUCATION CURRICULUM

8700.2700 HUMAN RELATIONS COMPONENTS IN ALL PROGRAMS LEADING TO LICENSURE IN EDUCATION.

Subpart 1. **Requirement.** All applicants for licenses in education to be issued or renewed either on or after July 1, 1973, shall have completed a training program containing human relations components. Such components shall have been approved by the Board of Teaching.

Subp. 2. **Necessary evidence.** Human relations components of programs which lead to licensure in education will be approved upon submission of evidence:

A. showing that the human relations components have been developed with participation by members of various racial, cultural, and economic groups:

B. showing that the human relations components are planned to develop the ability of applicants to:

(1) understand the contributions and life styles of the various racial, cultural, and economic groups in our society;

(2) recognize and deal with dehumanizing biases, discrimination, and prejudices;

(3) create learning environments which contribute to the self-esteem of all persons and to positive interpersonal relations; and

(4) respect human diversity and personal rights;

C. relating all of the areas enumerated in subpart 2, item B to specific competencies to be developed; and

D. indicating means for assessment of competencies.

Subp. 3. **Variations in programs.** Programs shall be approved which vary in curricular design provided that program components meet the requirements in subparts 1 and 2, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are knowledge, skills, and understandings.

Statutory Authority: *MS s 125.05; 125.185*

History: *L 1998 c 397 art 11 s 3*

NOTE: This part is repealed effective September 1, 2001. 23 SR 1928.

8700.2800 [Repealed, 6 SR 1023]

8700.2810 [Repealed, 23 SR 1928]

8700.2900 [Repealed, L 1993 c 224 art 12 s 39]

8700.3000 [Repealed, L 1993 c 224 art 12 s 39]

8700.3100 [Repealed, 3 SR 1462]

8700.3110 [Repealed, L 1993 c 224 art 12 s 39]

8700.3120 [Repealed, L 1993 c 224 art 12 s 39]

8700.3200 [Repealed, L 1993 c 224 art 12 s 39]

8700.3300 [Repealed, L 1993 c 224 art 12 s 39]

8700.3400 [Repealed, L 1993 c 224 art 12 s 39]

8700.3500 [Repealed, L 1993 c 224 art 12 s 39]

8700.3510 [Repealed, L 1993 c 224 art 12 s 39]

8700.3600 [Repealed, L 1993 c 224 art 12 s 39]

8700.3700 [Repealed, L 1993 c 224 art 12 s 39]

8700.3800 [Repealed, 11 SR 48]

8700.3810 [Repealed, L 1993 c 224 art 12 s 39]

8700.3900 [Repealed, L 1993 c 224 art 12 s 39]

8700.4000 [Repealed, L 1993 c 224 art 12 s 39]

8700.4100 [Repealed, L 1993 c 224 art 12 s 39]

8700.4200 [Repealed, L 1993 c 224 art 12 s 39]

8700.4300 [Repealed, L 1993 c 224 art 12 s 39]

8700.4400 [Repealed, L 1993 c 224 art 12 s 39]

8700.2700 LICENSURE

- 8700.4500** [Repealed, L 1993 c 224 art 12 s 39]
8700.4600 [Repealed, L 1993 c 224 art 12 s 39]
8700.4700 [Repealed, 11 SR 1793]
8700.4710 [Repealed, L 1993 c 224 art 12 s 39]
8700.4800 [Repealed, L 1993 c 224 art 12 s 39]
8700.4900 [Repealed, 8 SR 244]
8700.4901 [Repealed, L 1993 c 224 art 12 s 39]
8700.4902 [Repealed, L 1993 c 224 art 12 s 39]
8700.5000 [Repealed, 11 SR 1793]
8700.5100 [Repealed, L 1993 c 224 art 12 s 39]
8700.5200 [Repealed, L 1993 c 224 art 12 s 39]
8700.5300 [Repealed, L 1993 c 224 art 12 s 39]
8700.5310 [Repealed, L 1993 c 224 art 12 s 39]
8700.5311 [Repealed, L 1993 c 224 art 12 s 39]
8700.5400 [Repealed, 11 SR 48]
8700.5401 [Repealed, 11 SR 48]
8700.5402 [Repealed, 11 SR 48]
8700.5403 [Repealed, 11 SR 48]
8700.5404 [Repealed, 11 SR 48]
8700.5405 [Repealed, 11 SR 48]
8700.5406 [Repealed, 11 SR 48]
8700.5500 [Repealed, L 1993 c 224 art 12 s 39]
8700.5501 [Repealed, L 1993 c 224 art 12 s 39]
8700.5502 [Repealed, L 1993 c 224 art 12 s 39]
8700.5503 [Repealed, L 1993 c 224 art 12 s 39]
8700.5504 [Repealed, L 1993 c 224 art 12 s 39]
8700.5505 [Repealed, L 1993 c 224 art 12 s 39]
8700.5506 [Repealed, L 1993 c 224 art 12 s 39]
8700.5507 [Repealed, L 1993 c 224 art 12 s 39]
8700.5508 [Repealed, L 1993 c 224 art 12 s 39]
8700.5509 [Repealed, L 1993 c 224 art 12 s 39]
8700.5510 [Repealed, L 1993 c 224 art 12 s 39]
8700.5511 [Repealed, L 1993 c 224 art 12 s 39]

- 8700.5512 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.5800 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.5900 [Repealed, 12 SR 412]
- 8700.6300 [Repealed, 7 SR 821]
- 8700.6310 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.6400 [Repealed, 11 SR 48]
- 8700.6410 [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 647 art 8 s 32,33]
- 8700.6600 [Repealed, 12 SR 412]
- 8700.6800 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.6900 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.7000 [Repealed, 12 SR 412]
- 8700.7010 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.7100 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.7300 Subpart 1. [Renumbered 8710.1200, subp 1]
 Subp. 2. [Renumbered 8710.1200, subp 2]
 Subp. 3. [Repealed, 15 SR 2267]
- 8700.7400 Subpart 1. [Renumbered 8710.1300, subpart 1]
 Subp. 1a. [Renumbered 8710.1300, subp 2]
 Subp. 2. [Repealed, 15 SR 2267]

CODE OF ETHICS

8700.7500 CODE OF ETHICS FOR MINNESOTA TEACHERS.

Subpart 1. **Scope.** Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.

Subp. 2. **Standards of professional conduct.** The standards of professional conduct are as follows:

A. A teacher shall provide professional education services in a nondiscriminatory manner.

B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.

C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.

D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.

E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.

F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.

G. A teacher shall not deliberately suppress or distort subject matter.

H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.

I. A teacher shall not knowingly make false or malicious statements about students or colleagues.

J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Subp. 3. Statutory enforcement of code: complaints, investigation, and hearing.

A. The enforcement of the provisions of the code of ethics for Minnesota teachers shall be in accord with Minnesota Statutes, section 214.10:

“Minnesota Statutes, section 214.10, complaints; investigation and hearing.

Subd. 1. Receipt of complaint. The executive secretary of a board, a board member or any other person who performs services for the board who receives a complaint or other communication, whether oral or written, which complaint or communication alleges or implies a violation of a statute or rule which the board is empowered to enforce, shall promptly forward the substance of the communication on a form prepared by the attorney general to the designee of the attorney general responsible for providing legal services to the board. Before proceeding further with the communication, the designee of the attorney general may require the complaining party to state the complaint in writing on a form prepared by the attorney general. Complaints which relate to matters within the jurisdiction of another governmental agency shall be forwarded to that agency by the executive secretary. An officer of that agency shall advise the executive secretary of the disposition of that complaint. A complaint received by another agency which relates to a statute or rule which a licensing board is empowered to enforce shall be forwarded to the executive secretary of the board to be processed in accordance with this section.

Subd. 2. Investigation and hearing. The designee of the attorney general providing legal services to a board shall evaluate the communications forwarded by the board or its members or staff. If the communication alleges a violation of statute or rule which the board is to enforce, the designee is empowered to investigate the facts alleged in the communication. In the process of evaluation and investigation, the designee shall consult with or seek the assistance of the executive secretary or, if the board determines, a member of the board who has been designated by the board to assist the designee. The designee may also consult with or seek the assistance of any other qualified persons who are not members of the board who the designee believes will materially aid in the process of evaluation or investigation. The executive secretary or the consulted board member may attempt to correct improper activities and redress grievances through education, conference, conciliation, and persuasion, and in these attempts may be assisted by the designee of the attorney general. If the attempts at correction or redress do not produce satisfactory results in the opinion of the executive secretary or the consulted board member, or if after investigation the designee providing legal services to the board, the executive secretary or the consulted board member believes that the communication and the investigation suggest illegal or unauthorized activities warranting board action, the designee shall inform the executive secretary of the board who shall schedule a disciplinary hearing in accordance with Minnesota Statutes, chapter 14. Before the holding of a disciplinary hearing may be directed, the designee or executive secretary shall have considered the recommendations of the consulted board member. Before scheduling a disciplinary hearing, the executive secretary must have received a verified written complaint from the complaining party. A board member who was consulted during the course of an investigation may participate at the hearing but may not vote on any matter pertaining to the case. The executive secretary of the board shall promptly inform the complaining party of the final disposition of the complaint. Nothing in this section shall preclude the board from scheduling, on its own motion, a disciplinary hearing based upon the findings or

report of the board's executive secretary, a board member or the designee of the attorney general assigned to the board. Nothing in this section shall preclude a member of the board or its executive secretary from initiating a complaint.

Subd. 3. **Discovery; subpoenas.** In all matters pending before it relating to its lawful regulation activities, a board may issue subpoenas and compel the attendance of witnesses and the production of all necessary papers, books, records, documents, and other evidentiary material. Any person failing or refusing to appear or testify regarding any matter about which the person may be lawfully questioned or produce any papers, books, records, documents, or other evidentiary materials in the matter to be heard, after having been required by order to the board or by a subpoena of the board to do so may, upon application to the district court in any district, be ordered to comply therewith. The chair of the board acting on behalf of the board may issue subpoenas and any board member may administer oaths to witnesses, or take their affirmation. Depositions may be taken within or without the state in the manner provided by law for the taking of depositions in civil actions. A subpoena or other process or paper may be served upon any person named therein, anywhere within the state by any officer authorized to serve subpoenas or other process or paper in civil actions, with the same fees and mileage and in the same manner as prescribed by law for service of process issued out of the district court of this state. Fees and mileage and other costs shall be paid as the board directs."

Subp. 4. **Complaints handled by board.** When oral complaints alleging violations of the code of ethics are received, the executive secretary of the Board of Teaching shall request the complaining party to submit the complaint in writing within ten days.

Upon the receipt of a complaint in writing alleging violations of the code of ethics, the teacher named in the complaint shall be notified in writing within ten days of the receipt of the complaint.

The teacher shall be entitled to be represented by the teacher's own counsel or representative at each stage of the investigation and hearing.

Subp. 5. **Enforcement procedures.** The Board of Teaching may impose one or more of the following penalties when it has found a violation of the code of ethics. These actions shall be taken only after all previous efforts at remediation have been exhausted.

A. The Board of Teaching may enter into agreements with teachers accused of violating the code of ethics which would suspend or terminate proceedings against the teacher on conditions agreeable to both parties.

B. A letter of censure from the Board of Teaching may be sent to the person determined to be in violation of the standards of the code of ethics. A copy of the letter shall be filed with the Board of Teaching. Such letters shall be kept on file for a period of time not to exceed one calendar year.

C. A teacher who has been found to have violated the code of ethics may be placed on probationary licensure status for a period of time to be determined by the Board of Teaching. The board may impose conditions on the teacher during the probationary period which are to be directed toward improving the teacher's performance in the area of the violation. During this period, the teacher's performance or conduct will be subject to review by the Board of Teaching or its designee. Such review will be directed toward monitoring the teacher's activities or performance with regard to whatever conditions may be placed on the teacher during the probationary period. Before the end of the probationary period the Board of Teaching shall decide to extend or terminate the probationary licensure status or to take further disciplinary actions as are consistent with this rule.

D. The license to teach of the person determined to be in violation of the standards of the code of ethics may be suspended for a period of time determined by the Board of Teaching.

E. The license to teach of the person determined to be in violation of the standards of the code of ethics may be revoked by the Board of Teaching.

Statutory Authority: *MS s 125.185 subd 1*

History: *17 SR 1279; L 1998 c 397 art 11 s 3*

INSTITUTIONAL AND PROGRAM APPROVAL

8700.7600 APPROVAL OF MINNESOTA INSTITUTIONS TO PREPARE PERSONS FOR TEACHER LICENSURE.

Subpart 1. **In general.** Licenses to teach in Minnesota may be granted to persons who complete approved programs leading to teacher licensure in Minnesota institutions which are approved by the Board of Teaching to prepare persons for teacher licensure in accordance with the provisions of this part.

Subp. 2. **Institutions required to obtain HESO authorization.** A Minnesota institution which is required to obtain authorization from the Minnesota Higher Education Services Office to grant degrees must provide evidence of such authorization prior to requesting approval from the Board of Teaching to prepare persons for teacher licensure. Such authorization must be maintained by the institution during the approval period granted by the Board of Teaching.

Subp. 3. **Evaluation of institutions.** Each degree granting Minnesota institution requesting approval to prepare persons for teacher licensure shall be evaluated for initial approval and thereafter shall be evaluated for continuing approval in accordance with the provisions of this rule.

Subp. 4. **Expiration of approval.** Initial or continuing approval to prepare persons for teacher licensure may be granted by the Board of Teaching to an institution for a period of ten years. At least one year prior to the expiration of the approval period, the institution shall submit a request to the Board of Teaching for continuing approval and shall be evaluated in accordance with the provisions of this part.

Subp. 5. **Written report required.** Each Minnesota institution requesting initial or continuing approval to prepare persons for teacher licensure shall forward from the chief administrative officer of that institution to the Board of Teaching a written report which shall be used to verify the capability of the institution to prepare persons for teacher licensure in Minnesota. This written report shall include:

A. a statement that the mission of the institution includes a commitment to the preparation of persons for teacher licensure;

B. evidence that sufficient financial resources are allocated to support the institutional programs for preparing persons for teacher licensure;

C. evidence that institutional requirements in liberal or general education for persons enrolled in programs leading to teacher licensure are equivalent to the requirements of persons enrolled in programs other than teacher licensure;

D. a description of institutional administrative organization which demonstrates that:

(1) The control of teacher licensure programs is exercised by a defined administrative and instructional unit, such as a department, division, school, or college of education. Such defined unit has responsibility for planning, developing, coordinating, implementing, and evaluating teacher licensure programs;

(2) The administrator of such defined unit is authorized to submit teacher licensure program proposals to the Board of Teaching for approval and is responsible for administering teacher licensure programs as approved by the Board of Teaching;

(3) The administrator of such defined unit is authorized to recommend for teacher licensure those persons who have completed teacher licensure programs which have been approved for that Minnesota institution by the Board of Teaching;

(4) The institution has a defined institutional policy making body which is responsible for approving teacher licensure programs for submission to the Board of Teaching; and

(5) The institution establishes and maintains a teacher education committee to assist in the design, development, revision, and ongoing evaluation of teacher licensure programs within the institution. Such committee includes college personnel, licensed practicing teachers, school administrators, and interested citizens;

E. a description of the institutional student services, which demonstrates that:

(1) the institution has established and maintains a process for admission and retention of persons in teacher licensure programs, including the application of specific criteria for admission and retention, and a defined student appeals process;

(2) the institution has established and maintains complete, accurate, and current records of persons in teacher licensure programs which provide information to support decisions with respect to admission, retention, and recommendation for teacher licensure;

(3) the institution has established and maintains an advisory system which provides assistance in planning programs of study for each person enrolled in teacher licensure programs; and

(4) the institution has established and maintains placement services, including maintenance of credentials, information regarding trends in employment, and information regarding employment opportunities;

F. evidence that the institution assigns faculty qualified by academic preparation to support the teacher licensure program offered by the institution;

G. evidence that the qualifications and the teaching load of the faculty assigned to the professional education component of each teacher licensure program are equivalent to those established for all faculty within the institution;

H. evidence that part-time and adjunct faculty assigned to each teacher licensure program are employed only when there is a need which is not represented on the full-time faculty, or when there is a need for temporary additional service, or to complement regular full-time faculty;

I. a description of the foundational component of professional education which demonstrates that persons enrolled in teacher licensure programs are provided instruction in the foundations of education and that such persons successfully complete the foundational component of professional education;

J. a description of the student teaching experience, identifying the documentation available which demonstrates that:

(1) persons enrolled in teacher licensure programs which require a student teaching experience complete such supervised experience in the licensure field and at the licensure level for which they are to be recommended for licensure;

(2) supervision of student teaching experiences is under the control and direction of faculty assigned to the professional education component of teacher licensure programs. Student teaching experiences are also supervised by practicing teachers who hold at least a continuing license, as defined in part 8710.0300 and granted by the Board of Teaching, in the licensure field and at the licensure level for which they supervise; and

(3) student teaching experiences are evaluated by the persons enrolled in teacher licensure programs and by the faculty and practicing teachers who supervise the student teaching experiences;

K. evidence that the physical resources are adequate to support the teacher licensure programs offered by the institution;

L. evidence that the library, audiovisual, and curriculum materials are adequate to support the teacher licensure programs offered by the institution;

M. a description of the institutional procedures for the systematic evaluation of teacher licensure programs, including the periodic survey of graduates who have completed such programs;

N. evidence that the results of the systematic evaluation of teacher licensure programs, including the periodic survey of graduates, are utilized in the development and possible modification of teacher licensure programs offered by the institution; and

O. a description of long range plans for teacher education projected by the institution.

Subp. 6. Institutional evaluation procedure. Persons designated as evaluators by the Board of Teaching staff shall visit the institution for the purposes of verifying the accuracy and completeness of the written report prepared by the institution, writing a report of their findings, and making a recommendation to the Board of Teaching regarding approval status of the institution. The evaluation team may include representatives from teacher preparing institutions, licensed practicing teachers, interested citizens, and state education agencies. The administrator of the defined administrative and instructional unit of the institution and the Board of Teaching staff shall negotiate team membership from a slate of possible evaluators provided by the Board of Teaching staff. If agreement is not reached regarding team membership, the Board of Teaching shall appoint the slate of team members. The size of the team and the expertise of the members shall be appropriate for the kinds, size, and complexity of programs. Evaluation team visits shall be scheduled in consultation with the institution. Expenses of evaluators shall be reimbursed in accordance with Minnesota state rules. Other expenses, such as those incidental to preparing reports, arranging meetings, and providing workrooms for the team while on campus, shall be the responsibility of the institution.

Subp. 7. Written evaluation report; decision of board. The written report of findings and the recommendation of the evaluators shall be forwarded to the institution and to the Board of Teaching. Within 30 days from the mailing date of the evaluators' report, the institution may submit to the Board of Teaching additional information or arguments in support of its request. Based upon the written report prepared by the institution, and the written report of findings and the recommendation of the evaluators, the Board of Teaching shall:

A. grant initial approval;

B. grant continuing approval;

C. grant conditional approval, state the conditions, and establish time lines for meeting the stated conditions; or

D. disapprove the institution, state the reasons for disapproval, and, if needed, stipulate a termination date which shall accommodate persons currently enrolled in teacher licensure programs. The Board of Teaching shall disapprove institutions that do not meet the requirements in subpart 5.

Subp. 8. Conditional approval. If an institution is conditionally approved to prepare persons for teacher licensure, the Board of Teaching shall reconsider the approval status of the institution upon verification by the executive secretary of the Board of Teaching that the stated conditions are met. If stated conditions are not met within the established time lines, conditional approval shall be withdrawn and the institution shall be disapproved.

Subp. 9. Revocation or suspension of approval. The Board of Teaching may revoke or suspend the approval of an institution to prepare persons for teacher licensure when the Board of Teaching determines that an approved institution no longer meets the provisions of this rule.

Subp. 10. Appeal of board decision. Decisions by the Board of Teaching regarding approval status of an institution to prepare persons for teacher licensure may be appealed by the institution pursuant to Minnesota Statutes, chapter 14.

Statutory Authority: *MS s 125.05 subd 1; 125.185 subd 4*

History: *12 SR 2747; L 1995 c 212 art 3 s 59; L 1998 c 397 art 11 s 3; 23 SR 1928*

- 8700.7700 [Repealed, L 1996 c 412 art 9 s 20]
- 8700.7710 [Repealed, L 1996 c 412 art 9 s 20]
- 8700.7800 [Renumbered 8710.0400]
- 8700.8000 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8010 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8020 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8030 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8040 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8050 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8060 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8070 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8080 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8090 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8110 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8120 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8130 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8140 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8150 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8160 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8170 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8180 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.8190 [Repealed, L 1993 c 224 art 12 s 39]
- 8700.9000 [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 647 art 8 s 32,33]
- 8700.9010 [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 647 art 8 s 32,33]
- 8700.9020 [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 647 art 8 s 32,33]
- 8700.9030 [Repealed, L 1993 c 224 art 12 s 39; L 1994 c 647 art 8 s 32,33]