

**3505.1000 DEFINITIONS.**

Subpart 1. **Scope.** For the purpose of parts 3505.1000 to 3505.5900, the words, phrases, and terms defined in this part shall have the meanings respectively ascribed to them.

Subp. 2. [Repealed, 12 SR 2746]

Subp. 2a. **Appropriately licensed staff.** "Appropriately licensed staff" means:

A. teachers holding secondary teaching licenses and teachers utilizing waivers or variances granted by the Board of Teaching for teaching in state-approved secondary career and technical education programs as specified on the Table of Career and Technical Education Programs and Licenses maintained by the division within the Department of Education responsible for secondary career and technical education;

B. technical tutors holding technical tutor licensure granted under rules of the State Board of Education;

C. paraprofessionals meeting requirements as highly qualified under the Elementary and Secondary Education Act or its successor; and

D. individuals holding licensure as Local Vocational Program Director or, where no individual within a district holds such licensure, the superintendent.

Subp. 3. **Authorized local administrator.** "Authorized local administrator" means the licensed career and technical administrator who has major responsibility for career and technical education at the secondary level for a district or center and is assigned to provide management and leadership in secondary career and technical education. The superintendent may act as the authorized local administrator in the absence of a local career and technical administrator.

Subp. 4. **Bona fide sale.** "Bona fide sale" means the competitive sale of unneeded property which results in the highest possible investment return.

Subp. 4a. **Career and technical education.** "Career and technical education" means organized educational programs, services, and activities which are related to the preparation of individuals for paid or unpaid work or for additional preparation for a career requiring technical competencies or a postsecondary or higher education advanced degree.

Subp. 4b. **Career and technical instructional program.** "Career and technical instructional program" means an educational activity or a series of instructional components designed to meet the program objectives for the period of instruction.

Subp. 4c. **Career and technical program advisory committee.** "Career and technical program advisory committee" means a group of persons with competence or interests in an occupational field related to the program being served, selected for offering

advice to teachers or administrators regarding career and technical education. At least 50 percent of the members shall be representatives of a directly related business, labor, or industry.

Subp. 4d. **Career and technical revenue.** "Career and technical revenue" means categorical state and federal funding or local levy revenue for secondary career and technical education programs meeting criteria set forth in rules.

Subp. 4e. **Career and technical student organization.** "Career and technical student organization" means organizations of career and technical education students which provide the opportunity for the development of leadership abilities, personal improvement of individual members, and aid in their transition from school to career.

Subp. 5. **Career education.** "Career education" means the process of helping individuals acquire and use those attitudes, skills, and knowledge needed to develop and manage a reasoned, socially purposeful, and personally valued life pattern in relation to work of whatever kind.

Subp. 6. **Center.** "Center" means a vocational or cooperative center.

Subp. 7. **Classroom instruction.** "Classroom instruction" means an in-school instructional method involving discussion, simulation, problem solving, decision making, computers, and other forms of communication.

Subp. 8. **Competencies.** "Competencies" means skills, knowledge, or attitudes necessary for functioning in a specific occupation.

Subp. 9. **Component.** "Component" means a unit of instruction that contributes to the accomplishment of the program objectives.

Subp. 10. **Cooperative center.** "Cooperative center" means two or more districts meeting all provisions of Minnesota statutes, which provide expanded educational options by sharing career and technical programs which have been approved by the commissioner of education.

Subp. 11. **Employment related community-based education.** "Employment related community-based education" (coop experience) means instruction enabling students to prepare for their tentative career objectives or develop general employability skills through the coordination of career related, in-school instruction and supervised part time on the job training.

Subp. 12. **Entrepreneurship.** "Entrepreneurship" means a school supervised business venture undertaken to teach the free enterprise system, including the functions of organizing and managing the factors of production or a distribution of goods or services.

Subp. 13. **Entry level skills.** "Entry level skills" means those basic occupational competencies and work readiness skills including application of basic skills, work attitudes, and problem solving skills which enable a person to enter initial employment.

Subp. 14. **Essential licensed personnel.** "Essential licensed personnel" means staff assigned to approved career and technical education programs who meet criteria for career and technical education licensure stated in career and technical rules of the Board of Teaching and who have been issued the appropriate career and technical license.

Subp. 15. **Exploratory work experience.** "Exploratory work experience" means a school supervised career and technical program designed to provide students with paid or unpaid work experience in a variety of occupations, to help the students identify job traits in relation to their abilities and characteristics and to assist them in making realistic and appropriate occupational choices.

Subp. 16. **Extended employment.** "Extended employment" means paid time when staff is employed beyond the regular school calendar, which is necessary for job placement and coordination, development of training plans and training agreements, equipment maintenance, supply procurement, inventory and storage, curriculum development, staff development, or career and technical student organization activities.

Subp. 17. **Extended time student.** "Extended time student" means a student who is in attendance more than six hours but less than nine hours per day.

Subp. 18. [Repealed, 12 SR 2746]

Subp. 19. **Instructional site.** "Instructional site" means a facility or location where students have an opportunity to achieve educational goals and individual program objectives.

Subp. 20. **Internship.** "Internship" means a training program involving class instruction followed by a supervised, full-time or part-time position at an approved training station.

Subp. 21. **Laboratory instruction.** "Laboratory instruction" means an in school instructional method involving the practice of skills with appropriate equipment and supplies used within the occupation.

Subp. 22. **Local education agency.** "Local education agency" means a public educational agency, at the local level, which exists primarily to operate schools or to contract for educational services.

Subp. 23. **Necessary equipment.** "Necessary equipment" means items of equipment that meet the criteria as defined in the Uniform Financial Accounting and Reporting Standards (UFARS), and are identified by the local school district as essential to support the teaching of occupational competencies in approved career and technical programs.

Subp. 24. **Nonexpendable personal property.** "Nonexpendable personal property" means tangible personal property having a useful life of more than one year and an acquisition cost of \$500 or more, per unit.

Subp. 25. **Occupation.** "Occupation" means paid or unpaid work including, but not limited to, salaried jobs, self-employment, and homemaking.

Subp. 26. **Occupational relations.** "Occupational relations" means learning experiences including work adjustment concepts, interpersonal skills involving relationships with other workers and supervisors, understandings and attitudes common to all work stations, and specific instruction as identified in a training plan.

Subp. 27. [Repealed, 12 SR 2746]

Subp. 28. **Postsecondary career and technical education.** "Postsecondary career and technical education" means career and technical education for persons who have completed or left high school and who are enrolled in organized programs of study.

Subp. 29. **Pre-career and technical education.** "Pre-career and technical education" means programs, services, or activities designed to provide youth and adults with orientation, guidance, exploration, and instruction to assist them in making meaningful career decisions.

Subp. 29a. **Programs of study.** "Programs of study" are sets of aligned academic and technical courses that begin no later than grade 11 and preferably by grade 9, and continue through at least two years of college and culminate in a certificate, diploma, or degree. The elements of a program of study are:

- A. competency-based curricula tied to industry expectations and skills standards;
- B. sequential course offerings that provide manageable "stepping stones" of skill building, including high school graduation and postsecondary education completion;
- C. flexible course and program formats convenient for various learner segments;
- D. course portability for seamless progression; and
- E. connections among high school and postsecondary education, skill progression, and career opportunities that align academic credentials with job advancement in high skill, high wage, or high demand occupations.

Subp. 30. **Secondary career and technical course.** "Secondary career and technical course" means one or more components of a secondary career and technical instructional program.

Subp. 31. **Secondary career and technical education.** "Secondary career and technical education" means programs for grades 9 through 12 that meet the requirements of part 3505.2500, items A to C, and work experience/career exploration programs.

Subp. 31a. **Secondary career and technical teacher full-time equivalent (FTE).** "Secondary career and technical teacher full-time equivalent (FTE)" means a licensed career and technical teacher who teaches the equivalent of six hours per day for 175 days per year within an approved career and technical education program.

Subp. 32. **Simulation.** "Simulation" means an in school instructional method involving the application of skills with a realistic flow of work and in a realistic setting for the occupation.

Subp. 33. **Student full-time equivalent (FTE).** "Student full-time equivalent (FTE)" means a student enrolled full-time in an approved educational program, six hours per day for 175 days per year or its equivalent.

Subp. 34. **Student staff ratio.** "Student staff ratio" means the relationship between the number of FTE students and the number of FTE teachers in each approved career and technical program.

Subp. 35. **Students with special needs.** "Students with special needs" means students with disabilities or students who are disadvantaged.

A. Students with disabilities are defined in Minnesota Statutes, section 125A.02, and are more likely to succeed in regular career and technical programs with additional supports as specified in the students' individual educational program (IEP).

B. Disadvantaged students are those who have academic or economic disadvantages and require special programs, modified programs or supportive services to assist them to succeed in a career and technical education program.

(1) An academically disadvantaged student may lack reading, writing, and mathematic skills and perform below grade level. A student is academically disadvantaged by meeting one or more of the criteria of the graduation incentives program under Minnesota Statutes, section 124D.68, subdivision 2.

(2) An economically disadvantaged student is one for whom the family income is at or below national poverty level, the student or the student's parents or guardian is unemployed, the student or the student's parents are recipients of public assistance, or the student is institutionalized or under the state's guardianship. A student is economically disadvantaged if the student qualifies for free or reduced price meals under the Richard B. Russell National School Lunch Act.

Subp. 36. **Support service.** "Support service" means noninstructional activities, services, and functions carried out to aid and improve the quality of career and technical education programs.

Subp. 37. [Repealed, 33 SR 1857]

Subp. 38. **Third-party appraisal.** "Third-party appraisal" means establishing a price for nonexpendable personal property by an independent appraiser who is free from any conflicting interests.

Subp. 39. **Training agreement.** "Training agreement" means an agreement signed by the employer, the student, the parent or guardian when student is below 18, and the instructor coordinator, which defines their respective responsibilities, and includes pertinent information regarding supervision of the student at the training station.

Subp. 40. **Training plan.** "Training plan" means a written plan developed by the instructor coordinator, the employer and/or supervisor, and the student that indicates what is to be learned by that student and whether it is to be learned in the classroom or at the training station after a careful analysis of the student's career objective and the learning opportunities available at the training station.

Subp. 41. **Training station.** "Training station" means that site at which a student acquires actual work experience.

Subp. 42. [Repealed, 12 SR 2746]

Subp. 43. [Repealed, 33 SR 1857]

Subp. 44. [Repealed, 12 SR 2746]

Subp. 45. [Repealed, 33 SR 1857]

Subp. 46. [Repealed, 33 SR 1857]

Subp. 47. [Repealed, 33 SR 1857]

Subp. 48. [Repealed, 33 SR 1857]

**Statutory Authority:** *MS s 121.11; 124.573; 124.574; L 2007 c 146 art 7 s 3*

**History:** *L 1987 c 258 s 12; 12 SR 2746; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12; L 2005 c 56 s 2; 33 SR 1857*

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