

NEED AND REASONABLENESS

3700.0465 DENTAL ASSISTANT 3700.0850 MACHINE TOOL INSTRUCTOR CAREERS 3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF

The statutory authority for the State Board of Technical Colleges to promulgate these rules is contained in Minnesota Statutes section 136C.04, subd. 9 which states:

Licensure. The State Board may adopt rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education. When necessary for continuous programs approved by the board and when the board determines appropriate temporary standards do not exist, the board may adopt appropriate temporary standards without regard to Chapter 14 and may issue temporary licenses to teaching and support personnel. A temporary license is valid up to one year and is not renewable, but a person holding a temporary license may, upon its expiration, be issued a license in accordance with standards adopted under Chapter 14. The state board may establish a processing fee for the issuance, renewal, or extension of a license.

BACKGROUND INFORMATION

The technical college board is in the process of revising existing licensure rules and developing instructor licenses for new programs when an appropriate standard does not exist. These rules follow the format established for previous revised and new licenses.

Each individual rule had its own subcommittee consisting of State Board of Technical Colleges staff, technical college administrators, and licensed instructors and representatives from business and industry. Other individuals may be involved dependent upon the rule being promulgated as in the case of health areas professional credentialing representation. Each rule is also reviewed by a licensure committee representing the State Board of Technical Colleges prior to the board's resolution to adopt the rule.

The general format for the rules are as follows:

Subpart 1. May teach. Lists programs and courses which license holder may teach.

Subp. 2. Other requirements. Refers to the other requirements an applicant must meet for licensure as referred to above.

Subp. 3. Occupational and educational experience requirement. Specifies education required and number of hours in specific occupational areas acceptable for instructor licensure in the specific occupational program.

Subp. 4. Substitution for recent occupational experience. Identifies relevant current teaching experience which can substitute for a portion of the recency requirement.

3700.0460 DENTAL ASSISTANT INSTRUCTOR

Dental Assistant instructor is a revised program license. It has been revised to complement the license in the new venture program Dental Hygiene instructor. This license follows the format previously established by other revised postsecondary technical college licenses.

Subpart 1. May teach. This subpart restricts the license holder to dental assistant education program and content. This authority is reasonable by virtue of the occupational and educational experience required in subp. 3.

Subp. 2. Other requirements. This subpart refers to initial, renewal and recency requirements in current rule. There are no changes in this subpart.

Subp. 3. Occupational experience requirement. Appraises the applicant of experiences required to obtain this license.

A. In order to teach Dental Assistant in the State of Minnesota, an applicant must be certified in dental assisting by the Dental Assisting National Board, Inc. In order to practice in the State of Minnesota, an applicant must be registered by the Minnesota Board of Dentistry as a dental assistant. A dentist by virtue of scope and practice also has authorization to teach Dental Assisting providing they are licensed by the State of Minnesota. Therefore this is a reasonable inclusion in this license as required by the professional boards.

B. Requires an applicant to be a graduate of an American Dental Assisting accredited program in assisting, dental hygiene or dentistry. Since an applicant will be teaching within an accredited program in the State of Minnesota, it is reasonable to require an applicant to have been a graduate of an accredited program. Dental Assistant has within their scope and practice the activities of a dental assistant. Dental Hygiene also has within scope and practice not only the activities of a hygienist, but also those of an assistant. Dentistry has within scope and practice the activities of a dentist as well as that of a dental hygienist or dental assistant. Therefore it is reasonable to include all three programs as appropriate providing they have been a graduate of an accredited program.

C. The occupational experience providing direct patient care to include four-handed chairside assisting and legal intra-oral dental care is in response to the content within the Dental Assisting program. An applicant may be a graduate of a dental, dental hygiene, or dental assistant program. The experience in four-handed chairside assistant and legal intra-oral dental care is the core of Dental Assisting. Since intra-oral dental care must be done by a dental assistant legally, an applicant who had first been a dental hygienist must become certified as an assistant before he/she could legally due intra-oral dental care. Therefore it is reasonable to include the term "legal." Four-handed chairside assisting again is the core of practice within dental assisting. A minimum number of hours has been included to assure that the applicant has both experiences. More emphasis is given to four-handed chairside assisting since that particular activity is more common than the intra-oral dental care. Direct patient care is included to assure that the activities are dental assisting dental care specific rather than purely office related.

Items 1 and 2 included a degree in public health science or administration because of its content in health subjects. At this point there are not baccalaureate or associate degrees in dental assisting. Due to the content in these degrees of subject matter such as anatomy and physiology, nutrition, medical terminology, chemistry, and other health science subjects they are appropriate educational substitutions for this program. Item 2 gives as much credit to a certificate or diploma in dental assisting as to an associate in a health science or educational field since that content is in the exact subject matter taught within the program. In general the ratios of substitution are the same as in previously revised licenses. There is no change in these ratios. The substitutions are reasonable as a result of the specific health related content which applies directly to the Dental Assisting program.

Subp. 4. Substitution for recent occupational experience. Teaching experience is allowed as a substitution for 1500 of the 2000 hours of recency. This is reasonable since a Dental Assisting instructor must be on clinical sites and must have advisory committees requiring up to date knowledge of the scope and practice of Dental Assisting. In addition, the applicant would still be required to have 500 hours of current occupational experience. This format and ratio follows previously revised licenses.

These rules will be implemented using current processes and will not have a fiscal impact.

MACHINE TOOL CAREERS

Machine Tool Careers are programs which have been restructured. This license follows the format established by previously revised postsecondary technical college licenses.

Subpart 1. May teach. This subpart appraises interested parties of the authorization allowed by the holder of this credential. The authorization allows an individual licensed in Machine Tool Careers to teach all of the programs and content within that description. These authorizations are appropriate given the educational and/or occupational experiences of subpart 3 which will be addressed later in this statement of need and reasonableness.

Subp. 2. Other requirements. This subpart appraises the applicant of the requirements which must be met by all technical college instructors currently in rule. There are no changes in this subpart.

Subp. 3. Occupational experience requirement. This subpart lists the experience required in order to teach all levels of the Machine Tool Careers program. In this instance, the production machinist would be the individual who operates a single machine, while a machine shop operator may operate many machines. The tool, die and mold making individual would be the highest level of skills in which an individual would make patterns from bulk metal. Since this license allows an individual to teach all areas of machine tool, the occupational experience has been set for the tool, die and mold making level. Blueprint reading, set up, troubleshooting, and operation of both manual and CNC equipment were felt to be a necessary requirement since all of these areas are components of the tool, die and mold making portion of machine tool careers. Production machinist and machine shop operator are steps which could lead to this level of machine tool. While many individuals have the experience in manual machining such as lathes, vertical and horizontal mills, surface grinders, drill presses, and vertical and horizontal saws, not as complete a group would have the experience in computerized numerical controls. CNC machining centers and CNC turning centers are not only part of the tool, die and mold making, but part of the machine shop operator skills as well. Therefore, it was reasonable that an instructor of these programs would appropriately have this experience as well. Due to the content within the machine tool programs this is appropriate occupational experience.

Subp. 4. Substitution for occupational experience. An applicant who had graduated from a machine tool careers program would have all of the content taught within the Machine Tool Careers program and therefore this is a reasonable substitution. Degrees in engineering were accepted for 2000 hours of occupational experience because of their content in analytical and critical thinking skills. The skills would include high level mathematics, precision measurement, blueprint, operation of precision instruments, and statistics. Much of this content is within the Machine Tool Career programs and have application for these programs, therefore this is a reasonable substitution.

Subp. 5. Substitution for recent occupational experience. This subpart follows the precedent set by previously revised licenses and has the same ratio allowed as previous licenses. There is no change in this ratio. Teaching in Machine Tool Careers is a reasonable substitution since an instructor would have exposure to the

latest machines used in industry by virtue of the equipment utilized for the courses as well as industrial site visits and internships. These rules will be implemented using current processes and therefore will have no fiscal impact.

3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF

The technical college board approves several new programs per year. The state Board of Technical Colleges is required by state statute to license its instructional staff when an appropriate license does not exist. Formal rule promulgation is a lengthy and expensive process. It is difficult to complete a rule in time for implementation of the new program.

A new program receives state board approval for a two-year cycle, renewable for an additional two years prior to receiving permanent approval. During this time, determination is made whether to continue the program. A college program also has an opportunity during this time to change course content and emphasis from that presented in the original program intent in response to any unexpected or additional needs and information during the pilot phase.

An instructor rule promulgated at the beginning of a new venture program thus may not be appropriate to the final approved program, due to the changes in content. The other possibility is the program will be determined to not have met its expected projections and would not receive final approval, thereby being removed from the state program inventory. In both instances, a rule promulgated at the beginning of program implementation would not be appropriate at the end of the two cycle approval. It is therefore necessary and reasonable to develop a broader rule to meet the statute requirement and delay specific program instructor rule promulgation until the final program approval.

Subpart 1. Requirements. This subpart restricts the authorization of this license to a specific program and content. This is a reasonable restriction since this is a limited license for a specific developing program area and for a limited period of time.

Item A places the criteria requirements in the hands of the advisory committee, hiring authority and approval of the Chancellor of the technical college system. The advisory committee is comprised of individuals who assisted the college with the program development and are usually currently employed in the field. They have the knowledge required to assist in the determination of the skills and knowledge required of instructors in the specific area. The hiring authority must be able to find a pool of appropriate candidates and the Chancellor's office is responsible for activities throughout the technical college system. On this basis, it is necessary and reasonable to include all three parties.

Item B requires both a qualifications description and a candidate's credentials

to be submitted to the state board. This is reasonable and necessary to substantiate compliance with Item A.

Item C requires Introduction to Vocational Education which is currently in rule for all new teachers without an education background.

Subpart 2. This license is valid for four years to complement the four years of new program approval. Since this license is not an individual program license and since a permanent license will be promulgated during the fourth year, it is reasonable not to renew.

These rules will be implemented using current processes and will not have a fiscal impact.