

CONTINUING EDUCATION
AND
RELICENSURE RULES
MINNESOTA BOARD OF TEACHING



MOORHEAD AREA PUBLIC SCHOOLS
ISD # 152

SEPTEMBER 2021

TABLE OF CONTENTS

| | |
|--|----|
| Introduction | 3 |
| Purpose and Philosophy | 3 |
| Section One: Committee Information and Duties | 3 |
| Committee Membership | 3 |
| Election Procedures | 3 |
| Committee Meetings | 4 |
| Continuing Education Hearing | 4 |
| Committee Duties | 5 |
| Committee Member Duties | 6 |
| Responsibility of License | 6 |
| Section Two: General Information Regarding Clock Hours | 7 |
| Mandatory Renewal Requirements | 7 |
| Definition of Clock Hours | 7 |
| Professional Growth | 7 |
| Experience for Clock Hour Credit | 7 |
| Period for Earning Clock Hours | 8 |
| Clock Hour Allocations, Renewing a License for Two or More Areas | 8 |
| Clock Hours Obtained in Multiple School Districts | 8 |
| Clock Hours for Persons Not Continually Employed in Minnesota | 8 |
| Section Three: Clock Hour Categories | 9 |
| A. Relevant Coursework, Accredited College/University | 9 |
| B. Educational Workshops | 9 |
| C. Staff Development Activities | 9 |
| D. Curriculum Development | 10 |
| E. Engagement in Formal Peer Coaching/Mentorship | 10 |
| F. Professional Service | 10 |
| G. Leadership Experience | 10 |
| H. Opportunities to Enhance Knowledge/Understanding of Diverse Settings | 11 |
| I. Pre-Approved Travel or Work Experience | 12 |
| State Required Areas | 12 |
| Section Four: Requesting Clock Hours | 15 |
| Procedures | 15 |
| Appealing an Unfavorable Decision | 15 |
| Special Note | 16 |
| Section Five: Exemptions to the Clock Hour Requirement | 16 |
| Clock Hour Exception for National Board Certification | 16 |
| Clock Hour Exemption for School Psychologists | 16 |
| Clock Hour Exemption for Speech-Language Pathologists | 16 |
| Renewal of Administrative Licenses | 17 |
| Administrative Clock Hours | 17 |
| Resources | 18 |

Introduction

The State of Minnesota requires all teachers to document a minimum of 75 hours for Tier 3 and 125 hours for Tier 4 of continuing education work in order to maintain an active teaching license. The following information will help you get through the process of continuing education. The guidelines are the same for all Minnesota school districts, except where local districts have followed State guidelines to modify them. The guidelines are the same for all personnel holding a teaching license except the personnel holding Lifetime Licenses are exempt from this process, and holders of National Board Certification receive automatic units for each year they hold such certification. If there are state guideline changes, a notice will be sent to you from the CEU Committee.

It is each licensed teacher's responsibility to be knowledgeable about the requirements and to meet them.

Purpose and Philosophy

The committee's goal is to encourage educators to improve professional practice through meaningful and purposeful continuing education activities in a variety of professional growth categories. The committee will not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate experiences without new or enhanced professional development value (Minnesota rule 8710.7200).

Section One: Committee Information and Duties

Committee Membership

The local committee consists of the following members:

1. 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.
2. One person who holds an administrator's license, representing the elementary and secondary administration, elected by the licensed administrators employed by the district.
3. One resident of the district who is not an employee of the district, designated by the local school board. School board members are not considered to be employees of the district.

The state of Minnesota mandates the committee size and makeup.

Election Procedures

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.

Names of committee members will be made known to all staff before the last day of school in the spring. In order to fill vacancies that occur part way through a term, the committee will appoint an eligible replacement for the remainder of the term by soliciting volunteers followed by a committee vote.

Committee Meetings

The local committee shall hold an organizational meeting no later than September of each year. At the organizational meeting, a chairperson and secretary will be chosen and an orientation provided for new members. Adequate and proper notice shall be given to all licensed personnel within the school district. All committee members should be present.

Meetings will be held on the first Tuesday of each month October through May. The committee will determine the time and place of the meetings. The meeting schedule will be posted on the extranet. Additional meetings may be called by the chairperson or by request of three or more of the members. A reminder of meetings will be provided to each member of the committee at least five days prior to the meeting, and the meetings will be posted or otherwise advertised in order to provide reasonable notice to teachers subject to the actions of the committee. 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.

Approval for emergency requests during periods when the committee does not meet (for example, summer) may be obtained by contacting the chairperson, the Executive Director of human resources or any designated committee member(s), who are authorized to take action on the emergency request. This procedure is limited to actual hardship situations and is not to be employed simply as a “convenience” measure or as a substitute for proper committee action.

Continuing Education Hearing

The Board of Teaching requires that the local committee hold an annual hearing to allow the district teachers to review proposed or revised guidelines established by the committee. This meeting will be held annually in September.

The following should be considered:

1. Adequate and proper notice shall be given to all such persons within the district.
2. All local committee members should be present at the hearing.
3. 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 will consider modifications consistent with licensure rules if the information received during the hearing indicates that changes are necessary or desirable. When significant modifications are made, a copy of the amended guidelines shall be submitted to the Personnel Licensing Section for review.

Committee Duties

A. Committee Operations

1. Establish written Operational Guidelines, including time, place, procedures for local committee meetings, and procedures for local committee operations.
2. Establish meeting schedule and procedures, and assign clock hour allocations for each activity category in accordance with the re-licensure rule. The committee will meet at least one time per month from September to May of each school year.
3. Inform staff of committee membership in the spring by notice as stated in the Elections section via committee secretary distributing the membership list in mailboxes or e-mail during the first month of school.
4. Distribute the complete local guidelines document to each school. Reference copies of the guidelines shall be available at all times in the office of each building and on the Extranet. The committee chairperson is responsible for providing a full copy of the current guidelines to each committee member.

B. Recommendation of teaching license renewal to the Board of Teaching

1. Make recommendations regarding the issuance of the first continuing license by verifying one year of successful teaching experience for individuals on entrance licenses. This shall be verified by the local chairperson or designee, whose name shall be on file with the board of teaching. Successful teaching shall be determined by satisfying one or more of the following three criteria:
 - a. a teacher receives an offer of a contract for the year of experience;
 - b. a teacher gains tenure or acquires a continuing contract; or
 - c. supportive evidence is presented from supervisory personnel, professional colleagues, and/or administrators.
2. Act upon requests within a reasonable time for recommendation for renewal of the continuing license by determining whether the applicant has met renewal requirements.
3. Endorse the application for renewal of the continuing license of each qualified applicant. The applicant shall assume the responsibility for making certain that the endorsed application is forwarded to Minnesota Department of Education Personnel Licensing.
4. Provide supporting evidence to the Board of Teaching when a decision of the local committee is appealed.

C. Forward to the Board of Teaching the following information

1. Verification of current membership of the local committee prior to November 1 of each year.
2. Provide a copy of the published local committee guidelines prior to receiving approval from the Board of Teaching to operate as a local committee . 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. Recommendation for modifications of the continuing education rule, based upon an evaluation of procedures and criteria for granting clock hours during February of each year.

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.

In order to make recommendations for in-service needs of the district,
When possible, the committee will have a member participate in the school district staff development committee, in order to make recommendations for in-service needs of the district and to identify concerns that affect both groups.

Committee Member Duties

The committee chairperson shares operational duties with other committee members; the secretary records any minutes of each meeting and distributes them to the committee members. The chairperson calls and conducts meetings, prepares agendas, signs approved renewal applications, provides leadership in orienting new committee members, serves as liaison and contact person in the committee's relationship with staff and outside agencies and individuals, coordinates revision of local guidelines when needed.

In addition to sharing operational duties with other committee members, the secretary records any minutes of each meeting and distributes them to the committee members. The secretary also handles committee correspondence, distributes and posts announcements, and chairs the committee when the chairperson is absent. The Human Resources office maintains relicensure records.

Though the officers may not personally perform all of the assigned duties, they are responsible for their timely and successful performance.

Responsibility of Licensee

It is the responsibility of the person seeking the renewal of a continuing license to submit the application, appropriate verification, and other supporting materials specified in these guidelines to the local committee by the meeting dates established by the committee and stated in these guidelines. It is also the responsibility of the applicant to make certain that the completed application and processing fee are forwarded to the Minnesota Board of Teaching after endorsement by the committee. When the applicant receives the renewed license, a copy is to be forwarded to the Human Resource office to be placed in the permanent record file. Because licensure is a personal responsibility, each applicant is strongly urged to keep a duplicate set of records.

Forms and applications needed for the re-licensure procedure are available on the district website.

Section Two: General Information Regarding Clock Hours

Mandatory Renewal Requirements

The renewal of teaching/related services licenses requires the completion of clock hours of professional development that have been approved through the local school district's continuing education committee to meet the requirements of Tiered Licensure.

1. **Tier 1** - The hiring district must show the license holder participated in:
 - a. Cultural competency training
 - b. A mentorship program aligned to definition in Board rule; and
 - c. An evaluation aligned with the district's teacher development and evaluation model.
 - d. The license holder must attempt the Minnesota Teacher Licensure Examinations (MTLE) content examination aligned to the assignment, if applicable, during the academic year. •
2. **Tier 2** - The hiring district must show the license holder participated in:
 - a. Cultural competency training
 - b. An evaluation aligned with the district's teacher development and evaluation model. o
 - c. Enrolled in a board-approved teacher preparation program, with meaningful progress made toward completion of the program.
3. **Tier 3 - 75 approved clock hours** verified by the local continuing education/relicensure committee which shows evidence of professional reflection and growth through the requirements defined in this handbook.
4. **Tier 4 - 125 approved clock hours** verified by the local continuing education/relicensure committee which shows evidence of professional reflection and growth through the requirements defined in this handbook.

Each school district, through its continuing education committee, is charged with determining the requirements to meet this condition. The legislation intentionally provides latitude so districts can determine the requirement based on local goals and needs. Online professional development opportunities may be used to meet the requirements, as long as they meet the rule requirements. Teachers should work with the ISD 152 Continuing Education Committee for guidance about what is expected and where to obtain professional development

Definition of Clock Hours

"Clock Hour" means an hour of actual instruction or planned group or individual professional development activity as approved by the local continuing education/relicensure committee. One clock hour will be granted for each hour of participation for most activities. Board of Teaching guidelines, as well as local committee interpretations, may impose maximum allocation of clock hours in an effort to give equitable and consistent consideration of all clock hour requests.

Professional Growth

All instruction and professional development activities must address one or more of the standards in [par8710.2000 of Chapter 8710 of Minnesota Administrative Rules.2000](#). The Board of Teaching has mandated that the local committee not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value.

Experience for Clock Hour Credit

Teaching experiences for which licensure is required do not qualify for clock hour credit, for most categories prescribed by the Board of Teaching,

Period for Earning Clock Hours

An applicant requesting renewal of a license to teach must earn clock hours during each five-year period preceding application for licensure renewal. The period begins July 1 of the year of issuance and extends through June 30 of the year of expiration. An applicant may not bank or carry over clock hours into the next 5-year period for purposes of relicensure. Clock hours are to be earned in two or more of the categories listed in items A to I.

Clock Hour Allocations When Renewing a License for Two or More Areas

An applicant who seeks renewal of continuing license for two or more areas should allocate at least thirty clock hours to each of the licensure areas for a total of no fewer than 125 clock hours.

Clock Hours Obtained in Multiple School Districts

The applicant is to have clock hours granted by the committee of the district where he or she was employed when the clock hours were completed. If a licensed person employed by a school district becomes employed by a different school district during a renewal period, the applicant should request the committee transfer clock hours already earned and granted during that renewal period to the local committee in the new district. Unless obviously granted contrary to rules, such clock hours will be accepted by the new committee.

Clock Hours for Persons Not Continually Employed in Minnesota

Persons who have not been employed by a school district for a period of time will be granted clock hours in one of the following ways:

1. Hours may be granted 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.
2. 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.
3. Persons residing out of the state of Minnesota who wish to maintain continuing Minnesota licensure may continue a previous committee affiliation or may make application for renewal to the Board of Teaching in accordance with provisions of the licensure rules governing continuing education. Information and forms for application to the Board of Teaching are available from the Minnesota Department of Education Personnel Licensing Section.

Section Three: Clock Hour Categories

There are nine major categories, their subdivisions are excerpted directly from the relicensure rule and must be used as categorical headings in the local committee guidelines, including allocation ratios and maximums where indicated in rule. The examples are included to illustrate the intent of the various categories and to suggest specific activities that might be applied. They do not constitute an exclusive listing of appropriate activities.

A. **Relevant Coursework Completed at Accredited Colleges and Universities**

Types of Activities: Any college class taken for credit.

- 1 Quarter credit = 16 clock hours
- 1 Semester credit = 24 clock hours
- Audited classes without transcript or grade slip are in Category B

Verification needed: Copy of transcript or grade slip for any class taken for credit (photocopy is acceptable).

B. **Educational Workshops (held outside of district)**

Types of Activities: An audited college class without a transcript or grade slip, conferences, seminars, institutes, lectures, and/or speakers.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor indicating date and number of hours.

- These are organized, structured learning experiences attended for the purpose of professional development in education, not for the purpose of personal growth. These experiences do not include travel time, registration, meal or breaks, negotiation sessions or business meeting portions of professional meetings.
- These workshops will have a maximum of seven clock hours per day, as meals and breaks are not included.

C. **Staff Development Activities (held within district)**

Types of Activities: In-service meetings, district courses, training, and workshops.

- Staff development meetings that teachers are required to attend may be counted.
- All-day district staff in-services will have a maximum of seven clock hours per day, as meals and breaks are not included.

Unacceptable Activities:

- Faculty meetings, department chair/team leader meetings

Verification needed: Certificate of attendance including the topic, date, times, and clock hours.

- Sections A, B, and C of the clock hour approval form do not need to be completed for in-district in-services.
- Third-party training sponsored by the district, such as Safeschools and Infinitec do not qualify as in-district in-services.

D. Curriculum Development

Types of Activities: Curriculum development at site, district, regional, state, national or international level.

Verification needed: Certificate including the dates and hours worked on the curriculum. If no certificate is available, write a short description of the activity, dates, times, and to be signed by a building administrator.

E. Engagement in Formal Peer Coaching or Mentorship

Types of Activities: Relationships with colleagues addressing one or more of the MN Standards.

- Collegial meetings
- Mentoring a new teacher.

Unacceptable Activities:

- High school or college student observations (This is under Category G)

Verification needed: Professional development documentation including dates, times and a brief explanation. Collegial meetings must include meeting minutes.

F. Professional Service (30 hours maximum in a 5-year period)

F1 – Supervision of Student Teacher/Intern

Types of Activities: A maximum of 30 hours will be granted in a 5-year period.

- 1 Quarter (10 full weeks) = 16 hours = 1.5 clock hours per week
- 1 Semester (16 full weeks) = 24 hours = 1.5 clock hours per week

Verification needed: Letter/certificate from the college, including quarter or semester hours, dates and number of weeks of participation for the supervision of clinical experiences of person enrolled in teacher preparation program.

F2 – Participation on licensure, teacher education, professional standards committee at local, state, and/or national level

Verification needed: Written statement signed by the committee chairperson or representative of the agency responsible for committee operations, including hours of participation.

- One clock hour will be granted for each hour of participation.

F3 – Participation in accreditation

Types of Activities: Any accreditation at the state, regional or national level.

Verification needed: Written statement signed by the committee chairperson or representative of the accrediting agency, including hours of participation.

- One clock hour will be granted for each hour of participation.

G. Leadership Experience (30 hours maximum in a 5-year period)

G1 – Development of new or broader skills & sensitivities to school, community or profession

Types of Activities: Presenting at a conference, workshop, website development – these are activities above and beyond the person's current role in the school.

Verification needed: Written statement signed by representative of the agency or organization in which the activity occurred, indicating the applicant’s leadership role and including hours of involvement.

- When presenting at a conference or workshop, only the time of the presentation will be accepted. Prep/planning time will not be accepted.

G2 – Publication of professional article

Types of Activities: Publication of professional article in a professional journal in an appropriate field.

Verification needed: Copy of the published article and a summary of the experience, including the number of hours and the type of research used to develop new knowledge for incorporation into the article.

- A publication is defined as being printed by a recognized publishing company or a recognized professional journal.
- Locally-produced materials will not qualify for clock hours in this category.

G3 – Volunteer work in professional organizations

Types of Activities: Volunteer work includes work with professional organizations related to areas of licensure held by the individual.

Verification needed: Written statement signed by an official representative of the professional organization, indicating applicant’s leadership role and including hours of involvement.

- One clock hour will be granted for each hour of involvement.

H. Opportunities to Enhance Knowledge & Understanding of Diverse Educational Settings (30 hours maximum in a 5-year period)

H1 – Experiences with students of another age, ability, culture, socioeconomic level

Types of Activities: Active student contact and should be in contrast from the teacher’s regular teaching assignment, such as adult education, inner city, different culture, teaching college class.

Verification needed: Written statement signed by administrator of the educational agency for which teaching was done. This statement should indicate the teacher’s hours of active student contact and should describe the contrast between students in the teacher’s regular teaching assignment and the students in the teaching experience for which the teacher is requesting clock hours.

H2 – Systematic, purposeful observation

Types of Activities: Observations of other schools and to related business and/or industry.

Verification needed: Written statement signed by an official representative of the school, business or industry visited, including educational content of the visit and hours of involvement.

- One clock hour will be granted for each hour of involvement.

I. Pre-Approved Travel or Work Experience (30 hours maximum in a 5-year period)

I1 – Travel for purposes of improving instruction

Types of Activities: Activities must be related to teaching assignment and or area(s) of licensure.

Verification needed: Prior approval for clock hours is required for this activity.

- Complete the Clock Hour Approval form with a request for pre-approval through the Continuing Education Committee. The required explanation must include activity/travel, dates and hours involved, and how it relates to your teaching area.
- No more than 10 hours/week can be requested, with a maximum of 30 hours in a 5-year period.
- After the activity/travel is completed, resubmit the approved form to the committee for final approval of your travel activity.

I2 – Work Experience in business/industry

Types of Activities: Activities must be related to teaching assignment and or area(s) of licensure.

Verification needed: Prior approval for clock hours is required for this activity.

- Complete the Clock Hour Approval form with a request for pre-approval through the Continuing Education Committee. The required explanation must include how the work experience relates to your teaching area.
- No more than 10 hours/week can be requested, with a maximum of 30 hours in a 5-year period.
- After the activity/work is completed, resubmit the approved form to the committee for final approval of your business/industry work experience activity.

State Required Areas

These are organized, structured learning experiences presented and attended for the purpose of professional development in education, not for the purpose of personal growth. These experiences do not include travel time, registration, meal or coffee breaks, negotiation sessions or business meeting portions of professional meetings.

1. Positive Behavior Intervention Strategies (Minimum of 1 CEU Required)

Effective for renewal of professional licenses which expire on June 30, 2001, and after. Applicants must include in their professional development activities which address positive behavioral intervention strategies. (Minnesota Statutes Section 122A.09)

Types of Activities: Includes, but not limited to, topics such as restitution, bullying, classroom management, dealing with disruptive students, 5-Point Scale, and brain-development research.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

2. Accommodation, Modification, and Adaptation of Curriculum, Materials, and Instruction (Minimum of 1 CEU Required)

Effective for renewal of professional licenses, after January 1, 2021. Applicants must include in their professional development activities which address accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards (i.e., differentiated instruction). (Minnesota Statutes

Section 122A.09)

Types of Activities: Any adapting or modifying of curriculum in area that you teach.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

3. Mental Illness Awareness (Minimum of 1 CEU Required)

All teachers must be trained in understanding the key warning signs of early-onset mental illness in children and adolescents.

Types of Activities: Information covering and defined as the following:

1. In-depth understanding of students' mental illness
2. trauma,
3. Accommodations for students' mental illness,
4. Parents' roles in addressing students' mental illness
5. Fetal Alcohol Spectrum Disorders,
6. De-escalation methods, among
7. Other similar topics.

4. Suicide Prevention Training (Minimum of 1 CEU Required)

Effective for renewal of professional license renewals, however, licenses set to expire in 2019 and completed suicide prevention training prior to March 2018 do not need to complete the additional content requirements.

Types of Activities: Information covering and defined as the following:

1. Suicide is a serious public health problem
2. Current research on adolescent brain development
3. What research shows about suicide:
 - a. Risk factors
 - b. Protective factors
 - c. Research-based warning signs for youth suicide (www.youthsuicidewarningsigns.org)
4. Teen suicide (myths vs. facts)
 - a. Self-harm vs. suicidal behavior
5. Teens and mental health (normal adolescence vs. warning signs and early onset mental illness)
 - a. Communicating with teens
6. What to do if someone is at risk (how to ask about suicide, how to respond and what to do next)
 - a. Support circles and networks
 - b. Treatment for teens, treatment compliance issues, issues for chronically suicidal adolescents
 - c. Working with special populations (bullying and suicide, LGBTQ and suicide)
 - d. Cultural considerations
7. Suicide prevention in schools (prevention, intervention, postvention and reintegration)

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

5. Reading Preparation (Minimum of 4 CEUs Required)

Effective for renewal of professional licenses which expire on June 30, 2004, and after. Applicants must also include in their professional development activities which evidence further reading preparation. (Minnesota Statutes Section 122A.09)

Types of Activities: Teachers must have in-service preparation in scientifically-based reading instruction. Topics/Activities can included: literacy, increasing reading ability, instruction and practice in phonemic awareness, phonics and other word-recognition skills, guided oral reading for beginning readers, vocabulary instruction, instruction in fostering understanding and higher-order thinking for readers of all ages and proficiency levels, reading in content areas, specific reading strategies that impact comprehension, current research and best practices in reading research and instruction.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

6. English Language Learners (Minimum of 1 CEU Required)

Effective for renewal of professional license renewed on or after August 1, 2015, and after. Applicants must also include in the 125 clock hours, instruction or other professional development activities that addressed the instruction of English Language Learners.

Types of Activities: The learning that addresses instruction of English language learners to be used in the classroom related to student learning.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

▪

7. Cultural Competency (Minimum of 6 CEU Required)

Types of Activities: The learning will include the following elements in a format fostering self reflection and discussion where the focus is on deepening the teacher's own frames of reference, potential bias in these frames, and the impact of these frames on students, students' families, and the school communities. **Two** of the following categories must be represented:

- a. Racial, cultural, and socioeconomic groups;
- b. American Indian and Alaskan native students;
- c. Religious diversity;
- d. Gender identity, including transgender students;
- e. Sexual orientation;
- f. Language diversity;
- g. Individuals with disabilities and mental health concerns; and
- h. Systemic racism.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

8. Summative Evaluations

- a. Under Minn. Stat. § 122A.187, Tier 3 and Tier 4 license holders have the option of submitting their summative evaluation of their individual growth and development plan in place of: Cultural competency training; and Meeting the needs of English Language Learners.
- b. Individuals should submit their summative evaluation and development plan to their local re-licensure committee if they choose this option.

Section Four: Requesting Clock Hours

Procedures

1. Obtain a clock hour form. A separate form should be utilized for each experience. Forms can be found on Powerschool Learning Human Resources~Continuing Education or the Moorhead Public Schools Website.
2. Complete all sections of the Clock Hour Approval Form. Submissions with incomplete forms will be returned without approval.
3. Description of the activity (A, B, and C) must be completed with a specific and thorough explanation of the activity and how the activity relates to your teaching and your professional growth. For ISD #152 sponsored Professional Development, this section (A, B, C) do not have to be completed with a valid certificate.
4. Attach verification of the activity attended. The form must include the date of the experience, hours of participation, a signature of the sponsor/facilitator and/or a college transcript.
5. Submit applications to the designated building representative for review and approval. Submissions will be returned after the approved clock hours are entered with the MN Department of Education.
6. Submissions can also be mailed to:

Human Resources
1313 30th Ave S
Moorhead, MN 56560
7. Submissions after May 1st requiring approval for a July 1st license renewal will be given priority.

Appealing an Unfavorable Decision

An appeal may be made to the committee when the local committee has not granted an applicant the requested number of clock hours requested . An applicant must appeal to the committee within twenty working days after notification of the decision of the committee. Failure to file a written request with the committee for an appeal within twenty working days constitutes a waiver of the individual's right to appeal. Decisions by the local committee denying the appeal may be appealed to the Board of Teaching by the applicant according to the provisions of part [8710.0900](#) of the Rules for Continuing Teacher License Issuance and Renewal.

Special Note

The duty of the local committee includes holding an annual hearing to allow the teachers in the district to review proposed or revised guidelines established by the local committee. 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 the time and place 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. If the local committee decides to add requirements beyond what the state mandates, a hearing for all affected parties must be held prior to announcing the new requirements. The Continuing Education Committee is the only local body authorized by Minnesota Rule to modify requirements for relicensure.

Section Five: Exemptions to the Clock Hour Requirement

Clock Hour Exception for National Board Certification

The National Board of Professional Standards Certification (NBPS) has been approved by the Minnesota Board of Teaching as a substitute for the clock hours required for the license renewal. If the NBPS certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect. Applications with NBPS Certification must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements.

Clock Hour Exemption for School Psychologists

The National Certification of School Psychologists (NCSP) Certification has been approved by the Minnesota Board of Teaching as a substitute for the clock hours required for license renewal. If the NCSP certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect. School psychologists must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements including positive behavior strategies; accommodation, modification and adaptations to meet the needs of varied students; and understanding the warning signs of early onset mental illness. School psychologists are exempt from meeting the reading preparation, technology and reflective statement of professional accomplishment and assessment of professional growth requirements.

Clock Hour Exemption for Speech-Language Pathologists

The American Speech and Hearing Association (ASHA) Certification has been approved by the Minnesota Board of Teaching as a substitute for the clock hours required for renewal. If the ASHA certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect. Speech-Language Pathologists must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements with the exception of the reflective statement of professional accomplishment and assessment of professional growth.

Section Six – Administrative License

Related service professionals must meet other renewal requirements, which can be found in [PELSB](#) administrative rules:

- [Speech-Language Pathologist](#)
- [School Nurse](#)
- [School Psychologist](#)
- [School Social Work](#)
- [School Counselor](#)

Renewal Administrative License

Renewals should be submitted to the Human Resources office.

A five-year administrative license will be granted to applicants who verify one year of administrative experience while holding a valid two-year administrative license.

Five-year administrative licenses expire on June 30 of the year of expiration. Applications for renewal may be submitted any time after January 1 of the year of expiration.

To renew a five-year administrative license, you must submit to the designated district administrator completion certificates totaling 125 clock hours of administrative and supervisory continuing education that have been pre-approved by the Minnesota Board of School Administrators. These hours must have been 12 earned during the five-year period immediately preceding the renewal of the license.

Administrative Clock Hours

"Clock hours" means hours of actual instruction or supervised group activities in a pre-approved Minnesota administrative and supervisory continuing education program. With the exception of relevant coursework completed at accredited colleges and universities, the Minnesota Board of School Administrators must preapprove all administrative continuing education activities. One-quarter college credit equals 15 clock hours and one semester college credit equals 20 clock hours. Renewal requirements must be met during the five-year period of each continuing license and no clock hours will carry forward into any subsequent five-year licensure period.

If you have questions regarding the pre-approval of an administrative continuing education activity, you may contact the Board directly by calling 651-582-8796.

Administrative licenses are issued by the Educator Licensing office, but the Minnesota Board of School Administrator has responsibility for granting administrative waivers, complaints against licensed administrators, college/university program approval and the pre-approval of administrative continuing education. If your continuing license has lapsed and you have not been employed as an administrator or supervisor during the year immediately preceding the application for renewal, you have the following options:

- Provide evidence that you have completed 125 clock hours of pre-approved administrative and supervisory continuing education earned during the five-year period immediately preceding your application for renewal.

- If you have not been employed by a Minnesota school district in the past years, you can submit an official transcript verifying college/university credits (1 quarter credit equals 15 clock hours and 1 semester credit equals 20 clock hours) in the five-year period immediately preceding the application for renewal.
- An extension for the balance of the school year may be issued if you provide evidence that you have been offered a position in Minnesota contingent upon holding a valid license. At the end of the extended licensure period, you must meet renewal requirements for the continuing license.
- There is no penalty if your license has expired. However, anyone who serves in an administrative position in a Minnesota elementary, middle or secondary public school must hold a valid Minnesota administrative license.

Resources

Powerschool Learning--Continuing Education

Clock Hour Approval Form

Chapter 8710 Teacher and Other School Professional Licensing

Standards for Effective Practice for Teachers

Code of Ethics for Minnesota Teachers

PELSB/MDE Guidance