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# TEACHER RELICENSURE

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Diocese of Crookston



AUGUST 9, 2018

MDE LICENSING: [HTTP://EDUCATION.STATE.MN.US/MDE/EDXC/LICEN/](http://education.state.mn.us/mde/edexc/licen/)

## **Responsibilities of the Licensee**

It is the responsibility of the person seeking the renewal of a continuing license to submit the request form, appropriate verification, and other supporting materials to the local committee of the Diocese of Crookston. It is also the responsibility of the applicant to complete the application and submit the processing fee online through the Minnesota Department of Education after approval by the committee. Although recordkeeping is one of the committee's functions, licensure is a personal responsibility, and each applicant is URGED to keep a duplicate set of records as a safeguard against accidental mishap during the relicensure process.

Relicensure committee meets 4 times per year: Paperwork for clock hour submission is obtained online at this link: <https://www.crookston.org/offices/schools/forms>

Licensed staff may submit their requests for clock hours to the committee/superintendent at least 1 hour before a regularly scheduled meeting. To avoid a backlog of work for the committee at any one meeting, applicants should submit requests for final approval of clock hours within one year after completion of the renewal activity. (This means any clock hours obtained after the May meeting should be submitted to the committee before the May meeting the following year.) It is the individual's responsibility to find out when the last committee meeting of the year is being held. It would not be advisable to submit all hours for the May or June meeting on a year that your license expires, in case not all hours meet approval.

Always check your license and clock hours at the state level prior to submitting hours. It is not advisable to submit more hours than necessary into the various categories. Once a category is filled, submit the hours as general hours. The link for finding your license: <https://mn.gov/pelsb/current-educators/license-lookup/>

### **Timing your relicensure:**

One must NOT renew a license previous to January of the expiration year. The Reflective statement must be submitted within these last 6 months before expiration. More reflective statement requirements below.

Approval of emergency requests during periods when the committee does not meet (for example, summers), may be obtained by contacting the superintendent for the Diocese of Crookston, who is authorized to consult with one or two other committee members and take action on the emergency request. This procedure is limited to actual hardship situations and is not to be employed as a convenience measure or as a substitute for proper committee action.

A minimum of 125 clock hours must be earned in each five-year relicensure period. 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.

Clock hours earned after an application for online renewal has been received by the Minnesota Department of Education may be applied to the next renewal period.

The licensee must choose experiences for clock hour credit that aid him/her in maintaining and improving general, academic, or professional qualifications. Upon request, the applicant is responsible to show the experience does contribute to increased competency as shown by indicators such as:

1. Growth in academic areas directly related to the professional's teaching field
2. Growth in interpersonal communication skills
3. Growth in pedagogical techniques with potential for application
4. Growth in professional breadth and general educational knowledge

Although activities of several kinds are to be undertaken for clock hours, each must provide an opportunity for NEW professional growth, as opposed to repetition of previous growth/knowledge.

## IMPORTANT INFORMATION

Clock hours: Requirements for Renewal of Professional Licenses. (MN rules 8710.7200, Subpart 2: Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000.)

Applicants must include in their 125 clock hours instruction or other professional development (**Mandatory Areas**):

1. Behavioral intervention strategies and accommodation.
2. Modification and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.
3. Reading preparation, consistent with Minnesota statutes, §122A.06, subd 4. (Minnesota Statutes §122A.06, subd. 4: Comprehensive, scientifically based reading instruction. “Comprehensive, scientifically based reading instruction” includes instruction and practice in phonemic awareness, phonics and other word-recognition skills, and guided oral reading for beginning readers, as well as extensive silent reading, vocabulary instruction, instruction in comprehension, and instruction that fosters understanding and higher-order thinking for readers of all ages and proficiency levels.) [EXEMPT: School counselors, school psychologists, school nurses, school social workers, audiovisual directors/coordinators, and recreation personnel.]
4. Understanding the key warning signs of early-onset mental illnesses in children and adolescents, which may include depressed mood, excessive fears and anxieties, changes in behavior and performance, failure to develop peer relationships, impaired concentration and thinking, suicidal gestures, the potential connection to substance use, and knowledge of the next steps to be taken if such warning signs are observed. One of these class hours must be entitled “Suicide Prevention” or similar name.
5. Integration of technology effectively with student learning to increase engagement in student achievement.
6. Professional reflection and growth in best teaching practices. The applicant must include a written reflective statement\* of professional accomplishment and the applicant’s own assessment of professional growth. That includes evidence of one of the following: 1. Support for student learning; 2. Use of best practices techniques and their applications to student learning; 3. Collaborative work with colleagues that includes examples of collegiality, i.e. attested-to committee work, collaborative staff development programs, professional learning community work; 4. Continual professional development, i.e., job-embedded or other ongoing formal professional learning, including coursework, consistent with Minnesota Statutes §122A.18. As of August 1, 2015, this work must also include reflection upon ELL experience, or a book or workshop about English Language Learners which has influenced your teaching in the past 5 years, or which could influence future teaching. If you have taken a workshop or webinar which offers a certificate, you may submit ELL as a clock hour and do NOT then need to include it here. (-June 2016-)

### Who must meet the REFLECTIVE STATEMENT requirement?

- Full-time classroom teachers
- Long-term substitute teachers, who have taught more than 15 consecutive days in a teaching assignment during any part of the five-year period.

### Who is exempt from meeting this requirement?

- Classroom teachers who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- Licensed school administrators, including principals, who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- Licensed related services personnel (school social workers, school psychologists, counselors, speech-language pathologists, school nurses).

7. ELL Requirement: You may submit a clock hour application with certificate, or include in your reflective statement as stated above (June 2016).

**Note:** Please check the appropriate box on the “Clock Hour Application” when meeting one of the above requirements. One session may not fill two mandatory categories, meaning this: **we are only able to apply one requirement per Clock Hour Application.** The “Reflective Statement Form” is available on the diocesan website: <https://www.crookston.org/offices/schools/forms>

Except for item H1, **teaching experiences for which licensure is required do not qualify** for clock hour credit.

### Appeal Procedures

**Appeal to a local committee:** When an applicant has not been granted the requested number of clock hours by the Diocese of Crookston Relicensure Committee, an appeal may be made to the committee. An applicant must appeal to the 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.

**Appeal to Board of Teaching:** Decisions by the Diocese of Crookston Relicensure Committee denying the appeal may be appealed to the Board of Teaching by the applicant according to the provisions of part 8700.2500.

**Non-endorsement 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.

**Applicant’s duty to inform manager of licensing loss:** In the event that the clock hours under appeal result in loss of license, 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.

**Lapsed and Out of State Licensure** see <https://mn.gov/pelsb/current-educators/renew/>

### Clock Hour Categories

The first continuing license, valid for 5 years, is issued to applicants who hold a valid entrance license and have met the requirements for the issuance of the continuing license as set forth in the rules of the Board of Teaching.

A license renewal period begins on July 1 of the year of expiration. Applications for renewal are accepted for processing by the Minnesota Department of Education after January 1 of the year of expiration. A valid continuing license will be renewed for subsequent 5-year periods when an applicant presents evidence of having been granted 125 clock hours by the Diocese of Crookston Relicensure Committee during the 5-year period immediately preceding the date on which the renewal is to be made effective.

A clock hour is defined as “an hour of actual instruction, supervised group activities, or planned professional development” with emphasis in continuing education for teachers in professional development.

All experiences must be appropriate to the licensure area and be justified as experiences that aid the applicant in maintaining and improving general, academic, or professional qualifications. Clock hours must be earned from at least 2 activity categories and be accumulated within the 5-year period from July 1 of the year of issuance through June 30 of the year of expiration. Hours may not be “banked” for use toward future renewals. An applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours during each 5-year period preceding application for licensure renewal. An applicant may not bank clock hours for purposes of relicensure, but clock hours earned after an application for renewal has been submitted may be applied to the next renewal period.

An applicant who seeks renewal of a continuing license for 2 or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of now 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.

The clock hour categories A through I2 are specified in the relicensure rule and MUST be adopted by all CEU committees. See “Clarification of Categories” below for a detailed explanation.

### Clarification of Categories

#### **A) Relevant course work completed at accredited colleges and universities.**

16 clock hours may be earned for each completed *quarter* credit of college credit; 24 hours for each completed *semester* credit. **Copy of transcript or grade slip must accompany request.** Maximum: 124 clock hours in 5 years.

NOTE: An audit of a non-credit course (appropriate for professional growth) requires verification from the teacher of the course that work completed was equivalent to work required for credit, in which case, clock hours will be equal to clock hours for a credit course. If work was not equivalent, the experience will be treated as a workshop and evaluated on a clock hour basis.

#### **B) Attendance at educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held.**

One (1) clock hour per hour of experience.

Maximum: 124 clock hours in 5 years.

*(Content may apply to instructional/professional development experience for preparatory and graduation standards.)*

To be verified by attendance certificate or written statement from workshop sponsor, with validation of number of hours of participation.

NOTE: These are organized, structured learning experiences presented and attended for the purpose of professional development in education. They do not include travel time to the workshop, registration, meal or coffee breaks, negotiation sessions, or “business meeting” portions of professional meetings.

Acceptable examples: Educational conferences, community education classes, audited college classes, coaching clinics.

**C) Attendance at staff development activities, in-service meetings, and in-service courses.**

One (1) clock hour per hour of experience.

Maximum: 124 clock hours in 5 years.

*(Content may apply to instructional/professional development experience for preparatory and graduation standards.)*

To be verified by attendance certificate or written statement of in-service sponsor, with validation of number of hours of participation.

NOTE: This category does not include regular faculty meetings or beginning of year workshop hours spent working on preparation for ones’ own contracted assignment.

Acceptable examples: Local in-service/staff development workshops or courses which have speaker presentations that are structured educational learning experiences.

**D) Building, district, regional, state, national, or international curriculum development.**

One (1) clock hour per hour of experience.

Maximum: 30 hours in five years.

To be verified by written statement of administrator of the educational unit responsible for the curriculum writing, with validation of number of hours of participation.

Acceptable examples: Development of curriculum writing, curriculum leadership teams. Includes a focus on research-based best practice.

**E) Engagement in formal peer coaching or mentorship relationships with colleagues.**

One (1) clock hour per hour of experience. New teacher mentor/mentee.

Maximum: 30 clock hours in 5 years.

**F) Professional Service in the following areas:**

**F1) Supervision of clinical experiences of persons enrolled in teacher licensure programs.** Effective July 1, 2001, supervision of clinical and observation experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours.

Maximum: 30 clock hours in 5 years.

To be verified by written statement of diocesan administrator or college representative responsible for the student teaching experience, with validation of number of hours of participation.

Acceptable examples: Supervision of student teacher(s), practicum(s), teaching assistant(s) Further clarification of hours granted is available upon request.

**F2) Membership on national, state, and local committees involved with licensure, teacher education, or professional standards.**

One (1) clock hour per hour of experience.

Maximum: 30 hours in a five-year block.

To be verified by written statement of committee chairperson or representative of agency responsible for committee operation, with validation of number of hours of participation.

NOTE: Membership on other committees is NOT INCLUDED in this category.

Acceptable examples: Continuing Ed Committee, Staff Development Committee, NBPTS (National Board for Professional Teaching Standards), Professional Education Advisory Programs.

**F3) Participation in national, regional or state accreditation.**

One (1) clock hour per hour of experience.

Maximum: 30 hours in 5 years.

To be verified by written statement of representative of accrediting agency, with validation of number of hours of participation.

Acceptable examples: MNSAA team, AdvancEd, NCATE (National Council for the Accreditation for Teacher Education)

**G) Leadership experiences in the following areas:**

NOTE: The rule requires these activities to be “leadership” experiences, meaning beyond normal “membership” or “participation.”

**G1) As a leader, development of new or broader skills and sensitivities to the school, community, or profession.**

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by written statement of representative of the agency or organization in which the activity occurred, with validation of the applicant's leadership role, the hours of participation, and the way in which the service contributed to the well-being of the agency or organization.

Acceptable examples: Scouting or 4-H leadership, jury duty, political leadership, region or state advisory, leadership in community, chair of a committee or study group, chaperone.

**G2) Publication of professional articles in a professional journal in an appropriate field.**

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by copy of the article and a summary of the experience, including number of hours and type of research used to develop new knowledge for incorporation into the article.

**G3) Leadership positions in professional organizations related to the areas of licensure held.**

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by written statement from an official representative of the professional organization, with validation of number of hours and type of active leadership.

**H) Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:**

One (1) clock hour per hour of experience.

**H1) Experiences with lifelong learners of another age, ability, culture, or socioeconomic level.**

To be verified by written statement from the administrator of the educational agency for which the teaching was done, with validation of number of hours of active student contact and a description of student characteristics in regard to being "of another age, ability, culture, or socioeconomic level" compared to the teacher's regular assignment.

**H2) Systematic, purposeful observation during visits to schools and to related business and industry.**

Does not require preapproval.

**I) Preapproved travel or work experience**

One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten (10) clock hours.



Maximum: 30 clock hours in 5 years.

(Exception: The limit of 30 clock hours may be waived when the local committee determines that the preapproved travel or work experience is critical to the teacher's advanced or current skills for the teachers' assignment; for example, travel to experience language or cultural immersion by a teacher of world language.)

**I1) Travel for purposes of improving instructional capabilities related to the field of licensure.**

Preapproval is necessary

Maximum: 30 hours in 5 years.

To be verified by submitting a detailed trip itinerary (including appropriate transportation, lodging, and/or trip receipts); clearly stated educational objectives for the trip; a summary report of the experiences undertaken to accomplish the objectives; and justification of how the experience contributed to improved instructional capabilities.

**I2) Work experience in business or industry appropriate to the field of licensure.**

Preapproval is necessary.

To be verified by written statement from the employer, with validation of work hours and duties. Self-employment is to be verified as bona fide work experience by a written statement from a reputable representative of the work field in which the self-employment occurred or from copies of the applicant's business records, with validation of number of hours/duties.

Maximum: 30 clock hours in a 5 year block.

NOTE: The work experience must consist of more than repetition of what the applicant already knows.

**EXCEPTIONS**

**Exception for National Board Certification**

Verification that a teacher is actively engaged in and making progress toward National Board of Professional Standards Certification or other national professional teaching certification approved by the Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing license renewal. Committees shall accept verification that a teacher has earned National Board or other approved certification as equivalent to all clock hour requirements during the life of the certificate. If the certificate expires during the five-year renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

**Exception for Certificate of Clinical Competence**

An Educational Speech Language Pathologist's holding the ASHA Certificate of Clinical Competence is approved as a substitutes for the 125 clock hours regularly required for renewal of licenses. For license renewal purposes, therefore, the Certificate of Clinical Competence parallels the already-approved National Board of Professional Standards certification.

A license holding this certificate is exempt from the renewal clock hour requirements for the years in which the licensee holds that certificate. Thus, for each year of the five-year renewal period in which the certificate is maintained, the licensee is exempt from 25 clock hours. Local committees will accept verification of holding that certificate as equivalent to fulfilling the clock hour requirements.