

CONTINUING EDUCATION CLOCK HOUR APPROVAL APPLICATION

NAME: _____
ADDRESS: _____
LICENSE HELD: _____
LICENSE EXPIRATION DATE: _____
FILE FOLDER NUMBER FROM YOUR CURRENT LICENSE _____
APPLICANT SIGNATURE: _____ **DATE:** _____

- A total of 125 clock hours are needed to renew a teaching license every five years.
- Please list all completed activities under the appropriate categories.
- Attach documentation for all hours claimed in the order they appear on this form. Make sure your name is on each one.
- For each license you hold, the state requires 30 hours of related continuing education.
- 95 hours must be in areas A-D (PLC hours from the District should be placed in Category E).
- State mandates require hours be in AT LEAST TWO DIFFERENT AREAS (A-I)
- State mandates require the following areas be addressed at least one time during your five year cycle. If an activity meets the requirement, please check the appropriate box. Each training/staff development you attend can only address one of the following areas. Each area requires a minimum of one hour training/staff development.
 1. Positive Behavior Intervention
 2. Reading Preparation
 3. Modification, Accommodation, or Adaptation of curriculum, instruction, or materials for students with special needs
 4. Warning Signs of Early-On Set on Mental Illness in Children and Adolescents
 5. Technology
 6. Reflective Statement (worth 1 clock hour) Please attach to this form. Summary should address how you plan to implement the new learning in your classroom and needs to be 5-7 sentences in length.
 7. ELL
 8. Suicide Prevention

A. RELEVANT COURSEWORK (1 quarter credit=16 clock hours 1 semester credit=24 clock hours)

DATE	ACTIVITY	HOURS	1	2	3	4	5	6	7	8
TOTAL HOURS										

B. WORKSHOPS, CONFERENCES, INSTITUTES, SEMINARS, OR LECTURES

DATE	ACTIVITY	HOURS	1	2	3	4	5	6	7	8
TOTAL HOURS										

C. STAFF DEVELOPMENT ACTIVITIES, INSERVICE MEETINGS, AND COURSES

DATE	ACTIVITY	HOURS	1	2	3	4	5	6	7	8
TOTAL HOURS										

D. SITE, DISTRICT, REGIONAL, STATE, NATIONAL, OR INTERNATIONAL CURRICULUM DEVELOPMENT

DATE	ACTIVITY	HOURS	1	2	3	4	7
TOTAL HOURS							

Only 30 hours are allowed in categories E-I for every 5 year cycle.

E. ENGAGEMENT IN FORMAL PEER COACHING OR MENTORSHIP RELATIONSHIPS WITH COLLEAGUES

DATE	ACTIVITY	HOURS
TOTAL HOURS		

F. PROFESSIONAL SERVICE (1. Supervision of clinical experiences 1 quarter=16 hours; 1 semester=24 hours NO MORE THAN 30 CLOCK HOURS IN 5 YEARS; 2. Participation on national, state, and local committees involved with licensure, teacher education or professional standards; 3. participation in national, regional or state accreditation.)

DATE	ACTIVITY	HOURS
TOTAL HOURS		

G. LEADERSHIP EXPERIENCES (1. Development of new or broader skills and sensitivities to the school, community or profession 2. Publication of professional articles 3. Volunteer work in professional organizations related to the areas of licensure held)

DATE	ACTIVITY	HOURS	1	2	3	4	7	8
TOTAL HOURS								

H. OPPORTUNITIES TO ENHANCE KNOWLEDGE AND UNDERSTANDING OF DIVERSE EDUCATION SETTINGS

(1. Experience with students of another age, ability, culture or socioeconomic level; 2. Observation during visits to schools, business, or industry)

DATE	ACTIVITY	HOURS
TOTAL HOURS		

I. PREAPPROVED TRAVEL OR WORK EXPERIENCE (1. One week of pre-approved travel=10 clock hours: NO MORE THAN 30 CLOCK HOURS IN 5 YEARS; 2. Work experience in business or industry appropriate to licensure)

DATE	ACTIVITY	HOURS
TOTAL HOURS		

TOTAL CLOCK HOURS REQUESTED: _____

LOCAL COMMITTEE ACTION:

_____ Approved for _____ Clock Hours

_____ Not approved because:

DATE _____ COMMITTEE SIGNATURE: _____