Once you have accumulated 125 hours and have met the 7 renewal mandates listed below, submit all of your ORIGINAL certificates along with this completed form to Rachael Caspers at the District Office. Submissions are accepted no later than the window of September 15th-December $15^{\text {th }}$. Questions? Contact Rachael @ 507-663-0621 or rcaspers@northfieldschools.org

NAME:
ADDRESS:
LICENSE HELD:
LICENSE EXPIRATION DATE:
FILE FOLDER NUMBER FROM YOUR CURRENT LICENSE APPLICANT SIGNATURE: $\qquad$ 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 categories A-D
- You can only submit UP TO 30 hours in categories E-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. District CEUs will indicate which category and requirement is met. Not all training will meet a mandatory requirement. Each mandated requirement (1-6) needs a minimum of one hour training/staff development. Requirement 7 needs a minimum of 6 clock hours. More information can be found on the 2023-24 Relicensure Notes document.

1. Positive Behavioral Intervention Strategies
2. Accommodating, Modifying, and Adapting curricula, materials, and strategies to appropriately meet the needs of individual students and ensure adequate progress toward the state's graduation rule
3. Reading Preparation
4. Key Warning Signs for Early-Onset Mental Illness in Children \& Adolescents
5. Suicide Prevention Best Practices
6. Meeting the Needs of English Language Learners
7. Cultural Competency (Requires minimum of 6 clock hours; District training includes Parts A \& B)
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 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |

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

| DATE | ACTIVITY | HOURS | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
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C. STAFF DEVELOPMENT ACTIVITIES, INSERVICE MEETINGS, AND COURSES

| DATE | ACTIVITY | HOURS | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
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D. SITE, DISTRICT, REGIONAL, STATE, NATIONAL, OR INTERNATIONAL CURRICULUM DEVELOPMENT (includes work teams)

| DATE | ACTIVITY | HOURS | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  | 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 (PLC work)

| 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 |  |
| :--- | :--- | :--- | :--- |
|  |  |  |  |
|  |  | 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: $\qquad$

LOCAL COMMITTEE ACTION:
$\qquad$ Approved for $\qquad$ Clock Hours
$\qquad$ Not approved because:

DATE $\qquad$ COMMITTEE SIGNATURE: $\qquad$

