



District 659 Re-licensure Guidelines updated October 14, 2026

You are responsible for maintaining your own license.

The Minnesota Board of Teaching requires that all licensed personnel who do not hold life licenses earn clock hours within the renewal period between their license renewal and their license expiration date. The renewal of Tier 3 teaching or Tier 3 related services (non-teaching) license requires the completion of 75 clock hours and the renewal of Tier 4 teaching or related services (non-teaching) license requires the completion of 125 clock hours of professional development.

An applicant seeking renewal must earn a minimum of **75 clock hours during each three-year period preceding a Tier 3 renewal** and a minimum of **125 clock hours during each five-year period preceding a Tier 4 renewal**. Of the required 75 or 125 professional development clock hours, the Minnesota statute requires ALL teachers to demonstrate evidence of completion in the mandatory requirement areas outlined below. All professional development hours completed must be approved by the local school district's Continuing Education Committee.

Each school district, through its continuing education committee, is charged with determining the requirements to meet this condition. Teachers should work through the continuing education committee for guidance about what is expected and where to obtain the professional development. Additionally, applicants must have hours in at least two categories (A-H). MN rule 8710.7200

<https://mn.gov/pelsb/current-educators/renew/>

Steps to Re-Licensure

During the 3 to 5-year period prior to expiration of license:

- Participate in professional development activities for a total of **75 clock hours/every 3 years (for Tier 3)** and **125 clock hours/every 5 years (for Tier 4)**.
- Secure official verification document for those activities (both within and outside the district).
- Fill out the Northfield Public Schools Clock Hour Approval Application Form completely. This form is now provided in a Google Sheet or PDF form.

- Attach **official certificates** for all workshops attended. Applicants' names MUST be on every certificate. Please put the certificates in the order they are listed on the Clock Hour Approval Application.
- Turn in your completed form and certification of attendance for all workshops to **Kyla Clauer** at the District Office.

Continuing Education Clock Hour Forms are collected October 15-December 15 each year.

Renewal Categories and Verification Requirements

Categories for Clock Hour Allocation

- Verification of completion of experiences must be submitted by the applicant to the local continuing education or relicensure committee of the district in which the applicant works or resides.
- The committee must verify 75 clock hours for a Tier 3 license and 125 clock hours for a Tier 4 license before renewing, see [Minnesota Rule 8710.7200, Subpart 2](#).
- Successful completion of activities under items B to I are granted one clock hour for every hour of participation, unless otherwise specified.
- Clock hours must be earned in **two or more of the categories** in items A to I per Minnesota Rule 8710.7200, Subpart 3:

Categories A-D:

For Tier 3 Licenses - At least 57 hours must come from categories A-D

For Tier 4 Licenses - At least 95 hours must come from categories A-D

Category A. Relevant coursework completed at accredited colleges and universities;

- 1) One semester credit = 24 clock hours
- 2) One quarter credit = 16 clock hours

Verification: Grade slip or transcript

The relevant coursework conversion is only applicable with additional clock hours in categories B-I.

Category B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;

Verification: Attendance certificate with your name.

Category C. Staff development activities, inservice meetings, and in-service courses.

Verification: Attendance certificate with your name.

Category D. Building, district, regional, state, national, or international curriculum development;

Verification: Attendance certificate with your name.

Categories E-H:

For Tier 3 Licenses - A maximum of 18 hours may come from categories E-H total

For Tier 4 Licenses - A maximum of 30 hours may come from categories E-H total

Category E. Engagement in formal peer coaching or mentorship

1) Engagement in formal peer coaching or mentorship

Engagement in relationships with colleagues that addresses one or more of the standards of effective practice outlined in [Minn. Stat. 8710.2000](#);

Category F. Professional service in the following areas:

1) Supervision of clinical experiences (i.e. student teaching)

(i) One semester enrollment = 24 clock hours

(ii) One quarter enrollment = 16 clock hours

Verification: Statement on letterhead from clinical experience coordinator of cooperating institution or building principal with signature.

2) Participation on national, state, and local committees involved with licensure, teacher education, or professional standards committees.

(i) Membership on licensure, teacher education, or professional standards committees.

Verification: A certificate from the Director of Instructional Services with summary of hours (not including prep time).

3) Participation in national, regional, or state accreditation;

(i) 10 clock hours per quarter or semester if responsible for supervision and evaluation

Verification: Statement on letterhead from clinical experience coordinator of cooperating institution or building principal with signature. A certificate from Teaching and Learning administration documenting hours for professional standards committees is acceptable documentation (not including prep time).

Category G. Leadership experiences in the following areas:

1) Development of new or broader skills and sensitivities to the school, community, or profession; includes presenting at workshops:

Verification of new/broader skills: Signed certificate or written statement from the Director of Teaching and Learning with summary of your leadership role and listed hours. (e.g. leadership in teacher organization, jury duty, scouting, textbook evaluations, site councils).

2) Publication of professional articles in a professional journal in an appropriate field; or

Verification of publication: Submission of article published. List hours and type of research used. Related to the areas of licensure held.

3) Volunteer work in professional organizations related to the areas of licensure held;

Verification of volunteer work: Supervisor's signature, summary and specification of hours on official letterhead.

Verification of supervising volunteers in the classroom (1 CEU for every 6 hours of participation): Supervising college: Certification of participation.

All other volunteers: A list of hours with a summary of work.

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

1) Experiences with students of another age, ability, culture, or socioeconomic level; or

Verification: Supervisors signature and summary of experience with hours listed on letterhead. There is a limit of 10 hours per semester and a maximum of 30 clock hours overall.

2) Systematic, purposeful observation during visits to schools and to related business and industry; and

Verification: Supervisors signature and summary of experience with hours listed on letterhead. There is a limit of 10 hours per semester and a maximum of 30 clock hours overall.

I. Preapproved travel or work experience:

1) Travel for purposes of improving instructional capabilities related to the field of licensure; or

Verification: Itinerary from travel agency, airline tickets, hotel reservations, or copy of passport and summary statement of how the experience contributed to improved instructional capabilities.

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

Verification: Signature of employer, summary and specification of hours.

One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for travel or work experience.

The clock hour limit 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 teacher's assignment; for example, travel to experience language or cultural immersion by a teacher of world language.

Renewal of License for Two or More Areas

Northfield Public Schools requires 30 clock hours in the primary licensure area. For applicants renewing a Tier 3 or Tier 4 teaching license in two or more licensure areas, completing 30 clock hours in each area is highly encouraged but not required.

License Renewal Conditions

The MN Legislature, by statute, requires ALL teachers to complete certain minimum requirements, which are included within the 75 or 125 clock hours, depending on licensure tier. A minimum of one clock hour is necessary to complete each requirement. These clock hours are included in the minimum clock hour requirement chart below.

Requirement	Min Hours	Those Exempt
Positive Behavior Intervention Strategies Professional development activities which address positive behavioral intervention strategies. Classes/Staff Development may include: • Effective classroom management • Behavior management • Responsive classroom/Developmental Designs • School climate and culture related to student behavior (not related to cultural competency) • Positive school or classroom engagement	1 hour	
Accommodating, modifying, and adapting curricula, materials, and strategies This category includes the renewal requirement of evidence 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.	1 hour	
Key Warning Signs for Early Onset Mental Illness in Children and Adolescents Applicants must include in their professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents.	1 hour	

Classes/Staff Development may include: • Defining of concepts of mental health and mental illness • Identifying of key warning signs of early-onset mental illness • Defining contemporary mental health issues prevalent in schools • Providing an understanding of the impact that mental illness can have on student learning and achievement • Providing an understanding of process/procedure for addressing warning signs of early-onset mental illness • Providing strategies for meeting the needs of learners with mental illness		
Suicide Prevention Suicide prevention training should include: • Suicide is a serious public health problem • Current research on adolescent brain development • What research shows about suicide (risk factors, protective factors, research-based warning signs for youth suicide) • Teen suicide myths vs. facts (self-harm vs. suicidal behavior) • What to do if someone is at risk • Suicide prevention in schools	1 hour	
Reading Preparation Teachers must have in-service preparation in scientifically-based reading instruction, which the law identifies as: "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." Classes/Staff Development may include: • Effective classroom management • Behavior management • Responsive classroom/Developmental Designs • School climate and culture related to student behavior (not related to cultural competency) • Positive school or classroom engagement	1 hour	Note: the following licensure fields are exempt from evidencing the reading preparation renewal requirement: • school counselors, • school psychologists, • school nurses, • school social workers, • audiovisual directors and coordinators, • recreation personnel.

English Language Learner Professional Development activities that include evidence of growth in best practices for meeting the needs of English learners. Classes/Staff Development may include: • Use of best practices and techniques and their applications to student learning • Culturally relevant teaching • Effective vocabulary strategies for EL Learners • Inclusive practices of EL Learners	1 hour	
Cultural Competency A list of PELSB-approved cultural competency training is found here. Professional Development activities show evidence of self-reflection and discussion of the following topics in a way that deepens teachers' understanding of their own frames of reference, potential bias in these frames, and the impact of bias on expectations for and relationships with students, students' families, and school communities. ISD 659 offers a 2 part series of cultural competency training, wherein Part A will cover the first four topics and Part B will cover the last four topics. All 8 topic areas must be covered for the Cultural Competency mandatory requirement to be met. Part 1: • Racial, Cultural, and Socioeconomic Groups • American Indian and Alaskan Native Students • Religion • Systematic Racism Part 2: • Gender Identity, Including Transgender Students • Sexual Orientation • Language Diversity • Individuals with Disabilities and Mental Health Concerns	A total of 6 hours Northfield requires Part A and Part B.	
American Indian History & Culture The approved training for this requirement can be found here. State law specifies that the renewal training must cover cultural heritage and contemporary contributions of American Indians, with particular emphasis on Minnesota Tribal Nations.	1 hour	

Renewal of Various Licenses

License	Requirements
2 year Administrative License	CEU hours are not required to renew a two year MN Administrative License. Verification of one year of experience as an administrator in the licensed Administrative field while holding a valid 2 year MN Administrative license is needed to move to a five year license. The experience may be accumulated over several two year licenses and may be experience earned outside of MN. If one year of experience has not been earned, another two year entrance license will be issued.
5 year Administrative License	Submit the certificates for 125 clock hours of participation in state pre-approved administrative CEUs. If also renewing teaching fields, the signature of the local continuing education/re-licensure committee chairperson is required in section 3 of the renewal application.
1 Year, 2 year, or 3 year	Upon successful completion of the renewal requirement(s) stated on the applicant's license, the next license issued will be a five year license. The original Praxis score report must be submitted when Praxis examination is stated in the renewal requirements of the current license.
5 year Teaching or Related Services Professional License	Licenses are advised to affiliate with a Minnesota continuing education/re-licensure committee as soon as the five year license is issued. The applicant is responsible for the clock hours even if the applicant has not taught in MN during the life of the license or is living outside of the state.
Teachers of Deaf or Hard of Hearing	The 125 clock hour renewal condition includes the requirement of completing 60 clock hours of continuing education in American Sign Language (ASL), American Sign Linguistics or Deaf Culture.

Exceptions to the 125 Clock Hour Requirement

Clock Hour Exception for National Board Certification

A local continuing education committee shall accept 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 Professional Educator Licensing and Standards Board at the time of renewal as equivalent to fulfilling all clock hour requirements for Tier 3 or 4 license renewal. A local continuing education committee 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 renewal period, the local committee shall prorate hours completed and require completion of a prorated number of clock hours for the years the certificate is not in effect. Mandatory requirements may also be met through the certification process. The teacher should provide evidence to the local relicensure committee for review.

Clock Hour Exception for School Psychologist

The Nationally Certified School Psychologist (NCSP) credential from the National Association of School Psychologists may be used in lieu of all clock hours to renew a school psychologist license. If the NCSP credential expires during the license holder's renewal period, the local continuing education relicensure committee will prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential 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. The school psychologist should provide evidence to the local relicensure committee for review.

Clock Hour Exception for Speech Language Pathologist

The Certificate of Clinical Competence (CCC) credential from the American Speech-Language-Hearing Association may be used in lieu of all clock hours required to renew a speech-language pathologist license issued under this part. If the CCC credential expires during the individual's renewal period, the local continuing education or relicensure committee will prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential 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. The speech language pathologist should provide evidence to the local relicensure committee for review.

Clock Hour Exception for School Nurse

The Minnesota Board of Nursing recognizes several specialty certificates from nursing organizations that may be used towards the nurse's continuing education requirement. The specialty certificate may be used in lieu of all clock hours required to renew a school nurse license issued under this part. If the specialty certificate expires during the individual's renewal period, the local continuing education or relicensure committee will prorate clock hours completed and require completion of a prorated number of hours for the years the credential is not in effect. The school nurse should provide evidence to the local relicensure committee for review.

Options for the Renewal of a Lapsed Five Year Teaching or Related Services Professional License:

- Obtain a five year short call substitute license, valid for no more than 15 consecutive days in a single classroom assignment. When submitting the renewal application, please deselect your licensure fields and select the five-year-short call substitute option.
- Provide evidence that you have completed 125 clock hours earned during the five-year period immediately preceding the application as verified by a local MN local continuing education/re-licensure committee.
- If not employed by a MN school district within the past year, submit official transcript(s) verifying completion of college credits related to the teaching field earned in the five-year period immediately preceding the application; one quarter credit equals 16 clock hours and one semester equals 24 clock hours.
- A joint (applicant and District) **once in a lifetime** extension for the balance of the school year may be issued by PELSB upon evidence that the applicant has been offered a position in MN contingent upon holding a valid license. At the end of the extended licensure period, the applicant must meet renewal requirements for the continuing license.

Final Steps upon CEU Committee Approval

Once you have been approved for your new license, the Re-licensure Committee uploads your clock hours into the state's system. Then you must login to the state's website, confirm your personal information and formally request and pay for your license renewal.

- Log into the Department of Education web page: <https://mn.gov/pelsb/> (after Jan 1 of your renewal year)
- Once you have applied for your new five-year license you may begin to record clock hours for your next licensing period.

Members of the Re-licensure Committee

Member Name	Building
Angie Lynch	ALC
Kristen Cade	Bridgewater Elementary
Sara Line	Early Childhood
Kathy Flicek Pamela Charlton Lydia Guthridge	Greenvale Park Elementary
Erica Trebelhorn	Spring Creek Elementary
Chris O'Neill Lisa Hovden	Middle School
Christine Peterson	High School

Administrator License Renewal:

How to Renew Your License:

If you have not already done so, set up your user profile required to access the online licensing system. Read the First-Time User Registration Guide on the Minnesota Department of Education website. Your file folder number and serial number from your most recently issued license will be needed to set up your account. Contact PELSB at pelsb@state.mn.us for assistance.

- If you are renewing only, please use the Online License Renewal System.

Administrators should submit their paperwork to Kelly Spillman-Kramer (kspillmankramer@northfieldschools.org)

Once you have accumulated 125 hours and have met the 8 renewal mandates listed above, submit all of your ORIGINAL certificates along with this completed form to Kelly Spillman-Kramer at the District Office. Submissions are accepted no earlier than October 15th and no later than December 15th.

Questions?

Contact Kelly Spillman-Kraemer @ 507-663-0629 or kspillmankramer@northfieldschools.org