

CONTINUING EDUCATION CLOCK HOUR APPROVAL APPLICATION updated November 2025

Once you have accumulated 125 hours and have met the 8 renewal mandates listed below, submit all of your ORIGINAL certificates along with this completed form to Brooke Bulfer at the District Office. Submissions should be made from October 15th-December 15th.

Questions? Contact Brooke Bulfer 507-645-3406 or brbulfer@northfieldschools.org

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 categories A-D

--You can only submit UP TO 30 hours in categories E-I total

--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 categories. Each category (1-6 and 8) requires a minimum of one hour training/staff development. Category 7 requires 6 hours. More information can be found on the 2025-26 Relicensure Notes document.

1. Positive Behavior Intervention
2. Reading Preparation
3. Accommodating, modifying and adapting curricula, materials and strategies to meet the needs of students.
4. Understanding the key warning signs of early-onset mental illness
5. Suicide Prevention Training
6. English Language Learners
8. American Indian History and Culture

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

RELEVANT COURSEWORK (1 quarter credit = 16 clock hours / semester credit = 32 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

[illegible]

[illegible]

DATE	ACTIVITY	HOURS	1	2	3	6
	TOTAL HOURS					

E. ENGAGEMENT IN FORMAL PEER COACHING OR MENTORSHIP RELATIONSHIPS WITH COLLEAGUES (PLC work)

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.)

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)

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)

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)

TOTAL CLOCK HOURS REQUESTED: