



Continuing Education Submission Process

Submissions should be mailed to Kyla Clauer at the District Office

Submission dates are October 15-December 15*

CEUs should be submitted during this window. Because all CEU files are held at the district office, the preferred process is to submit all CEUS you have accumulated the year prior to your renewal date. Applicants should fill out an application, attach original certificates and mail to Kyla at the District Office.

Applicants are responsible for housing copies of their application and certificates for reference. Original documents submitted are also housed at the District Office. Applicants should access the MN Clock Hours System to look up personal information and clock hour accrual.

*Yearly submissions are accepted during this window.

Submissions from December 16-June 29

Submissions are open during this window for applicants renewing that year. If you are not renewing that year, please submit during the window of October 15-December 15.

Applicants should refer all questions to their building representative(s). Kyla Clauer is the HR Generalist. Her responsibility is to enter hours into the MDE clock hour system.

Members of the Re-licensure Committee

Member Name	Building
Angie Lynch	ALC
Kristen Cade	Bridgewater Elementary
Sarah 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

CONTINUING EDUCATION CLOCK HOUR APPROVAL APPLICATION

Updated October 2026

Tier 4 teachers must complete 125 clock hours, while Tier 3 teachers must complete 75 clock hours during the renewal period. Once you have accumulated the required clock hours and have met the 8 renewal mandates and additional renewal requirement listed below, submit all of your ORIGINAL certificates along with this completed form to Kyla Clauer at the District Office. Submissions should be made from October 15th-December 15th. Questions? Contact Kyla Clauer 507-645-3406 or kclauer@northfieldschools.org

Full Name:	
Address:	
File Folder #:	
License Held:	
License	
Expiration Date:	
Applicant	
Signature:	
Date:	

Northfield Public Schools Relicensure Overview

*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 Tier 3 license renewals 57 hours or more must be in categories A-D and a no more than 18 hours in categories E-H total.**

***For Tier 4 license renewals 95 hours or more must be in categories A-D and a no more than 30 hours in categories E-H total.**

*State mandates require the following areas be addressed at least one time during your five year cycle. Each training/staff development you attend can only address one of the category areas listed below. 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 Relicensure Notes document.

Minnesota Professional Educators and Standards Board Trainings
for Licensure Renewal
 can be found here: <https://mn.gov/pelsb/current-educators/trainings/>

Minnesota Education Online Trainings
 (for dues paying union members only) can be found here:
[MEA Online - Education Minnesota](#)

Category Area	Min Hours Total Hours	
1. Positive Behavior Intervention	1 hour	
2. Reading Preparation	1 hour	
3. Accommodating, modifying and adapting curricula, materials and strategies to meet the needs of students.	1 hour	
4. Understanding the key warning signs of early-onset mental illness	1 hour	
5. Suicide Prevention Training	1 hour	
6. English Language Learners	1 hour	
7. a. Cultural Competency Part A	4 hours	
7. b. Cultural Competency Part B	4 hours	
8. American Indian History and Culture	1 hour	
Other Renewal Requirements		
9. CEUs in two or more clock hour areas		
10. 30 clock hours specifically to the licensed area you are working in		

CONTINUING EDUCATION CLOCK HOUR APPROVAL APPLICATION

Updated September 2026

Name:			
File Folder #:			
<i>Example:</i> 01/01/2026	Organize and elevate student thinking	Other	0

CATEGORY A: Relevant coursework completed at accredited college (1 quarter credit = 16 clock hours; 1 semester credit = 24 clock hours)

Activity Date	Title/ Description of Activity	Category Area	# of Hours

CATEGORY AA: Supervising Students in a Teacher Licensure Program

Effective November 2025 - MAXIMUM 30 HOURS

Supervision of clinical experiences - 1 quarter = 16 hours; 1 semester = 24 hours

Activity Date	Title/ Description of Activity	Category (Renewal Requirements)	# of Hours

CATEGORY B: Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licensure held.

Activity Date	Title/ Description of Activity	Category (Renewal Requirements)	# of Hours

CATEGORY C: Staff development activities, in-service meetings, and in-service courses

[illegible]

CATEGORY D: Site, district, regional, state, national or international curriculum development

(not regular lesson planning but does include work teams)

(not regular lesson planning but does include work teams)			
Activity Date	Title/ Description of Activity	Category (Renewal Requirements)	# of Hours

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

CATEGORY E: Engagement in formal peer coaching or mentorship relationships with colleagues (PLC work)

Activity Date	Title/ Description of Activity	Category (Renewal Requirements)	# of Hours

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

CATEGORY F: Professional experiences

(Supervision of clinical experience of persons enrolled in Teacher Preparation Programs, membership on national, state, and local committees involved with relicensure, teacher education, or professional standards (includes charter school board service), Participation in national regional or state accreditation

Activity Date	Title/ Description of Activity	Category (Renewal Requirements)	# of Hours

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

CATEGORY G: Leadership experiences

(Development of new or broader skills and sensitivities to the school community or profession, or publication of professional articles in a professional journal in an appropriate area, or volunteer work in an a professional organization related to the areas of licensure held.

Activity Date	Title/ Description of Activity	Category (Renewal Requirements)	# of Hours

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

CATEGORY 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).

Activity Date	Title/ Description of Activity	Category (Renewal Requirements)	# of Hours

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

CATEGORY I: Preapproved Travel or Work Experience

(1. One week of pre-approved travel = 10 clock hours; 2. Work experience in business or industry appropriate to licensure).

Activity Date	Title/ Description of Activity	Category (Renewal Requirements)	# of Hours

Total Clock Hours Requested: