



## District 659 Re-licensure Guidelines

**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 125 clock hours within the five year period before July 1 of the year their license is due for renewal. Clock hours are earned by completing activities from the categories listed. An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 hours to each of the licensure areas for a total of no fewer than 125 hours. Applicants must have hours in at least two categories (A-H). MN rule 8710.7200

<http://education.state.mn.us/MDE/index.html>

### Steps to Re-Licensure:

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

- Participate in professional development activities for a total of **125 clock hours/every 5 years.**
- Secure official verification document for those activities (both within and outside the district).
- Fill out the Continuing Education Clock Hour Approval Application form completely.
- Attach **official certificates** for all workshops attended. Applicants name **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 the representative of the school you primarily work at or substitute in. Community members may turn their forms into any committee member for approval. Continuing Education Clock Hour Forms are collected October 15-December 15 each year.
- Once you have been approved for your new license, the Re-licensure Committee notifies the state, and then you must renew your license online via the Department of Education web page:  
<http://education.state.mn.us/MDE/EdExc/Licen/Renew/index.htm>
- Log onto the MN Dept. of Ed. after January 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.



## **RENEWAL CATEGORIES AND VERIFICATION REQUIREMENTS**

Categories for which clock hours shall be granted by the local committee to applicants are listed below.

### **Categories A-D:**

#### **At least 95 hours must come from categories A-D**

A: Relevant course work completed at accredited colleges and universities. 16 clock hours per quarter credit 24 clock hours per semester credit. Verification: Grade slip or transcript

B: Educational workshops, conferences, institutes, seminars, community education classes or lectures in areas appropriate to license held. Verification: attendance certificate

C: Staff development activities, in-service meetings, and in-service courses. Verification: attendance certificate

D: Curriculum development: building, district, state, national, or international. Verification: attendance certificate.

### **Categories E-H:**

#### **A maximum of 30 hours may come from categories E-H**

E: Professional Service

1. Supervision of Clinical Experiences (i.e. student teaching)
2. Membership on licensure, teacher education, or professional standards committees.
3. Participation in National, Regional, or State Accreditation.
  - 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.

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F: Leadership experiences beyond normal membership

1. New or Broader Skills and Sensitivities to the school, community or Profession
2. Publication of Professional Articles in a Professional Journal in an Appropriate Field
3. Volunteer Work in Professional Organizations
4. Supervising Volunteers in your classroom
  - Verification of new/broader skills: Signed written statement with summary of your leadership role and listed hours (e.g. leadership in teacher organization, jury duty, scouting, textbook evaluations, site councils.)
  - Verification of publication: Submission of article published. List hours and type of research used. Related to the areas of licensure held.
  - Verification of volunteer work: Supervisor's signature, summary and specification of hours on official letterhead.
  - Supervising volunteers in the classroom (1 clock hour for every 6 hours of participation.)  
Verification: Supervising college certification of participation. All other volunteers: A list of hours with summary of work.

G: Understanding of diverse educational settings

1. Experience with Students of Another Age, Ability, Culture, or Socio-Economic Level
  - Verification: Supervisor's signature and summary of experience with hours listed on letterhead. There is a limit to 10 hours per semester and a maximum of 30 clock hours overall.
2. Systematic, Purposeful Observations during visits to schools and to related business and industry.
  - Verification: Forms signed by authorized personnel and summary of observations with hours involved in visit.
3. Work Experiences in Business or Industry. Must be related to professional growth area
  - Verification: Signature of employer, summary and specification of hours.
4. Travel for Purposes of Improving Instructional Capabilities Related to the Field of Licensure.
  - 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. One week of reapproved travel equals 10 clock hours.

H: Individual development/Experience

1. Workshop Presenter
  - Verification: Certificate from Director of Teaching and Learning with summary of hours listed (not including preparation time)
2. Committee Membership (building, district, state, or national)
  - Verification: Certificate from Director of Teaching and Learning with summary of hours listed (not including preparation time)
3. Personal Growth Experiences
  - Verification: Instructor's signature with hours of participation on letterhead (maximum of 10 hours per renewal period).



In addition to the 125 clock hour requirement, MN Legislature, by statute, requires ALL teachers to the following requirements to renew a license: A minimum of one clock hour is necessary to complete each requirement. These clock hours are part of the 125 clock hours.

Requirement	Those Exempt:
<p><b>Positive Behavioral Intervention Strategies</b>  <small>view Minnesota Statutes Section 122A.09</small></p> <p>Professional development activities which address positive behavioral intervention strategies.</p> <p><b>Classes/Staff Development may include:</b></p> <ul style="list-style-type: none"> <li>o Effective classroom management</li> <li>o Behavior management</li> <li>o Responsive Classroom/Developmental Designs</li> <li>o School climate and culture related to student behavior (not related to cultural competency)</li> <li>o Positive School or Classroom Engagement</li> </ul>	
<p><b>Accommodation, Modification, and Adaptation of Curriculum, Materials and Instruction</b>  <small>view Minnesota Statutes Section 122A.09</small></p> <p>Professional development that addresses accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.</p> <p><b>Classes/Staff Development may include:</b></p> <ul style="list-style-type: none"> <li>o Differentiated instruction</li> <li>o Interventions</li> <li>o Technology-based courses where technologies are used to modify or adapt curriculum or curriculum delivery</li> <li>o Culturally relevant teaching</li> <li>o Cultural competency related to curriculum and instruction</li> </ul>	

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## Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents

view Minnesota Statutes Section 122A.09, 122A.18 amended by Special Session, Chapter 9, Article 2, Section 7

Professional development activities which provide an understanding of key warning signs for early-onset of mental illness in children and adolescents.

\*\*Beginning August 2017, candidates must have at least one hour of suicide prevention IN ADDITION TO at least one hour of key warning signs for early-onset mental illness in children and adolescents.

### Classes/Staff Development may include:

- o Defining of concepts of mental health and mental illness
- o Identifying of key warning signs of early-onset mental illness
- o Defining contemporary mental health issues prevalent in schools
- o Providing an understanding of the impact that mental illness can have on student learning and achievement
- o Providing an understanding of process/procedure for addressing warning signs of early-onset mental illness
- o Providing strategies for meeting the needs of learners with mental illness.

## Reading Preparation

view Minnesota Statutes Section 122A.06, Subdivision 4

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:

- o Instruction and practice in phonemic awareness
- o Phonics and other word-recognition skills
- o Guided oral reading for beginning readers
- o Vocabulary instruction
- o Instruction in fostering understanding and higher-order thinking for readers of all ages
- o Proficiency levels
- o Reading in the content areas
- o Specific reading strategies to impact comprehension
- o Current research and best practices in reading research and instruction

school counselors  
school psychologists  
school nurses  
school social workers  
audiovisual directors and coordinators  
recreation personnel

<p><b>Technology Integration</b> Professional Development activities that integrate technology effectively with student learning to increase engagement and student achievement.</p> <p><b>Classes/Staff Development may include:</b></p> <ul style="list-style-type: none"> <li>o Technology-based courses where technologies are used to modify or adapt curriculum or curriculum delivery</li> <li>o Online or blended learning</li> <li>o Using technologies to promote student engagement and achievement (ex: Google Apps)</li> <li>o Using computer applications (ex: multimedia, PowerPoint) to engage students and/or for students to document their learning.</li> <li>o Using Excel to examine and/or disaggregate data for assessing and monitoring student learning and/or instructional practices</li> </ul>	<p>licensed school personnel who do not provide direct instruction to students, including, at least:</p> <ul style="list-style-type: none"> <li>counselors</li> <li>school psychologists</li> <li>school nurses</li> <li>school social workers</li> </ul>
<p><b>Reflective Statement of Professional Accomplishment and Assessment of Professional Growth</b></p> <p style="text-align: center;"><small>view Minnesota Statutes Section 122A.18, Subdivision 4b</small></p> <p><b>**<u>Long-Term Substitute Teachers, who have taught more than 15 consecutive days in a teaching assignment during any part of the five year period must complete this</u></b></p> <p>A written statement prepared by the teacher that demonstrates reflection on his or her professional accomplishment and includes a self-assessment of his or her professional growth using one of the following types of evidence: support for student learning; use of best practices, techniques and their applications to student learning; collaborative work with colleagues that includes examples of collegiality (PLC work, collaborative staff development programs, attested-to committee work); continual professional development</p>	<p>classroom teachers who have not taught for any portion of the five year renewal period immediately preceding license renewal</p> <p>licensed school administrators including principals, who have not taught for any portion of the five year renewal period immediately preceding license renewal</p> <p>Licensed related services personnel (school social workers, school psychologists, counselors, speech-language pathologists, school nurses).</p>
<p><b>Meeting the Needs of English Language Learners</b> Professional Development activities that include evidence of growth in best practices for meeting the needs of English learners.</p> <p><b>Classes/Staff Development may include:</b></p> <ul style="list-style-type: none"> <li>o Use of best practices and techniques and their applications to student learning</li> <li>o Culturally relevant teaching</li> <li>o Effective vocabulary strategies for EL Learners</li> <li>o Inclusive practices of EL Learners</li> </ul>	<p>licensed school personnel who do not provide direct instruction to students, including, at least:</p> <ul style="list-style-type: none"> <li>counselors</li> <li>school psychologists</li> <li>school nurses</li> <li>school social workers</li> </ul>



**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 is issued. 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. Persons licensed in two or more areas should earn at least 30 clock hours in each area.
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**

The National Board of Professional Standards Certification (NBPS) has been approved by the MN Board of Teaching as a substitute for the 125 clock hours required for the license renewal. If the NBPS certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect.

Applications with NBPS Certification must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements.

### **Clock Hour Exemption for School Psychologists**

The National Certification of School Psychologists (NCPS) has been approved by the MN Board of Teaching as a substitute for the 125 clock hours required for the license renewal. If the NCSP certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate 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.

### **Clock Hour Exemption for Speech-Language Pathologists**

The American Speech and Hearing Association (ASHA) Certification has been approved by the MN Board of Teaching as a substitute for the 125 clock hours required for the license renewal. If the ASHA certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate 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.





**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.
- An extension for the balance of the school year may be issued 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.



## How to Create a New MDE Account

Go to the Minnesota Department of Education (MDE) home page:

<http://education.state.mn.us>

From the **School Support menu**, select **Data Submissions**

On the **Data Submissions** page, select **create account**

## 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 Educator Licensing at [mde.educator-licensing@state.mn.us](mailto:mde.educator-licensing@state.mn.us) for assistance.

Follow the screen prompts to complete online application.

Administrators should submit their paperwork to Matt Hillmann ([mhillmann@northfieldschools.org](mailto:mhillmann@northfieldschools.org))

Building representatives can be contacted during the school year at the addresses below. **Hours are collected from October 15-December 15 every year,**

## Members of the Re-licensure Committee

		<b>Building</b>
Pamela Charlton	<a href="mailto:pcharlton@northfieldschools.org">pcharlton@northfieldschools.org</a>	Bridgewater Elementary
Kathy Flicek	<a href="mailto:kflicek@northfieldschools.org">kflicek@northfieldschools.org</a>	Greenvale Park Elementary
John Schnorr	<a href="mailto:jschnorr@northfieldschools.org">jschnorr@northfieldschools.org</a>	Longfellow Elementary
Becki Harr	<a href="mailto:bhaar@northfieldschools.org">bhaar@northfieldschools.org</a>	Sibley Elementary
Chris O'Neill Lisa Hovden	<a href="mailto:coneill@northfieldschools.org">coneill@northfieldschools.org</a> <a href="mailto:lhovden@northfieldschools.org">lhovden@northfieldschools.org</a>	Middle School
Lisa Lagergren Vicky Chlan	<a href="mailto:llagergren@northfieldschools.org">llagergren@northfieldschools.org</a> <a href="mailto:vchlan@northfieldschools.org">vchlan@northfieldschools.org</a>	High School