Continuing Education Submission Process

Submissions should be mailed to Brooke Bulfer 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 Brooke at the District Office.

*Yearly submissions are accepted during this window.

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.

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). Brooke Bulfer is the HR Generalist. Her responsibility is to enter hours.

Continuing Education Representatives

High School	ALC/NCEC	Middle School	Bridgewater	Greenvale Park	Spring Creek
Christine Peterson Vicky Chlan	Angie Lynch Sara Line	Lisa Hovden Chris O'Neill	Kristen Cade	Pam Charlton (chair)	Lindsey Downs

Refer to the District Relicensure Notes found on the District Website for further details.