

COMPILED

For

SPECIAL SCHOOL DISTRICT NO. 1

BY

**THE CONTINUING EDUCATION
COMMITTEE FOR RELICENSURE
2024-2025**

Jon Westby, Chair

Sharon DeLisle, Secretary

Mario Galindo, Teacher Representative

Ryan Galindo, Teacher Representative

Sarah Noma, Teacher Representative

Elizabeth Murray, Community Representative

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SUBMIT ALL RELICENSURE APPLICATION

FORMS TO

**Relicensure@mpls.k12.mn.us (licensed staff)
shannon.tenner@mpls.k12.mn.us (administrative license)**

**MINNEAPOLIS PUBLIC SCHOOLS
CONTINUING EDUCATION COMMITTEE FOR RELICENSURE
HUMAN RESOURCES DEPARTMENT
1250 N BROADWAY
MINNEAPOLIS, MN 55413**

PREFACE

The contents and regulations listed in this handbook have been adapted from guidelines by the Minnesota State Department of Education to meet the needs of the Minneapolis Public Schools. The local Minneapolis Relicensure Committee has chosen, in some instances, to modify these requirements. It should be noted that the various local committees interpret these regulations differently.

IT IS THE APPLICANT'S RESPONSIBILITY TO BECOME INFORMED OF THESE PUBLISHED REQUIREMENTS, ANY NEW REQUIREMENTS FROM MDE, TO COMPLY WITH THESE REQUIREMENTS, AND TO RENEW BEFORE THE LICENSE EXPIRES.

Add Headings (Format > Paragraph styles) and they will appear in your table of contents.

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PURPOSE AND PHILOSOPHY

The local continuing education committee in Minneapolis, Special School District No. 1, is established according to the Board of Teaching rules for the purpose of evaluating continuing education activities and recommending renewal of five-year and three-year continuing teaching and support service licenses. Each Minnesota public school district is required to establish a local continuing education committee.

It is understood that the purpose of continuing education is to increase or enhance the capabilities of the professional educator in performing assigned professional responsibilities.

Since mandated continuing education cannot provide absolute assurance of maturing professionalism, the major responsibility for professional growth lies with the individual. Each staff member must demonstrate professional commitment by being a discriminating appraiser of his/her own growth needs and possible growth alternatives and by actively pursuing opportunities to upgrade and improve educational capabilities. The local committee provides assistance through interpretation of state rules and guidelines in order to provide equitable implementation and to encourage a variety of growth possibilities.

WHO IS SUBJECT TO COMMITTEE ACTION

All licensed staff are subject to the Board of Teaching continuing education rules with the exception of individuals holding life licenses.

COMMITTEE MEMBERSHIP

The local committee consists of the following members:

- A. Five licensed professionals who are subject to the teacher contract; who hold at least a bachelor's degree; and who are elected by the licensed teaching faculty in District No. 1. In order to ensure that all eligible persons have a fair and equitable chance for selection, and in order to encourage proportionate representation on the committee, the committee will consist of 2 elementary licensed teachers, 2 secondary licensed teachers and one elementary or secondary teacher at large,
- B. One licensed person who holds an administrative license, elected by the Minneapolis Principal's Forum,
- C. One resident of the district who is not an employee of the district, designated by the local committee

ELECTION PROCEDURES

The Relicensure Committee will conduct yearly elections.

Members of the local committee will be elected in May of each year for terms to begin no later than the following September. The term of office is two years. Names of committee members will be made known to all staff by email before the last day of school.

Notice of open positions and solicitations of nominations will be announced through district email by the end of January. Nominations for committee membership must be received by the committee by March 21st of each year.

Eligible voters are the licensed staff of MPS who work under the Teacher Contract.

Ballots will be distributed no later than April 21st of each year. The ballot must be downloaded by the eligible voter, marked, and sent to the Relicensure Committee C/O Human Resources. This envelope may be placed and sealed into a second envelope labeled with name, site and employee number. The outside envelope will be logged in and separated, to ensure the privacy of your vote. You may use one envelope as long as it lists the previous required information. Use of one envelope, however, does not ensure privacy of your ballot. Failure to list site name and employee number may result in a spoiled ballot. Ballots are to be sent via school mail to the Relicensure Committee C/O Human Resources. **Ballots must be received no later than 3:00 p.m. on the Thursday before the first Relicensure Committee meeting in May.**

Beginning in 2011, and all subsequent odd numbered years, the Administrative Representative will be elected by all employees under the administrative contract. Procedures for the Administrative Representative will be the same as for the Teacher Representative. Ballots will be counted by those not running for election and monitored by the administrative representative or person serving as a proxy for the administrative representative.

COMMITTEE MEETINGS

No later than the last day of September of each year the committee will hold an organizational meeting, at which time a chairperson and secretary will be elected from the Teacher Representatives on the committee, and an orientation will be provided for new members.

Unless otherwise announced and posted at least one month in advance, regular meetings will be held 10 times per year on Friday at the Davis Center at 9:00 a.m. Additional meetings may be called by the chairperson of the committee or by written request of three or more of the members. Notice of meetings will be provided to each member of the committee by the Human Resources secretary at least five days prior to the date of the meeting and will be announced by the Human Resources secretary via staff email. A quorum is more than 50 percent of the total voting membership of the committee. A majority vote of those voting members present is sufficient to take action.

The continuing education rule states that up to three days per month may be provided by the local district to each local committee member to attend local committee meetings. Clerical assistance and supplies as requested by the committee are provided by the local district in sufficient amounts to enable the committee to comply with record keeping and reporting required by the rules. **Committee members are not paid for their positions;** work on this committee is strictly voluntary.

In order to facilitate planning of the meeting agenda, licensed staff need to submit their applications for clock hours to the committee at least 5 days before a regularly scheduled meeting.

Approval for emergency requests during periods when the committee does not meet may be obtained by contacting the chairperson or secretary who are authorized to consult with one or two other committee members and take action on the emergency request.

Applications must be submitted by April 30th of each year to guarantee review at the last meeting in May. **The committee does not meet over the summer.** Applications submitted after the last regularly scheduled meeting **might** not be processed until the first meeting of the next school year.

At regular meetings of the Relicensure Committee, the chairperson apprises the members of any correspondence. The committee receives clock hour applications and assigns the number earned on the PELSB website for each licensed staff person. In order to ensure consistent and equitable interpretation, any applications that do not conform to established guidelines are discussed by the committee and clock hours assigned based upon a file of past decisions and practices that is maintained for each category in the committee minutes kept by the committee.

COMMITTEE DUTIES

- A. Establish Written Operational Guidelines
 - (1) Establish meeting schedule and procedures, and assign clock hour allocations for each activity category in accordance with the relicensure rule. The meeting schedule and procedures are as stated in the Committee Meeting section of this schedule and procedures are as stated in the Clock Hour Categories section.
 - (2) Make membership list and guidelines available to each staff member on the district web page through Human Resources.
- B. Provide recommendations to the Board of Teaching for the renewal of teaching licenses.
 - (1) Review requests for renewal of the continuing license by determining whether the applicant has met the requirements.
 - (2) Endorse the application for renewal of the continuing license of each qualified applicant, as evidenced by the chairperson's electronic signature.
- C. Forward to the Board of Teaching prior to November 1 of each year, verification of current membership of the local committee.

RESPONSIBILITIES OF LICENSEE

It shall be the responsibility of the person seeking the renewal of a continuing or professional teaching license to comply with licensure renewal requirements in part 8710.7100 and to submit the application, appropriate verification, and other supporting materials to the local continuing education/relicensure committee, in accordance with procedures and due dates established by that committee under part 8710.7200. Required information includes file folder number and serial number found on current license. Payment for license must be made by credit card online or in person at the Minnesota Department of Education.

TRANSFER OF CLOCK HOURS 8710.7300

If a licensed person under the jurisdiction of one local committee moves to the jurisdiction of a different local committee during a renewal period, clock hours already earned and granted during that renewal period are transferred to the new local committee. Clock hours shall be accepted by that committee. It is the responsibility of the applicant to provide a transfer summary from a former committee, or inform the new committee of hours logged on the Minnesota Department of Education website.

GRANTOR OF CLOCK HOURS 8710.7300

Clock hours shall be granted by the committee of the district where the applicant was employed at the time that the experience was completed.

Persons who have not been or are not currently employed by a school will be granted clock hours in either of the following ways:

- a. by the local committee of the district where the applicant was last employed; or
- b. by the local committee of the district where the applicant currently resides.

RENEWAL FOR OUT-OF-STATE RESIDENTS 8710.7300

A person residing out of Minnesota who wishes to maintain continuing Minnesota licensure may make application for renewal to the Professional Educator Licensing and Standards Board according to parts [8710.7100](#) and [8710.7300](#).

RIGHT OF APPEAL 8710.7600

Subpart 1. **Appeal to local committee.** When an applicant has not been granted the requested number of clock hours by a local continuing education/relicensure committee, an appeal may be made to the local committee. An applicant must appeal to the local committee within 20 working days after notification of the decision of the local committee. Failure to file a written request with the local committee for an appeal within 20 working days constitutes a waiver of the individual's right to appeal.

Subp. 2. **Appeal to board.** Decisions by a local committee for continuing education/relicensure denying the appeal may be appealed to the Professional Educator Licensing and Standards Board by the applicant according to part [8710.0900](#).

Subp. 3. **Nonendorsement of application by local committee.** In cases where the applicant has not been granted the required number of clock hours for relicensure, local committees shall not endorse the application for renewal of the continuing license.

Subp. 4. **Licensure extension during appeal.** The Professional Educator Licensing and Standards Board shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

REVIEW OF LOCAL COMMITTEE FUNCTIONS 8700.2300

The Board of Teaching shall review the compliance of the local committees with parts 8710.7300, 8710.7400, and 8710.7500, as applicable, at least once in each five-year period beginning in the 2000 calendar year.

ISSUANCE AND RENEWAL OF PROFESSIONAL TEACHING LICENSES

8710.7100

Subpart 1. Scope. This part applies to persons who have held Tier 3 or 4 licenses, or their previous equivalencies, and are seeking to renew Tier 3 or 4 licenses issued by the Professional Educator Licensing and Standards Board under parts [8710.0313](#) and [8710.0314](#).

Subp. 1a. Renewal.

A. The board must renew the Tier 3 or 4 license of an applicant who is not employed in a Minnesota public school, who does not reside in Minnesota, and who has not been employed in a position requiring Minnesota licensure at any time during the school year immediately preceding the date of expiration, if one of the following is submitted:

(1) verification by a local continuing education/relicensure committee that the applicant has met renewal requirements for the Tier 3 license during the three-year period immediately preceding the application or for the Tier 4 license during the five-year period immediately preceding the application; or

(2) evidence of meeting the requirements under part [8710.7200](#), subpart 2a, and an official college transcript verifying that the applicant earned at least 12 quarter or eight semester hours of credit, applicable to the licensure field or fields, during the three-year period immediately preceding the application for Tier 3 licenses, or the five-year period immediately preceding the application for Tier 4 licenses.

B. If a requirement under item A is not met, a one-year extension of the expired Tier 3 or 4 license must be granted based on written documentation that the applicant has been offered a position contingent upon holding a valid license. An extension under this item expires on June 30 of the school year for which the license is issued and must not be renewed. In order to qualify for a Tier 3 or 4 license after a one-year extension, the applicant must provide written documentation that the renewal requirements for the Tier 3 or 4 license under item A, subitem (1), have been met.

Subp. 2. [Repealed, 43 SR 463]

Subp. 3. Application and validity period.

A. A license renewal period begins on July 1 of the year of expiration. An application for renewal is accepted for processing by the board after January 1 of the year of expiration.

B. A valid Tier 3 license must be renewed for a subsequent period of three years when an applicant presents verification by the local continuing education/relicensure committee that the applicant has, within the past three years, successfully completed at least 75 clock hours of professional development as specified in part [8710.7200](#).

C. A valid Tier 4 license must be renewed for a subsequent period of five years when an applicant presents verification by the local continuing education/relicensure committee that the applicant has, within the past five years, successfully completed at least 125 clock hours of professional development as specified in part [8710.7200](#).

Subp. 4. Clock hour alternative pilot program. In consultation with local education/relicensure committees, the board must develop an alternative to clock hours for meeting professional development requirements under part [8710.7200](#), subparts 2 and 2a. Once the pilot program has been established, local education/relicensure committees may pilot alternative professional development plans and determine on an individual basis whether to accept a professional development plan as an alternative to clock hours required under part [8710.7200](#), subpart 2.

CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES 8710.7200

Subpart 1. Definition. "Clock hour" means an hour of actual instruction, or planned group or individual professional development activity as approved by the local continuing education/relicensure committee.

Subp. 2. Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 75 approved clock hours for a Tier 3 license and 125 approved clock hours for a Tier 4 license is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part [8710.2000](#).

Subp. 2a. Professional development requirements. To renew a Tier 3 or 4 license, an applicant who has been employed as a teacher during the renewal period of the expiring license must demonstrate the completion of requirements of this subpart to a local continuing education/relicensure committee for verification by the Professional Educator Licensing and Standards Board.

A. The applicant must show evidence of professional reflection and growth in best practices, including but not limited to the following areas:

(1) cultural competency training; and

(2) district-approved training in meeting the needs of English learners that has job-embedded opportunities for learning and practice and aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.

An applicant may satisfy the requirements of this subpart by submitting the teacher's most recent summative evaluation or improvement plan aligned to the district's teacher development and evaluation process. An applicant not teaching in a Minnesota district may work with the applicant's local continuing education/relicensure committee for the purposes of providing evidence of renewal requirements.

B. The applicant must show evidence of professional development in the following areas:

(1) positive behavior interventions under Minnesota Statutes, section [122A.187, subdivision 4](#), for Tier 3 or 4 licenses issued under parts [8710.0313](#) and [8710.0314](#), or their previous equivalencies, which expire on June 30, 2001, and thereafter;

(2) reading preparation under Minnesota Statutes, section [122A.187](#), subdivision 5, for Tier 3 or 4 licenses issued under parts [8710.0313](#) and [8710.0314](#), or their previous equivalencies, which expire on June 30, 2004, and thereafter;

(3) mental illness training under Minnesota Statutes, section [122A.187](#), subdivision 6, for Tier 3 or 4 licenses issued under parts [8710.0313](#) and [8710.0314](#), or their previous equivalencies, which expire on June 30, 2005, and thereafter; and

(4) at least one hour of suicide prevention training under Minnesota Statutes, section [122A.187](#), [subdivision 6](#), for Tier 3 or 4 licenses issued under parts [8710.0313](#) and [8710.0314](#), or their previous equivalencies, which expire on June 30, 2016, and thereafter.

Subp. 2b. Renewal emergency extension. If an emergency prevents an applicant from completing rule requirements to renew a license, the applicant may submit an application to the Professional Educator Licensing and Standards Board for an emergency extension of time to renew the license. Within 30 days of receiving the application, the board must determine whether an extension of time should be granted based on documentation of the emergency.

Subp. 3. Categories for clock hour allocation. Verification of completion of experiences must be submitted by the applicant to the local committee. Clock hours must be earned in two or more of the categories in items A to I:

A. relevant coursework completed at accredited colleges and universities;

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

C. staff development activities, inservice meetings, and courses;

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

E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part [8710.2000](#);

F. professional service in the following areas:

(1) supervision of clinical experiences of persons enrolled in teacher preparation programs;

(2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or

(3) participation in national, regional, or state accreditation;

G. leadership experiences in the following areas:

- (1) development of 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; or
- (3) volunteer work in professional organizations related to the areas of licensure held;

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
- (2) systematic, purposeful observation during visits to schools and to related business and industry; and

I. preapproved travel or work experience:

- (1) travel for purposes of improving instructional capabilities related to the field of licensure; or
- (2) work experience in business or industry appropriate to the field of licensure.

Subp. 4. Maximum allocation. Effective for all experiences completed after June 30, 2000, the local continuing education/relicensure committee shall grant clock hours on the following basis:

A. Relevant coursework under subpart 3, item A, must be granted 16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned.

B. Successful completion of activities under subpart 3, items B to I, must be granted one clock hour for each hour of participation with the following exceptions:

(1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. Supervision of classroom volunteers are granted in blocks of 5 or 10 clock hours ONLY and must be verified by your school's Volunteer Liaison each school year. No more than 30 clock hours may be granted in a five-year relicensure period.

(2) One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for travel or work experience. The limit of 30 clock hours 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. There will be **no post-approved** travel or work experience.

Subp. 5. 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 applicable renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

Subp. 6. Exception for local option. The Professional Educator Licensing and Standards Board shall approve requests submitted by local committees that, through their school district master contracts or other official agreements between the local school board and its teachers, wish to substitute development and implementation of individualized professional development plans for some or all of the clock hour requirements for renewal of Tier 3 or 4 teaching licenses, provided that each individualized professional development plan:

- A. is designed primarily to enhance the teacher's ability to effect increased student learning;
- B. focuses on standards in part [8710.2000](#) and specific content knowledge required for the teacher's assignment;
- C. includes management and monitoring of student learning, including positive behavioral interventions and adaptation and modification of curriculum, instruction, and assessment to assist varied student learners in achieving graduation standards;
- D. includes a focus on research-based best practice;
- E. identifies the procedures and criteria by which successful development and implementation of the individualized professional development plan will be validated and communicated with the local continuing education committee; and
- F. requires that each teacher's individualized professional development plan equal or exceed 75 hours of professional development activities during the three-year period for a Tier 3 license and 125 hours of professional development activities during the five-year period for a Tier 4 license.
- G. **PDP Credit:** For a teacher to use PDP work for relicensure credit, PDPs must be recorded on Success Factors. Teachers can receive up to six hours per year for the PDP writing process. Additional PDP related work (workshops, training, research) should be verified per general Relicensure requirements outlined in this booklet. PDP writing process will be credited in category E.

Subp. 7. Experience for clock hour credit. Except for subpart 3, item H, subitem (1), teaching experiences for which licensure is required shall not qualify for clock hour credit.

Subp. 8. Period for earning clock hours. An applicant requesting renewal of a license to teach must earn a minimum of 75 clock hours during each three-year period preceding application for a Tier 3 licensure renewal and 125 clock hours during each five-year period preceding application for a Tier 4 licensure renewal. An applicant may not bank clock hours for purposes of relicensure, but clock hours earned after an application for renewal has been submitted may be applied to the next renewal period.

Subp. 9. School staff development. Instruction and professional development activities provided by a school may be included among the clock hours in this part.

Subp. 10. Renewal of license for two or more areas. An applicant who seeks renewal of a Tier 3 or 4 teaching license for two or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of no fewer than 75 clock hours for a Tier 3 license and 125 clock hours for a Tier 4 license, with priority given to work in areas where the candidate is employed during the licensure period. An applicant who holds an administrative license or licenses may allocate clock hours for the renewal of teaching licensure under this subpart.

Subp. 11. Denial of clock hours. A local committee shall not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value.

STEPS TO RELICENSURE

During the 5-year period (Tier 4)/3 year (Tier 3) prior to expiration of license:

- ◆ Participate in relicensure experiences for a total of 125 (Tier 4)/75 (Tier 3) clock hours.
- ◆ Secure official verification document for each experience such as: CEU form, college transcript (must be generated by the college), letter or other forms. Success Factors transcript is considered official verification for all MPS generated clock hours.
- ◆ Follow the guidelines outlined in the Relicensure Book from the district website at: <https://www.mpschools.org/departments/human-resources/teacher-relicensure>
- ◆ Submit your application and materials to the Relicensure Committee at relicensure@mpls.k12.mn.us or paper copies to c/o Human Resources, Organizational & Professional Development (1250 W Broadway, Minneapolis, MN 55411).
- ◆ If your license expires at the end of the school year, you can submit it anytime during the school year. Applications should be submitted by April 30th to guarantee processing before summer break. If you wish to be eligible for Interview and Select it is recommended you submit your application prior to March 1st. Licenses must be approved prior to participating in Interview and Select.
- ◆ The Relicensure Committee will process your application materials but hard copies will not be returned to you. The committee does not meet over the summer and cannot guarantee renewal if submitted after April 30th.
- ◆ Once your materials are approved, HR will send an email with your next steps, to renew your license online at the Minnesota Department of Education website.
- ◆ The applicant shall assume the responsibility for accessing the State Board of Education website and entering the required information and payment using a credit card. Your license will not be approved until payment has been made to the State Board of Education.
- ◆ You will no longer receive copies of your license from the Department of Education, but may print one for your records.
- ◆ If you have any questions regarding your Minnesota teaching license you may contact the Department of Education at 651-582-8691. Or you may visit their web-site at the following address: <http://education.state.mn.us>

Relicensure materials to be reviewed by the committee must be received in Human Resources by noon the day prior to the committee meeting. Please be advised that materials are processed on a first-come, first-served basis. During high volume times, materials may be held over to the next meeting date.

Relicensure Committee
1250 West Broadway
Minneapolis, MN 55411
(612) 668-0500

Application for Relicensure



Name: _____ Email: _____ File Folder Number: _____

WHAT TYPE OF LICENSE DO YOU HAVE? (click here to select)

WHAT ARE YOU RENEWING? (click here to select)

WHAT IS YOUR STATUS? (click here to select)

Qualifications:

- You must have at least 125 total clock hours (75 total clock hours for Tier 3)
- You must have clock hours in at least TWO of the Relicensure Categories (A-I) listed below.
- You must have at least 1 clock hour in each of the State Requirements listed below.

NOTE: ELL can have a short reflective essay or a 1 hr session of PD. Please record what applies to you in the area below.

Clock Hours (please record the total hours you are submitting below):

Relicensure Categories	# of Hours	State Requirements
A. Relevant Coursework (1 sem cr. = 24 hours)	<input type="text"/>	<input type="checkbox"/> Accommodation, Modification, & Applications
B. Workshops, Conferences, Institutes, Seminars, Lectures	<input type="text"/>	<input type="checkbox"/> American Indian Culture and History
C. Staff development activities, In-Services and Courses	<input type="text"/>	<input type="checkbox"/> Cultural Competency
D. Curriculum development	<input type="text"/>	<input type="checkbox"/> ELL (short essay OR 1 hour of PD)
E. Peer Coaching or Mentorship	<input type="text"/>	<input type="checkbox"/> Mental Health
F. Professional service	<input type="text"/>	<input type="checkbox"/> Positive Behavior
G. Leadership experience	<input type="text"/>	<input type="checkbox"/> Reading
H. Understanding of diverse educational settings	<input type="text"/>	<input type="checkbox"/> Suicide Awareness
Total Hours for Relicensure Categories:	<input type="text"/>	* As of 1/1/2021

National Board or Local Exception** Yes N/A

Recommendations:

Please submit more than 125 hours so if any are not approved, you have back up. You do not have to submit every CEU attained over 5 years, but submit more than 125 hours. Submit official verification (SuccessFactors transcripts or Certificates earned outside MPS) for hours recorded. Clearly mark the corresponding forms for each State Requirement.

Note: School counselors, psychologists, nurses and social workers, do not need the reading. Speech Pathologists and teachers who have not taught 15 consecutive days in the last five years do not need the ELL.

Submission

To ensure we receive items in a timely manner, convert your materials to a .pdf and email them to relicensure@mpls.k12.mn.us

Note: Due to the volume of applicant, MPS will not be able to return re-licensure materials. If you need to retain any materials, please make copies before submitting them to the re-licensure committee.

** = Depending on your situation, check "Yes" or "N/A" for Nat'l Board or Local Exception. It is not a State Requirement. | Nov 2023