

Continuing Education Handbook

Information About Teacher License Renewal



DISTRICT196
One District. Infinite Possibilities.

**Rosemount-Apple Valley-Eagan
Rosemount, MN**

September 2024

Continuing Education Handbook

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Continuing Education Clock Hour Guidelines

ISD 196 Rosemount-Apple Valley-Eagan

Preface

The contents and regulations listed in this document have been adapted from rules of the Minnesota Department of Education's Professional Educator Licensing and Standards Board. Current versions of the applicable parts and subparts compiled in this document are to be used as a guide for license renewal.

Introduction

The State of Minnesota requires all teachers to document completed hours of continuing education work in order to maintain an active teaching license. The following information will help you get through the process of continuing education. *The guidelines are the same for all Minnesota school districts, except where local districts have followed State guidelines to modify them.* Personnel holding Lifetime Licenses are exempt from this process, and holders of National Board Certification receive automatic units for each year they hold such certification.

It is each licensed teacher's responsibility to be knowledgeable about the requirements and to meet them.

All licenses expire on June 30 of the year of expiration. You must provide verification of having met the renewal requirements stated on the expiring license.

Purpose

The ISD 196 continuing education relicensure committee is established for the purpose of evaluating continuing education activities, granting appropriate clock hours for these activities, and recommending renewal of Tier 3 and Tier 4 licenses, including service licenses and is governed by the rules set forth in Minnesota Rules, chapter 8710.

The committee's goal is to encourage educators to improve professional practice through meaningful and purposeful continuing education activities in a variety of professional growth categories. The committee will not grant clock hours for experiences that are primarily for personal rather than professional improvement, or for experiences that duplicate experiences without new or enhanced professional development value (Minnesota rule 8710.7200).

Section One - General Information Regarding Clock Hours and License Renewal

It is each licensed teacher's responsibility to be knowledgeable about the requirements and to meet them.

The rules adopted by the Professional Educator Licensing and Standards Board for renewing a Tier3 or Tier 4 license under sections 122A.183 and 122A.184, respectfully, must include showing satisfactory evidence of successful teaching or administrative experience for at least one school year during the period covered by the license in grades or subjects for which the license is valid or completing such additional preparations as required under this section, or as the Professional Educator Licensing and Standards Board prescribes. The Board of School Administrators shall establish requirements for renewing the licenses of supervisory personnel.

All licenses expire on June 30 of the year of expiration. You must provide verification of having met the renewal requirements stated on the expiring license.

Mandatory Renewal Requirements for Tiered Licenses

The renewal of Tiered teaching licenses requires the completion of professional development clock hours that have been approved through the local school district's continuing education committee. As part of the professional development hours, the Minnesota Legislature, by statute, currently requires teachers to show evidence that certain required areas (such as positive behavior, mental health, reading, reflective statement, English Learners, suicide prevention, and cultural competency) are also met. The requirements vary for each of the Tiered License levels. The Tiered License renewal requirements are listed below:

Tier 1

- 1 year license – can be renewed an additional 3 times – 4 years max
- Renewal requirements: no clock hours needed, but will need to meet cultural competence and the American Indian History and Culture required areas.

Tier 2

- 2 year license – can be renewed three additional times – 8 years max
- Renewal requirements: no clock hours needed, but will need to meet cultural competence and the American Indian History and Culture required areas.

Tier 3

- 3 year license – can be renewed indefinitely
- Renewal requirements: 75 clock hours in the 3 years and must meet all required areas

Tier 4

- 5 year license – can be renewed indefinitely
- Renewal requirements: 125 clock hours and must meet all required areas.

Professional Growth Expectations

All instruction and professional development activities must address one or more of the standards in part 8710.2000 of Minnesota Rule <http://www.revisor.leg.state.mn.us/arule/8710/2000.html>

Each school district, through its continuing education committee, is charged with determining the requirements to meet license renewal. The legislation intentionally provides latitude so that districts

can determine the requirement based on local goals and needs. Online professional development opportunities may be used to meet the requirements, as long as they meet the rule requirements. Teachers should work with the ISD 196 continuing education committee for guidance about what is expected and the types of professional development activities that will be accepted.

The Minnesota Professional Educator Licensing and Standards Board has mandated that the local committee 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.

Definition of Clock Hours

“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. One clock hour will be granted for each hour of participation for most activities. *Participation time does not include meals or breaks.* Minnesota Professional Educator Licensing and Standards Board guidelines, as well as local committee interpretations, may impose maximum allocation of clock hours in an effort to give equitable and consistent consideration of all clock hour requests. The ISD 196 Continuing Education Committee has set a maximum of 7 clock hours per day that can be earned by a person at any given continuing education activity.

Experience for Clock Hour Credit

For most categories prescribed by the Minnesota Professional Educator Licensing and Standards Board, teaching experiences for which licensure is required do not qualify for clock hour credit.

Period for Earning Clock Hours

A Tier 4 applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours during each five-year period preceding application for licensure renewal. A Tier 3 applicant requesting renewal of a license to teach must earn a minimum of 75 clock hours during each three-year period preceding application for licensure renewal. An applicant may not bank or carry over clock hours into the next license period for purposes of relicensure. However, clock hours earned after an application for renewal has been submitted and the new license has been received may be applied to the next renewal period.

Renewing a License for Two or More Areas

An applicant who seeks renewal of continuing license for two or more areas should allocate at least thirty clock hours to each of the licensure areas for a total of no fewer than 125 clock hours for a Tier 4 license and 75 clock hours for a Tier 3 license. Priority is given to work in the areas where the candidate is employed during the licensure period.

Transfer of Clock Hours From Another District

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 the renewal period are transferred to the new local committee. Clock hours shall be accepted by that committee.

Renewal for Individuals Not Currently Employed in ISD 196

According to the Minnesota Professional Educator Licensing and Standards Board rules, persons who have not been or are not currently employed by a school district may be granted clock hours in one of two ways. 1) The continuing education committee in the district where the individual was last employed may take responsibility for processing relicensure requests. 2) The local committee of the district where the applicant currently resides may accept responsibility for processing the resident's relicensure requests.

Renewal for Out-Of-State Residents

A person residing out of Minnesota who wishes to maintain continuing Minnesota licensure may make application for renewal to the Professional Licensing and Standards Board according to parts 8710.7100 and 8710.7300. The local committee will work with individuals living out of state and/or the country to renew their Minnesota teaching license.

Section Two - Clock Hour Categories

This section outlines the major categories and subcategories set by the Minnesota Professional Educator Licensing and Standards Board. The examples are included to illustrate the intent of the rules and to suggest general types of activities that might be applied. They do not constitute an exclusive listing of appropriate activities.

The Minnesota Professional Educator Licensing and Standards Board has mandated that the local committee 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.

Teaching experience for which licensure is required shall not qualify for clock hour credit.

Tier 3 Renewal requirements: 75 clock hours in the 3 years and must meet all required areas

Tier 4 Renewal requirements: 125 clock hours in the 5 years and must meet all required areas.

A. Relevant Coursework Completed at Accredited Colleges and Universities

Types of Activities: Any college class taken for credit.

- 1 Quarter credit = 16 clock hours
- 1 Semester credit = 24 clock hours.
- *Audited classes without transcript or grade slip are in Category B.

Verification needed: Copy of transcript or grade slip for any class taken for credit (photocopy is acceptable).

B. Educational Workshops (held outside of district)

Types of Activities: An audited college class without a transcript or grade slip, educational workshops, conferences, seminars, institutes, lectures, and/or speakers in areas appropriate to licenses held.

Unacceptable Activities: faculty meetings with no new learning, department chair/team leader meetings, PLC meetings, book clubs

Verification needed: *Certificate of attendance signed by presenter or workshop sponsor indicating date and number of hours.* These are organized, structured learning experiences attended for the purpose of professional development in education, not for the purpose of personal growth. These experiences do not include travel time, registration, meal or breaks, negotiation sessions or business meeting portions of professional meetings.

These workshops will have a maximum of seven clock hours per day, as meals and breaks are not included.

C. Staff Development Activities (held within district)

Types of Activities: Inservice meetings, district courses, training, and workshops. Instruction and professional development activities provided by a school may be used as clock hours. All-day district staff inservices will have a *maximum of seven clock hours per day*, as meals and breaks are not included.

Unacceptable Activities: faculty meetings with no new learning, department chair/team leader meetings, PLC meetings, book clubs

Verification needed: Certificate of attendance that includes the topic, date, times, and clock hours. If you register for class/activity through the KeepCertified system, the continuing education clock hours will automatically be added to your Master Record form in the KeepCertified system once the instructor completes attendance electronically.

D. Curriculum Development

Types of Activities: Curriculum development at site, district, regional, state, national or international level.

Verification needed: Certificate including the dates and hours worked on the curriculum. If no certificate is available, you must write a short description of the activity, dates, times, and have it signed by building administrator.

E. Engagement in Formal Peer Coaching or Mentorship

Types of Activities: Relationships with colleagues that address one or more of the MN Standards. Mentoring a new teacher.

Unacceptable Activities: High School or College Student observing you – these go in category G/Leadership Experience. Faculty meetings, department chair/team leader meetings, PLC meetings.

Verification needed: Professional development documentation including dates, times and a brief explanation of the Minnesota standards covered.

Tier 3 License - No more than 35 total clock hours can be from Categories F, G, H, and I in a three-year period.

Tier 4 License - No more than 60 total clock hours can be from Categories F, G, H, and I in a five-year period.

The Minnesota Professional Educator Licensing and Standards Board has mandated that the local committee 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.

F. Professional Service (30 hours maximum in a 5-year period for Tier 4 license and 18 hours maximum in a 3-year period for Tier 3 license)

F1 – Supervision of Student Teacher/Student Intern

Types of Activities: A maximum of 30 hours will be granted in a 5-year period for Tier 4 license and a maximum of 18 hours will be granted in a 3-year period for a Tier 3 license.

-1 Quarter (10 full weeks) = 16 clock hours = 1.5 clock hours per week (40 hours)

-1 Semester (16 full weeks) = 24 clock hours = 1.5 clock hours per week (40 hours)

Verification needed: Letter/Certificate from the college, including quarter or semester hours, dates and number of weeks of participation for the supervision of clinical experiences of person enrolled in teacher preparation program.

F2 – Participation on licensure, teacher education, professional standards committee at local, state, and/or national level

Verification needed: Written statement signed by the committee chairperson or representative of the agency responsible for committee operations, including hours of participation. One clock hour will be granted for each hour of participation.

F3 – Participation in accreditation

Types of Activities: Participation in any accreditation at the state, regional or national level.

Verification needed: Written statement signed by the committee chairperson or representative of the accrediting agency, including hours of participation. One clock hour will be granted for each hour of participation.

G. Leadership Experience (30 hours maximum in a 5-year period for Tier 4 license and 18 hours maximum in a 3-year period for Tier 3 license)

G1 – Development of new or broader skills & sensitivities to school, community or profession

Types of Activities: Presenting at a conference, workshop – these are activities above and beyond the person's current role in the school.

Verification needed: Written statement signed by representative of the agency or organization in which the activity occurred, indicating the applicant's leadership role and including hours of involvement. Presenting at a conference, workshop – the time of the presentation will be counted, not prep/planning time.

G2 – Publication of professional article

Types of Activities: Publication of professional article in a **professional journal** in an appropriate field.

Verification needed: Copy of the published article and a summary of the experience, including the number of hours and the type of research used to develop new knowledge for incorporation into the article. A publication is defined as being printed by a recognized publishing company or a recognized professional journal. Locally produced materials will not qualify for clock hours in this category.

G3 – Volunteer work in professional organizations

Types of Activities: Volunteer work includes work with **professional organizations related to areas of licensure** held by the individual.

Verification needed: Written statement signed by an official representative of the professional organization, indicating applicant's leadership role and including hours of involvement. One clock hour will be granted for each hour of involvement.

H. Opportunities to Enhance Knowledge & Understanding of Diverse Educational Settings (30 hours maximum in a 5-year period for Tier 4 license and 18 hours maximum in a 3-year period for Tier 3 license)

H1 – Experiences with students of another age, ability, culture, socioeconomic level

Types of Activities: *Active student contact and should be in contrast from the teacher's regular teaching assignment*, such as adult education, inner city, different culture, teaching college class.

Verification needed: Written statement signed by administrator of the educational agency for which teaching was done. This statement should indicate the teacher's hours of active student contact and should describe the contrast between students in the teacher's regular teaching assignment and the students in the teaching experience for which the teacher is requesting clock hours.

H2 – Systematic, purposeful observation

Types of Activities: Observations during visits to other schools and to related business and/or industry.

Verification needed: Written statement signed by an official representative of the school, business or industry visited, including educational content of the visit and hours of involvement. One clock hour will be granted for each hour of involvement.

I. Pre-Approved Travel or Work Experience (30 hours maximum in a 5-year period for Tier 4 license and 18 hours maximum in a 3-year period for Tier 3 license)

I1 – Travel for purposes of improving instruction

Types of Activities: Activities must be related to teaching assignment and/or area(s) of licensure for the purposes of improving instructional capabilities. One week (40 hours) of preapproved travel or work experience equals 10 clock hours.

Verification needed: **Prior approval for clock hours is required** to gain final approval for this activity. Complete the “ISD 196 Form for Requesting Continuing Education Clock Hours” along with explanation how the travel relates to your teaching area and send it to a Continuing Education Committee Member. The required explanation must include activity/travel, dates and hours involved, and how it relates to your teaching. No more than 10 hours/week can be requested, with a maximum of 30 hours in a 5-year period for Tier 4 license and a maximum of 18 hours in a 3-year period for Tier 3 license. After the activity/travel is completed, resubmit the approved form to the committee for final approval of your travel activity.

I2 – Work Experience in business/industry

Types of Activities: Activities must be related to teaching assignment and/or area(s) of licensure for the purposes of improving instructional capabilities. One week (40 hours) of preapproved travel or work experience equals 10 clock hours.

Verification needed: **Prior approval for clock hours is required** to gain final approval for this activity. Complete the “ISD 196 Form for Requesting Continuing Education Clock Hours” along with explanation how the work experience relates to your teaching area and send it to a Continuing Education Committee Member. The required explanation must include activity/work experience, dates and hours involved, and how it relates to your teaching. No more than 10 hours/week can be requested, with a maximum of 30 hours in a 5-year period for Tier 4 license and a maximum of 18 hours in a 3-year period for Tier 3 license. After the activity/work is completed, resubmit the approved form to the committee for final approval of your business/industry work experience activity.

State Required Areas

These are organized, structured learning experiences presented and attended for the purpose of professional development in education, not for the purpose of personal growth. These experiences do not include travel time, registration, meal or coffee breaks, negotiation sessions or business meeting portions of professional meetings.

1. Cultural Competence (Minimum or 1 clock hour/CEU required)

Cultural competency training should promote self-reflection and discussion including, but not limited to the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns. Training programs must be designed to deepen teachers’ understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for the relationships with students, students’ families, and the school community.

Verification needed: Certificate of attendance signed by presenter or from workshop attended that includes name of activity, date(s), your name and number of clock hours; written statement and explanation of how you address cultural competency in your classroom.

2. American Indian History and Culture (Minimum of 1 clock hour/CEU required)

Applicants for license renewal for all Tiered licenses who have been employed as a teacher during the renewal period of the expiring license, as a condition of license renewal, must present evidence of work that demonstrates professional reflection and growth in the cultural heritage and

contemporary contributions of American Indians, with particular emphasis on Minnesota Tribal Nations.

Verification needed: Certificate of attendance signed by presenter or from workshop attended that includes name of activity, date(s), your name and number of clock hours.

3. English Learners (Minimum of 1 clock hour/CEU required)

Applicants for license renewal for a Tier 3 or a Tier 4 license need to show evidence of growth in best teaching practices through district-approved training for meeting the varied needs of English learners from children to adults. Minnesota statute required this training to align with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.

Types of Activities: Attendance at workshops on the topic, written explanation of how best practices were used in the classroom, work with colleagues on the topic, attend professional development activities.

Verification needed: Certificate of attendance signed by presenter or from workshop attended that includes name of activity, date(s), your name and number of clock hours; written statement and explanation of how you meet the varied needs of English learners in your classroom may be used as evidence in a summative evaluation.

4. Positive Behavior Interventions (Minimum of 1 clock hour/CEU Required)

Teachers with a Tier 3 or Tier 4 teacher license are required to meet the positive behavior intervention requirement. Applicants must include in their professional development activities which address positive behavioral intervention strategies. *This category includes the renewal requirement of evidencing accommodating, modifying, and adapting curricula, materials, and strategies to appropriately meet the needs of individual students and ensure adequate progress toward the state's graduation rule.*

Types of Activities: Accepted activities can include, but are not limited to, topics such as restitution, bullying, classroom management, dealing with disruptive students, 5 Point Scale, and brain development research.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

5. Reading Preparation (Minimum of 1 clock hour/CEU Required)

Teachers with a Tier 3 or Tier 4 teacher license are required to meet the reading preparation requirement. 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."

Types of Activities: Topics/Activities can included: literacy, increasing reading ability, instruction and practice in phonemic awareness, phonics and other word-recognition skills, extensive silent reading, guided oral reading for beginning readers, vocabulary instruction, instruction in fostering understanding and higher-order thinking for readers of all ages and proficiency levels, reading in

content areas, specific reading strategies that impact comprehension, current research and best practices in reading research and instruction.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

Exemption: The following school personnel who do not provide direct instruction are exempt from completing this required area. This includes school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, recreational personnel.

6. Mental Illness (Minimum of 1 clock hour/CEU required)

Teachers with a Tier 3 or Tier 4 teacher license are required to be trained in understanding the key warning signs of early-onset mental illness in children and adolescents. General mental health information will not cover the suicide prevention required area unless the workshop specifically addresses suicide prevention for at least one hour.

Types of Activities: Information and/or workshops covering and defined as understanding the prevention, sign/symptoms, and/or treatment of depression, anxiety, trauma, general mental health, trauma, accommodations for students' mental illness, parents' role in addressing students' mental illness, Fetal Alcohol Spectrum Disorders, autism, and/or suicide prevention.

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

7. Suicide Prevention (Minimum of 1 clock hour/CEU Required)

Teachers with a Tier 3 or Tier 4 teacher license are required to meet the suicide prevention requirement. Applicants are required to meet at least one hour of suicide prevention best practices that are based on nationally recognized evidence-based programs and practices within the training(s) completed for addressing key warning signs of early-onset mental illness in children and adolescents, in each licensure renewal period. Suicide prevention information may also cover the mental health required area.

Types of Activities: Information and/or workshops covering suicide prevention best practices that are based on nationally recognized evidence-based programs and practices should include: suicide as a serious public health problem, current research on adolescent brain development, research showing risk factors, protective factors, and/or research-based warning signs for youth suicide, myths vs. facts about teen suicide, normal adolescence vs. warning signs, early onset mental illness, what to do if someone is at risk (how to ask about suicide, how to respond and what to do next), treatment for teens, treatment compliance issues, issues of bullying, specific issues for LGBTQ and suicide, cultural considerations and suicide prevention in schools (prevention, intervention, postvention and reintegration).

Verification needed: Certificate of attendance signed by presenter or workshop sponsor, including the date and number of hours.

Section Three - Procedures for Requesting Clock Hours

Procedure

If you are an ISD 196 Rosemount-Apple Valley-Eagan employee all requests for clock hours must be submitted electronically through the Keepcertified system and either upload the verification or give to the building continuing education liaison. These verifications will be forwarded to the Continuing Education Committee Members for approval.

If you are not an employee of ISD 196, you may obtain a Clock Hour Request form from the Continuing Education Committee or contact Jodi Husemann at jodi.husemann@district196.org. You will need to complete the district form, attach the verification, and follow the same state and ISD 196 requirements. Please enclose a stamped, self-addressed envelope so information can be returned to you.

It is recommended that applicants make copies of all clock hour requests made to the committee, as well as keep the approved clock hour applications on file, in case there is a discrepancy between the applicant's records and records kept by the Continuing Education Committee. A record of clock hours is maintained by the Continuing Education Committee. *Individuals are responsible for maintaining their own records of approved clock hours, current clock hour totals can be viewed at <http://keepcertified.ties.k12.mn.us>*

Appeal Procedure

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

Final decisions by the local relicensure committee denying the appeal may be appealed to the Minnesota Department of Education's Professional Educator Licensing and Standards Board by the applicant within thirty (30) calendar days after the date of the denial reaffirmed, according to the provisions of part 8710.0900 of the Rules for Continuing Teacher License Issuance and Renewal.

In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the Professional Educator Licensing and Standards Board. The Board shall extend previous license until all avenues of appeal have been exhausted.

Section Four – Exemptions 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 Minnesota Professional Educator Licensing and Standards Board 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 (NCSP) Certification has been approved by the Minnesota Professional Educator Licensing and Standards Board as a substitute for the 125 clock hours required for 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 are exempt from meeting the reading preparation, but need to meet all other required areas.

Clock Hour Exemption for Speech-Language Pathologists

The American Speech and Hearing Association (ASHA) Certification has been approved by the Minnesota Professional Educator Licensing and Standards Board as a substitute for the 125 clock hours required for 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 reading preparation.

Section Five – Administrative License Renewal

All Administrative License Renewals go through Steve Troen at the District Office.

Renewing a 5-year Administrative License

A five-year administrative license will be granted to applicants who verify one year of administrative experience while holding a valid two-year administrative license.

Five-year administrative licenses expire on June 30 of the year of expiration. Applications for renewal may be submitted any time after January 1 of the year of expiration.

To renew a five-year administrative license, you must submit to the designated district administrator completion certificates totaling 125 clock hours of administrative and supervisory continuing education that have been pre-approved by the Minnesota Board of School Administrators. These hours must have been earned during the five-year period immediately preceding the renewal of the license.

Administrative Clock Hours

"Clock hours" means hours of actual instruction or supervised group activities in a pre-approved Minnesota administrative and supervisory continuing education program. With the exception of relevant coursework completed at accredited colleges and universities, the Minnesota Board of School Administrators must pre-approve all administrative continuing education activities. One-quarter college credit equals 16 clock hours and one semester college credit equals 24 clock hours. Renewal requirements must be met during the five-year period of each continuing license and no

clock hours will carry forward into any subsequent five-year licensure period.

If you have questions regarding the pre-approval of an administrative continuing education activity, you may contact the Board directly by calling 651-582-8796.

Administrative licenses are issued by the Minnesota Department of Education's Professional Educator Licensing and Standards Board, but the Minnesota Board of School Administrative has responsibility for granting administrative waivers, complaints against licensed administrators, college/university program approval and the pre-approval of administrative continuing education.

If your continuing license has lapsed and you have not been employed as an administrator or supervisor during the year immediately preceding the application for renewal, you have the following options:

- Provide evidence that you have completed 125 clock hours of pre-approved administrative and supervisory continuing education earned during the five-year period immediately preceding your application for renewal.
- If you have not been employed by a Minnesota school district in the past years, you can submit an official transcript verifying college/university credits (1 quarter credit equals 16 clock hours and 1 semester credit equals 24 clock hours) in the five-year period immediately preceding the application for renewal.
- An extension for the balance of the school year may be issued if you provide evidence that you have been offered a position in Minnesota contingent upon holding a valid license. At the end of the extended licensure period, you must meet renewal requirements for the continuing license.
- There is no penalty if your license has expired. However, anyone who serves in an administrative position in a Minnesota elementary, middle or secondary public school must hold a valid Minnesota administrative license.

Renewing a 2-year Administrative License

No clock hours are required. You need to contact Mark Parr at the District Office for license renewal approval and directions on how to apply, pay the application fee and renew your 2-year administrative license.

Section 6 – Additional Information

ISD 196 Continuing Education Committee

Jodi Husemann, DP, Elementary Rep, Chair
Holly Loeffler, Community Member
Brian Martin, VMS, Member At Large
Sarah Schaefer, RE, Elementary Rep, Secretary
Bailey Scully, EHS, Secondary Rep
Alissa Standon, RMS, Secondary Rep
Steve Troen, DO, Administrative Rep

Professional Educator Licensing and Standards Board Contact Information

The Minnesota Department of Education's Licensing Division and the Board of Teaching have merged into the following agency:

Minnesota Professional Educator Licensing and Standards Board
1021 Bandana Blvd. E., Suite 222
St. Paul, MN 55108-5111
Phone – 651-539-4200
Fax – 651-582-8872
pelsb@state.mn.us
<https://mn.gov/pelsb/>