

# Continuing Education Handbook

Information About Teacher License Renewal



**DISTRICT 19**  
One District. Infinite Possibilities.

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

November 2019

# Continuing Education Handbook

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**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.* The guidelines are the same for all personnel holding a teaching license except the 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. If there are state guideline changes, a notice will be sent to you from the CEU Committee.

***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 and Philosophy**

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 - Committee Information**

### **Committee Membership**

The state mandates the committee size and make up.

Five persons licensed by the Minnesota Professional Educator Licensing and Standards Board, who hold at least a baccalaureate degree, to be elected by the licensed teaching faculty. Nominations may be by building, grade level, or other appropriate categories, provided that all eligible persons have a fair and equitable chance for nomination. Nominations for election are open to all eligible persons. Proportionate representation is encouraged.

One licensed person who holds an administrator's license, representing the elementary and/or secondary administration, is elected by the licensed practicing administrators employed by the district.

One resident of the district, who is not an employee of the district, is designated by the local school board. School board members are not considered to be employees of the district.

### **Election Procedures**

Members of the local committee are elected by the licensed teaching faculty in April or May of each year. Terms are to begin no later than September 1 of the following school year. The term of office of members of the local committee is two years.

### **Continuing Education Committee**

The committee meets five times each school year. During each regularly scheduled meeting of the committee, members review requested clock hours and assign the number of clock hours earned based on guidelines from the Minnesota Professional Educator Licensing and Standards Board. When consensus is required for a clock hour request that needs local interpretation of state guidelines, a minimum of fifty percent of total voting committee members must be present in order for a decision to be made. To serve as a guide for equity and consistency for future clock hour requests, the committee secretary records this decision. The training policy portion of meetings will begin after the close of the school day so that a representative of each building can be present.

The continuing education committee meeting minutes will be sent to each liaison to post and/or distribute to their school personnel.

### **Organizational Meeting**

The local committee shall hold its organizational meeting no later than September or October of each year. At the organizational meeting the local committee shall elect a chair and secretary whose duties shall be established by the local committee.

### **Quorum**

A quorum shall be more than 50 percent of the total voting membership of the committee. A majority vote of those voting members present shall be sufficient to take action. Meetings may be called by the chair of the committee or by written request of three or more of the members. Notice of meetings shall be provided to each member of the committee at least five days prior to the date of the meeting and shall be posted or otherwise advertised in such a manner as to provide reasonable notice to those teachers subject to the actions of the committee.

### **Continuing Education Hearing**

The Minnesota Professional Educator Licensing and Standards Board requires that the local committee hold an annual hearing to allow the district teachers to review proposed or revised guidelines established by the committee.

Although input received at the hearing is not binding, the local committee will consider modifications consistent with licensure rules if the information received during the hearing indicates that changes are necessary or desirable. When significant modifications are made, a copy of the amended continuing education handbook will be forwarded to the continuing education building liaisons in district 196.

### **Duties of the Committee**

The duties of the local continuing education committee are as follows:

- Set procedures for its own operation:
  - Establish written guidelines and procedures for meetings and operations.
  - Make the guidelines available to persons interested in or affected by decisions of the local committee, together with a list of local committee membership.
  - Hold a hearing annually to allow the teachers in the district to review proposed or revised guidelines established by the local committee.
    - Allow time for all persons who wish to speak have had an opportunity to do so.
- Provide recommendations to the Professional Educator Licensing and Standards Board for the renewal of teaching licenses:
  - Local committee chair or designee shall act upon requests for renewal of the continuing license by applicant in a timely manner.
- Forward to the Professional Educator Licensing and Standards Board the following information according to the due dates in this rule:
  - Verification of the current local membership to PELSB by November 1 of each year.
- Provide those services and reports that may be required from time to time by the Professional Educator Licensing and Standards Board.



- Provide recommendations to appropriate personnel concerning the in-service needs of the district.

### **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 - 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 years – 4 years max
- Renewal requirements: no clock hours needed, but will need to meet cultural competence required area.

#### **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 required area.

#### **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.

## **Section Three - 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.

- **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).

- **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.

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.

- **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

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.

- **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.

- **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.

Verification needed: Professional development documentation including

dates, times and a brief explanation.

**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.*

- **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.

- **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.

- **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.

- **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 (6-8 clock hours is recommended by PELSB)**

Applicants for license renewal for all Tiered licenses under sections 122A.183 and 122A.184 respectively, 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 best practices in cultural competence in accordance with section 120B.30, subdivision 1, paragraph (q). *This required area begins for persons renewing in 2020.*

Types of Activities: Workshops, presentations, trainings about Cultural Competency. Cultural competency must include the following elements in a format fostering self-reflection and discussion including but not limited to all of 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
- 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 and relationships with students, students' families, and school communities, consistent with part 8710.2000, subpart 4, and Minnesota Statutes, section 120B.30, subdivision 1, paragraph (q).

Under Minn. Stat.122A.187, Individuals have the option of submitting their summative evaluation of their individual growth and development plan in place of cultural competency training. This summative evaluation must be written about cultural competency.

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

Applicants for license renewal for a Tier 3 or a Tier 4 license respectively, who have been employed as a teacher during the renewal period of the expiring license, and as a condition of license renewal, must present evidence of work that demonstrates professional reflection and growth – best teaching practices for meeting the needs of English Learners. The changes will apply to all teaching licenses being renewed.

122A.18, Subd. 4(b) Relicensure applicants who have been employed as a teacher during the renewal period of their expiring license must present to the ISD 196 continuing education committee evidence of work that demonstrates professional reflection and growth in best teaching practices in meeting the varied needs of English learners, from young children to adults under section 124D.59, subdivisions 2 and 2a. The applicant must include a written statement of professional accomplishment and the applicant's own assessment of professional growth showing evidence in any of the following:

- Support for student learning;
- Use of best practices techniques and their applications to student learning;

- Collaborative work with colleagues that includes examples of collegiality such as attested-to committee work, collaborative staff development programs, and professional learning community work; or
- Continual professional development that may include job-embedded or other ongoing formal professional learning.

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.

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, and school social workers.

### **3. 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. (Minnesota Statutes Section 122A.09)

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.

### **4. 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. Applicants must include in their professional development activities which evidence further reading preparation. (Minnesota Statutes Section 122.06 and 122.09, Subdivision 4)

Types of Activities: Teachers must have in-service preparation in scientifically-based reading instruction. 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, and school social workers.

### **5. 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. (Minnesota Statutes Section 122A.09, 122A.18 amended by Special Session, Chapter 9, Article 2, Section 7) 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.

### **6. 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 (MNS122A.09, Subd. 4(n)). 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 is a serious public health problem.
- Current research on adolescent brain development.

- What research shows about suicide:
  - Risk factors
  - Protective factors
  - Research-based warning signs for youth suicide ([www.youthsuicidewarningsigns.org](http://www.youthsuicidewarningsigns.org))
- Teen suicide (myths vs. facts)
  - Self-harm vs. suicidal behavior
- Teens and mental health (normal adolescence vs. warning signs, early onset mental illness)
  - Communicating with teen
- What to do if someone is at risk (how to ask about suicide, how to respond and what to do next)
  - Support circles and networks
  - Treatment for teens, treatment compliance issues, issues for chronically suicidal adolescents
  - Working with special populations (bullying and suicide, LGBTQ and suicide)
  - Cultural considerations
- 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 Four - 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 Holly Loeffler at [holly.loeffler@district196.org](mailto:holly.loeffler@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 the local committee has not granted an applicant the requested number of clock hours, an appeal may be made to the committee. An applicant must appeal to the committee within twenty working days after notification of the decision of the committee. Failure to file a written request with the committee for an appeal within twenty working days constitutes a waiver of the individual's right to appeal. Decisions by the local committee denying the appeal may be appealed to the Minnesota Department of Education's Professional Educator Licensing and Standards Board by the applicant according to the provisions of part 8710.0900 of the Rules for Continuing Teacher License Issuance and Renewal.

## **Section Five – 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 Six – Administrative License Renewal**

**All Administrative License Renewals go through Mark Parr, Director of Secondary Education, ISD 196, 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 7 – Additional Information**

### **ISD 196 Continuing Education Committee**

Peg Gust, RP/Elementary Rep, Secretary  
Holly Loeffler, EHS/Secondary Rep, Chair  
Dr. Mark Parr, DO, Administration  
Art Sarazin, PW, Elementary Rep  
Sarah Schaefer, RE, Elementary Rep  
Paulette Schwen, Community Member Rep  
Susan Sullivan Little, RHS, Secondary 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](mailto:pelsb@state.mn.us)

<https://mn.gov/pelsb/>

### **Extended Dates for License Renewal**

The following chart shows the extended renewal dates for licenses.

Current Expiration Date	New Expiration Date

06/30/18	06/30/19
06/30/19	06/30/20
06/30/20	06/30/21
06/30/21	06/30/22
06/30/22	06/30/23

## TIER 1

### Quick Glance

#### *District:*

- Post position for 60 calendar days.
- Verify cultural competency training.
- Provide and verify a mentorship program.
- Provide and verify a teacher development and evaluation process.

#### *Applicant:*

- Attempt content test aligned with the licensure field requested. Passing score not required.

#### *General:*

- For the hiring district, the second and third Tier 1 renewals must verify participation in mentorship and evaluation.
- The Tier 1 teacher is not required to reattempt the content tests for the same licensure field. If applying for a new content field, the MTLE tests must be attempted.

## Renewal Requirements for a Tier 1 License

A Tier 1 license is valid for one school year. In order to renew a Tier 1 license, the licensed Tier 1 teacher and the hiring district must provide evidence of eligibility and apply for renewal after June 30 of the renewal year. A Tier 1 license may be renewed up to three times.

### Hiring District:

Before applying for renewal, the hiring district must list the open position on state-approved job board (e.g. EdPost) for a minimum of 60 calendar days. If applicant accepts the position but ends up turning it down later, the hiring district must repost the position for 15 additional calendar days.

The hiring district must show that the Tier 1 teacher participated in:

- Cultural competency training. This training may be supplied by the district and is not required for future renewals. ([Minn. Rule 8710.0 Subp. D](#))
- A mentorship program aligned with the definition in Board rule. ([Minn. Rule 8710.0310, Subp. J](#))
- An evaluation aligned with the district's teacher development and evaluation model.

### Applicant for Renewal:

The Tier 1 teacher must provide the following evidence:

- An attempt of the [Minnesota Teacher Licensure Examinations](#) (MTLE) specific content exam aligned with the content field requested for assignment. Passing scores are not required. Information about test requirements only is available on the [Minnesota General Education Teacher Licensure Testing Information](#) guide. If the content field does not have a content test, the Tier 1 teacher is exempt from this renewal requirement.

### General Information:

A Tier 1 license may be renewed up to three times in a lifetime, regardless of content field or hiring district. To renew a Tier 1 license for the second or third time, the hiring district must continue to provide and verify a mentorship program and evaluation. The Tier 1 teacher is not required to retake cultural competency or reattempt the MTLE content test after the first renewal. Note: If the Tier 1 teacher is applying for a new content field, then the MTLE tests for the new content field must be attempted upon the Tier 1 renewal, if applicable.

June

## TIER 2

### Quick Glance

**District:**

- Verify cultural competency training
- Provide and verify a teacher development and evaluation process.

**Applicant:**

- If enrolled in a teacher preparation program, meaningful progress must be submitted.

**General:**

- For the hiring district, the second and third Tier 2 renewals must verify participation in a teacher development and evaluation.
- The Tier 2 teacher would need to submit a certification of meaningful progress from the provider.

## Renewal Requirements for a Tier 2 License

A Tier 2 license is valid for two school years. In order to renew a Tier 2 license both the licensed Tier 2 teacher and the hiring district must provide evidence of eligibility and apply for renewal after June 30 of the renewal year. A Tier 2 license may be renewed up to three times. Note: If a Tier 2 teacher is requested for a different content field or district, the Tier 2 teacher would apply for a new Tier 2 license rather than a renewal.

### Hiring District:

Before applying for renewal, the hiring district must show that the Tier 2 teacher participated in:

- Cultural competency training. This training may be supplied by the school district and is not required for future renewals. ([Minn. Rule 8710.0310, Subp. D](#))
- An evaluation aligned with the district's teacher development and evaluation model.

### Applicant for Renewal:

The Tier 2 teacher must provide the following evidence:

- If the Tier 2 teacher obtained the Tier 2 license by verifying enrollment in a Minnesota-approved teacher preparation program, the provider must certify that meaningful progress has been made by the Tier 2 teacher. Meaningful progress made toward completion of the content-specific program is defined by the preparation provider.

### General Information:

A Tier 2 license may be renewed up to three times in a lifetime, regardless of content field or hiring district. To renew a Tier 2 license for the second or third time, the hiring district must continue to provide and verify teacher development and evaluation. The Tier 2 teacher does not have to retake cultural competency training after the first renewal.

## TIER 3

### Quick Glance

#### *Applicant:*

- Completion and submission of 75 clock hours, including current mandatory requirements.

#### *District:*

- Verify cultural competency training
- Provide and verify a teacher development and evaluation process.

#### *General:*

- If adding a field before license is up for renewal, the Tier 3 teacher should apply to add an additional field.
- If adding a field in the same year as renewal, the Tier 3 teacher may apply to add and renew the Tier 3 license at the same time with one application fee.

## Renewal Requirements for a Tier 3 License

A Tier 3 teaching license is valid for three years and expires on June 30 of the expiration year. This license may be renewed after January 1 of the renewal year. In order to renew a Tier 3 license, the licensed teacher must meet all Tier 3 renewal requirements. A Tier 3 license has an unlimited number of renewals.

### Applicant for Renewal:

The Tier 3 teacher must provide the following evidence:

- Completion and submission of 75 clock hours, including all mandatory requirements in effect at the time of renewal within the three years immediately preceding renewal. These should be submitted to the school district where the Tier 3 teacher works or lives. If the Tier 3 teacher works outside Minnesota, the clock hours and mandatory requirements must be submitted to the PELSB renewal specialist. ([Rule 8710.7100-8710.7200](#))

### Hiring District:

Before applying for renewal, the hiring school district's relicensure committee must approve and enter all clock hours and mandatory requirements place at the time of renewal. The state renewal specialist only approves out-state clock hours.

The district must show that the Tier 3 teacher participated in:

- Cultural competency training. ([Minn. Rule 8710.0310, Subp. D](#))
- An evaluation aligned with the district's teacher development and evaluation model.

### General Information:

If a Tier 3 teacher completes the requirements for an additional Tier 3 licensure field prior to the renewal year, the Tier 3 teacher will apply to add an additional licensure field rather than apply for renewal. The renewal dates for these fields will be aligned to avoid additional application fees. If the additional field is added in the year of renewal, the Tier 3 teacher may apply to add the licensure field to the renewal using one application and one application fee.



## TIER 4

### Quick Glance

#### *Applicant:*

- Completion and submission of 125 clock hours, including current mandatory requirements.

#### *District:*

- Verify cultural competency training
- Provide and verify a teacher development and evaluation process.

#### *General:*

- If adding a field before license is up for renewal, the Tier 4 teacher should apply to add an additional field.
- If adding a field in the same year as renewal, the Tier 4 teacher may apply to add and renew the Tier 4 license at the same time with one application fee.

## Renewal Requirements for a Tier 4 License

A Tier 4 teaching license is valid for five years and expires on June 30 of the expiration year. This license may be renewed after January 1 of the renewal year. In order to renew a Tier 4 license, the licensed teacher must meet all Tier 4 renewal requirements. A Tier 4 license has an unlimited number of renewals.

### Applicant for Renewal:

The Tier 4 teacher must provide the following evidence:

- Completion and submission of 125 clock hours, including all mandatory requirements in effect at the time of renewal within the five years immediately preceding renewal. These should be submitted to the school district where the Tier 4 teacher works or lives. If the Tier 4 teacher works outside Minnesota, the clock hours and mandatory requirements must be submitted to the PELSB renewal specialist. (Rule 8710.7100-8710.7200)

### Hiring District:

Before applying for renewal, the hiring school district's relicensure committee must approve and enter all clock hours and mandatory requirements at the time of renewal. The state renewal specialist only approves out-of-state clock hours.

The district must show that the Tier 4 teacher participated in:


- Cultural competency training. (Minn. Rule 8710.0310, Subp. D)
- An evaluation aligned with the district's teacher development and evaluation model.

### General Information:

If a Tier 4 teacher completes the requirements for an additional Tier 4 licensure field prior to the renewal date, the Tier 4 teacher will apply to add an additional licensure field rather than apply for renewal. The renewal dates for these fields will be aligned to avoid additional application fees. If the additional field is added in the year of renewal, the Tier 4 teacher may apply to add the licensure field at the renewal using one application and one application fee.




Renewal Requirements Chart

											
		Positive Behavior Intervention Accommodation, Modification, Advancement of Curriculum, Materials and Strategies	Mental Illness	Suicide Prevention	Reading Preparation	English Language Learner	Cultural Competency	Teacher Development and Evaluation	Notes		
RENEWAL REQUIREMENTS											
<b>Full Time Professional</b>											
Teacher - Tier 1	N	N	N	N	N	N	Y	Y	Y	Y	Field Specific Content Test Attempt
Teacher - Tier 2	N	N	N	N	N	N	Y	Y	Y	Y	If Enrolled - Needs Meaningful Progress
Teacher - Tier 3 (75 hrs), Tier 4 (125 hrs)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	National Board Certification in lieu of clock hours
Administrator (125 hrs)	N	N	N	N	N	N	N	N	N	N	
<b>Related Services</b>											
School Counselor	Y	Y	Y	Y	N	N	Y	Y	T2		No Tier 1
School Nurse	Y	Y	Y	Y	N	N	Y	Y	Y		No Tier 1 or 2, Current Board of Nursing and Public Health Nurse
School Psychologist	Y	Y	Y	Y	N	N	Y	Y	T2		No Tier 1 - NCSP credential in lieu of clock hours
School Social Worker	Y	Y	Y	Y	N	N	Y	Y	Y		No Tier 1 or 2, Current Board of Social Work
Speech Language Pathologist	Y	Y	Y	Y	N	N	Y	Y	T2		No Tier 1 - CCC in lieu of clock hours
<b>Substitute</b>											
Three-Year Short Call Substitute Teaching License	N	N	N	N	N	N	N	N	N	N	
Lifetime Qualified Short Call Substitute Teaching License	N	N	N	N	N	N	N	N	N	N	
											T2 = Tier 2 Only
											Y = Required
											N = Not Required
* Beginning with renewals after January 1, 2020, teachers and related services personnel will be required to provide evidence of cultural competency training.											
NCSP = Nationally Certified School Psychologist credential from the National Association of School Psychologists											
CCC = Certificate of Clinical Competence credential from the American Speech-Language-Hearing Association											

05/18/19

Mandatory Requirements Chart

 <b>MANDATORY REQUIREMENTS</b>	Positive Behavior Intervention Accommodations, Modification, Adaptation of Curriculum, Materials and Strategies Mental Illness Suicide Prevention Reading Preparation English Language Learner Cultural Competency *							Notes
<b>Full Time Professional</b>								
Teacher - Tier 3, Tier 4	Y	Y	Y	Y	Y	Y	Y	
Administrator	N	N	N	N	N	N	N	
<b>Related Services</b>								
School Counselor	Y	Y	Y	Y	N	N	Y	
School Nurse	Y	Y	Y	Y	N	N	Y	
School Psychologist	Y	Y	Y	Y	N	N	Y	
School Social Worker	Y	Y	Y	Y	N	N	Y	
Speech Language Pathologist	Y	Y	Y	Y	N	N	Y	
								Y = Required
								N = Not Required
* Beginning with renewals after January 1, 2020, teachers and related services personnel will be required to provide evidence of cultural competency training.								

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