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# CHAPTER I.

## INTRODUCTION

The Richfield Continuing Education/Relicensure Committee developed and placed this handbook online to help licensed staff to become informed of the requirements of the Board of Teaching Continuing Education/Relicensure Rule and to understand their responsibility to maintain their own licensure.

The issuance and renewal of continuing licenses is a concept in licensure that attempts to involve in the decision-making processes those persons who are affected by the decisions. As a result, school districts throughout Minnesota have established local committees to set up the procedures for compliance with this rule. The Richfield Continuing Education/Relicensure Committee meets monthly during the school year to implement the rule in Richfield.

All licensed personnel are responsible for maintaining their own license and becoming informed and complying with the procedures of the Richfield Continuing Education/Relicensure Committee's processing and approval of clock hours and license renewal.

Licensed staff members are welcome to ask for a placement on the agenda of any committee meeting to seek information or to provide appropriate information to the committee.

An open hearing held annually will afford each staff member an opportunity to express concern about clock hours or committee operation. Your committee wishes to be responsive to your concerns and seeks your cooperation in maintaining your licensure.

Each licensed staff member should be in receipt of Chapters IV - X of this handbook, which is provided for your personal reference whenever licensure questions arise.

The Richfield Continuing Education/Relicensure Committee consists of five licensed teachers, one administrator, and one community member. Each member serves a two-year term. The names of the current members may be obtained from the Director of Human Resources Richfield Public Schools.

## CHAPTER II.

### BACKGROUND TO THE CONTINUING EDUCATION/RELICENSURE RULE

Prior to 1969, general consensus had been reached in Minnesota among educators and the public that the issuance of life licenses was no longer desirable in the education professions. Therefore, during its 1969 session, the Minnesota Legislature removed from statutes reference to life licensure in education. Authorization for establishing requirements for licensure was vested in the Minnesota Board of Education. A task force was appointed to advise the Board concerning the best means to provide for the renewal of licenses.

The task force that developed the continuing education rule made several assumptions about the type of continuing education system that could best serve the needs of the education professions and the public. It was assumed that:

- Widespread involvement of education personnel and the public in decisions which pertain to professional development and standards is desirable.
- Effective local participation in decision-making helps to maintain the commitment of education personnel to continuously expanding areas of professional competence.
- Decisions regarding the appropriateness of particular experiences for clock hours can best be made at the local district level by those who have knowledge of the professional working situation.
- Opportunities to make the best decision for each individual and each district with respect to questions of professional growth and renewal criteria are of greater importance than attempts to gain statewide uniformity with respect to such questions. (It should be noted that criteria for initial Minnesota licensure continue to apply statewide.)

The Continuing Education Rule was:

- Developed by a task force of Minnesota educators during 1969 and 1970
- Adopted by the Minnesota Board of Education on February 16, 1971
- Amended by the Minnesota Board of Education on May 14, 1973
- Amended by the Minnesota Board of Education June, 2000
- Amended by the Minnesota State Legislature Spring 2016

The legislature, in 1973, established the Board of Teaching with authority to grant licenses and determine relicensure criteria for school personnel, with the exception of administrators. The Board of teaching adopted the Continuing Education Rule in 1975.

In 1976, the Legislature mandated the following terminology changes for all licensing boards:

- The terms certification and recertification were replaced by licensure and relicensure.
- The term regulation was replaced by rule.

Effective January 29, 1979, the Minnesota Board of Teaching made revisions. Among the amendments is a change in the rule's title, Continuing Education/Relicensure.

Effective August 14, 1987, the Minnesota Board of Teaching made further revisions. The primary change was a replacement of the renewal units by clock hours.

Effective June 2000, the Minnesota Board of Teaching made revisions. The primary changes were to clock hour requirements.

Effective January 2018, the Minnesota Board of Teaching will dissolve and a establish a new governing entity called the Professional Educator Licensing and Standards Board (PELSP). This new 11-member board — composed of nine newcomers and two incumbents — will assume office Jan. 1. It will assume primary responsibility for the implementation and oversight of the newly adopted tiered licensure system, which will go into effect on July 1.

Effective January, 2018, A new tiered program designed to allow alternative pathways to become a teacher for people without teaching degrees. [Link](#)

# CHAPTER III.

## RICHFIELD CONTINUING EDUCATION/RELICENSURE COMMITTEE BY-LAWS

### INTRODUCTION

The Continuing Education/Relicensure Rule directs that a local committee established in each Minnesota public school district to determine the number of clock hours to be granted for experiences, to act upon requests for recommendation for renewal of the continuing licenses by determining whether the applicant has met the requirements, to verify one year of teaching experience for persons on an entrance license, and to provide information to appropriate personnel concerning the in-service needs of the district.

To achieve these goals, be it resolved that the Richfield Continuing Education/Relicensure Committee be established in accordance with the Professional Educator Licensing and Standards Board (PELSP)

To facilitate the committee's methods of operation, the following by-laws were adopted.

### **ARTICLE I. Names, Duties and Membership**

*Section 1.* The name of the local committee shall be the Richfield Continuing Education/Relicensure Committee.

#### *Section 2.* Duties

- A. Set rules for its own operation:
- B. Establish written guidelines which:
- C. Set time, place and rules for Richfield Committee meetings.
- D. Set procedures for Richfield Committee operations, including a procedure for emergency approval during periods when the committee is not regularly meeting.
- E. Determine clock hours to be allocated for each professional growth experience, in accordance with the maximum clock hour allocations stipulated in this rule.

2. Each meeting is available for staff and community to attend. Information about guidelines and meeting will be posted on the Richfield Public Schools website.
  3. Make the guidelines available to people interested in or affected by decisions of the Richfield Committee, together with a list of current Richfield Committee membership. See Article VII, Section D.
  4. Verify one year of successful teaching experience for individuals on a probationary license. Successful teaching shall be determined by satisfying one or more of the following three criteria:
    - a. A teacher receives an offer of a contract for the ensuing year.
    - b. A teacher gains tenure or acquires a continuing contract.
    - c. Supportive evidence is presented from supervisory personnel, professional colleagues and/or administrators.
- This experience shall be verified by the Richfield Committee Chairperson or designee, whose name shall be on file with the manager of licensing.
5. Act, within a reasonable time, upon requests for recommendation for issuance/renewal of the continuing license by determining whether the applicant has met the requirements of this rule.
  6. Endorse the application for renewal of the continuing license of each qualified applicant. The applicant shall assume the responsibility for forwarding the endorsed application to the manager of licensing.
  7. Provide supporting evidence to the Board of Teaching when an appeal is taken from a decision of the Richfield Committee.
  8. Evaluate procedures and criteria for granting clock hours as stated in this rule and make recommendations for modifications to the Board of Teaching during February of each year.
  9. Provide those services and reports that may be required from time to time by the Board of Teaching.
  10. Provide representation to each school building in the District. Those buildings not represented by a committee member will have a liaison member to fulfill this purpose.
  11. Provide recommendations to appropriate personnel concerning the in-service needs of the district.
  12. Forward to the Board of Teaching the following information in accordance with the due dates set forth in this rule:

- a. Prior to November 1 of each year, verification of the current membership of the Richfield Committee.
- b. At such time that substantial changes are made in Richfield guidelines, a revised copy of these guidelines shall be forwarded to the Board of Teaching.
- c. During February of each year, any recommendations for modifications in the rule, based upon an evaluation of procedures and criteria for granting clock hours.

### *Section 3. Committee Membership*

- A. Five licensed persons who hold at least a baccalaureate degree, to be elected by the licensed teaching faculty and licensed non-administrative service personnel employed by this district.
- B. One licensed person who holds an administrator's license, representing the elementary and secondary administration, to be elected by the licensed practicing administrators employed by the district.
- C. One resident of the district, who is not an employee of the district, to be designated by the Richfield Board of Education. Board of Education members are not considered to be employees of the district.
- D. Liaison Members will be elected by a majority vote of the committee for each school building that does not have a staff member on the committee. This is a non-voting position.

## **ARTICLE II. Officers, Duties, Terms of Office, and Elections**

*Section 1. Officers:* The officers shall be the Chairperson and Secretary.

*Section 2. Duties:* The duties of the officers and committee members shall be those usual to the respective offices, including the following special duties:

- A. Chairperson
  1. Shall call meetings in accordance with the rule. An exception to this is the community member notifying the committee before August 15th of the date, time, location and agenda of the September Organizational meeting. After the September meeting, each member shall receive written notice from the current committee chairperson at least five days in advance of each meeting.
  2. Shall prepare a proposed agenda for each meeting and email it with the meeting notice.

3. Shall arrange committee meetings and the work schedule so that applications for clock hours and forms for renewal of the licenses are handled expeditiously.
4. Shall receive and forward internal and external committee correspondence.
5. Shall sign necessary forms to attest to the actions taken by the committee.
6. Shall be the official contact person for the committee in its relationship with the other licensure agencies.
7. Shall submit to the Superintendent, Continuing Education Office and the State Department of Education, verification of the membership of the duly established committee.
8. Shall arrange for the replacement of a resigned committee member within two months of the resignation and in accordance with the committee procedures.
9. Shall be a voting member of the committee.
10. Shall have the right to introduce business and discuss motions while in the chair.
11. Shall maintain Official Committee Record Book.

#### B. Secretary

1. Shall be responsible for committee minutes.
2. Shall record in the minutes motions in full, stating the maker, that the motion was seconded and by whom, the exact wording of the motion taken, carried or lost, and the roll call vote.
3. The minutes shall include the names of those persons for whom the Richfield Committee has made the recommendation for licenses renewal.
4. Shall email the minutes to committee members within five working days before the next meeting. As they are available online to committee members.
5. Shall be responsible for the effective discharge of committee correspondence, and shall see that records pertaining to clock hours and relicensure requests are kept current and available to the committee.



6. Shall, upon the request of a candidate, email a copy of the master record card directly to the chairperson of the candidate's new committee.

#### C. Community Member

1. Shall call the September organizational meeting at a date agreeable to the majority of committee members.
2. Shall be the temporary chairperson and preside until a chairperson is elected. The election of a chairperson shall be the first item of business of the initial meeting after roll is called and a quorum achieved. The chairperson shall take charge of the meeting immediately upon being elected.

#### D. Committee Members

1. Shall regularly attend committee meetings.
2. Shall be informed of and comply with the committee by-laws and the processing and approving of clock hours and licenses.
3. Shall perform committee duties directed by the committee.
4. Shall be available to communicate with their constituents individually or in groups.

### *Section 3. Terms of Office of Committee Members and Officers.*

#### A. Committee Members

Shall be elected in May of each year for a term of two years to begin the following September 1. Terms of office shall be staggered so that there will be three or four new members each year, with no limit on re-elections.

#### B. Committee Officers

Shall be elected at the committee organizational meeting in September for a term of one year (September through August 31).

### *Section 4. Election of Committee Members, Officers, and Liaison Committee Members.*

#### A. Committee Members

1. The committee shall determine its own election procedure consistent with the rule, and these procedures shall be distributed by the committee and liaison members to eligible

voters by the second week in April. Elections are held in each building under the supervision of the building principals.

2. Five persons licensed by the Board of Teaching are to be elected by the licensed teaching faculty and the licensed administrative service personnel employed by the district. Every full time licensed person with a B.A. or above on the teacher salary schedule is eligible to serve on the committee.
3. One licensed person who holds an administrator's license, representing the elementary and secondary administration, is to be elected by the licensed practicing administrators employed by the district.
4. One resident of the district who is not an employee of the district is to be designated by the Richfield Board of Education. School board members are not to be considered employees of the district. The name of the appointed representative shall be presented to the committee by the second Wednesday in May.
5. Members of the Richfield Committee shall be elected in May of each year for terms to begin no later than the following September 12. The term of office for members of the local committee shall be two years.
6. Nomination forms shall be provided by the committee, through the personnel office, prior to the third Wednesday in April. Completed nomination forms will be returned to the committee by the fourth Wednesday in April.
7. Teacher members shall be elected at large. Any person having the specified qualifications may be nominated. Nominations may be by building, grade level, or other appropriate category. Individuals may nominate themselves by requesting that their name be placed on the ballot. The ballot shall have the candidates names listed in alphabetical order along with their licenses and building assignments.
8. All members of the appropriate voting group shall be notified by a committee memo placed in each teacher's box, of the date of the election at least five days prior to the election, and a list of nominees shall be posted by a committee member in each building by the first Wednesday in May.
9. On the second Tuesday in May, all licensed teaching faculty members and all licensed non-administrative service employees of the district shall have an opportunity to participate in the voting process for electing members of the Richfield Continuing

Education/Relicensure Committee. The principal of each building shall have the responsibility for conducting the election, either by calling a special building meeting for that purpose or by using a checkoff system for the distribution and collection of secret ballots. The building principal shall receive the ballots and a cover letter explaining the election procedures, prior to this date.

10. Election results shall be emailed by a committee member to all faculty

and the names of the committee members shall be submitted by the chairperson to the Board of Education and the Board of Teaching for official recognition.

11. An administrative representative is appointed to the committee, by the Human Resource Department

The name of the administrator shall be presented to the committee by the second Wednesday in May.

12. If a vacancy occurs during a member's term in office, the Richfield Committee shall seek a replacement from the Appropriate constituency for the remainder of the term. In the case of teacher members, the vacancy shall be filled by seating the teacher with the next highest number of votes tallied in the May election.

#### B. Committee Officers

1. The election of the chairperson shall be the first item of business at the initial meeting after roll is called and a quorum achieved.
2. Members of the committee may be nominated and/or may place their own name in nomination.
3. Voting shall be by paper ballot in such a manner that votes cast by individuals remain secret.
4. The chairperson takes charge of the meeting immediately upon being elected.
5. The second item of business shall be the election of the secretary using the same nomination and voting procedures as for the chairperson.

## **ARTICLE III. Meeting Procedures**

### *Section 1. Place of Meeting*

The regular place shall be determined at the first meeting. The first meeting will be held at the location of the previous meeting. When the regular meeting place for a meeting is to be changed, the special meeting place will be noted in the agenda.

### *Section 2. Committee Meeting Dates and Timeline of Committee Responsibilities*

#### A. Meeting Dates

1. Regular meetings shall be held at 3:45 P.M. on the second Monday of each month that school is in session, September through April. The May meeting will be held on the second Wednesday due to election of committee members. The June meeting will generally be the first Monday of the month. Exceptions to this will be announced and posted at least one month prior to the meeting.
2. The regular meeting dates shall be established by the committee at the September organizational meeting.
3. Notice of meeting shall be provided to each member of the committee at least five days prior to the date of the meeting and shall be posted at least three days prior to the meeting by a committee or liaison member in such a manner as to provide reasonable notice to those teachers subject to actions of the committee.
4. Meetings may be called by the Chairperson of the committee, or by written request of three or more of the members.

#### B. Timeline of Committee Responsibilities

1. The committee shall review its timeline of responsibilities at the September organizational meeting and make necessary adjustments.
2. See the addendum to the Committee By-Laws for the Timeline of Committee Responsibilities.

C. Length of Meetings- Regular meetings of this committee shall be after school for a length of 1.5 hours or until business is completed. The time period may be extended by unanimous agreement of the committee members present.

### *Section 3. Rules of Order*

#### A. Quorum

A quorum shall be more than 50 percent of the total voting membership of the committee.

#### B. Action

A majority vote of those members present shall be sufficient to take action.

#### C. Robert's Rules of Order will be followed in the conducting of the meeting except as otherwise stated in the by-laws.

#### D. Minutes

Minutes shall be taken by the secretary and emailed to each member of the committee, including the liaison members, before the next meeting.

#### E. Agenda

It shall be the responsibility of the committee chairperson to prepare the agenda and to email it to each committee member and liaison committee member with the meeting notice at least five days in advance of the meeting.

### *Section 4. Meeting Attendance*

A committee member may be relieved of committee duties by unanimous vote of the remaining committee if a member misses two meetings in a row with no reasonable excuse.

### *Section 5. Open Meetings*

All meetings will be open.

## **ARTICLE IV. Record Keeping**

### *Section 1. Committee Records*

A. The committee shall maintain its own files to meet its own needs.

B. The Committee files shall be located in a designated place accessible to committee members.

*Section 2.* Personnel Records

- A. A mailbox shall be maintained in the District Office file room.
- B. The files, containing the individual Master Record Forms, are available online
- C. These files shall be confidential and accessible only to committee members.
- D. These records shall be used only for relicensure purposes.
- F. Individuals are responsible for printing their Master Record Form and giving it directly to the chairperson of the individuals new committee.

**ARTICLE V.** District Support of the Committee

*Section 1.* District Position Statement - December 22, 1972

“In order to lend its support to the License Renewal Committee and in an attempt to help facilitate the implementation of Edu 540-551, the School Board authorized the administration to supply to the committee the required facilities, the needed materials, and supplies for the operation of the local continuing education committee, and clerical and typing assistance in tasks related to the committee operation.”

**ARTICLE VI.** Subcommittees

The Richfield Continuing Education/Relicensure Committee shall have the option of establishing subcommittees as needed. Members of these subcommittees must be members of the current RCE/RC.

**ARTICLE VII.** Communications with District Staff and Licensed Teachers  
Independence School District #280.

*Section 1.* District Staff

- A. Open Hearings (Also see Article I, Section 2, A, 2.)
  - 1. All meetings are open meetings in which by-laws, the procedures and Guidelines for Clock Hours and Criteria and Activities for Clock Hours and License Renewal can be addressed.

### C. Committee's Distributed Material

The committee shall maintain and distribute to groups and individuals those materials that it deems necessary. These materials shall include the committee by-laws, the committee procedures and guidelines for granting clock hours and license renewal, committee forms and individual communications.

### D. Continuing Education/Relicensure Handbook

1. The committee shall make provisions for one updated handbook made available online.
2. The handbook contents shall be determined by the committee, and it shall contain current committee by-laws, committee procedures and guidelines for clock hours and license renewal, committee and state forms and related State Department of Education and/or Board of Teaching documents.
3. Each building committee member shall be responsible for updating the handbook. Materials shall be provided by the committee.

### E. District Publications

The committee meetings and general news shall be noted in the appropriate District publications.

*Section 2.* Communications with individuals not currently teaching and residents in Independent School District #280 who can process clock hours through the committee.

### A. District and Community Publications

The committee shall use the appropriate district and community publications to inform individuals not currently teaching, and other eligible committee candidates residing in the Richfield School District, of their responsibilities under the Continuing Education/Relicensure Rule, and of the Richfield Continuing Education/Relicensure Committee role in the implementation of the rule.

## **ARTICLE VIII.** Amendments

*Section 1.* The by-laws shall be revised or amended by unanimous vote of the committee or by two-thirds of the vote of the staff who are eligible to vote in the election of the Continuing Education/Relicensure Committee.

*Section 2.* In the event that a revision or amendment must be decided by a constituent vote, the following procedures will be implemented.

- A. Proposed revisions or amendments may be placed on the printed ballot by any member of the Continuing Education/Relicensure Committee.
  
- B. On the second Wednesday following the open hearing, the principal of each building shall conduct the election, either by calling a special building meeting for that purpose or by using a check-off system for the distribution and collection of secret ballots. The principal shall be provided by the committee with a list of eligible voters in the building. One teacher shall be appointed to return the ballots to the secretary of the committee for tabulation.



**ADDENDUM TO THE COMMITTEE BY-LAWS**  
**TIMELINE OF COMMITTEE RESPONSIBILITIES**

The committee shall review this Timeline of Committee Responsibilities at the September organizational meeting and make the necessary adjustments.

September 1 - August 31

Committee year

September

Organizational Meeting

1. Election of committee chairperson and secretary.
2. Determine the committee's regular meeting dates and times.
3. Study last year's committee recommendations.
4. Review the Timeline of Committee Responsibilities. Make the necessary adjustments.
5. Review the Committee By-Laws and Procedures and Guideline for Clock Hours and License Renewal for possible amendments following an open hearing.
6. Note in the District publications the committee's regular meeting dates and times and the annual open hearing date.
7. Chairperson and committee members' names shall be submitted by the chairperson to the State Department for official recognition.
8. Revise committee letterhead.
9. Orientation for New Committee Members.
10. Assignment of Committee Member Responsibilities.

October

1. Process Clock Hour Request Forms received during the late spring, summer and early fall.

2. Complete Committee Membership Roster and submit to Manager of Licensing, State Department of Education and the Continuing Education Office by November 1<sup>st</sup>.
3. In the event that substantial changes are made in Richfield guidelines, the committee shall submit a revised copy of guidelines and procedures to the Board of Teaching.

#### November

1. Process Clock Hour Request Forms.

#### December

1. Process Clock Hour Request Forms

#### January

1. Process Clock Hour Request Forms.
2. Begin processing applications for continuing (five-year) licenses submitted.

All licenses in education expire on June 30 of each year. Therefore, materials should be in the hands of the manager of Teacher Licensure, State Department of Education, in March or April of each year for those persons whose licenses will expire that year. The issue date on the licenses is the date when the computer processes the license and is not related to its expiration date.

#### February

1. Same as number 1 and 2 in January.
2. Forward committee recommendations to the Board of Teaching suggesting modifications in the rule.

#### March

1. Same as number 1 and 2 in January.
2. Review and determine committee election procedures and distribute those procedures to eligible voters by the second week in April.

#### April

1. Same as number 1 and 2 in January.
2. Third Wednesday in April, prior to this date, distribute nomination blanks.
3. Fourth Wednesday in April, nomination forms returned to committee.

### May

1. Same as No.1 and 2 in January.
2. First Wednesday in May, post the list of nominees in each building.
3. Second Tuesday in May, have the election of teacher members.
4. Turn ballots in to the committee by noon on the second Wednesday.
5. Post election results in each building.
6. The Richfield Board of Education shall be sent a written reminder if they are to appoint a community representative to the committee.
7. The name of the elected representative of the Administrators shall be presented to the committee by the second Wednesday in May.
8. Committee makes recommendations to the next committee.
9. Establish emergency procedures for committee meetings during the summer vacation. Report to the Personnel Office. Personnel Office will contact Chairperson or, if unavailable, Administration representative. The Administration representative is authorized to consult with two other committee members and take action on the emergency request. However, when a designated member other than the chairperson signs a renewal application in an emergency situation, in order to avoid return of the application because of an apparently incorrect signature, the chairperson's name is to be signed with the notation "...by \_\_\_\_\_" (name of designee). This procedure is limited to actual hardship situations and is not to be employed simply as a "convenience" measure or as a substitute for proper committee action.
10. Establish September committee organizational meeting--date, time and place.

### June - July - August

1. Meet only in a crisis situation.

2. Community member begins determining arrangements for the September committee organizational meeting.

## CHAPTER IV.

### PERSONNEL AFFECTED BY CONTINUING EDUCATION/RELICENSURE RULE

- A. Effective January, 2018, A new tiered program designed to allow alternative pathways to become a teacher for people without teaching degrees. [Link](#)

#### Life Licensed in All Areas:

Persons holding Minnesota life licenses will continue to hold these life licenses and will not be required to renew them. They may vote in the elections and be elected to the Richfield Continuing Education/Relicensure Committee.

- B. Life Licensed in Some But Not All Areas:

Persons who wish to renew their non-life licenses will be required to meet the provisions of the rule. They must also comply with the requirements of the Human Relations Rule.

- C. Entrance Licensed:

Persons who hold entrance licensure (two-year), in one or more areas, move to continuing licensure (five-year) when they have met the requirement of one successful year of teaching experience. They do not have to participate in the rule or earn clock hours. They may participate in the elections and become members of the committee. They must comply with the requirement of the Human Relations Rule for licensure renewal.

- D. Continuing Licensed:

Persons holding continuing licensure (five-year) will be required to meet the requirements of the rule to renew continuing licenses as they expire. They may participate in the elections and become members of the committee. They must comply with the requirements of the Human Relations Rule.

- E. Vocational Licensed:

Persons holding vocational licenses, renewing after July 1, 2001, will be required to meet the requirements of the rule to renew

continuing licenses as they expire. Requirements will then be the same for all teachers and under the same local continuing education committee.

F. Vocational and Regular Licensed:

Persons holding both vocational and regular licenses who wish to renew their regular licenses are subject to the requirements of the rule and may vote in elections and be elected to the committee. They must comply with the requirements of the Human Relations Rule.

G. Long-Term Reserve Teachers:

Long-term reserve teachers are required to hold regular licenses. Reserve teachers who wish to renew continuing licenses (five-year) are subject to the requirements of the rule. They must comply with the requirements of the Human Relations Rule.

H. Short-Term Reserve Teachers:

Short-term reserve teachers may be issued licenses upon the written request of the Superintendent. Holders of such licenses are not subject to the requirements of the rule.

I. Limited, Provisional, or Ungraded Licenses:

These licenses would not be processed through the committee. They cannot vote in elections for committee members nor can they be elected to the committee.

J. Individuals Not Currently Teaching:

Clock hours will be granted by the committee of the district where the applicant was employed at the time the experience was completed. In the case of a person who has not been employed by a school district for a period of time, clock hours will be granted by the committee of the district where the applicant was once employed or where he/she currently resides, if accepted by the committee. It is the responsibility of the licensed person to initiate the working relationship with the committee.

K. Counselors, Coaches and Nurses:

These persons will renew their licenses through the Richfield Continuing Education/Relicensure Committee.

L. Administrator Relicensure

Beginning July 1, 1983 school administrators must complete 125 clock hours of approved administrative continuing education through the Minnesota Department of Children, Families, and Learning for the renewal of their administrative licenses. School administrators who wish to renew their teaching licenses will continue to utilize the local committee for the renewal of teaching licenses.

M. Teachers Transferring to Richfield:

Teachers who transfer to Richfield should have their former committee forward their master record card directly to the Chairperson of the Richfield Continuing Education/Relicensure Committee.

N. Individuals with Expired Continuing Licensure

Persons holding expired licensure must meet the requirements of the rule. See Chapter VII, Section III for renewal options.

O. Out of State Residents

Persons residing out of the State of Minnesota who wish to maintain continuing Minnesota licensure may make application for renewal to the Board of Teaching in accordance with provisions of the rule.

P. Individuals Not Continually Employed in Minnesota

Persons who have never been employed on a continuing basis by a district in Minnesota shall affiliate with the local committee in the district in which they reside.

# CHAPTER V.

## CRITERIA AND ACTIVITIES FOR CLOCK HOURS

### *Section 1. Criteria for Clock Hours for Tier 4*

- A. "Clock Hour" means an hour of actual instruction, supervised group activities, or planned individual professional development.
  - B. Each activity shall receive credit in only one clock hour category.
  - C. Allocation of clock hours. In each five-year relicensure period, 125 clock hours of continuing education must be earned. There must be one hour from each category.
  - D. The committee shall grant clock hours as provided in this handbook.
  - E. Experience for clock hour credit. Experiences for clock hour credit must aid the applicant in maintaining and improving general, academic, or professional qualifications.
  - F. Period for earning clock hours. An applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration. An applicant may not bank clock hours for purposes of relicensure.
  - G. Evaluation of further education. In cases where local school board policies require further education on a periodic basis, such education shall be evaluated in the same manner as other experiences and may apply as clock hours.
- I. Clock hour requests must be submitted to the committee within six (6) months of the completion of the activity. Failure to do so could result in denial of clock hours.**

### *Section 2. Categories for Allocation of Clock Hours.*

Categories for which clock hours shall be granted by the local committee, and for which clock hours may be granted to applicants, are



listed in items A to I. Verification of completion of experiences must be submitted by the applicant to the local committee and must provide professional growth.

**Clock hours must be earned in two or more of the categories listed in items A to I.**

- A. Relevant course work completed at accredited colleges and universities with verification by transcript or grade slip.

NOTE: An audit or a non-credit course (appropriate for professional growth) requires verification from the teacher of the course that work completed was equivalent to work required for credit, in which case, clock hours will be equal to clock hours for a credit course. If work was not equivalent, the experience will be treated as a workshop and evaluated on a clock hour basis.

- B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license held; with verification by attendance certificate or written statement from workshop sponsor, with validation of hours of participation.

NOTE: These are organized, structured learning experiences presented and attended for the purpose of professional development in education. They do not include travel time to the workshop, registration, meal or coffee breaks, negotiation sessions, or “business meeting” portions of professional meetings. Examples: MEA/MFT/MVA conferences, special-ed workshops.

- C. Staff development activities, in-service meetings, and in-service courses; with verification by written statement of in-service sponsor, with validation of hours of participation.

NOTE: This category does not include regular faculty meetings or preschool workshop hours spent working on preparation for one’s own contracted assignment. Examples: Local in-service/ staff development workshops or courses, athletic or coaching in-service workshops or clinics, portions of fall preschool local workshops that are structured educational learning experiences.

- D. Building, district, regional, state, national, or international curriculum development; with verification by written statement of administrator of the educational unit responsible for the curriculum development, with validation of hours of participation. Examples: development of curriculum for use with student teachers, curriculum revision in a discipline, AIDS education materials.

- E. Formal Peer Coaching – Engagement in formal peer coaching or

mentor relationship with colleagues, with verification by written statement of local administrator. With maximum of 24 hours in one five year period

F. Professional service in the following areas:

1. Supervision of clinical experiences of persons enrolled in teacher licensure programs; with verification by written statement of local administrator or college representative responsible for the student teaching experience, with validation of hours of participation. (one quarter = 16 hours, or one semester = 24 clock hours, maximum of 30 hours in one five year license period.)
2. Participation in national, state and local committees involved with licensure, teacher education, or professional standards; with verification by written statement of committee chairperson or representative of agency responsible for committee operation with validation of hours of participation. (Membership on other committees is NOT INCLUDED in this category. Examples **accepted** include: Local relicensure committee, state licensure committee, professional standards committee, staff development committee or teacher testing committee)
3. Participation in national, regional, or state accreditation; with verification by written statement of representative of accrediting agency, with validation of hours of participation, state vocational program evaluation. Examples: North Central accreditation, state vocational program evaluation.

G. Leadership experiences in the following areas (The rule requires these activities to be “leadership” experiences, meaning beyond normal “membership” or participation.):

1. Development of new or broader skills and sensitivities to the school, community, or profession; with verification by written statement of representative of the agency or organization in which the activity occurred, with validation of the applicant’s leadership role, the hours of participation, and the way in which the service contributed to the well-being of the agency or organization. Examples: Scouting or 4-H leadership, jury duty, political leadership, region or state advisor position such as for track or other extracurricular activities, leadership in community theatre, direction of planning and production of television or other special programs for professional growth and use in the school or for the media, offices held in community organizations, chair of textbook evaluation or child study committee.

2. Publication of professional articles in a professional journal in an appropriate field; with verification by copy of the article and a summary of the experience including number of hours and type of research used to develop new knowledge for incorporation into the article.
3. Volunteer work in professional organizations related to the areas of licensure held; with verification by written statement from an official representative of the professional organization, with validation of hours and type of active leadership. Examples: Leadership positions such as president, committee chair, or other officer in MBEI, MITEA, HEED, etc.

H. Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:

1. Experiences with students of another age, ability, culture, or socioeconomic level; with verification by written statement from the administrator of the educational agency for which the teaching was done, with validation of hours of active student contact and a description of student characteristics in regard to being "of another age, ability, culture, or socioeconomic level" compared to the teacher's regular assignment.

NOTE: These experiences must not be a matter of teaching the same content repeatedly or of simply teaching one's regular assignment in a different setting or time frame (such as in an extended summer school contract). Repeated experiences should be evaluated in terms of diminishing return and the degree to which professional growth results. Examples: Exchange situations with different types of students, ESL instruction, teaching related adult education classes, summer school with accelerated or special students for mainstream teacher.

2. Systematic, purposeful observation during visits to schools and related business and industry; with verification by a written statement from an official representative of the school or business industry visited, with validation of educational content and hours involved in the visit. Examples: Foreign school study tour, observation of legislature, tour of ceramic plant for art teacher or of electronics firm for industrial teacher, observation in model technology site or recognized exemplary program.

I. Pre-approved travel or work experience:

1. Travel for purposes of improving instructional capabilities to the field of licensure; with verification by submitting detailed trip itinerary, including appropriate trip, a summary report of

the experiences undertaken to accomplish the objectives and justification of how the experience contributed to improved instructional capabilities. **Pre-approval is required.** (One week of travel = 10 clock hours, maximum 30 hours in one five-year licensure period.)

2. **Pre-approved** work experience in business or industry appropriate to the field of licensure; with verification by written statement from the employer, with validation of work hours and duties. Self-employment to be verified as bona fide work experience by a written statement from a reputable representative of the work field in which the self-employment occurred, or from copies of the applicant's business records, with validation of work hours and duties. (One week of work experience = 10 hours with maximum of 30 hours in one five-year licensure period.)

NOTE: The work experience must consist of more than repetition of what the applicant already knows. Examples: Office employment using current technology for business teacher, paid work on library board for English teacher, historical society employment for social studies teacher. Red Cross or other health occupation employment for health teacher, business management (including legitimate paid self-employment) related to the license held, construction work for industrial teacher, paid translator work for language teacher.

### *Section 3.* Method for Allocation of Clock Hours

- A. Completion of activities will be granted for each hour of participation by the local Continuing Education/Relicensure Committee, in accordance with the local guidelines, with the following exceptions:
  1. Category A: Relevant course work will be rated at 16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned.
  2. Category E: Engagement in formal peer coaching will have a maximum of 24 hours in one five-year period.
  3. Category F: Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or 24 clock hours for one semester. No more than 30 clock hours may be granted in a five-year relicensure period for supervision.
  4. Category I: One week of pre-approved travel or work experience for purposes of improving instructional capabilities equals 10

clock hours, with a maximum of 30 clock hours in a five-year relicensure period.

## **CHAPTER VI.**

### APPLYING FOR CLOCK HOURS - 125 REQUIRED

*Section 1.* Determine your license renewal period.

*Section 2.* Plan an individual program for meeting the rule.

- A. An applicant who seeks renewal of a Continuing License for two or more areas should allocate at least thirty (30) clock hours to each of the licensure areas for a total of no fewer than 125 hours with priority given to work in areas where the candidate is employed during the licensure period.
- B. All clock hours must be earned during the five-year period immediately preceding the date on which the requested renewal is to be made effective. Hours earned during the period which are in excess of those needed for renewal will not be processed or recorded and may not be applied to the subsequent renewal period. Hours may not be earned during one licensure period and "banked" for use during a subsequent period.
- C. Teachers employed by the district must renew their license through the Richfield CERC Committee unless a written variance is approved by said committee.

*Section 3.* Administrative procedures for processing clock hours and license renewal.

- A. Initiating your relationship with the committee.
  - 1. It shall be the responsibility of the person seeking the renewal of a continuing license to submit the application, appropriate verification, and other supporting materials to the committee, in accordance with procedures and due dates established by the committee.

2. Teachers may initiate their relationship to the committee by calling the Personnel Office and by providing the committee with a copy of their license.

B. Applying for approval of clock hours.

1. Acquire one copy for each experience, and attach to the Professional Development Submission online Form.
2. Complete the required data, on the Professional Development Submission Form found in Frontline, electronically attach documentation, and submit. Also, completed forms may be hand carried to the meeting and will be processed in order received.
3. If the committee agrees to the propriety of the activity and its clock hour value, the clock hours will be recorded on the Master Record Form maintained by the committee in Frontline.
4. If there is any question as to the appropriateness of the activity or the number of clock hours, the committee will notify the applicant of his/her opportunity to present additional evidence for further consideration. Personnel are entitled to a personal appearance before the committee.
5. In order to ensure consistent and equitable interpretation, any applications that do not readily conform to established guidelines are discussed by the committee and clock hours assigned based upon a file of past decisions and practices that is maintained for each category. A committee member's signature is affixed to each clock hour application that is approved.
6. A copy of grade reports or transcripts will suffice for verifying college credits.
7. All requests for approval of clock hours must be made within six (6) months of the completion of an activity. Failure to do so could result in denial of clock hours.
8. Approval for emergency requests during periods when the committee does not meet (for example, summers) may be obtained by contacting the chairperson through the Personnel Office, who is authorized to consult with one or two other committee members and take action on the emergency request. This procedure is limited to actual hardship situations and is not to be employed simply as a "convenience" measure or as a substitute for proper committee action. The administration

representative is authorized to handle this in the event the chairperson is unavailable.

C. Richfield Sponsored In-Service Programs

1. The program initiator shall develop a verification of attendance that includes; a description of the activity, the presenter's background, the number of clock hours and the signature of initiator.
2. At the end of the in-service experience, each person is responsible for obtaining a verification of attendance form and using appropriate documentation when completing the Professional Development Submission Form in Frontline.

D. Transfer of Clock Hours

If a licensed person employed by one school district becomes employed by a different district during a renewal period, clock hours already earned and granted during that renewal period shall forthwith be transferred to the local committee for the new district upon request. Unless obviously contrary to rules, such clock hours shall be accepted by that committee.

## **CHAPTER VII.**

### **REQUIREMENTS AND APPLICATION PROCEDURES FOR THE ISSUANCE AND RENEWAL OF ALL LICENSES**

*Section 1. Issuing of Initial License*

- A. Licenses to teach in Minnesota shall be granted to persons who otherwise meet all requirements of applicable statutes and rules and who complete approved programs leading to teacher licensure in Minnesota institutions which are approved by the Minnesota Board of Teaching to prepare persons for teacher licensure.
- B. An applicant must qualify separately for each licensure area for which application is made and provide evidence of satisfactory completion of a program in a licensure area which has been approved by the Minnesota Board of Teaching.

## *Section 2. Issuing of Continuing License*

- A. A license renewal period begins on July 1 of the year of expiration. Applications for renewal are accepted for processing by the Department of Education after January 1 of the year of expiration.
- B. A continuing license, valid for five years, shall be issued to an applicant who has completed at least one year of teaching experience in a licensure area while holding an entrance licensure, as verified by the local continuing education committee or representative of employing school district. Except when the rule prohibits, when a licensure area is added to a continuing license already in force, the expiration date becomes that already established for the continuing license in force.
- C. Any person who applies for the renewal of a continuing license who has not, at any time during the five-year period immediately preceding, been employed in the licensure area for which the licensure is valid shall furnish evidence of having been granted 125 clock hours as verified by the local continuing education committee.

## *Section 3. Lapsing of Continuing License and Relicensing*

- A. If a continuing license in any area is allowed to lapse, one of the following shall be issued:
  - 1. A continuing license based upon verification by a local continuing education committee that the applicant has been granted 125 clock hours, during the five-year period immediately preceding the application.
  - 2. A one-year renewal of the lapsed continuing license based upon evidence that the applicant has been offered a position contingent upon holding a valid license. In order to qualify for a continuing license at the end of the one year, the applicant shall provide evidence that at least 12 quarter or 8 semester hours of credit or 125 clock hours have been earned in the licensure area where application is being made during the five-year period immediately preceding the date of application for the continuing license.
- B. Continuing licenses, valid for five years, shall be renewed upon application according to the rules of the Board of Teaching pertaining to continuing education.



### C. Licenses for Reserve Teachers

1. A long call reserve teacher is one who teaches for 15 or more consecutive days in a single classroom or teaching assignment. Long call reserve teachers shall hold an entrance or continuing license to teach for each licensure area taught.
2. Short call reserve licenses to teach, valid for five years, shall be issued to a previously licensed applicant which shall authorize teaching on a day-to-day basis not to exceed 15 consecutive days in a single classroom or teaching assignment. A short call reserve license may be renewed upon application.

## **CHAPTER VIII.**

### APPLYING FOR A CONTINUING LICENSE

#### *Section 1. Making Application For Your Continuing License*

- A. Candidates requesting license renewal must have on record with the committee the completed requirements for relicensure; that is, 125 clock hours.
  
- B. Write an email addressed to the CERC chairperson that you are need of renewing your license. Include the licensure areas to be renewed, file folder number and first and last name.
  
- C. The Chairperson of the Richfield Committee will submit your information to the State Department of Education, Licensure Section.
  
- D. The applicant will be notified by email that their information has been submitted to the state.
  
- E. When the applicant is in receipt of the renewed license, the applicant must then submit one copy of the license to the Personnel Office to be placed on file as a condition of Employment.
  
- F. To ensure proper processing and to meet renewal deadlines, it is suggested all remaining clock hours be processed by the end of February of the year in which the candidate's license expires. Reminder: (See Chapter 5, Section 1, Letter I)

## CHAPTER IX.

### APPEALS

#### *Section 1. Right to appeal decisions*

- A. An applicant may appeal to the Richfield Committee within twenty (20) working days after notification of the decision of the committee to either withhold endorsement for license renewal or to deny a request for clock hours.
- B. An applicant who fails to file a written request with the Richfield Committee within twenty (20) working days waives his/her right to appeal.
- C. The applicant making the appeal may submit written evidence in support of his/her appeal and/or may appear before the Richfield Committee.
- D. Decisions of the Richfield Committee shall be forwarded in writing to the appellant.
- E. Decisions by the Richfield Committee may be appealed to the Board of Teaching by the appellant according to the provisions of the rule. The appeal to the Board of Teaching must be initiated within thirty (30) calendar days of the date of denial of the appeal by the Richfield Committee. Upon receipt of the request for appeal, the Executive Director of the Board of Teaching will initiate avenues of administrative appeal. If the appeal cannot be resolved, the Executive Director of the Board of Teaching schedules a contested case hearing according to the provisions of M.S. Chapter 15.
- F. An applicant who does not receive an endorsement for license renewal from the Richfield Committee shall not receive a continuing license in any area until the appeal has been satisfactorily resolved.
- G. 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 Manager of Licensing, State Department of Education, of such loss of licensure. The Manager of Licensing

## Section 2. Richfield Committee Appeal Process

- A. The local appeal process is initiated when the Richfield Committee notifies the individual in writing of the clock hour denial. Such notification should take place when the local committee returns the Clock Hour Application Form to the individual.
  1. The Richfield Committee should specify reasons and cite appropriate Richfield and/or Board of Teaching guidelines in the notification.
  2. With the notification of the clock hour denial, the Richfield Committee should indicate that the individual may request an appeal of the decision by forwarding the appropriate materials, including additional written information, and/or requesting an appearance before the Richfield Committee.
  3. The individual must file a written request for a local appeal within twenty (20) working days after notification of the decision of the Richfield Committee. Failure to do so constitutes a waiver of the right of the individual to appeal.
  
- B. The Richfield Committee shall place the applicant's appeal on the agenda for the next regularly scheduled committee meeting. The applicant shall be notified in writing of his/her right to forward additional materials in support of the appeal and/or to appear in person.
  1. The applicant shall be notified in writing of the decision of the Richfield Committee.
  2. If the Richfield Committee changes or modifies its decision by granting the requested number of clock hours, the individual shall be notified in writing of the action of the Richfield Committee.
  3. If the Richfield Committee denies the appeal, the written notification should specify reasons and/or cite Richfield or Board of Teaching guidelines.
  4. If the timing of the applicant's appeal necessitates a meeting during the summer months, the Chairperson of the Richfield Committee shall have the authority to call an emergency meeting to consider the appeal.
  
- C. An applicant who does not receive an endorsement for license from the Richfield Committee shall not receive a continuing

license in any area unless the decision of the Richfield Committee is overturned by the Board of Teaching and/or the District Court. An extension of the previous license may be granted by the Manager of Licensing until all avenues of appeal have been exhausted.