

RELICENSURE PROCEDURES
INDEPENDENT SCHOOL DISTRICT NO. 834
Stillwater, MN 55082

Effective for Relicensure Date Beginning July 1, 2021

Revised August 20, 2021

LOCAL CONTINUING EDUCATION COMMITTEE
For 2020 - 2021

Mary Jo Vene, Chair
Anna Wilcek, Administrator
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PURPOSE AND PHILOSOPHY

The local Relicensure Committee in Independent School District #834/Stillwater is established according to the Board of Teaching rules for the purpose of evaluating continuing education activities and recommending renewal of five-year continuing teaching and support service licenses.

- (1) Each Minnesota public school district is required to establish a local continuing education committee.
- (2) The purpose of continuing education is to increase or enhance the capabilities of the professional educator in performing assigned professional responsibilities.
- (3) The major responsibility for professional growth lies with the individual. Each staff member must pursue opportunities to upgrade and improve his/her educational capabilities.
- (4) The local committee provides assistance through interpretation of state rules and guidelines and encourages a variety of growth possibilities.

WHO IS SUBJECT TO COMMITTEE ACTION

Except for individuals holding life licenses, all licensed staff members except superintendents, principals, supervisors and directors are subject to the Board of Teaching continuing education rules.

COMMITTEE MEMBERSHIP

The local committee consists of the following members:

- (1) Five licensed teaching or support staff who holds at least a baccalaureate degree, elected by the licensed teaching faculty in District #834. 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 are submitted to the Human Resources Office following notification printed in the district bulletin on vacancies for that year

- (2) One licensed person who holds an Administrative License representing the elementary and the second administration to be elected by the licensed practicing administrators employed by the district
- (3) One resident of the District who is not an employee of the district, designated by the local School Board (School Board members are not considered to be employees of the district.)

ELECTION PROCEDURES

The committee will initiate yearly elections with the assistance of the Human Resources Department who conduct the secret balloting during election procedures. Ballots and vote totals will be sent to the committee to certify the election.

Notice of positions open on the committee and solicitation of nominations will be sent electronically to all licensed staff in the District by the **first Monday in May**.

Elections will be held the **third Monday in May**. Ballots will be distributed electronically to all licensed staff on the same day District-wide.

Eligible voters are the licensed teaching and support services staff employed in the district. Holders of vocational or life licenses only, who possess at least a baccalaureate degree, may vote in committee elections and may be elected to serve on the local committee whether or not they are subject to committee action.

Members of the local committee will be elected for terms to begin no later than the following September 1. The term of office is two years. Individuals on ballots are notified of election results by the Humane Resources Department first. Results are then emailed to all members of the St. Croix Education Association (SCEA).

In order to fill vacancies that occur part way through a term, the committee will appoint an eligible replacement until the next annual election by naming the person with the next most votes in the last election.

COMMITTEE MEETINGS

The committee will hold an **organizational meeting** no later than the last day of **September** each year. A chairperson and secretary will be chosen and an orientation provided for new members at this time.

Unless otherwise announced and posted at least one month in advance, regular meetings will be held ten times per year on the first Monday of every month that school is in session. Meetings are held at the Central Services Building at a time designated for all committee members to be in attendance. Additional meetings may be called by the chairperson of the committee or by written request of three or more of the members. Notice of meetings will be provided to each member of the committee at least five days prior to the date of the meeting and will be communicated via District email in order to provide reasonable notice to those teachers may be subject to the actions of the committee. A **quorum** is more than 50 percent of the total voting membership of the committee. A **majority vote** of those voting members present is sufficient to take action.

In order to facilitate planning of the meeting agenda, licensed staff are to submit their applications for clock hours to the committee at least **three** days **before** a regularly scheduled meeting. To avoid a backlog of work for the committee, applicants are to submit requests for final approval of clock hours to the committee **once 125 clock hours are acquired and all mandatory requirements are met for license renewal. ALL paperwork is submitted to the committee at one time using one of the Clock Hour Approval Forms.** In order for staff to have adequate opportunity to obtain final approval **for licenses expiring in any given year, the committee requires all paperwork to be submitted to the committee prior to the final committee meeting that takes place the first Monday in June.**

Approval for **emergency requests** during periods when the committee does not meet (for example, summers) may be obtained by contacting the chairperson or the secretary, who is authorized to consult with one or 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.**

At regular meetings of the Relicensure Committee, the chairperson apprises the members of any correspondence or concerns. 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 the Relicensure Procedures Booklet and past decisions and practices that are documented in committee minutes. A committee member's signature is affixed to each clock hour application that is approved.

COMMITTEE DUTIES

A. Establish Written Operational Guidelines

- (1) Establish meeting schedule and procedures, and assign clock hour allocations for each activity category in accordance with the relicensure rule. The meeting schedule and procedures are as stated in the Committee Meeting section of this document, and the allocations are as stated in the Clock Hour Categories section.
- (2) Make membership list and guidelines available to each staff member by distribution of the *Relicensure Procedure Booklet* through the Human Resources Office.
- (3) By the first Monday in October, teachers will be informed by electronic means (email) of Committee Meeting Dates and Time to allow teachers in the district to review guidelines and committee operation. To make it convenient for those interested in or affected by the guidelines to attend, special arrangements can be made to meet with the Committee by contacting the Committee Chairperson. Those wishing to address the committee must notify the committee at least one week prior to the hearing.

B. Provide recommendations to the Board of Teaching for the renewal of teaching licenses.

- (1) Make recommendations regarding the issuance of the first continuing license by verifying one year of successful teaching experience for individuals on an entrance license. Successful teaching shall be determined by satisfying one or more of the following three criteria: a teacher receives an offer of a contract for the year following the year of experience; a teacher gains tenure or acquires a continuing contract following the year of experience; or supportive evidence is presented from supervisory personnel, professional colleagues, and/or administrators regarding the year of teaching.

This experience shall be verified by the local committee chairperson or designee, whose name shall be on file with the manager of licensing.

- (2) Act, within a reasonable time, upon requests for recommendation for renewal of the continuing license by determining whether the applicant has met renewal requirements.
- (3) Enter clock hours into the Minnesota Department of Education online system for license renewal.

- (4) Provide supporting evidence to the Board of Teaching when an appeal is taken from a decision of the local committee.

C. Forward to the Board of Teaching the following information:

- (1) Prior to November 1 of each year, verification of current membership of the local committee
- (2) Prior to November 1, 1980, and every five years thereafter, a copy of the published local committee guidelines - At such time that substantial changes are made in local guidelines, a revised copy of these guidelines shall be forwarded to the Board of Teaching.
- (3) During February of each year - any recommendations the committee has for modifications in the continuing education rule, based upon an evaluation of procedures and criteria for granting clock hours

D. Provide those services and reports that may be required from time to time by the Board of Teaching.

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

If possible, in order to make recommendations for in-service needs of the district, the committee will have one of its members be a part of the school District Professional Development Committee, so that concerns can be reported from both groups.

COMMITTEE MEMBER DUTIES

In addition to sharing operational duties with other committee members that includes the signing and approval of Clock Hour Approval Application Forms, the **chairperson** calls and conducts meetings, prepares agendas, provides leadership in orienting new committee members, serves as liaison and contact person in the committee's relationship with outside agencies and individuals, and maintains licensure records.

In addition to sharing operational duties with other committee members, the secretary records the minutes of each meeting and distributes them to committee members and Human Resources least five days before the next meeting of the committee, assists chairperson in committee correspondence and maintaining relicensure records, and chairs the committee when the chairperson is absent. Distribution of information is done primarily via e-mail. Though the officers may not personally perform all of the assigned duties, they are responsible for their timely and successful performance.

RESPONSIBILITIES OF LICENSEE

It is the responsibility of the person seeking renewal of a continuing license to submit the completed Clock Hour Application Approval Form, appropriate verification, and other supporting materials to the local committee of the employing school district, in accordance with procedures and the due dates established by the committee and stated in these guidelines. It is also the responsibility of the applicant to renew their license through the online renewal process with the Minnesota Department of Education or via mail following endorsement by the Relicensure Committee. When the renewed license is received via email by the applicant, one copy is to be forwarded to the Human Resources Office to keep on file.

Beginning January 2007, all Minnesota teachers have been required to renew their five-year continuing licenses online.

All continuing education requirements must be entered as completed by the committee or District administrative designee in the Continuing Education Clock Hour Reporting System before the submission

of a renewal application is possible. Renewals submitted before the committee or administrative designee have verified the completion of all continuing education requirements **will delay the renewal process.**

Renewal of Administrative and Supervisory Licenses

Local continuing education committees do not have the authority to approve or report administrative clock hours. Administrators seeking the renewal of their five-year administrative licenses should be referred to the District Superintendent or their designee. **To maintain their teaching/related services licenses, administrators must continue to work through the continuing education committee.**

In order to facilitate planning of meeting agendas, licensed staff need to submit their applications for clock hours to the committee at least three days before a regularly scheduled meeting. To avoid a backlog of work for the committee at any one meeting, applicants are to submit requests for final approval of clock hours to the committee **ONLY** when 125 clock hours and mandatory requirements for license renewal have been completed. **All individual clock hours/paperwork necessary for license renewal are to be submitted to the Relicensure Committee at one time.** In order that staff will have adequate opportunity to obtain final approval within the given timeline, the committee meeting schedule includes a minimum of two regular meetings by the end of the school year.

Approval for emergency requests only during periods when the committee does not meet (for example, summers) may be obtained by contacting the chairperson or secretary to 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.

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

If continuing licensure is requested in two or more areas (for example, math and special education), the applicant should earn at least 30 clock hours in each area in which licensure is requested. A total of no fewer than 125 clock hours, with priority given to work in areas in which the candidate is employed during the licensure period, must be earned in each five-year relicensure period, from renewal date of the year of issuance through June 30 of the year of expiration. No "banking" of hours is allowed. The licensee must choose experiences for clock hour credit that aid him or her in maintaining and improving general, academic, or professional qualifications. The applicant is responsible to show that the experience does contribute to increased competency as shown by indicators such as:

1. Growth in academic areas directly related to the professional's teaching field
2. Growth in interpersonal communication skills
3. Growth in pedagogical techniques with potential for application
4. Growth in professional breadth and general educational knowledge

Although activities of several kinds are to be undertaken for clock hours, each must provide opportunity for **NEW** professional growth, as opposed to repetition of previous growth/knowledge.

Except for item G (1), teaching experiences for which licensure is required do not qualify for clock hour credit.

The applicant is to have clock hours granted by the committee of the district where he/she was employed when the experience was completed. If a licensed person employed by a school district becomes employed by a different district during a renewal period, the applicant should request the committee to transfer clock hours already earned and granted during that renewal period to the local committee in the new district. Unless obviously granted contrary to rules, clock hours will be accepted by the new

committee. Persons who have not been employed by a school district for a period of time will be granted clock hours in one of the following ways:

1. Hours may be granted by the local committee of the district where the applicant was last employed, or by the local committee of the district where the applicant currently resides, if accepted by the local committee.
2. Persons who have never been employed on a continuing basis by a school district in Minnesota shall affiliate with the local committee in the district in which they reside.
3. Persons residing outside the State of Minnesota who wish to maintain continuing Minnesota licensure may continue a previous committee affiliation or may make application for renewal to the Board of Teaching in accordance with provisions of the licensure rules governing continuing education. Information and forms for application are available from the Personnel Licensing Section with the Minnesota Department of Education.

APPEAL PROCEDURES

Decisions concerning whether to grant clock hours and the number of hours to be granted (within legal parameters of the rule) are made by the local committee, which also must consider other relevant factors. For example, it may determine that hours should not be granted a second time for activities that are not essentially different. On the other hand, it may determine that additional hours are applicable if new dimensions can be validated for a second experience, according to the description of the activity and the professional development objectives provided on the clock hour request form.

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

Decisions by a local committee for continuing education/relicensure denying the appeal may be appealed to the Board of Teaching by the applicant within 30 calendar days after the date the denial is reaffirmed. Appeal forms for the state level are available from any committee member. For local appeal, no special forms are required.

In cases where the applicant has not been granted the required number of clock hours for relicensure, the local committee will not endorse the application for renewal of the continuing license.

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 of such loss of licensure. The manager of licensing shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

SPECIFIC PROFESSIONAL DEVELOPMENT ACTIVITIES REQUIRED FOR RENEWAL

The renewal of five-year teaching/related services licenses requires the completion of 125 hours of professional development that have been approved through the local school district's continuing education committee. As part of the 125 professional development hours, the Minnesota Legislature, by statute, currently requires ALL teachers to show evidence in the four areas shown below.

**** Please note that additional requirements have taken effect:**

The District 834 Continuing Education Committee has determined that the 125 professional development hours must include, at minimum, 1 clock hour in each of the currently required four areas.

Online professional development opportunities may be used to meet the requirements, as long as they meet the rule requirements. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

The 125 professional development clock hours needed for license renewal must include, at minimum, 1 clock hour in each of the following required areas:

Mandatory Renewal Requirements for Tier 3 and Tier 4 Licenses

Verification of completion of experiences must be submitted by the applicant to the local continuing education or relicensure committee of the district in which the applicant works or resides. The committee must verify 75 clock hours for a Tier 3 license and 125 clock hours for a Tier 4 license before renewing, see [Minnesota Rule 8710.7200, Subpart 2](#). Clock hours must be earned in two or more of the categories in items A to I per [Minnesota Rule 8710.7200, Subpart 3](#). These mandatory requirement activities can be used to earn necessitated clock hours required for renewal. Each mandatory requirement must be addressed during each three-year or five-year renewal period, for a Tier 3 or Tier 4 license respectively. Professional reflection and growth in best practices must be evidenced in, but not limited to, the following areas:

Positive Behavior Interventions

[MN Statute Section 122A.06 subdivision 4](#) requires preparation in the areas of using *positive behavior interventions*. Subdivision 4 further requires evidence in meeting *accommodation, modification, and adaption of curriculum, materials, and instruction* to appropriately meet the needs of all students to achieve graduation standards.

Reading Preparation

[MN Statute Section 122A.06 subdivision 5](#) explains *reading preparation* as "Comprehensive, scientifically based reading instruction" including a program or collection of instructional practices based on valid, replicable evidence that results in a minimum of satisfactory student reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading: phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension.

Comprehensive, scientifically based reading instruction also includes and integrates instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs in order to design and implement ongoing interventions so that students of all ages and proficiency levels can read and comprehend text, write, and apply higher level thinking skills. For English learners developing literacy skills, districts are encouraged to use strategies that teach reading and writing in the students' native language and English at the same time.

Professional development activities that will meet this requirement include: workshops, conferences and on-site staff development and/or university courses that reflect comprehensive, scientifically based research in reading instruction, and which may include one or more of the following:

- Instruction and practice in phonemic awareness
- Phonics and other word-recognition skills
- 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 the content areas
- Specific reading strategies to impact comprehension
- Current research and best practices in reading research and instruction

*** School counselors, school nurses, school psychologists, school social workers and speech language pathologists are exempt from this requirement.*

Mental Illness Awareness

[MN Statute 122A.187, Subdivision 6](#) requires all teachers be trained in understanding the *key warning signs of early-onset mental illness* in children and adolescents. During subsequent licensure renewal periods, preparation may include providing a more in-depth understanding of students' mental illness trauma, accommodations for students' mental illness, parents' roles in addressing students' mental illness, Fetal Alcohol Spectrum Disorders, autism, the requirements of section [125A.0942](#) governing restrictive procedures, and de-escalation methods, among other similar topics.

Suicide Prevention Strategies

MN Statute 122A.187, Subdivision 6 further requires at least one hour of *suicide prevention* best practices training during each licensure renewal period based on nationally recognized evidence-based programs and practices.

English Learners Best Practices

[MN Statute 122A.187, Subdivision 3](#) requires that all teachers evidence practices in meeting the varied needs of English learners, from young children to adults under section [124D.59, subdivisions 2 and 2a](#).

School counselors, school nurses, school psychologists, school social workers and speech language pathologists are exempt from this requirement.

Cultural Competency Training

MN Statute 122A.187, Subdivision 3 further requires *cultural competency training* for all teachers. For purposes of statewide accountability, "cultural competence," "cultural competency," or "culturally competent" means the ability of families and educators to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds. Cultural competency training means a training program that promotes 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; and individuals with disabilities and mental health concerns. Training programs must be designed to deepen teachers' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities.

A teacher may satisfy the requirements of English learners best practices and cultural competency training by submitting the teacher's most recent summative evaluation or improvement plan under section [122A.40](#), subdivision 8, or [122A.41](#), subdivision 5.

CLOCK HOUR CATEGORIES

The first continuing license, valid for five years, is issued to applicants who hold a valid entrance license and have met the requirements for the issuance of the continuing license as set forth in the rules of the Board of Teaching.

A license renewal period begins on the date of license renewal. Applications for renewal are accepted for processing by the Minnesota Department of Education after January 1 of the year of license expiration. A valid continuing license will be renewed for subsequent five-year periods when as applicant presents evidence of having been granted 125 clock hours by the local continuing education/relicensure committee during the five-year period immediately preceding the date on which the renewal is to be made effective.

A clock hour is defined as “an hour of actual instruction, supervised group activities, or planned professional development.” Current emphasis in continuing education for teachers is on professional development.

All experiences must be appropriate to the licensure area and be justified as experiences that aid the applicant in maintaining and improving general, academic, or professional qualifications. Except for item G, sub item (1), teaching experiences for which licensure is required shall not qualify for clock hour credit. Clock hours must be earned from at least two activity categories and be accumulated within the five-year period from the date of renewal through June 30 of the year of expiration. Hours may not be “banked” for use toward future renewals.

An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of no fewer than 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period.

**** Please see the Appendix area of this booklet for further detailed information regarding clock hour categories included on page 2 of Clock Hour Approval For #1 and Clock hour Approval Form #2.**

EXCEPTIONS TO THE 125 CLOCK HOUR REQUIREMENT

The applicant must show proof of any exemptions listed below:

Clock Hour Exception for National Board Certification

The National Board of Professional Standards Certification (NBPS) has been approved by the Minnesota Board of Teaching 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 Board of Teaching 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 must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements including positive behavior strategies; accommodation, modification and adaptations to meet the needs of varied students; and understanding the warning signs of early onset mental illness.

School psychologists are exempt from meeting the reading preparation, technology and reflective statement of professional accomplishment, assessment of professional growth requirements, and English Language Learners.

Clock Hour Exemption for Speech-Language Pathologists

The American Speech and Hearing Association (ASHA) Certification has been approved by the Minnesota Board of Teaching 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 the reflective statement of professional accomplishment and assessment of professional growth.

Note: If you live in Minnesota, you will need to provide proof to your continuing education in the District you live or work in.

FURTHER EXPLANATION

Understanding the Key Warning Signs of Mental Health Problems in Children and Adolescents

To meet requirement for licensure renewal:

Content Overview:

What is the continuum of mental health and mental illnesses for children and adolescents?

Education professional's role and responsibility for early identification

Causes and etiology of mental health disorders

Normal development as a context for understanding

Key warning signs and symptoms (not exclusive but training should cover these specifically):

- Depressed mood
- Excessive fears and anxieties, irritability etc...
- Changes in behavior and performance (frequency, duration and intensity)
- Impaired concentration and thinking
- Educational implications
- Potential connection to substance use
- Knowledge of next steps-knows options and provides examples of the processes and procedures at local level
- Coordination of mental health services at local level
- Partnering with parents/guardians-understanding the home/school connection
- How do cultural variables fit into mental illness symptoms?
- Confidentiality and privacy concerns

Learner Objectives:

The participant will:

- define the concepts of mental health and mental illness.
- be able to identify the key warning signs of mental health problems in children and youth.
- understand the impact that a mental health problem has a child's ability to learn and function in daily life.
- know the process and procedures in your school for next steps.
- understand confidentiality and privacy policies.

Qualifications of Trainers: Student Support Services personnel that are trained in children's mental health issues. Interagency/community-based mental health professionals that work with children and adolescents. Parents from nonprofit organizations that have been trained and are knowledgeable about mental illness and treatment options.

Link available for STAFF ONLY to meet the mental health requirement for license renewal:
<http://www.myinfinitec.org/> ** Please Appendix for further instructions for using *Infinitec* listed
under *Additional Clock Hour Resources*.

BEGINNING YOUR RENEWAL APPLICATION

Please note: The Committee accepts paperwork from individuals during the fifth year of their renewal cycle ONLY. After paperwork is approved by the District Relicensure Committee and submitted into the Minnesota Department of Education system, applications for renewal are accepted for processing by MDE after January 1 and before June 30 of the year of license expiration ONLY.

Renewal applications are not allowed to be processed with MDE until AFTER January 1 of the renewal year.

Once you have completed all renewal requirements, follow these steps to complete your application:

Step 1: To login to the Online Licensing System, you must identify yourself using your Gmail address. If you do not already have a Gmail account, you must create one to obtain access to the Online Licensing System. Read the First-Time User Registration Guide on the Minnesota Department of Education website. Your file folder number and the serial number from your most recently issued license will be needed to set up your account. Contact [Educator Licensing](mailto:educator_licensing@mde.state.mn.us) at mde.educator-licensing@state.mn.us for assistance.

Step 2: Follow the screen prompts to complete online application. All applicants are required to fully complete the Conduct Review screens. If you have existing or pending convictions, complete the following information for **each** instance:

- Convicted or currently charged with
- Level of offense
- Date of offense
- Name of arresting agency
- Court jurisdiction

If you are now or were ever on probation as part of the sentence imposed in this matter, the following information is also needed:

- Plea and conditions of probation, if any
- Date of release from probation
- If still on probation, name of probation officer
- If still on probation, telephone number of probation officer
- Details of the incident

Step 3: Print the cover sheet provided at the end of the application for a list of the supplemental information you will be required to submit to our office before application can be processed. Please be sure to include this cover sheet with your materials as it will help us identify the information as yours. **It is not necessary to mail in the coversheet if you are renewing a five-year continuing license and your local committee has already reported your professional development hours.**

Step 4: Make your payment using VISA or MasterCard through a secure site at US Bank. You will be required to provide the three-digit security number (found on the signature strip on the back of the credit card).

Processing of your application will not begin until your online payment has been made and confirmed as processed by US Bank and all materials listed on your checklist have been mailed, delivered to Educator Licensing or emailed (see next section about Teacher Licensure Examinations). The document coversheet would only need to be mailed to MDE if additional documentation is required to process your renewal.

Please note: MDE no longer sends out licenses. After applying for your new license online with MDE and paying the renewal fee, you will receive an email usually within a week to 10 days. When the renewed license is received, a copy is to be forwarded to the Human Resources Office to be placed in the permanent record file.

APPENDIX

CLOCK HOUR APPLICATION APPROVAL FORMS

Please use **ONE** of the following *Clock Hour Application Approval Forms* of your choice when submitting certificates and paperwork to the Relicensure Committee for license renewal:

CLOCK HOUR CATEGORIES

Subp. 2. Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000. Effective for renewal of continuing licenses which expire on June 30, 2001, and after, applicants must include in their 125 clock hours instruction or other professional development activities which address positive behavioral intervention strategies and accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.

Subp. 3. Categories for clock hour allocation. Verification of completion of experiences must be submitted by the applicant to the local committee.

Clock hour must be earned in two or more of the categories in items A to I:

A. relevant coursework completed at accredited colleges and universities;

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

C. staff development activities, in-service meetings, and courses; No more than 30 Professional Learning Committee (PLC) meeting clock hours may be granted in a five year relicensure period (*Stillwater Area Schools Relicensure Committee*).

D. site, district, regional, state, national, or international curriculum development, no more than 30 clock hours may be granted in a five year relicensure period;

E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000, No more than 30 clock hours may be granted in a five year relicensure period;

F. professional service in the following areas: (1) supervision of clinical experiences of persons enrolled in teacher preparation programs; (2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or (3) participation in national, regional, or state accreditation, No more than 30 clock hours may be granted in a five year relicensure period;

G. leadership experiences in the following areas: (1) development of new or broader skills and sensitivities to the school, community, or profession; (2) publication of professional articles in a professional journal in an appropriate field; or (3) volunteer work in professional organizations related to the areas of licensure held, no more than 30 clock hours may be granted in a five year relicensure period;

H. opportunities to enhance knowledge and understanding of diverse educational settings in the following

areas: (1) experiences with students of another age, ability, culture, or socioeconomic level; or (2) systematic, purposeful observation during visits to schools and to related business and industry, no more than 30 clock hours may be granted in a five year relicensure period; and

I. preapproved travel or work experience: (1) travel for purposes of improving instructional capabilities related to the field of licensure; or (2) work experience in business or industry appropriate to the field of licensure, no more than 30 clock hours may be granted in a five year relicensure period.

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

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

B. Successful completion of activities under subpart 3, items B to I, must be granted one clock hour for each hour of participation with the following exceptions: (1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five year relicensure period for supervision.

(2) No more than 30 clock hours may be granted in a five year relicensure period for travel or work experience. The limit of 30 clock hours may be waived when the local committee determines that the preapproved travel or work experience is critical to the teacher's advanced or current skills for the teacher's assignment; for example, travel to experience language or cultural immersion by a teacher of world language.

Subp. 5. Exception for national board certification. A local continuing education committee shall accept verification that a teacher is actively engaged in and making progress toward National Board of Professional Standards Certification or other national professional teaching certification approved by the Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing license renewal. A local continuing education committee shall accept verification that a teacher has earned National Board or other approved certification as equivalent to all clock hour requirements during the life of the certificate. If the certificate expires during the five year renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

Subp. 6. Exception for local option. The Board of Teaching shall approve requests submitted by local committees that, through their school district master contracts or other official agreements between the local school board and its teachers, wish to substitute development and implementation of individualized professional development plans for some or all of the clock hour requirements for renewal of continuing licenses, provided that each individualized professional development plan: A. is designed primarily to enhance the teacher's ability to effect increased student learning; B. focuses on standards in part 8710.2000 and specific content knowledge required for the teacher's assignment; C. includes management and monitoring of student learning, including positive behavioral interventions and adaptation and modification of curriculum, instruction, and assessment to assist varied student learners in achieving graduation standards; D. includes a focus on research-based best practice; E. identifies the procedures and criteria by which successful development and implementation of the individualized professional development plan will be validated and communicated with the local continuing education committee; and F. requires that each teacher's individualized professional development plan equal or exceed 125 hours of professional development activities during the five year period.

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

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

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

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

Clock Hour Application Approval Form #2 - Stillwater Area Schools

Name: _____ **State File Number:** _____
Email: _____ **Building:** _____
License(s) Held: _____ **Expiration Date:** _____

~ Teachers are expected to make copies of all paperwork before submitting their documents for approval. ~

_____	hours were approved & entered by _____	on _____	_____
<i>Total #</i>	<i>Committee Member Signature</i>		<i>Date</i>

Please save all certificates until you have accumulated 125 hours, including 1 hour in each mandatory area. Hours need to be spread over 2 or more categories A-I.

A list of all defined categories are found at the end of this form or in the Appendix of the *Relicensure Booklet* located at:

<http://www.stillwater.k12.mn.us/departments/human-resources/relicensure>

Or at MN Dept. of Ed. Website: <http://education.state.mn.us>

- Place certificates for mandatory requirements on top of paperwork.** (1 hour each)
(If you are exempt in any area, please indicate by writing "exempt" on lines below.)

Date	Category	Course Name	Hours	Requirements
				Positive Behavior Interventions
				Reading Preparation *
				Mental Illness Awareness
				Suicide Prevention Strategies
				English Learners Best Practices *
				Cultural Competence Training

- School counselors, psychologists, nurses, social workers, audiovisual coordinators, and recreation personnel are exempt from these requirements.

- Compile certificates/paperwork that completes your collection of 125 hours.**

**Compile remaining certificates in the order indicated below and attach a completed form to all paperwork.

All dates must be within 5 years of last renewal. When you have reached a total of 125 hours, **stop** recording and **send certificates and paperwork ALL at one time** via inter-District mail to:

Relicensure Committee @ Central Services or directly to any Relicensure Committee Member.

Date	Category (A-I)	Course Name	Course Hours	Total Hours Accrued

CLOCK HOUR CATEGORIES

Subp. 2. Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000. Effective for renewal of continuing licenses which expire on June 30, 2001, and after, applicants must include in their 125 clock hours instruction or other professional development activities which address positive behavioral intervention strategies and accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.

Subp. 3. Categories for clock hour allocation. Verification of completion of experiences must be submitted by the applicant to the local committee.

Clock hour must be earned in two or more of the categories in items A to I:

A. relevant coursework completed at accredited colleges and universities;

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

C. staff development activities, in-service meetings, and courses; No more than 30 Professional Learning Committee (PLC) meeting clock hours may be granted in a five year relicensure period (*Stillwater Area Schools Relicensure Committee*).

D. site, district, regional, state, national, or international curriculum development, no more than 30 clock hours may be granted in a five year relicensure period;

E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000, no more than 30 clock hours may be granted in a five year relicensure period;

F. professional service in the following areas: (1) supervision of clinical experiences of persons enrolled in teacher preparation programs; (2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or (3) participation in national, regional, or state accreditation, No more than 30 clock hours may be granted in a five year relicensure period;

G. leadership experiences in the following areas: (1) development of new or broader skills and sensitivities to the school, community, or profession; (2) publication of professional articles in a professional journal in an appropriate field; or (3) volunteer work in professional organizations related to the areas of licensure held, no more than 30 clock hours may be granted in a five year relicensure period;

H. opportunities to enhance knowledge and understanding of diverse educational settings in the following areas: (1) experiences with students of another age, ability, culture, or socioeconomic level; or (2) systematic, purposeful observation during visits to schools and to related business and industry, no more than 30 clock hours may be granted in a five year relicensure period; and

I. preapproved travel or work experience: (1) travel for purposes of improving instructional capabilities related to the field of licensure; or (2) work experience in business or industry appropriate to the field of licensure, no more than 30 clock hours may be granted in a five year relicensure period.

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

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

B. Successful completion of activities under subpart 3, items B to I, must be granted one clock hour for each hour of participation with the following exceptions: (1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five year relicensure period for supervision.

(2) No more than 30 clock hours may be granted in a five year relicensure period for travel or work experience. The limit of 30 clock hours may be waived when the local committee determines that the preapproved travel or work experience is critical to the teacher's advanced or current skills for the teacher's assignment; for example, travel to experience language or cultural immersion by a teacher of world language.

Subp. 5. Exception for national board certification. A local continuing education committee shall accept verification that a teacher is actively engaged in and making progress toward National Board of Professional Standards Certification or other national professional teaching certification approved by the Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing license renewal. A local continuing education committee shall accept verification that a teacher has earned National Board or other approved certification as equivalent to all clock hour requirements during the life of the certificate. If the certificate expires during the five year renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

Subp. 6. Exception for local option. The Board of Teaching shall approve requests submitted by local committees that, through their school district master contracts or other official agreements between the local school board and its teachers, wish to substitute development and implementation of individualized professional development plans for some or all of the clock hour requirements for renewal of continuing licenses, provided that each individualized professional development plan: A. is designed primarily to enhance the teacher's ability to effect increased student learning; B. focuses on standards in part 8710.2000 and specific content knowledge required for the teacher's assignment; C. includes management and monitoring of student learning, including positive behavioral interventions and adaptation and modification of curriculum, instruction, and assessment to assist varied student learners in achieving graduation standards; D. includes a focus on research-based best practice; E. identifies the procedures and criteria by which successful development and implementation of the individualized professional development plan will be validated and communicated with the local continuing education committee; and F. requires that each teacher's individualized professional development plan equal or exceed 125 hours of professional development activities during the five year period.

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

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

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

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

STILLWATER AREA SCHOOLS CLOCK HOUR PRE-APPROVAL APPLICATION FORM

This form is to be submitted to the Relicensure Committee for prior approval of clock hours subject to actual completion of travel/work experience.

NAME _____ BUILDING _____

HOME ADDRESS _____

PHONE NUMBER _____ ALTERNATE PHONE NUMBER _____

LICENSES HELD _____

FILE FOLDER # _____ LICENSE EXPIRATION DATE _____ EMAIL ADDRESS _____

APPLICANT SIGNATURE _____ DATE _____

DESCRIPTION OF THE EXPERIENCE

Please describe the activity for which clock hours are being requested:

*** Include a detailed description, plan, rationale, and objective(s) that pertain(s) to this activity/experience.
If more space is needed, please attach an additional sheet.*

*** Remember to include this completed form with all paperwork when submitting clock hours for license renewal. ***

ACTIVITY CATEGORY (Please See Back.) _____ CLOCK HOURS REQUESTED _____

FOR COMMITTEE USE ONLY

COMMITTEE ACTION: _____ Approved for _____ Clock Hours _____ Not approved because:

COMMITTEE SIGNATURE _____ DATE _____

EXPLANATION OF CLOCK HOUR CATAGORIES

A. Relevant course work completed at accredited colleges and

universities: To be verified 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. Attendance at educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held:

To be verified 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.

Acceptable examples: MEA/MFT/MVA conferences, special ed workshops.

C. Staff development activities, in-service meetings, and in-service courses:

To be verified by attendance certificate or 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.

Acceptable 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.

NOTE: No more than 30 clock hours may be granted for Professional Learning Community (PLC) meetings during a 5 year relicensure period (*Stillwater Area Schools Relicensure Committee*).

D. Building, district, regional, state, national, or international curriculum development:

To be verified by written statement of administrator of the educational unit responsible for the curriculum development, with validation of hours of participation.

Acceptable examples: Development of curriculum for use with student teachers, curriculum revision in a discipline, AIDS education materials.

NOTE: No more than 30 clock hours may be granted in a five-year relicensure period.

E. Formal peer coaching or mentorship:

- (1) Consistent with standards in part 8710.2000
- (2) Verified by district mentorship personnel, or building mentorship personnel or administrator.

NOTE: No more than 30 clock hours may be granted in a five-year relicensure period.

F. Professional service in the following areas:

- (1) supervision of clinical experiences of persons enrolled in teacher licensure programs.

To be verified by written statement of local administrator or college representative responsible for the student teaching experience, with validation of hours of participation. Note limitations (16 hours/quarter, 24 hours/semester, 30 hours in 5 year renewal period).

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

To be verified by written statement of committee chairperson or representative of agency responsible for committee operation, with validation of hours of participation.

NOTE: Membership on other committees is NOT INCLUDED in this category.

Acceptable examples: Local relicensure committee, state licensure committee, professional standards committee staff development committee, or teacher testing committee.

- (3) participation in national, regional or state accreditation. To be verified by written statement of representative of crediting agency, with validation of hours of participation.

Acceptable examples: North Central accreditation, state vocational program evaluation.

NOTE: No more than 30 clock hours may be granted in a five year relicensure period.

G. Leadership experiences in the following areas:

NOTE: 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.

To be verified 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.

Acceptable 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 to be verified 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 to be verified by written statement from an official representative of the professional organization, with validation of hours and type of active leadership.

Acceptable examples: Office employment using current technology for business teachers, paid work on library board for English teachers, historical society employment for social studies teachers, Red Cross or other health occupation employment for health teachers, business management (including legitimate paid self-employment) related to the license held, construction work for industrial teachers, and paid translator work for language teachers.

NOTE: No more than 30 clock hours may be granted in a five-year relicensure period.

Acceptable examples: Leadership positions such as president, committee chair, or other officer in MBEI, MITEA, HEED, National Council of Teachers of English, etc.

NOTE: No more than 30 clock hours may be granted in a five-year relicensure period.

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

- (1) experiences with students of another age, ability, culture, or socioeconomic level

To be verified 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 will be evaluated in terms of diminishing return and the degree to which professional growth results.

Acceptable examples: Exchange situations with different types of students as given above, 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 to related business and industry

To be verified 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.

Acceptable 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.

NOTE: No more than 30 clock hours may be granted in a five-year relicensure period.

I. Opportunities to enhance knowledge and understanding of education settings in the following areas:

- (1) travel for purposes of improving instructional capabilities related to the field of licensure

To be verified by submitting a detailed trip itinerary including appropriate transportation, lodging, and/or trip receipts, clearly stated educational objectives for the 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.**

- (2) work experience in business or industry appropriate to the field of licensure to be verified by written statement from the employer, with validation of work hours and duties. Self-employment is 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. **Pre-approval is required.**

NOTE: The work experience must consist of more than repetition of what the applicant already knows.

ADDITIONAL CLOCK HOUR RESOURCES

1. *Infinitec: Helping All Learners Reach Their Potential Through Technology*

<http://www.myinfinitec.org/>

Infinitec, which stands for Infinite Potential through Technology, enables teachers and school staff to have access to teacher resources and custom-developed training materials. The mission of *Infinitec* is to advance independence and promote inclusive opportunities for children and adults through the use of technology. *Infinitec* is a member-based organization and is **available to all District 834 employees only**.

This password-protected web-based portal offers staff access to a range of curriculum supports and professional learning opportunities. There are 100+ video and PowerPoint presentations from experts in the field and strategies for implementing technology with at-risk special education students. *Infinitec* also offers online quizzes for professional development credit, resource and research links, pre-made differentiated lesson plans, webinars, summarized instruction sheets on how to use common assistive technology devices and alternative activities are listed by subject.

** To register, please use the link above.

You will need to fill in the following required information:

Screen Name: Recommend using last name, first initial Position: You can pick multiple if needed
Age Level: Enter the age level(s) of the students you work with District: Stillwater
County: Washington

Once you have registered you will be emailed a temporary password.

Please feel free to take a few minutes to register and use the *Infinitec* resource to support your students as well as your own professional development needs.

2. The Minnesota Relicensure Package

<https://k12teacherstaffdevelopment.com/tlb/minnesota-relicensure-package/>

3. Education Minnesota – conferences and workshops <http://www.educationminnesota.org/>

4. TIES – conferences and workshops <http://ties.k12.mn.us/>

5. Minnesota Association for Children’s Mental Health (MACMH) - workshops

<http://www.macmh.org/>

6. Minnesota Association for Children's Mental Health (MACMH) - workshops <http://www.macmh.org/>
7. Lakes Country Service Cooperative (LCSC) - "Renew Your License" workshops <http://www.lcsc.org>
8. Professional Learning Board <https://k12teacherstaffdevelopment.com/tlb/>
9. Suicide Prevention Link for Mandatory Requirement (Enter **WCDPH** as your Organization Code.)
<http://www.qprtraining.com/setup>
10. Save Your License Online Sessions (District 833 – Bloomington)
https://www.bloomington.k12.mn.us/sites/default/files/content_file_attachments/Dist%20833%20Save%20Your%20Lic.%20Online.pdf
11. Save Your License Courses (Intermediate District 287)
[https://www.bloomington.k12.mn.us/sites/default/files/content_file_attachments/Dist 833 Save Your Lic. Online.pdf](https://www.bloomington.k12.mn.us/sites/default/files/content_file_attachments/Dist%20287%20Save%20Your%20Lic.%20Online.pdf)

