

2022-2023

CONTINUING EDUCATION CLOCK HOUR APPROVAL INSTRUCTIONS

PDEpress: <http://pdexpress.owatonna.k12.mn.us/pdexpress/>

Submitting Options (All option types have instructions & requirements listed):

- Administrative Clock Hour Approval Form
- FINAL TRANSCRIPT SUBMISSION
- New Employee – CEUs/Requirements Entered on MDE
- Out of District Professional Development

******OPS Staff that attend “on campus” professional development (PD) will receive CEUs through the Teaching & Learning Department. No need to upload/submit CEUs for internal PD.***

Clock Hour Categories:

Two (2) or more categories are required in each five-year period for a total of 125 clock hours from the date of the last renewal application through June 30 of the renewal year. Applicants who seek renewal for 2 or more licensure areas should allocate at least 30 hours to each of the licensure areas. The majority of your clock hours must be in your licensure area in order to count towards renewal.

- A. College courses from an accredited college or university:
 - 1 quarter credit = 16 clock hours
 - 1 semester credit = 24 clock hours
- B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held.
- C. Staff development activities or in-services (OEA meetings, staffing, department meetings).
- D. Site, district, regional, state, national, or international curriculum development.
- E. Peer coaching or mentorship relationships with colleagues that address 1 or more of the standards.
- F. Professional Service
 - Supervision of persons enrolled in Student Teaching programs
 - 16 clock hours per quarter/24 clock hours per semester
 - Maximum of **18 hours per 3 year license** and **30 hours** per 5 year license renewal (MN Rule 8710.7200)
 - Participation on licensure, teacher education, or professional standards committees;
 - Participation on national, regional or state accreditation;
 - YSL Students/**Intro to Education** 10 hours a student with a maximum of **20 hours** per license renewal; or
 - Participation in teacher preparatory or exploratory programs can earn a maximum of **20 hours** per license renewal.
- G. Leadership Experience
 - New or broader skills and sensitivities to the school, community or profession;
 - Publication of professional articles in a professional journal in an appropriate field; or
 - Volunteer work in professional organizations related to the areas of licensure held Maximum of **30 hours** per license renewal.
- H. Understanding of Diverse Educational Settings
 - Experience with students of another age, ability, culture, or socio-economic level; or
 - Systematic, purposeful observation during visits to schools and to related business and industry.
 - Maximum of **30 hours** per license renewal.

- I. Pre-approved travel or work experience
- One week (1) of pre-approved travel or work experience for purposes of improving instructional capabilities equals ten (10) clock hours. **Maximum of 18 hours per 3 year license and 30 hours per 5 year license renewal for travel or work experience.**

Coaching CEUs:

- Coaching is *not* a renewable license area per Minnesota Department of Education.
- A maximum of **20 hours** of coaching continuing education hours **can** be used for your teaching license renewal. You must express how these CEUs will benefit you as a classroom teacher.
- If you hold a Physical Education License, you must have at least **30 hours** that might also fall under coaching.

Relicense Requirements (minimum of one hour of each):

- ✓ Positive Behavior interventions
- ✓ Accommodations, Modifications and Adaptation of Curriculum
- ✓ Reading Preparation
- ✓ Mental Illness Awareness
- ✓ Suicide Prevention Strategies
- ✓ English Learners Best Practices
- ✓ Cultural Competency Training

Exemptions on Requirements:

- **Reading Preparation**

The following licensure fields are exempt from evidencing the reading preparation renewal requirement: school counselors, school psychologists, school nurses, school social workers, speech language pathologists.

Exemptions for School Psychologist:

The Nationally Certified School Psychologist (NCSP) credential from the National Association of School Psychologists may be used in lieu of all clock hours required under Minnesota Rule 8710.7200, subpart 2, to renew a school psychologist license. If the NCSP credential expires during the license holder's renewal period, the local continuing education relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect.

Exemptions for Speech Language Pathologist:

The Certificate of Clinical Competence (CCC) credential from the American Speech-Language-Hearing Association may be used in lieu of all clock hours required under part Minnesota Rule 8710.7200, subpart 2, to renew a speech-language pathologist license issued under this part. If the CCC credential expires during the individual's renewal period, the local continuing education or relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect.

State Licensure Requirements

Positive Behavior Interventions & Accommodations, Modifications and Adaptations of Curriculum

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 adaptation 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. 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 to be trained in understanding the key warning signs of early-onset mental illness in children and adolescents. During subsequent licensure renewal periods, preparation March 2019 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 selfreflection 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.

updated 10-1-2020