

Relicensure Clock Hour Approval Application Form - Independent School District #709

Submit this form with **EACH** experience on a **YEARLY** basis to Duluth Public Schools Human Resources Department.

State File Folder Number _____
 License Areas _____ Tier _____
 Name _____
 Home Address _____
 E-Mail Address _____

MDE Date of Action _____
 Expiration Year _____
 Today's Date ____/____/____
 Home School _____
 Work Phone _____
 Home Phone _____

Requesting Teaching/Related Service Hours **Requesting Administrative Hours**

Activity Date _____ Number of Clock Hours Requested _____ **Approved By Committee**

Title of Experience _____

Components Requested As Per This Activity

- Accommodations and Modification
- Positive Behavioral Intervention Strategies
- Reading Component
- Early Onset Mental Illness
- Suicide Prevention
- English Language Learners
- Cultural Competency

If you are requesting a component that was not granted on the CEU you must include a written description of the experience **and** how it met the component

Components Approved By Committee

- Accommodations, Modification of Curriculum
- Positive Behavioral Intervention Strategies
- Reading Component
- Early Onset Mental Illness
- Suicide Prevention
- English Language Learners
- Cultural Competency

Category – (Check One Box Only) ~~~ Clock Hours Must Be Earned In Two or More Categories In Items A to I ~~~

- | | |
|--|--|
| <p>A <input type="checkbox"/> Relevant Coursework - College Course(s)
 Attach a copy of transcript or grade slip.
 1 Semester Credit = 24 Clock Hours
 (Maximum of 124 Clock Hours)</p> <p>B <input type="checkbox"/> Educational Workshops – Appropriate To Licenses
 Conferences, Institutes, Seminars, Lectures
 Hour for Hour - Attach certificate of attendance.</p> <p>C <input type="checkbox"/> Staff Development – In-service Courses
 (Approved By Teacher Development Committee)
 Hour for Hour - Attach certificate of attendance.</p> <p>D <input type="checkbox"/> Curriculum Development
 Site, District, Regional, State, National
 Hour for Hour
 Hours must be verified by a governing body.
 Attach signed verification of participation.
 PLC hours as determined by site administrator
 (Maximum 30 hours of PLC per renewal)</p> <p>E <input type="checkbox"/> Peer Coaching / Mentorship (Max. 30 clock hours per renewal)
 Engagement in formal peer coaching or mentorship relationships with colleagues.
 Hour for Hour
 Signature of supervisor verifying the experience and certificate.</p> <p>E1 PLC Facilitator (Maximum 30 clock hours per renewal)</p> <p>F <input type="checkbox"/> Professional Service (Circle One)
 (F1 Maximum of 30 Clock Hours)</p> <p>F1 Supervision of Clinical Experiences
 Student Teacher; Semester = 24 Clock Hours
 Supervision of Pre-Service Teacher = Hour for Hour
 Attach documentation with student's name, institution and principal's signature.</p> <p>F2 Participation on National, State, and Local Committees Involved With Licensure, Teacher Education, Or Professional Standards
 Hour for Hour - Attach certificate of participation.</p> <p>F3 Participation in National, Regional or State Accreditation.
 Hour for Hour - Attach certificate of participation.</p> | <p>G <input type="checkbox"/> Leadership Experiences (Circle One) (Maximum of 30 Clock Hours)</p> <p>G1 Preapproved development of new or broader skills and sensitivities to the school, community, or profession.
 Hour for Hour - Signature of supervisor verifying the experience and written statement of service contribution and professional growth.</p> <p>G2 Publication of articles in a professional journal.
 Hour for Hour - Attach copy of the article and hours spent in research and writing.</p> <p>G3 Preapproved volunteer work in professional organizations related to licensure area.
 Hour for Hour - Signature of supervisor verifying the experience and written statement of service contribution and professional growth.</p> <p>G4 Continuous Improvement Plan Committee Members
 (Maximum. 30 hours per renewal – CIT, DWCIT, SLT)</p> <p>H <input type="checkbox"/> Diversity Experiences (Circle One) (Maximum of 30 Clock Hours)</p> <p>H1 Experiences with students of another age, ability, culture, or socioeconomic level.
 Hour for Hour - Signature of supervisor verifying the experience and written statement of service contribution and professional growth.</p> <p>H2 Systematic, purposeful observation during visits to schools and to related business and industry.
 Hour for Hour - Signature of supervisor verifying the experience and written statement of service contribution and professional growth.</p> <p>I <input type="checkbox"/> Travel - Work Experience (Circle One)
 (Maximum of 30 Clock Hours)</p> <p>I1 Preapproved travel for purposes of improving instructional capabilities related to the field of licensure.
 1 Week = Up To 10 Clock Hours</p> <p>I2 Preapproved work experience in business or industry appropriate to the field of licensure.
 1 Week = Up To 10 Clock Hours</p> <p><input type="checkbox"/> National Board Certification Verification
 Attach Certification Card</p> <p><input type="checkbox"/> Local Option Exemption</p> |
|--|--|

Chairperson Signature _____ Date _____
 Entered at Minnesota Department of Education _____ Date _____