Saint Paul Public Schools, ISD#625
Continuing Education Committee
360 Colborne Street, Saint Paul, MN 55102

Minnesota Board of Education
Relicensure for
Standard Teaching Licenses and
Administrative Teaching Licenses

The Continuing Education Committee meets several times throughout the school year (see dates below). The committee reviews documentation submitted by teachers and administrators wanting to renew their Standard Teaching License and Administrative Teaching License. Standard Teaching Relicensure requirements are established by The Minnesota Department of Education and approved or denied by the Continuing Education Committee. Administrative Relicensure requirements are established by The Minnesota Department of Education and are preapproved by The Minnesota Board of School Administrators.

To submit copies of documentation or if you have any questions regarding the Continuing Education Committee please contact: Human Resources at 651-767-8200.

Meeting Dates for 2012-2013
Administration Building, 360 Colborne Street, Saint Paul

October 25th	January 17th	February 21st	March 14th	April 11th Open House 8 AM – 4 PM	May 2nd (rescheduled from 04/25/13)	May 30th

(Note: the Continuing Education Committee does not meet during the months of September November, December, June, July or August)

Important Renewal Information:

- Submit clock hours to the Relicensure Committee ONLY when you have met ALL requirements to relicense!
- A teacher requesting renewal of a five-year license must earn 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. In addition to the 125 clock hours necessary to relicense, you will also need to fulfill four other requirements listed under categories R, S, T, and U on the back of this form.
- An administrator requesting renewal of a five-year license must earn 125 pre-approved administrative clock hours during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration.
- Clock hours above and beyond the 125 clock hours required for a five year licensure period **may not be banked** for future renewals.
- Once the application is accepted by the Department of Education, a teacher or administrator can start earning clock hours towards their new license.
- April 11th is an open house for teachers and administrators to walk-in and have their clock hours reviewed by a committee member.
- **Renew early**. You are required to be licensed by the first day you return to work in the fall (*the first day back for teachers for the 2012-2013 school year is August 27, 2012*). Teachers who are not fully licensed by the first day of work will be paid at the casual substitute rate or may be removed from their assignment and placed on unpaid leave of absence until fully licensed.

Clock Hour Cover Sheet

Name: _____ Employee ID #: _____ State File Folder #: _____

Home Address: _____ School Name: _____
(Address) (City, State and Zip)

License Held: _____ Expires: _____

License Held: _____ Expires: _____

Attach required documentation to this cover sheet. Only one cover sheet is required. Please include PD Express transcript if you're an employee of St. Paul Public Schools.

☐ Teaching Clock Hours ☐ Preapproved Administrative Clock hours **Total Hours**_____

A **College Course(s)**
Attach a copy of transcript.
1 semester credit = 24 clock hours.
1 quarter credit = 16 clock hours.

B **Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license held.**
Include signed copy of certificate listing date and number of hours completed.

C **Staff development activities, in-service meetings, and in-service courses**
1 District in-service credit = 10 clock hours.

***D** **Curriculum Development**
District, state, national or international.

***E** **Formal peer coaching or mentorship or mentorship relationships with colleagues.**

***F** **Professional Service**
F1 Supervising student teacher for full quarter = 16 clock hours, for 1 full semester = 24 clock hours. Limit of 30 clock hours per 5 year period for supervision.
F2 Participation on committees involved with licensure, teacher education or professional standards or accreditation (ie. North Central).
F3 Observers: One hour per observer per unit.

***G** **First time Leadership Experiences -**
Includes:
G1 Development of new or broader skills and sensitivities to school, community or profession.
G2 Publication of professional articles in a professional journal in an appropriate field.
G3 Volunteer work in professional organizations related to the areas of licensure held (includes child study teams, dept. chair, etc.).
Limit 30 clock hours per 5 year period

***H** **First Time Opportunities to enhance knowledge and understanding of diverse educational settings.**
H1 Experience with students of another age, ability, culture or socioeconomic level.
H2 Systematic, purposeful observation during visits to schools and to related business and industry.
Limit 30 clock hours per 5 year period

I **Pre-approved travel or work experience (for which your teaching license is not required) related to your field of licensure.**
1 week = 10 clock hours. Limit of 30 clock hours per 5 years.
☐ Requesting pre-approval of travel clock hours

(signed letter of verification is needed in these areas)*

Six Required Areas

R ☐ Positive behavioral intervention strategies

S ☐ Accommodation, modification and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.

T ☐ Reading (Comprehensive, scientifically based reading instruction).

U ☐ The ability to detect the early warning signs of mental illness.

V ☐ Technology Integration

W ☐ Reflective statement of professional growth (goes into effect for licenses that expire in 2013). Please provide statement on a separate sheet and attach.

Signature of Applicant: _____ Date: _____