

Frequently Asked Questions

What is the renewal process?

Two parts to the renewal process:

1. You have to submit your 125 clock hour requirements to a continuing education committee to review and approve.
2. Once clock hours are approved, complete an online renewal application through the Minnesota Department of Education at <https://education.state.mn.us/MIDMS/login.jsf?AppID=CEL>.

When can I renew?

You can renew your license as early as January 1 of your license's expiration year as soon as you've met all the renewal requirements.

How many clock hours are required for every five-year period?

125.

What is the clock hour submission process through the St. Paul Public Schools Continuing Education Committee?

Once you've met 125 clock hours including the six required areas, submit your clock hours with the clock hour form from our website via US mail, inter-office mail or drop off to Human Resources Department. Please send to:

St. Paul Public Schools
Attn: Continuing Education Committee
360 Colborne Street
St. Paul, MN 55102

The Continuing Education Committee is scheduled to meet on designated dates throughout the school year to review clock hour submissions (for the designated dates, please refer to the clock hour form). After your clock hours have been reviewed, we will return your clock hours through US mail or inter-office mail with a notification if it's been approved or denied (please wait a week to receive your clock hours back). If approved, we will enter the approval into the Minnesota Department of Education online website. If denied, we would let you know what clock hours are missing so you can resubmit for review.

Important Note: For SPPS employees – clock hours for relicensure are not associated with a lane change. If you wish to request for a lane change, please visit the Human Resources website at http://hr.spps.org/Lane_Changes.html.

What are the procedures for the Continuing Education Committee's open house?

The open house is walk-in held at the Administration building (360 Colborne Street, St. Paul, MN 55102). A committee member will sit down and review your clock hours with you and approve/denied on the spot. If you can't attend the open house, you can submit your clock hours in advance via US mail, inter-office mail, or drop off in person to Human Resources.

For open house hours, please refer to the clock hour cover sheet.

Important Note: All other committee meetings are closed meetings.

What type of clock hour documents are acceptable by the Continuing Education Committee?

- Clock hour certificate (issued by SPPS and/or outside of SPPS)
- PD Express transcript
- Copy of official transcript from an accredited college
- Letter of verification - written statement with validation of hours of participation
- Copy of National Professional Teaching Certification

How will I know if my clock hours were approved or denied?

If you are an employee of SPPS, we will send your clock hour materials back to you through inter-office mail with an evaluation report indicating if it's approved or denied. Please allow 5-7 business days to receive your clock hour materials. If you are a non-employee, we will send your clock hour materials back to you through US mail with an evaluation report indicating if it's approved or denied. Please allow 5-7 business days to receive your clock hour materials.

What resources are available to help me meet the 125 clock hour requirement?

- District and building staff development sessions (PD Express)
- Online workshops (<http://professionallearningboard.com>)
- Saint Paul Federation of Teachers (<http://spft.locals.educationminnesota.com>)
- College courses
- Other appropriate workshops and lectures.

What are the six required areas that must be met?

As part of the 125 professional development hours, the Minnesota Legislature, by statute, currently requires teachers to evidence two hours in each of the six areas below except W for every five-year period:

- R Positive Behavioral Intervention Strategies
- S Accommodation, Modification, and Adaptation of Curriculum, Materials and Instruction
- T Scientifically-Based Reading Instruction
- U Understanding the Key Warnings Signs for Early-Onset Mental Illness in Children and Adolescents
- V Technology Integration (goes into effect for licenses that expire in 2012)
- W Reflective statement of Professional Accomplishment and Assessment of Professional Growth (goes into effect for licenses that expire in 2013)

What is the period for earning clock hour credit?

Clock hours must be earned during each five-year period preceding application for licensure renewal. You are not able to bank clock hours.

Do I get clock hours for meetings at my school?

Clock hours are only granted for time spent on professional development. Staff, department, and committee meetings generally do not qualify. However, if time is spent during those meetings on professional development topics, the time spent on those topics does qualify.

What about PLCs?

PLC time does count for continuing education clock hours in Category G. Please ask your principal for verification accounting the total amount of time for the year. Please note that there is a maximum of 30 hours for Category G for each five-year renewal period.

How can I obtain my clock hours from when I was employed by St. Paul Public Schools?

Please contact Center for Professional Development, Laurie Brazman at laurie.brazman@spps.org or 651-744-1359 or Tamiko Castile at tamiko.castile@spps.org or 651-744-1340.

Are there exceptions to the 125 clock hour requirement?

Yes.

Member of National Professional Teaching Certification

You can be exempt from the remaining clock hours after completing R, S, T, U, V and W if you are an active member of a national professional teaching certification approved by the Board of Teaching at the time of renewal. If the certificate expires during the five year renewal period, the Continuing Education Committee shall prorate hours (25 hours per year) completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effective. You will need to submit a copy of your certification.

The following are examples of certifications are accepted:

- National Board of Professional Standards Certification
- American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence
- National Association of School Psychologists (NASP) National School Psychology Certification System

Please provide the Continuing Education Committee with a copy of your certification.

School counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, recreation personnel

You are exempt from the reading, technology, and reflective statement requirement if you have licensure fields in the following: School counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, recreation personnel.

What if I have two or more areas of licensure?

You must have a total of 125 clock hours with at least 30 clock hours allocated to each of the licensure areas. If you have an administrative license or licenses, you may allocate clock hours for the renewal of teaching licensure.

Does the Continuing Education Committee retrieve my clock hours from PD Express?

No. Please print your PD Express transcript and include it in your clock hour submission. To obtain your PD Express transcript, log into PD Express. When in PD Express, hover your mouse over “My Pages” tab and click on “Activities” from the drop down menu. Click on “Transcript of completed P.D” and print.

What are the clock hour categories?

The State of Minnesota had identified nine categories in which clock hours may be earned.

Category A: Relevant coursework completed at accredited colleges and universities.

- 1 semester credit is granted 24 clock hours; 1 quarter credit is granted 16 clock hours
- Courses taken for no credit (audit) will earn the hours of time in class
- Teaching a college course will earn the hours of time in class
- Verification includes a grade report or transcript. Photocopies are acceptable
- Acceptable examples include on-campus courses and on-line courses

Category B: Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held.

- Activities must be organized, structured, learning experiences presented and attended for the purpose of professional development in education.
- Clock hours cannot include travel time to the workshop, registration, meals, or coffee breaks.
- Verification includes an attendance certificate (or an agenda signed by the workshop sponsor) indicating the hours of attendance and specific topic covered.
- Acceptable examples include state and national conferences, Education Minnesota conference, and college lectures.

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

- Verification includes an attendance certificate (or an agenda signed by the workshop sponsor) indicating the hours of attendance and topics covered.
- Acceptable examples include district/school workshops.
- Unacceptable meetings include faculty meetings, staff work days, and department leader meetings.

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

- This category is for time spent developing curriculum beyond your own classroom
- Verification includes written statement with validation of hours of participation from the administrator of the educational unit responsible for the curriculum development and a sample of the curriculum that was written.

Category E: Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000.

- There is a maximum of 30 hours for this category for each five-year renewal period.
- Verification includes written statement with validation of hours of participation from the administrator of the mentorship or peer-coaching program.

Category F: Professional service in the following areas:

F(1) supervision of clinical experiences of persons enrolled in a teacher preparation program.

- There is a maximum of 30 hours for this category for each five-year renewal period.
- A full quarter of supervision is granted 16 clock hours; a semester of supervision is granted 24 clock hours.
- Verification includes a written statement with validation of hours of participation from the college representative/supervisor.

F(2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards.

- Verification includes a written statement with validation of hours of participation from the chair of the committee.

F(3) observers

- One clock hour is granted per observer per unit.

Category G: Leadership experiences in the following areas:

G(1) development of new or broader skills and sensitivities to the school, community, or profession;

G(2) publication of professional articles in a professional journal in an appropriate field; or

G(3) volunteer work in a professional organizations related to the areas of licensure held.

- There is a maximum of 30 hour this category for each five-year renewal period.
- Clock hours in this category are granted for leadership roles – not just membership or participation.
- Verification includes a copy of the article, a certification of participation, or a written statement with validation of hours from the head of the organization.
- If you teach the same college courses or present the same staff development session(s) multiple times, you may earn clock hours only once for each course or session during each five-year renewal period.
- Acceptable examples include authoring an article in a professional journal, professional learning communities (PLC), college lectures, teaching college courses (contact hours), presenting at district staff development sessions, and presenting at state, national, and internal conferences.

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

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

H(2) systematic, purposeful observation during visits to schools and to relate business and industry.

- There is a maximum of 30 hours for this category for each five-year renewal period.
- Verification includes a written validation of hours from an appropriate representative of the school or business.
- Acceptable examples include exchange teaching in a setting different than your own and tutoring inner-city students.

Category I: Pre-approved travel or work experience:

I(1) travel for purposes of improving instructional capabilities related to the field of licensure; or

I(2) work experience in business or industry appropriate to the field of licensure.

- Both travel and work experience must be pre-approved.
- There is a maximum of 30 hours for this category for each five-year renewal period.
- One week of preapproved travel or work experience is granted 10 clock hours.
- Pre-approval application should include a detailed itinerary or work plan and educational objectives.
- Verification includes a detailed account of time spent as well as a summary of how the travel or work will make you a better teacher.

How can I check my clock hour record?

You can check your clock hour record through the Minnesota Department of Education at <https://education.state.mn.us/MIDMS/login.jsf?ApplId=CEL> .

Do I need to submit to Human Resources my renewed license from the Minnesota Department of Education?

No, we'll retrieve this information directly from the Minnesota Department of Education.