

Relicensure Committee
1250 West Broadway
Minneapolis, MN 55411
(612) 668-0500

Relicensure 101 for Non MPS & Former MPS Employees



The following is information many Non MPS and Former MPS Employees often need in order to renew their license through the MPS re-licensure committee. Many of these things are overlooked and flat-out ignored, so please read this information as it will be helpful.

Quick Hits (covers both Former and Non MPS Employees)

- * You must fill out an [application](#).
- * You must have 125 hours between at least two (2) Relicensure categories (This is 75 hours for Tier 3)
- * You must have 1 hour in each of the State Requirements
- * You must have a file folder number included with your documents.
- * No, you cannot take PD Courses at Minneapolis Public Schools as a Non or Former MPS Employee.
- * You can look into PD opportunities at the [National Board website](#), or other places providing these services.
- * MPS will not return your re-licensure packet. If you want those records, please make copies for yourself.
- * **Do not email the committee a link to your Google Doc where all your information is housed.**

*** PLEASE INCLUDE YOUR FILE FOLDER # and PERSONAL EMAIL and write legibly.**

- * It is best to mail your packet to:

Human Resources

Attn: Re-licensure Committee/Rowan

1250 W. Broadway

Minneapolis, MN 55411

Former MPS Employees

- * Looking for your past MPS transcripts? Email MPS.PD@mpls.k12.mn.us or rowan.mcdeid@mpls.k12.mn.us
- * Compile your documents and email them to Relicensure@mpls.k12.mn.us or mail them to the address you can see in a couple spots on this page.

Non MPS Employees

- * Please include your File Folder Number with the packet you submit to the MPS re-licensure committee. This information is forgotten more often than not and the committee needs it.
- * If you do not know your File Folder Number, you can find it here: [Link to PELS B Educator Lookup](#).
- * It is highly recommended you mail the re-licensure packet to:

Human Resources

Attn: Re-licensure Committee/Rowan

1250 W. Broadway

Minneapolis, MN 55411

The HR re-licensure coordinator goes through the packets every Friday and sends them to the committee. You will be emailed by rowan.mcdeid@mpls.k12.mn.us upon the receipt of your packet.

Do not send an email with a Google link to your packet of information. For privacy reasons, this is not secure. Do not take a picture of your packet materials and email it to the committee. Do not mail packets with multiple sticky notes sticking out of the border of the pages. If you can scan/email a .pdf of your materials to relicensure@mpls.k12.mn.us you can do that, but just to reiterate, it is preferred that you mail your materials to the address listed above.

Application for Relicensure



Name: _____ Email: _____ File Folder Number: _____

WHAT TYPE OF LICENSE DO YOU HAVE?

WHAT ARE YOU RENEWING?

WHAT IS YOUR STATUS?

Qualifications:

- You must have at least 125 total clock hours (75 total clock hours for Tier 3)
- You must have clock hours in at least TWO of the Relicensure Categories (A-I) listed below.
- You must have at least 1 clock hour in each of the State Requirements listed below.

NOTE: ELL can have a short reflective essay or a 1 hr session of PD. Please record what applies to you in the area below.

Clock Hours (please record the total hours you are submitting below):

<u>Relicensure Categories</u>	<u># of Hours</u>	<u>State Requirements</u>
A. Relevant Coursework (1 sem cr. = 24 hours)	<input type="text"/>	<input type="checkbox"/> Accommodation, Modification, & Adaptation*
B. Workshops, Conferences, Institutes, Seminars, Lectures	<input type="text"/>	<input type="checkbox"/> Cultural Competency
C. Staff development activities, In-Services and Courses	<input type="text"/>	<input type="checkbox"/> ELL (short essay OR 1 hour of PD)
D. Curriculum development	<input type="text"/>	<input type="checkbox"/> Mental Health
E. Peer Coaching or Mentorship	<input type="text"/>	<input type="checkbox"/> Positive Behavior
F. Professional service	<input type="text"/>	<input type="checkbox"/> Reading
G. Leadership experience	<input type="text"/>	<input type="checkbox"/> Suicide Awareness
H. Understanding of diverse educational settings	<input type="text"/>	
Total Hours for Relicensure Categories:	<input type="text"/>	

* As of 1/1/2021

National Board or Local Exception** Yes N/A

Recommendations:

Please submit more than 125 hours so if any are not approved, you have back up. You do not have to submit every CEU attained over 5 years, but submit more than 125 hours. Submit official verification (SuccessFactors transcripts or Certificates earned outside MPS) for hours recorded. Clearly mark the corresponding forms for each State Requirement.

Note: School counselors, psychologists, nurses and social workers, do not need the reading. Speech Pathologists and teachers who have not taught 15 consecutive days in the last five years do not need the ELL.

Submission

To ensure we receive items in a timely manner, convert your materials to a .pdf and email them to relicensure@mpls.k12.mn.us

Note: Due to the volume of applicant, MPS will not be able to return re-licensure materials. If you need to retain any materials, please make copies before submitting them to the re-licensure committee.