

## Steps to Renewing Your License ([Video](#) walking through each step)

In the year that your license is due, you need to complete the following steps.

You will need 125 CEUs and at least one hour in each of the state requirements.

More information on renewing your license can be found on this [main page](#).

- 1. Gather your clock hours.** Your online transcripts are now on SuccessFactors. Yes, they were converted over from eCompass. You can search from the date you sent in your last renewal of license or today's date whichever is easiest. Set the filter to go back 5 years.

Directions on how to download are [here](#) from the Source. Be sure to adjust margins so that the whole document can be seen including the far right column of "clock Hours" (I needed to make the margins narrow to fit) See [this](#) for printing and saving information.

Entity Title	Class ID	Scheduled Offering Description	Start Date	End Date	Re-licensure Category	Re-licensure State Requirement 1	Re-licensure State Requirement 2	Re-licensure State Requirement 3	Completion Date	Grade	Status	ProPay Credit (LEG)	MPS Credits	Clock Hours
E 1001 (Rev 1 - 3 02:08 PM /Chicago)		Web Accessibility Essentials			C: Staff Development within District				8/27/2020 04:12 PM America/Chicago	80	Course Complete	0	0.5	0.5
E 8/4/2020 04:23 PM /Chicago)		COVID-19: Cleaning Surfaces			C: Staff Development within District				8/24/2020 05:00 PM America/Chicago		Course Complete	0	0	0.5
E 8/7/2020 02:36 PM		COVID-19: Health and Safety Protocol			C: Staff Development within District				8/24/2020 04:45 PM America/Chicago		Course Complete	0	0	0.75

- 2. Check that you have at least one CEU in each of the state requirements.** Most are clearly marked on your transcript (sometimes Accommodations, Modification and Adaptations AND Positive Behavior are not always clearly marked but you can label courses that meet those requirements). If you are missing Mental Health, Suicide Awareness, or ELL, you can take a course on [The Source](#).

- Accommodation, Modification, & Adaptation\*
- Cultural Competency
- ELL (short essay **OR** 1 hour of PD)
- Mental Health
- Positive Behavior
- Reading
- Suicide Awareness

- 3. Highlight the different requirements,** if you are able. Highlighting ensures that the person looking over your application will find those state requirements.

- 4. Complete the [Relicensure Application Form](#).**

Note: PDP can count as category E if you need a second category.

Note: If you don't remember your file folder number, click [here](#).

5. **Send** PDFs of all documents to: [relicensure@mpls.k12.mn.us](mailto:relicensure@mpls.k12.mn.us) (preferred)  
OR mail to the following (or drop off at Davis)

MPS District Relicensure Committee

Division of Human Capital

1250 West Broadway Avenue

Minneapolis, MN 55411

Phone: 612.668.0500

Fax: 612.668.0525

[Relicensure@mpls.k12.mn.us](mailto:Relicensure@mpls.k12.mn.us)

NOTE: After your materials have been approved, you will receive an email from HR with the next steps. The most important next step is to renew your license through the [state website](#) which includes payment AFTER January 1 of the year it expires.

#### Meeting dates 2023-24

- September 15, 2023
- October (online approval only)
- November 10, 2023
- December 1, 2023
- January 12, 2024
- February 2, 2024
- March 8, 2024
- April 12, 2024
- May 10, 2024
- May 31, 2024