

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.