

	Educator Licensing & Teacher Quality 1500 Highway 36 West Roseville, MN 55113-4266	APPLICATION FOR RENEWAL OF A MINNESOTA FULL PROFESSIONAL EDUCATION LICENSE	ED-02350-05
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1. FILE FOLDER NUMBER					
If you hold a Minnesota Education License, enter the number below.					

GENERAL INFORMATION AND INSTRUCTIONS: Renewal requirements must be met even if license is not currently being used. A renewal application may be submitted anytime after January 1 of the year of expiration. Send the completed application to the address above. If you have questions, call 651-582-8691 or go to the WEB: <http://education.state.mn.us>.

FOR STATE USE ONLY
REGISTER NUMBER

Include your check or money order for \$57.00 payable to COMMISSIONER OF MDE. This is a PROCESSING FEE and it is NOT refundable. **(Check / money order for \$57.00 must be attached.)**

Are you applying for a license as a **SHORT CALL SUBSTITUTE TEACHER** (valid for 15 consecutive days or less in the same classroom)?
 NO. Complete sections 1, 2, and 3 (and 4 if appropriate). YES. Complete only sections 1 and 2.

A completed Conduct Review Statement must accompany every application for renewal.

2. APPLICANT INFORMATION			
It is not mandatory to provide your Social Security Number. Failure to do so may result in misidentification but will not result in denial of a license.			
Last Name	First Name	Middle Name	Previous Name
Social Security Number	Month/Day/Year of Birth	Gender	Daytime Telephone Number
		<input type="checkbox"/> M <input type="checkbox"/> F	() -
Home Address: Street	City	State	Zip Code

3. LOCAL CONTINUING EDUCATION/RE-LICENSURE COMMITTEE VERIFICATION
<p>I verify this applicant has satisfactorily completed all applicable Board of Teaching rule Chapter 8710.7200 requirements as of the date indicated below and is entitled to renew the license. I further verify that the applicant has, within the 125 clock hours, completed professional development activities in the following areas:</p> <ul style="list-style-type: none"> - Using positive behavior interventions - Accommodating, modifying, and adapting curricula, materials, and strategies related to meeting graduation standards - Reading preparation as defined in MN Statute § 122A.06 Subd.4 (This requirement applies to <u>all</u> full professional licenses issued by the Board of Teaching, except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.) - Key warning signs of early-onset mental illnesses in children and adolescents
<p>_____ Signature of Chairperson, Minnesota Local Continuing Education Committee</p> <p>_____ Date</p> <p>_____ School District Name</p> <p>_____ Six Digit District Number</p>
<input type="checkbox"/> Check here if clock hours have been reported electronically. (The chairperson's signature is not needed.)

4. EMPLOYMENT VERIFICATION FOR ADMINISTRATIVE LICENSE RENEWAL					
For <u>administrative licensure</u> only, to move from a two-year license to a five-year license, please verify one full year (175 full days or 1050 hours) of experience as an administrator in the licensed administrative field.					
Name of School District Where Employed	State	Dates of Service		Position	Grade Levels
		From:	To:		
I verify that the applicant has successfully administered in the above school district as indicated.					
_____ Print Name of Authorized Official			_____ Title		
_____ Signature of Authorized Official		_____ Date		_____ Telephone Number	

A Minnesota license states the area(s) of licensure, grade levels and the renewal requirements. All licenses expire on **June 30** of the year of expiration. Applications for renewal are accepted after January 1 of the year of expiration. Applicants are advised to renew early, as the processing time in the summer/fall months can be 12 to 14 weeks. Enter your file folder number in section 1 and complete section 2. Submit the required documentation to meet the renewal requirement(s) stated on your current license.

Renewal of a Two-Year Administrative License: Continuing education clock hours are not required to renew a two-year Minnesota administrative license. Verification in section 4 of the application form of one year of experience as an administrator in the licensed administrative field while holding a valid two-year Minnesota administrative license is needed to move to a five-year license. The experience may be accumulated over several two-year licenses and may be experience earned outside of Minnesota. If one year of experience has not been earned, another two-year entrance license will be issued.

Renewal of a Five-Year Administrative License: With the completed renewal application form, submit the certificates for 125 clock hours of participation in state pre-approved administrative continuing education activities, or submit official transcripts for coursework; one quarter credit equals 16 clock hours and one semester credit equals 24 clock hours. If also renewing teaching fields, the signature of the local continuing education/re-licensure committee chairperson is required in section 3.

Renewal of a One-Year, Two-Year, or Three-Year Teaching or Related Services Professional License: Upon successful completion of the renewal requirement(s) stated on the applicant's license, the next license issued will be a five-year professional license. Submit the required documentation to meet the renewal requirement(s) stated on your current license. If required, original transcripts must be submitted in the un-opened college/university-sealed envelope. The original Praxis score report must be submitted when Praxis examination is stated in the renewal requirements of the current license.

Renewal of a Five-Year Teaching or Related Services Professional License: Teachers and related services personnel are under the jurisdiction of local continuing education/re-licensure committee guidelines for license renewal. Licensees are advised to affiliate with a Minnesota continuing education/re-licensure committee as soon as the first five-year license is issued. The licensee should affiliate with the committee in the district of employment, or, if this is not an option, the Minnesota district of current residence or of most recent employment in a licensed position. The applicant is responsible for clock hours even if the applicant has not taught in Minnesota during the life of the license or is living outside of the state.

Clock hours are hours of actual participation in planned professional development. Clock hours are granted by local continuing education/re-licensure committees for experiences that result in maintenance and improvement of professional skills and abilities.

Submit documentation of 125 continuing education clock hours earned during the immediately preceding five-year period to your Minnesota local continuing education/re-licensure committee for approval and verification signature in section 3 of the application form. Persons licensed in two or more areas should earn at least 30 clock hours (of the 125 total clock hours) for each of the licensure areas in which they are currently teaching. Clock hours earned and granted during the five-year period may be transferred from one district to another.

There is no penalty if your license has expired. However, all individuals who substitute teach or have a licensed position in a Minnesota elementary or secondary public school **must** hold a valid **Minnesota** teaching license.

Options for the Renewal of a Lapsed Five-Year Teaching or Related Services Professional License:

- a five-year short call substitute license, valid for no more than 15 consecutive days in a single classroom assignment.
- completion of 125 clock hours earned during the five-year period immediately preceding the application, as verified by a local Minnesota local continuing education/re-licensure committee.
- if not employed by a Minnesota school district within the past year, submit official transcript(s) verifying completion of college credits related to the teaching field earned in the five-year period immediately preceding the application; one quarter credit equals 16 clock hours and one semester credit equals 24 clock hours.
- an extension for the balance of the school year may be issued upon evidence that the applicant has been offered a position in Minnesota contingent upon holding a valid license. At the end of the extended licensure period, the applicant must meet renewal requirements for the continuing license.

Teaching License Based on a Minor: Secondary school teachers who have been issued a license based on a teaching minor are authorized to teach half-time or less of their academic teaching load in the minor field for a period of **seven** years from the date of issuance. Please consult with a college/university and plan a program that will prepare you for full licensure in the field. Once the preparation for full licensure has been completed, you must be recommended for full licensure by the college/university through which you completed the approved program.

IDENTIFICATION INFORMATION

Applicant Full Name (Last, First, Middle)			Previous Full Name		
File Folder Number 	Social Security Number - -	Date of Birth (mm/dd/yy) - -	FOR STATE USE ONLY		

CONDUCT REVIEW STATEMENT

Place either an **X** or a **checkmark** in the appropriate boxes below. **If there is any writing on this form it cannot be scanned properly and your application will be delayed.** If you are submitting additional information, you must use either page five (5) or other sheets of paper.

You must answer **all** questions completely and provide **all** requested information. However, your answers on this conduct review statement apply **only to the period since your last application.** If you answered "yes" to any of these questions on previous applications and supplied supplemental information, it is not necessary to do so again.

1. Have you ever been convicted of a crime?

For purposes of this question, the term "crime" includes a misdemeanor, a gross misdemeanor, a felony or a charge that resulted in a stay of imposition of sentence. **(DWI's and DUI's are included in this definition and should be disclosed.) (DO NOT INCLUDE PETTY MISDEMEANORS.)** The term "conviction" includes a finding of guilty by a jury or judge, an admission of guilt or plea of guilty, or any "no contest" or Alford plea (a plea without an admission of guilt). You are considered convicted whether the sentence is stayed or executed.

YES **-If you answered "yes," you must complete the Supplemental Information page [page five (5) of this application form] for each conviction, and attach it to this page.**

NO

2. Have you ever been referred to a pre-trial diversion program after being arrested?

YES -If you answered "yes," you must attach material explaining the action, location(s), date(s), and the agency involved.

NO

3. Have you ever been acquitted or found not guilty of a criminal offense involving sexual conduct, homicide, assault, or any other crime involving violence?

YES -If you answered "yes," you must attach material explaining the offense, date, location, and the law enforcement agency involved.

NO

4. Are any criminal charges currently pending against you in Minnesota or any other state?

YES -If you answered "yes," you must complete and attach page six (6) of this form, the Supplemental Information form.

NO

5. Have you ever had an education or other occupational license revoked, suspended, or denied in Minnesota or in any other state?

YES -If you answered "yes," you must attach material explaining the type of license, the date action was taken, and the agency involved.

NO

6. Have you ever voluntarily surrendered an education or other occupational license?

YES -If you answered "yes," you must attach material explaining the action, location, date, and the agency involved.

NO

CONDUCT REVIEW STATEMENT (CONTINUED)

7. Is disciplinary action against your teaching, administrative, or other occupational license currently pending in another state?

YES - If you answered "yes," you must attach material explaining the action or charges, location, date, and agency involved.

NO

8. Have you ever resigned from or otherwise left any employment after allegations of misconduct were made against you or when an investigation into those allegations was pending?

YES -If you answered "yes," you must attach material explaining the action or charges, location, date, and employer involved.

NO

9. Have you or a school district in which you were employed ever been a party to a civil settlement, award or agreement of any kind that involved an allegation that involved your sexual conduct?

YES -If you answered "yes," you must attach material explaining the situation including date and location of the school district.

NO

WARNING: FAILURE TO ANSWER ANY OF THE ABOVE QUESTIONS IN A TRUTHFUL MANNER OR FAILURE TO PROVIDE THE INFORMATION REQUESTED COULD LEAD TO DENIAL OR DISCIPLINARY ACTION BEING TAKEN AGAINST ANY TEACHING OR SCHOOL ADMINISTRATIVE LICENSE.

CERTIFICATION OF INFORMATION

I certify that all information contained on and submitted with this application is to the best of my knowledge true and accurate. I understand that misrepresentation of facts or falsification of statements or accompanying documents may result in denial of licensure and could affect the status of my other teaching or school administrative licenses.

Signature of Applicant

Date

Complete the next page
only if you answered "yes"
to question 1 or 4.

