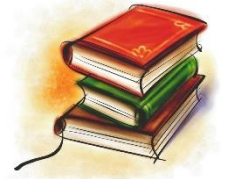


WILLMAR PUBLIC SCHOOLS

CONTINUING EDUCATION INFORMATION FOR LICENSED STAFF

2023 - 2024



CONTENTS	PAGE
Clock Hour Reports	2
Contacts	3
How to View Your License	4
How to Renew Your License with Willmar Public Schools	5
How You Can Earn Clock Hours (CEU's)	5a
How to Renew Your License Online	6
State Requirements for Renewal of Teacher Professional Licenses	7-8-9
Information on Tiered Licensure Structure	10-11
Specific License Requirements for Each Tier	12
Mandatory Professional Development Requirements	
Classroom Teachers, ELL and Cultural Competency Options	13-14
Administrators with a Classroom License, Speech/Language Pathologists	15
Activity Log Directions	16
Activity Log (Printable)	17
Your Continuing Education Record (Printable)	18
Clock Hour Request Form & Directions*	19-20
<p>*The Clock Hour Request Form & Directions is for example only. Do not use the Form for submission of Clock Hour Requests. Clock Hour Request Forms (NCR two page carbonless) are found in all school buildings (ask your school secretary) or at Human Resources-WEAC.</p>	
Abbreviations and Definitions	21

Clock Hour Reports

[Click here to access Clock hour Reports from 2018-Present](#)

Contacts

How to Contact Minnesota Department of Education

Website: <http://education.state.mn.us>
E-mail Address: mde.contactus@state.mn.us
Phone: 1-651-582-8200
Mailing Address:
Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113

How to Contact Professional Educator Licensing & Standards Board PELSB

Website: <https://mn.gov/pelsb>
E-mail Address: pelsb@state.mn.us
Phone: 1-651-539-4200
Mailing Address:
Professional Educator Licensing and Standards Board
1021 Bandana Blvd E. Suite 222
St. Paul, MN 55108-5111

Local Continuing Education Contact

Continuing Education Chair: Mike Norberg

E-mail: norbergm@willmar.k12.mn.us
Phone: 1-320-235-6131
Mailing Address:
Mike Norberg
Willmar Public Schools
611 5th Street SW
Willmar, MN 5620

How to View Your License

VIEW YOUR LICENSE ON PELSb SYSTEM

<https://public.education.mn.gov/LicenseLookup/educator>

Note: Enter your File Folder # or name as it appears on your license. **Click on “Details” for correct renewal year, Expiration date, Tier number, renewal date, and conditions and requirements for renewal of your license .**

VIEW YOUR CLOCK HOURS ON PELSb STATE SYSTEM. REQUEST SERIAL NUMBER ON LICENSE

<https://mn.gov/pelsb/current-educators/view-clock-hours/>

Note: Clock Hours are not normally uploaded until January of renewal year, after your retirement, or upon your resignation from the school district.

How to Renew Your License With Willmar Public Schools

TIER 1 and TIER 2

Renewing Your License

Renewal of your license must be coordinated with Willmar Public Schools Human Resources Office.

Renewal of the license cannot occur until after July 1 of your renewal year.

You are **not** required to submit clock hours until you have completed the requirements for a three year license and have been issued a three year license. Your requirements for renewing your license are found in the District Clock Hour Report which is page 2 of the Willmar Public Schools Continuing Education Information for Licensed Staff.

Currently, Tier 1 and Tier 2 license holders must complete the following Professional Development Requirements during their 1 or 2 year license period and provide proof of completion to the Willmar District Human Resources Office.

- Key Warning Signs of Early-Onset Mental Illness in Children and Adolescents
- Suicide Prevention Training (One Hour Minimum)
- Cultural Competency

QUESTIONS

Contact the Willmar School District Human Resources Office. District Home Page under Departments

TIER 3 & TIER 4

Renewing Your License

If you have a Tier 3 license, to renew your license you need 75 clock hours per your three year renewal period. All Professional Development Requirements must be completed to renew your license.

If you have a Tier 4 license, to renew your license you need 125 clock hours per your five year renewal period. All Professional Development Requirements must be completed to renew your license.

A recap of where and how those hours can be earned is on the back of the Clock Hour Request form that can be picked up in any District School Office (ask your school secretary where they are located) or at the Human Resources Office at the District Office in WEAC.

As clock hours are earned, submit the forms. Submit the original and the copy with support materials (agendas, certificates, verification of attendance, and, in the case of college credit, a copy of your transcript highlighting the course taken.) Support information for activities (such as agendas, certificates of completion, etc) are nice, but not mandatory.

The committee assumes honesty as far as completion of Clock Hours and Mandatory Professional Development Requirements. The copy and support materials will be returned to you for your records

For additional information for you specific Tier, consult pages 6-15 in this document.

As you complete forms, send them, via inter school mail, to: Continuing Education, WEAC.

If using U.S.P.S. mail, the address is: Mike Norberg
Continuing Education
611 Fifth Street SW
Willmar, MN, 56201

When you send a form(s) via United State Postal Service, include a return envelope with your name, address and the same postage as when sent. The yellow copy and support materials will be returned to you.

HOW YOU CAN EARN CLOCK HOURS

FOR THE BELOW EXAMPLES

Only teachers who hold a Tier 3 or Tier 4 license are required to submit clock hours to renew their license.

You must earn Clock Hours in two or more categories to renew your license.

Do not wait until the end of the school year, or the end of your license renewal period, to submit Clock Hour Requests Use the Activity Log (found with Continuing Education Web Pages) www.willmar.k12.mn.us

Top right click on "Staff" then left side, under "LINKS" click on "Continuing Education". Find item you need in the Contents and scroll down to page needed. Print as needed.

Complete the Clock Hour Request completely. Directions are on the back of both pages of the request form. Attach certificates, if provided, verifying completion of experience. All material attached to your Clock Hour Request Form will be returned with the exception of the original page of the Clock Hour Request.

Do not copy the Clock Hour Request Form from the Continuing Education Webpages. Clock Hour Request Forms are available in your school office. If your school needs Clock Hour Request Forms, ask your school secretary to request forms from Human Resources, WEAC.

- **NEW TEACHER WORKSHOP DAYS**

1 hour = 1 Clock Hour. Use Activity Log to keep track of hours. Submit Log with Clock Hour Request Form.

Hours are earned in Category "C". Check off Professional Development Requirement(s) (PDF's) if completed.

Submit during Fall Term

- **FALL WORKSHOP DAYS**

1 Hour = 1 Clock Hour (7 hours/day. You cannot count time for lunch) 28 hours for 4 days.

You can count 1 hour = 1 clock hour for additional time (outside of school day) put in for preparation for the start of school and for Open House hours. Use Activity Log to keep track of hours. Submit Log with one Clock Hour Request Form. Category "C". Check off Professional Development Requirement(s) (PDR's) if any are completed.

Submit during Fall Term.

- **INSERVICE DAYS**

1 hour = 1 clock hour. Use Activity Log to keep track of hours. Check off PDR's if completed. Category "C".

Submit log with One Clock Hour Request Form. Submit as needed.

- **PROFESSIONAL LEARNING COMMUNITY (PLC's)**

1 hour = 1 Clock hour. Use Activity Log to keep track of hours. Category "C". Satisfies the PDR "Accommodations, Modifications, and Adaptions of Curriculum. Submit Log with one Clock Hour Request Form and check off the PDR "Accommodations, Modifications, and Adaptions of Curriculum". Submit at the end of each term.

- **WORKSHOPS**

1 hour of participation = 1 clock hour. You cannot count travel time or meal times. Put participation date(s) on your Clock Hour Request Form. Attach Certificates of Completion plus any other support material to your Clock Hour Request Form All support material will be returned. Use Category "B" if activity is over 2 hours, "C" is under 2 hours. Applies to in-person and/or virtual activities. Submit when completed.

- **OTHER CATEGORIES**

You can earn hours in other categories. All categories (A-I) are listed on the back of the Clock Hour Request Form. You can start requesting clock hours any time after the date your current license was issued. The date the license was issued is printed on your license.

- **YOUR LICENSE**

You can look up your license on the Professional Educator and Licensing Standards Board (PELSB) website <https://mn.gov/pelsb> Top menu "License Look Up". Use your File Folder # or your name as printed on your license to find your license. Click on "Detail" for your license information or on "License" to see a pdf copy of your license. The "License" pdf copy will not have your serial number. Your serial number is private information and is printed ONLY on your paper license.

Renewing Your License Online

Procedures for renewing online change periodically.

Tier 3 educators, Tier 4 educators, and administrators can begin to renew a license starting January 1 in the year of expiration. Educators and administrators must ensure that all renewal requirements are met **BEFORE** beginning the license renewal process.

Requirements for renewal of Tier 3 and Tier 4 Licenses is found on page 12

All Tier 3 and Tier 4 Individuals will be provided the online renewal procedure after January 1 of their renewal year.

Tier 1 and Tier 2 educators may begin to renew a license starting July 1 in the year of expiration. Renewal of Tier 1 and Tier 2 licenses must be coordinated with the Willmar District Human Resources Office. Requirements for renewal of Tier 1 and Tier 2 Licenses is found on page 12

Below is information from the Professional Educator Licensing and Standards Board (PELSB) concerning renewal of a Minnesota teaching license.

Renew Your License

[Online License Renewal System](#)

[Application to Move a Conditional One-year Tier 3 License to a Three-year Tier 3 License](#)

If hyperlink does not work, search <https://mn.gov/pelsb/current-educators/renew/>

State Requirements for Renewal of Professional Licenses (Teachers)

Subpart 1. Definition

"Clock hour" means an hour of actual instruction, or planned group or individual professional development activity as approved by the local continuing education/relicensure committee.

Subpart 2. Renewal Clock Hours

Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours for a Tier 4 license or 75 hours for a Tier 3 license is required for renewal. Instruction and professional development activities (listed on pages 12 and 13) meet requirements to renew licenses

Subpart 3. Categories for clock hour allocation

Verification of completion of experiences must be submitted by the applicant to the local committee. Clock hours must be earned in two or more of the categories:

- Relevant coursework completed at accredited colleges and universities;
- Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;
- Staff development activities, inservice meetings, and courses;
- Site, district, regional, state, national, or international curriculum development;
- Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000;
- Professional service in the following areas:
 - Supervision of clinical experiences of persons enrolled in teacher preparation programs;
 - Participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or
 - Participation in national, regional, or state accreditation;
- Leadership experiences in the following areas:
 - Development of new or broader skills and sensitivities to the school, community, or profession;
 - Publication of professional articles in a professional journal in an appropriate field; or
 - Volunteer work in professional organizations related to the areas of licensure held;
- Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:
 - Opportunities to enhance knowledge and understanding of diverse educational settings in the area of experiences with students of another age, ability, culture, or socioeconomic level,"
 - Systematic, purposeful observation during visits to schools and to related business and industry; and
- Pre-approved travel or work experience:
 - Travel for purposes of improving instructional capabilities related to the field of licensure; or
 - Work experience in business or industry appropriate to the field of licensure.

Mandatory Professional Development Requirements

Teachers who hold a Tier 3 or Tier 4 license must complete the Mandatory Professional Development Requirements listed on pages 14 and 15. **The hours needed to complete these requirements can be counted as Clock Hours (CEU's)**

Effective for all experiences completed after June 30, 2000, the local continuing education/relicensure committee shall grant clock hours on the following basis:

- Relevant coursework under subpart 3, item A, must be granted 16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned.
- Successful completion of activities under subpart 3, items B to I, must be granted one clock hour for each hour of participation with the following exceptions:
 - Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for supervision.
 - One week of pre-approved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five year relicensure period for travel or work experience. The limit of 30 clock hours may be waived when the local committee determines that the pre-approved travel or work experience is critical to the teacher's advanced or current skills for the teacher's assignment; for example, travel to experience language or cultural immersion by a teacher of world language.

Subpart 5. Exception for national board certification

A local continuing education committee shall accept verification that a teacher is actively engaged in and making progress toward National Board of Professional Standards Certification or other national professional teaching certification approved by the Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing license renewal.

Twenty five (25) clock hours will be granted per year upon proof of National Board Certification.

A local continuing education committee shall accept verification that a teacher has earned National Board or other approved certification as equivalent to all clock hour requirements during the life of the certificate. If the certificate expires during the five-year renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

Subp. 6. Exception for local option

The Board of Teaching shall approve requests submitted by local committees that, through their school district master contracts or other official agreements between the local school board and its teachers, wish to substitute development and implementation of individualized professional development plans for some or all of the clock hour requirements for renewal of continuing licenses, provided that each individualized professional development plan:

- Is designed primarily to enhance the teacher's ability to effect increased student learning;
- Focuses on standards in part 8710.2000 and specific content knowledge required for the teacher's assignment;
- Includes management and monitoring of student learning, including positive behavioral interventions.
- Includes a focus on research-based best practice;
- Identifies the procedures and criteria by which successful development and implementation of the individualized professional development plan will be validated and communicated with the local continuing education committee; and
- Requires that each teacher's individualized professional development plan equal or exceed 125 hours of professional development activities during the five-year period.

Subpart 7. Experience for clock hour credit

Except for Subp. 3 "Opportunities to enhance knowledge and understanding of diverse educational settings in the area of experiences with students of another age, ability, culture, or socioeconomic level," teaching experiences for which licensure is required shall not qualify for clock hour credit.

Subpart 8. Period for earning clock hours

An applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours for a Tier 4 license or 75 hours for a Tier 3 license during each five-year period preceding application for licensure renewal. An applicant may not bank clock hours for purposes of relicensure, but clock hours earned after an application for renewal has been submitted may be applied to the next renewal period.

Subpart 9. School staff development

Instruction and professional development activities provided by a school may be included among the clock hours in this part.

Subp. 10. Renewal of license for two or more areas

An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of no fewer than 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. An applicant who holds an administrative license or licenses may allocate clock hours for the renewal of teaching licensure under this subpart.

Subp. 11. Denial of clock hours

A local committee shall not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value.

Information on Tiered Licensure Structure

Clicking on the topic is a link to the PELSB site. <https://mn.gov/pelsb/current-educators/renew/>

Moving Between Tiers

[Tier 1 to Tier 2](#)

[Tier 2 to Tier 3](#)

[Tier 3 to Tier 4 Plus](#)



Moving from Tier 3 to Tier 4

In order to move from a Tier 3 license to a Tier 4 license after three years of teaching experience in Minnesota, a teacher must complete 75 clock hours and the mandatory renewal conditions. This went into effect for all teachers granted a Tier 3 license on or after July 1, 2023. Teachers should submit their clock hours to their local continuing education committee for approval prior to applying for a Tier 4 license with PELSB. Additionally, teachers must verify three years of teaching experience to qualify to move to a Tier 4 license.

License Renewal Fact Sheets

[Tier 1 License Renewal Requirements Fact Sheet](#)

[Tier 2 License Renewal Requirements Fact Sheet](#)

[Tier 3 License Renewal Requirements Fact Sheet](#)

[Tier 4 License Renewal Requirements Fact Sheet](#)

License Renewal Guides

[Renewal Requirements Chart](#)

[Mandatory Requirements Chart for Teachers](#)

[Tiered Licensure Structure Infographic](#)

[Minnesota Teacher Licensure Testing Information](#)

[Minnesota Tier 1 Renewal Content Testing Information](#)

[Categories for Clock Hour Allocation](#)

[License Renewal Conditions](#)

License Renewal Forms for Out-of-State and Lapsed Licenses

[Out-of-State and Lapsed License Renewal](#)

[Clock Hour Submission for Individuals Who Live Outside of Minnesota](#)

[Clock Hour Approval Application Form](#)

Legislative Updates

June 16, 2023

The 2023 state legislature made a number of changes to the laws governing teacher licensure, teacher preparation, grant recipients, and educational partners. This update focuses on legislative changes that impact teachers seeking a Tier 4 license.

For more information about changes to licensure exams, [please see this update](#).

Changes to Tier 4 Licensure

Three years of teaching experience

Effective August 1, teachers seeking a Tier 4 license will no longer be required to complete three years of teaching specifically in Minnesota. Instead, teachers can utilize teaching experience from other states or countries to satisfy the three-year requirement.

Summative evaluation

Effective August 1, teachers seeking a Tier 4 license will no longer be required to demonstrate that the teacher's most recent summative evaluation did not place the teacher or otherwise keep the teacher in an improvement plan.

Content, Pedagogy, and Basic Skills Exams

Effective August 1, a number of teachers seeking a Tier 4 license may be exempt from taking content and pedagogy exams. Teachers will no longer need content and/or pedagogy exams if one of the following are met:

- The teacher has completed a Minnesota state-approved teacher preparation program,
- The teacher has completed an out-of-state teacher preparation program and has completed all licensure testing in that state (or no testing was required), or
- The teacher is adding a licensure field to an existing Tier 4 license via portfolio.

Also starting August 1, teachers seeking a Tier 4 license will no longer be required to demonstrate passing scores on a basic skills exams in reading, writing, and math.

Application Instructions

PELSB is now accepting applications for teachers who qualify for a Tier 4 license based on the new changes. Teachers seeking their initial license can use PELSB's online system to start the application process. For teachers who already hold a license with PELSB, please use a paper application.

Note: PELSB is in the process of updating application forms, webpages, and other materials to reflect the new changes. In the meantime, applicants can still use the existing paper applications and/or online system to seek licensure (even if old requirements are referenced).

Specific License Requirements for Each Tier February 7, 2019

Each licensure tier has different renewal requirements. For Tier 1 and Tier 2 licenses, both the hiring district and license holder must provide evidence for renewal. For Tier 3 and Tier 4 licenses, the license holder must provide evidence for renewal.

Tier 1

The hiring district must meet job posting requirements required for the Tier 1 license application.

The hiring district must show the license holder participated in:

- > Mental illness training; and
- > At least one hour of suicide prevention training
- > Cultural competency training,
- > A mentorship program aligned to definition in Board rule; and
- > An evaluation aligned with the district's teacher development and evaluation model.

The license holder must attempt the Minnesota Teacher Licensure Examinations (MTLE) content examination aligned to the assignment, if applicable, during the academic year.

Tier 2

The hiring district must show the license holder participated in:

- > Mental illness training
- > At least one hour of suicide prevention training,
- > Cultural competency training
- > An evaluation aligned with the district's teacher development and evaluation model.
- > For Tier 2 license holders enrolled in a board-approved teacher preparation program, the provider must certify that meaningful progress, as defined by the provider, has been made toward completion of the program.

Tier 3

The license holder must complete:

Verification by the local continuing education/relicensure committee of completion of 75 approved clock hours for the three year relicensure period.

Evidence of professional development in:

- > Positive behavior intervention strategies;
- > Reading preparation
- > Accommodations, Modifications, and Adaption of Curriculum
- > Mental illness training; and At least one hour of suicide prevention training

Evidence of professional reflection and growth in best practices, including but not limited to:

- > District-approved training in meeting the needs of English learners that has job-embedded opportunities for learning and practice and aligns with Interstate
- > Cultural competency training

Tier 4

The license holder must complete:

Verification by the local continuing education/relicensure committee of completion of 125 approved clock hours for the five year relicensure period.

Evidence of professional development in:

- > Positive behavior intervention strategies;
- > Reading preparation
- > Accommodations, Modifications, and Adaption of Curriculum
- > Mental illness training; and At least one hour of suicide prevention training

Evidence of professional reflection and growth in best practices, including but not limited to:

- > District-approved training in meeting the needs of English learners that has job-embedded opportunities for learning and practice and aligns with Interstate
- > Cultural competency training

Mandatory Professional Development Requirements... as of February 2020

Positive Behavioral Intervention Strategies

Applicants must include in their professional development activities which address positive behavioral intervention strategies for their learning environment.

Reading Preparation

Teachers must have in-service preparation in scientifically-based reading instruction, which the law identifies as: “instruction and practice in phonemic awareness, phonics and other word-recognition skills, and guided oral reading for beginning readers, as well as extensive silent reading, vocabulary instruction, instruction in comprehension, and instruction that fosters understanding and higher-order thinking for readers of all ages and proficiency levels.”

Note: the following licensure fields are exempt from evidencing the reading preparation renewal requirement: school counselors, school psychologists, school nurses, school social workers, speech/language pathologists, audiovisual directors and coordinators, recreation personnel.

Accommodations, Modifications, Adaption of Curriculum

Applicants must include in their professional development activities which address accommodation, modification, and adaptation of curriculum to appropriately meet the needs of varied students in achieving graduation standards (i.e., differentiated instruction) .

Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents

Applicants must include in their professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents.

Suicide Prevention Training

The 2016 Legislature requires a separate mandatory minimum of at least one hour of Suicide Prevention Best Practices as part of the renewal condition for Early-Onset Mental Illness in Children and Adolescents. This requirement can be completed by attending an inservice for Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents that includes one of hour of Suicide Prevent Training.

Reflective Statement of Growth in Best Practices in Meeting the Needs of English

Language Learners (Option Page 14)

This is a reflective statement written by you on how you use Best Practices when Teaching English Language Learners in your learning environment.

Evidence of growth in best teaching practices through district-approved training for meeting the varied needs of English learners from children to adults. Minnesota statute requires this training align with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners. This requirement may be evidenced in the reflective statement.

Exempt: Individuals who have not taught during the 5 year period preceding license renewal, short term subbing, principals who have not taught during the 5 year renewal period.

Cultural Competency (Option Page 14)

Cultural Competency Training must include the following elements in a format fostering self-reflection and discussion where the focus is on deepening the teacher's own frames of reference, potential bias in these frames, and the impact on expectations for and relationships with students, students' families, and the school communities:

- Racial, cultural, and socio-economical groups;
- American Indian and Alaskan native students;
- Religious diversity;
- Gender identity, including transgender students;
- Sexual orientation;
- Language diversity;
- Individuals with disabilities and mental health concerns; and
- Systemic racism.

Training programs must be designed to deepen teachers' understanding of their own frames of reference, the potential bias in these frames.

Summative Evaluation Option for the ELL Reflective Statement and/or Cultural Competency

Under Minn. Stat. 122A.187, individuals have the option of submitting their summative evaluation of their growth and development plan in place of:

- Cultural competency training; and
- Meeting the needs of English Language Learners

Individuals should submit their summative evaluation and development plan to their local re-licensure (Continuing Education) committee if they choose this option.

SPEECH/LANGUAGE PATHOLOGIST CERTIFICATE OF CLINICAL COMPETENCY MANDATORY

PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR RELICENSURE

Mandatory requirements may have been met within the Certificate of Clinical Competency (CCC) process.

HOW THIS WILL WORK WITH WILLMAR CONTINUING EDUCATION PROCEDURES

If an individual can provide proof of SLP/CCC National Certification for all five years of their renewal period, they will be awarded 25 clock hours/ year and Mandatory Professional Development Requirements will be waived for renewal.

Twenty five hours will be entered into the Clock Hour Report Clock Hours Earned column for each year of CCC membership and will be noted as this example: 25/125 CCC. Mandatory Professional Development Requirements will be checked off when 125/125 CCC is reached.

Proof of membership in CCC must be submitted each year by attaching a copy of the current year membership card to a Clock Hour Request Form and submitting it for approval.

If an individual fails to maintain SLP/CCC National Certification for any year during their renewal period, they will not be awarded the 25 clock hours, as stated above and the individual must complete the Mandatory Professional Development Requirements for renewal of their teaching license.

ADMINISTRATORS WITH A CLASSROOM TEACHING LICENSE

PROFESSIONAL DEVELOPMENT REQUIREMENTS COMMENCE WITH YOUR 2025 RENEWAL YEAR

The following will apply:

1.) 125 Clock Hours for the classroom license will be automatically awarded to any administrator with a 5 year license. You need to submit Clock Hours for your administrator's license, there is no need to double your paperwork.

Individuals with a 2 year Administrator license do not need clock hours to renew their license.

2.) For Willmar Continuing Education, the following Professional Development Requirements **must be completed (in bold listed below)** an administrator to maintain their classroom license beginning with their classroom license in 2025. That gives administrators who renew in 2025 two years to complete the needed requirements. If the administrator moves to all classroom situation, all requirements must be completed for the classroom license renewal.

> Positive Behavioral Intervention Strategies

> Evidence of Further Reading Preparation

Exempt: Administrators, Counselors, Nurses, Psychologists, Social Workers, Speech/Language Pathologist.

> Accommodations, Modifications, and Adaptations of Curriculum

Exempt: Administrators

> Key Warning Signs of Early-Onset Mental Illness in Children and Adolescent

> Suicide Prevention Training (One Hour Minimum)

> Reflective Statement of Growth in Best Practices in Meeting the Needs of English Language Learners (ELL)

Exempt: Administrators, Individuals who are not teaching in a classroom situation.

> Cultural Competency

An administrator is not required to maintain a classroom license. If you do not want to maintain your classroom license, please inform me of your decision and I will remove your name for your classroom license from the Clock Hour Report. Your year of renewal for your administrator's license will remain as a reminder of your renewal year. If your classroom license expires, it can be renewed at any time after your current expiration date.

Activity Log Directions

- 1) Use this Activity Log to record recurring activities such as meetings, inservice days, committee meetings, PLC meetings, etc throughout a school year, or any activity that repeatedly occurs during a school year. **Also use the sheet for Fall Inservice Days.**
- 2) Use a separate sheet for each activity.
- 3) When activity is finished, fill out **one** Clock Hour Request Form and attach the Activity Log.
- 4) **On the Clock Hour Request Form under the section "Please provide a one line Description or name....." Enter: "Activity Log and the name of the activity".**
- 5) Please enter the total hours you are requesting on the Clock Hour Request Form.
- 6) **Check on the Clock Hour Request Form any Professional Development Requirements completed and note on the Activity Log. See examples below.**
- 7) Please use a separate log for each activity.
- 8) You can print additional logs from the Continuing Education site under STAFF>Continuing Education on the District Website. www.willmar.k12.mn.us

Sample Continuing Education Activity Log

Fall Inservice 2023-2024

Date	Meeting Type	Time Involved	Notes
8/22-24/2023	<i>Standards Based Learning</i>	<i>21 hours</i>	<i>Accommodation</i>
8/21-8/25/23	<i>New Teacher Induction Mtngs</i>	<i>14 hours</i>	
8/28/2023	<i>Fall Inservice</i>	<i>7 hours</i>	<i>Meetings, Prepare Room</i>
8/29/2023	<i>Fall Inservice Day</i>	<i>7 Hours</i>	<i>Meetings, Prepare Room</i>
8/30/2023	<i>Fall Inservice Day</i>	<i>7 Hours</i>	<i>Prepare room, Meetings</i>
8/31/2023	<i>Fall Inservice Day</i>	<i>7 hours</i>	<i>Prepare room, Meetings</i>
9/1/2023	<i>Additional Hours</i>	<i>5.5</i>	<i>Prepare Room</i>
	Total Hours ----->	68.5	

Sample Continuing Education Activity Log

PLC MEETINGS 2023-2024

Date	Meeting Type	Time Involved	Notes
9/14/23	<i>PLC Meeting</i>	<i>1 hour</i>	<i>Accommodation</i>
9/28/23	<i>PLC Meeting</i>	<i>1 hour</i>	<i>" "</i>
10/5/23	<i>PLC Meeting</i>	<i>1 hour</i>	<i>" "</i>
10/12/23	<i>PLC Meeting</i>	<i>1 Hour</i>	<i>" "</i>
10/19/23	<i>PLC Meeting</i>	<i>1 hour</i>	<i>" "</i>
10/26/23	<i>PLC Meeting</i>	<i>1 hour</i>	<i>" "</i>
	Total Hours ----->	6	

CONTINUING EDUCATION WILLMAR PUBLIC SCHOOLS CLOCK HOUR REQUEST APPLICATION – APPROVAL

Directions are on the back of form. Submit both sheets of form. Copy will be returned. Save the copy.

Name _____ Building _____

License(s) Held _____ Tier _____ Renewal Year _____

I am requesting _____ Continuing Education Clock Hours in Category _____
(Number of Hours) (See Back of Form)

Date of Experience _____ Date of Application _____

DESCRIPTION OF EXPERIENCE

____ Category A Relevant College Course (Attach proof of completion or grade transcript. Item will be returned.)

Credits for the Course are in: _____ Quarter Hours _____ Semester Hours

____ Categories B - I Hours of participation _____ (Include hours of prep and participation, not travel)

Attach any information (Explanations, Workshop and/or In-service Agenda, Certificates, etc.) that verify your participation and/or attendance at the requested activity. These will be returned with your copy.

PROVIDE NAME OR DESCRIPTION OF INSERVICE, WORKSHOP, ETC. IN THE SPACE BELOW.

PROFESSIONAL DEVELOPMENT REQUIREMENTS

If the above request addressed any of the following please check the one(s) that apply. Not all experiences may apply. Experiences are normally earned during an inservice or workshop. Teachers with National Board Certification must complete these requirements as required. Teachers must complete all Professional Development Requirements during their renewal period. Administrators are exempt from all Professional Development Requirements if not teaching in the classroom.

____ Positive Behavioral Intervention Strategies

____ Evidence of Further Reading Preparation

Exempt: Administrators, Counselors, Nurses, Psychologists, Social Workers, Speech/Language Pathologist.

____ Accommodations, Modifications, and Adaptions of Curriculum

____ Key Warning Signs of Early-Onset Mental Illness in Children and Adolescents

____ Suicide Prevention Training (One Hour Minimum)

____ Reflective Statement of Growth in Best Practices in Meeting Needs of English Language Learners (ELL)

Exempt: Administrators, Individuals who have not taught for the five years prior to their renewal year, short term subs.

____ Cultural Competency

Signature _____

APPROVAL

FOR USE BY CONTINUING EDUCATION COMMITTEE ONLY

____ Positive Behavioral Intervention

____ Evidence of Further Reading Preparation

____ Accommodations, Modifications, and Adaptions of Curriculum

____ Key Warning Signs of Early-Onset Mental Illness

____ Suicide Prevention Training

____ Reflective Statement of Growth, Best Practices in

Meeting Needs of English Language Learners (ELL)

____ Cultural Competency

Category _____

Clock Hours _____

Approved _____

DIRECTIONS

1. Read **All** Directions and Complete **the entire** Request Form.
2. Select type of experience from categories A through I (See categories below)
3. Submit **both sheets** to Continuing Education Committee or Continuing Education, WEAC
4. The copy, with any support material, will be returned for your records. Please retain.
5. **Individuals not teaching in the district must attach a stamped, self-addressed envelope for return of your copy.**

CLOCK HOUR CATEGORIES

An individual must earn a minimum of 125 clock hours as a Tier 4 Teacher per 5 year renewal period or 75 Clock Hours as a Tier 3 Teachers per 3 year renewal period for re-licensure. All Professional Development Requirements are required for each renewal period for both Tier 4 and Tier 3 teachers A clock hour is defined as an hour of actual instruction, supervised group activity, or planned individual professional requirement.

CLOCK HOURS MUST BE EARNED IN TWO OR MORE CATEGORIES DURING YOUR RENEWAL PERIOD.

- A. Relevant Course Work Completed at an Accredited College or University. NO LIMIT
(1 quarter credit = 16 clock hours. One semester credit = 24 clock hours.)

FOR B THROUGH I, ONE HOUR OF ATTENDANCE EQUALS ONE CLOCK HOUR.

- B. Educational Workshops, Conferences, Institutes, Seminars, or Lecture In an Area Appropriate To Licenses Held. NO LIMIT
- C. Staff Development Activities, In Service Meetings, Workshops, or Courses. NO LIMIT
- D. Building, District, Region, State, National, International Curriculum Development. NO LIMIT
- E. Formal Peer Coaching Or Mentor Ship Relationships With Colleagues. NO LIMIT

THERE ARE LIMITS, AS NOTED, IN THE FOLLOWING CATEGORIES.

F. Professional Service

- > Supervision of clinical experiences for persons enrolled in teacher licensing programs. (Student Teacher supervision). Limit 30 clock hours/5 year renewal period.
One quarter = 16 hours, One semester = 24 hours
- > Membership on national, state, and local committees involved with teacher licensing, Teacher Education or Professional standards.
- > Participation in national, state, or regional accreditation.
National Board certification = 25 clock hours/year, 125 clock hours/5 years.

G. Leadership Experiences

- > Development of new or broader skills and sensitivities to school, community, or profession.
- > Publication of professional articles in a professional journal in an appropriate field.
- > Volunteer work in professional organizations related to area of licensing.

H. Opportunities to Enhance Knowledge and Understanding of Diverse Educational Settings

- > Experiences with students of another age, ability, culture, or socioeconomic level
- > Systematic, purposeful observation during visits to schools and to license related business industry.

I. Travel or Work Experience

- > Travel Preapproval required. Limit 30 clock hours per five year renewal period.
One week of travel = 10 clock hours
- > Work Experience in business or industry appropriate to field of licensing. Preapproval required.

INDIVIDUAL'S RESPONSIBILITY

It is the responsibility of an individual to keep track of clock hours accumulated, and Professional Development Requirements completed. Retain copies of clock hours approved for your records.

ABBREVIATIONS & DEFINITIONS

CE	Continuing Education
CEU	Continuing Education Unit 1 CEU = 1 Clock Hour of participation in a Clock Hour Category
EL	English Learner
ELL	English Language Learner
ESL	English as a Second Language
License Lookup	“ Detail ” Term found on PELSB license website that displays your license information that can easily be changed by PELSB. “ License ” PDF copy of your license that is used by PELSB for printing purposes only.
File Folder #	The number on your license that is used to quickly access your license. This will be your assigned license number for your teaching career. Your license is online public information but does not include your Serial Number.
Serial #	Number on your license that is not public information. Can be used as a password for Renewal of your license. The number only appears on the PDF copy of your printed License.
MDE	Minnesota Department of Education
PBIS	Positive Behavioral Intervention Strategies
PD	Professional Development
PDR	Professional Development Requirement required for re-licensure.
PELSB	Professional Educator Licensing and Standards Board is the State Board that coordinates and oversees educator license requirements, Tier structure, and License renewal and issuance.
PLC	Professional Learning Community
Tier	Defines you license by requirements
WEAC	Willmar Education and Arts Center – The Willmar School District Offices