

LOCAL CONTINUING EDUCATION RELICENSURE COMMITTEE BYLAWS

COTTER SCHOOLS

Bylaws adopted on September 10, 2024

PREFACE

THE CONTENTS AND REGULATIONS LISTED IN THIS DOCUMENT HAVE BEEN ADAPTED FROM RULE OF THE PROFESSIONAL EDUCATOR LICENSING AND STANDARDS BOARD , MINNESOTA RULES, CHAPTER 8710. [View Minnesota Rule, Chapter 8710.](https://www.revisor.mn.gov/rules/8710) (https://www.revisor.mn.gov/rules/8710)

IT IS EACH INDIVIDUAL TEACHER’S RESPONSIBILITY TO BECOME INFORMED OF AND TO COMPLY WITH THE PUBLISHED REQUIREMENTS OF THIS LOCAL COMMITTEE.

PURPOSE AND PHILOSOPHY

The local continuing education committee in Cotter Schools is established according to the Minnesota Professional Educator Licensing and Standards Board (PELSB) rules for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of Tier 3 and Tier 4 professional teaching license, including related service licenses, and is governed by the rules set forth in [Minnesota Rules, chapter 8710.](https://www.revisor.mn.gov/rules/8710)

It is understood that the purpose of continuing education is to enhance the capabilities of the professional educator in performing assigned professional responsibilities. It is not intended to be primarily a reward for effort expended in lieu of other compensation. All activities for which clock hours are granted must address standards in Minnesota Rules 8710.2000. [View Minnesota Rules 8710.2000.](https://www.revisor.mn.gov/rules/?id=8710.2000) (https://www.revisor.mn.gov/rules/?id=8710.2000).

Since mandated continuing education cannot provide absolute assurance of maturing professionalism, the major responsibility for professional growth lies with the individual. Each person licensed by PELSB must demonstrate professional commitment by being a discriminating appraiser of his/her own growth needs and possible growth alternatives and by actively pursuing opportunities to upgrade and improve professional capabilities. The local committee provides assistance through interpretation of state rules and guidelines in order to provide equitable implementation and to encourage a variety of growth possibilities. The committee may provide recommendations to appropriate personnel concerning the in-service needs of the district.

COMMITTEE MEMBERSHIP

Members

As required in state rules, the local committee must consist of seven (7) members. Membership

must reflect the following:

- A. Five individuals, who hold at least a baccalaureate degree and are licensed by PELSB (elected by licensed teachers and related services providers of the district).
- B. One individual who holds a Minnesota administrator's license (elected by the licensed administrators of the district).
- C. One resident of the district who is not an employee of the school district and who is designated by the Cotter Schools Board.¹ School board members are not considered to be employees of the district.

Chairperson

Each year the relicensure committee must elect a chairperson by the end of September and establish the chair person's duties.²

The chairperson calls and conducts meetings, prepares agendas, records approved clock hours into the continuing Education Clock Hour Reporting System, maintains relicensure records, provides leadership in orienting new committee members, serves as liaison and contact person in the committee's relationship with PELSB, the Minnesota Department of Education, and individuals seeking CEUs for renewal, and coordinates revision of local guidelines when needed.

Secretary

Each year, the relicensure committee must elect a secretary by the end of September and establish the chair person's duties.³

The secretary records the minutes of each meeting and distributes them to the committee members and administration at least five days before the next meeting of the committee, handles committee correspondence and announcements/posting, and chairs the committee when the chairperson is absent.

Though the officers may not personally perform all of the assigned duties, they are responsible for their timely and successful performance.

Reporting

The relicensure committee must report its current membership roster to the Professional Educator Licensing and Standards Board by November 1 of each year.⁴ Failure to submit the roster by November 1 will result in deactivation of the committee's access to the Continuing Education Clock Hour Reporting System.

ELECTION PROCEDURES

Members of the local committee will be elected in May of each year, for terms to begin no later than the following September 1.⁵ The term of office is two years.⁶ Reelection is subject to no limitations. Names of committee members will be made publicly available to the Cotter community

following the elections in each year.

The relicensure committee must ensure that the members of each voting group are notified at least five (5) days prior to the election. The election must be conducted using secret ballots or such that a vote can be submitted anonymously.⁷ The local resident and administration members will serve two-year terms to be renewed by the administration and the Cotter Schools Board.

Notice of positions open on the committee and solicitation of nominations will be publicized by the secretary in April with a written notice to the Cotter community at least one month before the election. The names of the nominees will be made available to the Cotter community at least two weeks before the election.

Eligible voters are persons in Cotter Schools who are licensed by PELSB. Holders of only life licenses who possess at least a baccalaureate degree may vote in committee elections and may be elected to serve on the local committee, whether or not they are subject to committee action.

In order to fill vacancies that occur during a term, the committee will appoint an eligible replacement.

COMMITTEE MEETINGS

No later than the last day of September of each year, the committee will hold an organizational meeting, at which time a chairperson and secretary will be elected⁸ and an orientation provided for new members. This meeting is also a regularly scheduled work meeting. A schedule of meetings will be established and published to those subject to the committee's jurisdiction, including the time and place.⁹ Preferred meeting dates are for the months of September, December, February, and May. The relicensure committee must provide at least five (5) days notice to all members and those subject to committee action.¹⁰

If it becomes necessary to change the date of the meeting, the committee will notify the affected persons at least one week prior to the new meeting date. Additional meetings may be called by the chairperson of the committee or by written request of three or more of the members.¹¹

For the purpose of transacting business, a quorum is more than 50 percent of the total voting membership of the committee. A majority vote of committee members present and voting is sufficient to take action.¹²

Annual Hearing

The relicensure committee must hold an annual open hearing in September or the first week in October to allow licensed teachers and related services providers in the district to review committee procedures. The committee procedures must be made available in advance of the hearing. If possible, all committee members will be present at the hearing. The hearing must continue until everyone who wishes to speak has had an opportunity to do so. Although input received at the hearing is not binding, the local committee will consider modifications consistent with licensure rules, if the information received during the hearing indicates that changes are necessary or desirable.¹³

Notice of the hearing will be provided by written notice from the secretary at least five (5) days in advance of the hearing.

COMMITTEE PROCEDURES

The relicensure committee must make all procedures publicly available to the Cotter community.¹⁴ The committee will distribute the complete local bylaws document to each affected individual whenever significant changes are made. The bylaws should also be available in each district school building and available on the Cotter website.

Meeting Procedures

The relicensure committee is responsible for establishing a meeting schedule, as well as meeting procedures.¹⁵

At regular meetings of the relicensure committee, the chairperson apprises the members of any correspondence. The committee receives clock hour applications and assigns the numbers of clock hours earned for each licensed teacher and related services provider. In order to ensure consistent and equitable interpretation, any applications that do not readily conform to established guidelines are discussed by the committee and clock hours assigned based upon a file of past decisions and practices that is maintained for each category. A committee member's signature is affixed to each approved clock hour application.

Emergency Approval Procedures

The relicensure committee is responsible for establishing a procedure for emergency approval during periods when the committee is not regularly meeting.¹⁶

Approval for emergency requests during periods when the committee does not meet (for example, summers) may be obtained by contacting the chairperson or secretary, who are authorized to consult with one or two other committee members and take action on the emergency request. This procedure is limited to actual hardship situations and is not to be employed simply as a convenience measure or as a substitute for proper committee action.

Recommendations for the Renewal of Teaching Licenses

The relicensure committee is responsible for providing timely recommendations to PELSB regarding the renewal of teaching licenses by assessing whether an individual has met all the renewal requirements.¹⁷ The relicensure committee is also responsible for entering approved clock hours into the individual's record in the Continuing Education Clock Hour Reporting System.

The relicensing committee is responsible for making decisions concerning whether to grant clock hours and the number of hours to be granted.

Decisions concerning whether to grant clock hours and the number of hours to be granted (within parameters of the rule) are made by the local committee, which also must consider other relevant factors. For example, it may determine that hours should not be granted a second time for activities that are not essentially different. On the other hand, it may determine that additional

hours are applicable if new dimensions can be validated for a second experience, according to the description of the activity and the professional development objectives provided on the clock hour request form.

Jurisdiction

All licensed teachers (excluding individuals with lifetime licenses who hold no other licenses) and related services providers are subject to the continuing education rules set forth in Minnesota Rules, chapter 8710. The relicensure committee is responsible for reviewing and assessing relicensure requirements for individuals employed in the district. If an individual is not employed by the district, the relicensure committee in the school district where that particular individual lives has jurisdiction.

Appeal Procedures

The relicensure committee's appeal procedures include:

When an applicant has not been granted the requested number of clock hours by a local continuing education/relicensure committee, an appeal may be made to the local committee within 20 working days after notification of the decision of the local committee. Failure to file a written request with the local committee for an appeal within 20 working days constitutes a waiver of the individual's right to appeal to the PELSB. For local appeal, no special forms are required. Simply submit a letter summarizing the argument as well as attaching all evidence related to the appeal.

Final decisions by the relicensure committee for continuing education/relicensure denying the appeal may be appealed to the [Professional Educator Licensing and Standards Board](https://mn.gov/board-of-teaching/) (<https://mn.gov/board-of-teaching/>) by the applicant within 30 calendar days after the date the denial is reaffirmed.¹⁸

In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform PELSB. PELSB shall extend the previous license until all avenues of appeal have been exhausted.

Other Procedures

In order to facilitate planning of the meeting agenda, licensed staff must submit their applications for clock hours to the committee at least one week before a regularly scheduled meeting.

The committee recommends applicants submit requests for final approval of clock hours within one year after completion of the renewal activity to avoid delays and to help ensure timely relicensure.

Clock hours are to be earned in two or more of the categories listed in PELSB rule. [View Requirements for Renewal of Professional Licenses](https://www.revisor.mn.gov/rules/?id=8710.7200). (<https://www.revisor.mn.gov/rules/?id=8710.7200>)

Although activities of several kinds are to be undertaken for clock hours, each must provide

opportunity for NEW professional growth, as opposed to repetition of previous growth/knowledge.

RESPONSIBILITIES OF LICENSED TEACHERS & RELATED SERVICES PROVIDERS

It is the responsibility of each licensed teacher and related services provider to be informed of the relicensure requirements and to submit the application, appropriate verification, and other supporting materials to the relicensure committee¹⁹ in accordance with procedures and the due dates established by the committee and stated in these guidelines. It is also the responsibility of the individual to submit the online renewal application and pay the processing fee after the committee has verified that all renewal requirements have been met. Although recordkeeping is one of the committee's functions, licensure is a personal responsibility, and each applicant is URGED to keep a duplicate set of records as a safeguard against accidental mishap during the relicensure process.

APPENDIX

- [Committee Clock Hour Application Form](#)

- ¹ Minn. R. 8710.7300, subp. 1.
- ² Minn. R. 8710.7300, subp. 4.
- ³ Minn. R. 8710.7300, subp. 4.
- ⁴ Minn. R. 8710.7300, subp. 7C(1).
- ⁵ Minn. R. 8710.7300, subp. 2.
- ⁶ Minn. R. 8710.7300, subp. 2.
- ⁷ Minn. R. 8710.7300, subp. 2.
- ⁸ Minn. R. 8710.7300, subp. 4.
- ⁹ Minn. R. 8710.7300, subp. 7A(1).
- ¹⁰ Minn. R. 8710.7300, subp. 6.
- ¹¹ Minn. R. 8710.7300, subp. 6.
- ¹² Minn. R. 8710.7300, subp. 6.
- ¹³ Minn. R. 8710.7300, subp. 7A(3).
- ¹⁴ Minn. R. 8710.7300, subp. 7A(2).
- ¹⁵ Minn. R. 8710.7300, subp. 7A(1).
- ¹⁶ Minn. R. 8710.7300, subp. 7A(1).
- ¹⁷ Minn. R. 8710.7300, subp. 7B(1).
- ¹⁸ Minn. R. 8710.0900.
- ¹⁹ Minn. R. 8710.7000.



Name: _____ File Folder Number _____ License Exp. Year: _____

Email: _____ Date of Experience: _____ # of Hours: _____

Title of Experience: _____

Requesting Approval for: _____ CEU HOURS or _____ Pre-Approval (*form will be sent to you if approved*)

Select Category:

_____ A _____ B _____ C _____ D _____ E _____ F1 _____ F2 _____ F3
_____ G1 _____ G2 _____ G3 _____ H1 _____ H2 _____ I1* _____ I2*

All Categories (except A, B, and C) have a maximum of 30 hours. * Must be pre-approved

If applicable, select the requirement met by this experience. (Only one requirement per form)

- _____ Accomodations, Modifications, Adaptations _____ Cultural Competency
- _____ English Language Learners _____ Further Reading Preparation
- _____ Key warning signs of early onset mental illness in children and adolescents (suicide based)
- _____ Key warning signs of early onset mental illness in children and adolescents (non-suicide based)
- _____ Positive Behavior Intervention Strategies (PBIS)
- _____ American Indian History and Culture

Written description of content if Experience Title does not state name of specific requirement requested. _____

-----For CEU COMMITTEE USE ONLY -----

_____ Approved for _____ clock hours
_____ Not approved because _____ No Verification or _____ Not within 5-year block or
_____ Maximum reached in Category or _____ Other: _____

Committee Signature: _____ Date: _____