

Categories for Clock Hour Allocation

Verification of completion of experiences must be submitted by the applicant to the local continuing education or relicensure committee of the district in which the applicant works or resides. The committee must verify 75 clock hours for a Tier 3 license and 125 clock hours for a Tier 4 license before renewing, see [Minnesota Rule 8710.7200, Subpart 2](#). Successful completion of activities under items B to I are granted one clock hour for every hour of participation, unless otherwise specified. Clock hours must be earned in two or more of the categories in items A to I per [Minnesota Rule 8710.7200, Subpart 3](#):

A. Relevant coursework completed at accredited colleges and universities;

- 1) One semester credit = 24 clock hours
- 2) One quarter credit = 16 clock hours

The relevant coursework conversion is only applicable with additional clock hours in categories B-I.

B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;

C. Staff development activities, inservice meetings, and courses;

- 1) Instruction and professional development activities provided by a school may be used as clock hours in this part.

D. Site, district, regional, state, national, or international curriculum development;

E. Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part [8710.2000](#);

F. Professional service in the following areas:

- 1) Supervision of clinical experiences of persons enrolled in teacher preparation programs. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for supervision.
 - (i) One semester enrollment = 24 clock hours
 - (ii) One quarter enrollment = 16 clock hours
- 2) Participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or
- 3) Participation in national, regional, or state accreditation;

G. Leadership experiences in the following areas:

- 1) Development of new or broader skills and sensitivities to the school, community, or profession;
- 2) Publication of professional articles in a professional journal in an appropriate field; or
- 3) Volunteer work in professional organizations related to the areas of licensure held;

H. Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:

- 1) Experiences with students of another age, ability, culture, or socioeconomic level; or
- 2) Systematic, purposeful observation during visits to schools and to related business and industry;
and

I. Preapproved travel or work experience:

- 1) Travel for purposes of improving instructional capabilities related to the field of licensure; or
- 2) Work experience in business or industry appropriate to the field of licensure.

One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for travel or work experience. The clock hour limit may be waived when the local committee determines that the preapproved 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.

Renewal of License for Two or More Areas

An applicant renewing a Tier 3 or Tier 4 teaching license for two or more areas is not required to allocate 30 clock hours to each of the licensure areas, although this practice is highly encouraged.

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 Professional Educator Licensing and Standards Board at the time of renewal as equivalent to fulfilling all clock hour requirements for Tier 3 or 4 license renewal. 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 renewal period, the local committee shall prorate hours completed and require completion of a prorated number of clock hours for the years the certificate is not in effect. Mandatory requirements may also be met through the certification process. The teacher should provide evidence to the local relicensure committee for review.

Exception for School Psychologist

The Nationally Certified School Psychologist (NCSP) credential from the [National Association of School Psychologists](#) may be used in lieu of all clock hours to renew a school psychologist license. If the NCSP credential expires during the license holder's renewal period, the local continuing education relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect. Mandatory requirements may also be met through the credential process. The school psychologist should provide evidence to the local relicensure committee for review.

Exception for Speech Language Pathologist

The Certificate of Clinical Competence (CCC) credential from the [American Speech-Language-Hearing Association](#) may be used in lieu of all clock hours required to renew a speech-language pathologist license issued under this part. If the CCC credential expires during the individual's renewal period, the local continuing education or relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect. Mandatory requirements may also be met through the credential process. The speech language pathologist should provide evidence to the local relicensure committee for review.

Exception for School Nurse

The Minnesota Board of Nursing recognizes several specialty certificates from [nursing organizations](#) that may be used towards the nurse's continuing education requirement. The specialty certificate may be used in lieu of all clock hours required to renew a school nurse license issued under this part. If the specialty certificate expires during the individual's renewal period, the local continuing education or relicensure committee must prorate clock hours completed and require completion of a prorated number of hours for the years the credential is not in effect. The school nurse should provide evidence to the local relicensure committee for review.