

Clock Hour Application Approval Form - Stillwater Area Schools

Name: _____ State File Folder Number: _____

Email: _____ Building: _____

License(s) Held: _____ Tier of License (3 or 4): _____

- A Tier 3 License is renewed with 75 clock hours every 3 years.
- A Tier 4 License is renewed with 125 clock hours every 5 years.
- Clock hours for a Tier 3 or 4 License must be split between at least 2 Clock Hour Categories (see last page of document for explanation of each Clock Hour Category).
- Organize certificates by category when possible.

Clock Hour Categories:	Total hours being submitted in each category:
A. Relevant Coursework 1 Sem. Cr. = 24 hrs.; 1 Qtr. Cr. = 16 hrs.	
B. Educational Workshops, Conferences, Institutes, Seminars, Lectures	
C. Staff Development Activities, In-services and Courses	
D. Curriculum Development	
E. Peer Coaching or Mentorship	
F. Professional Service	
G. Leadership Experiences	
H. Understanding of Diverse Educational Settings	
I. Pre Approved Work or Travel	
TOTAL of ALL hours:	

Within your clock hours listed above, you **must** have at least 1 hour for each of the Mandatory Requirements below and complete a Cultural Competency Training (covering all 8 elements).

*(School counselors, nurses, psychologists, social workers, speech pathologists, audiovisual coordinators, and recreation personnel are exempt from the Reading requirement).

Mandatory Requirements:	Check off box
Accommodation, Modification, and Adaptation of Curriculum	
Positive Behavior Intervention Strategies	
Reading Preparation*	
Early-Onset Mental Illness	
Suicide Prevention	
English Language Learners (ELL)	
American Indian History and Culture Training	

PELSB Approved Cultural Competency Trainings:

<https://docs.google.com/document/d/1nd-JIaYCVQAOKWbLaWiCxonLgo8iLY1qGaBe82O9g0l/edit?tab=t.0#heading=h.htalzpsyqp3x>

Free Training through MEA Online (currently teaching and union member):

https://meaonline.learnupon.com/users/sign_in?next=%2Fusers%2Fnew

Cultural Competency Elements:

Racial, Cultural, Socioeconomic Groups; American Indian and Alaskan Native Students; Religious Diversity, Gender Identity and Transgendered Students; Sexual Orientation; Language Diversity; Individuals with Disabilities and Mental Health; Systemic Racism.

Cultural Competency Course	Hours

When ALL of the requirements on both pages have been met, please submit the related Clock Hour certificates, your PD Express Transcript if applicable (or, a transcript from a previous district), with this form attached and send everything via inter-district mail to: The Relicensure Committee at the Central Services Building, or directly to any Relicensure Committee member. You can choose to scan your documents and this form and email everything to any Relicensure Committee member.

(*Note: You need only provide the documentation that gets you at or just above the required 75 or 125 hours needed vs. sending all hours obtained since you last renewed).

Relicensure Committee Members:

Stephanie Nord: Chair / Teacher @ SAHS - nords@stillwaterschools.org

Anna Wilcek: Administrator @ Andersen - wilceka@stillwaterschools.org

Mary Ostertag: Community Member - mostertag@comcast.net

Amy Hamernick: Secretary/Teacher @ Oakland - hamernicka@stillwaterschools.org

Amy Tibbetts: Teacher @ Lake Elmo - tibbettsa@stillwaterschools.org

Tim Hackbarth: Teacher @ Stonebridge- hackbartht@stillwaterschools.org

Deb VanKlei: TOSA @ CSB - vankleid@stillwaterschools.org

After all materials have been reviewed, the Committee Member will sign the bottom of this document, confirm your hours in the PELSB/MDE system, return any paper documents to you, and email you with the next steps. Please check your email in case any questions arise during the process.

IMPORTANT: Confirmation of Clock Hours can be completed as soon as you have completed all requirements. However, you cannot formally renew your license within the PELSB/MDE system until after January 1st of the year your license expires.

Additional Information Resources:

District 834 Website: <https://staffhub.stillwaterschools.org/staff-resources>

MN Professional Educator Licensing and Standards Board Website: <https://mn.gov/pelsb/>

Total #	_____ hours were approved and entered by: _____	_____ on _____	_____ Date
		Committee Member Signature	