

# LOCAL CONTINUING EDUCATION RELICENSURE COMMITTEE BYLAWS

School Consortium or District Name

Bylaws adopted on

## PURPOSE

The local continuing education relicensure committee (“relicensure committee”) in is established for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of Tier 3 and Tier 4 licenses, including related service licenses, and is governed by the rules set forth in [Minnesota Rules, chapter 8710](#).

## COMMITTEE MEMBERSHIP

### Members

The local committee must consist of seven (7) members. Membership must reflect the following:

1. Five individuals, who hold at least a baccalaureate degree and are licensed by the Professional Educator Licensing and Standards Board (elected by licensed teachers and related services providers of the district).
2. One individual who holds a Minnesota administrator's license (elected by the licensed administrators of the district).
3. One individual who is a resident of the district and is not an employee of the school district<sup>1</sup> (designated by the local school board).<sup>2</sup>

### Chairperson

Each year, the relicensure committee must elect a chairperson by the end of September and establish the chair person’s duties.<sup>3</sup>

- *Recommendation: The chairperson calls and conducts meetings, prepares agendas, records approved clock hours into the Continuing Education Clock Hour Reporting System, provides leadership in orienting new committee members, serves as liaison and contact person in the committee’s relationship with outside agencies and individuals, 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.<sup>4</sup>

- *Recommendation: 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, maintains relicensure records, and chairs the committee when the chairperson is absent.*

## Reporting

The relicensure committee must report its current membership roster to the Professional Educator Licensing and Standards Board by November 1 of each year.<sup>5</sup> 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

Elections for the relicensure committee must be held in May of each year, for terms beginning no later than September 1.<sup>6</sup> The term of office is two years.<sup>7</sup> Reelection is subject to no limitations.

- *It is recommended that names of committee members be made publicly available following the election 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<sup>8</sup> or such that a vote can be submitted anonymously.

- *It is recommended that the relicensure committee advertise open positions on the committee at least one month prior to the election. Additionally, it is recommended that the names of all nominees be made publicly available at least two weeks before the election.*
- *Finally, it is recommended that the relicensure committee appoint an eligible replacement to be available in case a committee member is unable to finish their term.*

## COMMITTEE MEETINGS

The relicensure committee must hold an “organizational meeting” by September of each year to elect a chairperson and secretary.<sup>9</sup>

- *It is also recommended that during the organization meeting, an orientation be provided for new members.*

The relicensure committee must establish the schedule for upcoming meetings, including the time and place.<sup>10</sup> The relicensure committee must provide at least five (5) days' notice to all members and those subject to committee action.<sup>11</sup>

- *For this reason, it is recommended that meetings be held at least quarterly and that a meeting schedule be prepared at the organizational meeting and made publicly available shortly thereafter.*

Additional meetings may be called by the chairperson or by written request of three or more of the members.<sup>12</sup> 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.<sup>13</sup>

## Annual Hearing

The relicensure committee must hold an annual open hearing 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 relicensure committee will consider modifications consistent with licensure rules, if the information received during the hearing indicates that changes are necessary or desirable.<sup>14</sup>

## COMMITTEE PROCEDURES

The relicensure committee must make all procedures publicly available.<sup>15</sup>

### Meeting Procedures

The relicensure committee is responsible for establishing a meeting schedule, as well as meeting procedures.<sup>16</sup>

- *Recommendation: 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.<sup>17</sup>

- *Recommendation: 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 the Professional Educator Licensing and Standards Board regarding the renewal of teaching licenses by assessing whether an individual has met all the renewal requirements.<sup>18</sup> 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.

- *For example, the relicensure committee 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 and related services providers are subject to the continuing education rules set forth in Minnesota Rules, chapter 8710.<sup>19</sup> 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 individual has not been granted the requested number of clock hours by the relicensure committee, an appeal may be made to the committee within 20 working days after notification of the decision of the 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 Professional Educator Licensing and Standards Board.*

Final decisions by the relicensure committee for continuing education/relicensure may be appealed to the Professional Educator Licensing and Standards Board by the applicant within 30 calendar days after the date the denial is reaffirmed.<sup>20</sup>

In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the Professional Educator Licensing and Standards Board. The Board shall extend the previous license until all avenues of appeal have been exhausted.

**Other Procedures** *Enter additional procedures here, if applicable.*

## **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 materials to the relicensure committee.<sup>21</sup> 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**

Clock Hour Application Form (A sample of the form that may be used by your committee is attached.)

## Clock Hour Approval Application Form

This form is to be submitted with each request for clock hours to the local continuing education committee according to rules established by the local committee. View the Minnesota Administrative Rules 8710.7200 Clock Hours; Requirements for Renewal of Professional Licenses (<https://www.revisor.mn.gov/rules/?id=8710.7200>).

**Duplicate this form as needed.**

<b>Name:</b>	<b>File Folder Number:</b>
<b>Licenses Held:</b>	<b>Expiration Date:</b>
<b>Applicant Signature:</b>	<b>Date:</b>

Request for:

- Preapproval of clock hours subject to actual completion
- Final approval of clock hours for professional activity completed

<b>Activity Category:</b>	<b>Number of Clock Hours Requested:</b>
---------------------------	---

**This activity addresses:**

- Positive behavior intervention strategies**
- Accommodating, Modifying, and Adapting Curricula, Materials, and Strategies** to appropriately meet the needs of individual students and ensure adequate progress toward the state's graduation rule.
- Further reading preparation** This requirement applies to all professional licenses issued by the Minnesota Professional Educator Licensing and Standards Board, except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.
- Key warning signs of early-onset mental illness in children and adolescents**
- Suicide prevention: minimum of one hour**
- Evidence of instructor growth in **English Language Learner Instruction** as evident in the summative evaluation or district approved training that aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.
- Cultural Competency Training**
- American Indian History and Culture Training**

Local Committee Action	
<input type="checkbox"/> <b>Approved: Number of Clock Hours:</b>	<input type="checkbox"/> <b>Not Approved Reason:</b>
<b>Committee Signature:</b>	<b>Date:</b>

---

<sup>1</sup> Note, school board members are not considered “employees of the district.”

<sup>2</sup> Minn. R. 8710.7300, subp. 1.

<sup>3</sup> Minn. R. 8710.7300, subp. 4.

<sup>4</sup> Minn. R. 8710.7300, subp. 4.

<sup>5</sup> Minn. R. 8710.7300, subp. 7 C (1).

<sup>6</sup> Minn. R. 8710.7300, subp. 2.

<sup>7</sup> Minn. R. 8710.7300, subp. 2.

<sup>8</sup> Minn. R. 8710.7300, subp. 2.

<sup>9</sup> Minn. R. 8710.7300, subp. 4.

<sup>10</sup> Minn. R. 8710.7300, subp. 7 A (1).

<sup>11</sup> Minn. R. 8710.7300, subp. 6.

<sup>12</sup> Minn. R. 8710.7300, subp. 6.

<sup>13</sup> Minn. R. 8710.7300, subp. 6.

<sup>14</sup> Minn. R. 8710.7300, subp. 7 A (3).

<sup>15</sup> Minn. R. 8710.7300, subp. 7 A (2).

<sup>16</sup> Minn. R. 8710.7300, subp. 7 A (1).

<sup>17</sup> Minn. R. 8710.7300, subp. 7 A (1).

<sup>18</sup> Minn. R. 8710.7300, subp. 7 B (1).

<sup>19</sup> Note, individuals holding lifetime licenses are not subject to committee action (so long as they hold no other licenses).

<sup>20</sup> Minn. R. 8710.0900.

<sup>21</sup> Minn. R. 8710.7000.