

# License Renewal Worksheet for Teachers, Counselors and Nurses

This is for your own personal use... do not turn this into the CEC! Thanks!!

Name: \_\_\_\_\_

License Expires in (look this up online at [PELSB](#) under License Lookup/Details (NOT License)): \_\_\_\_\_

To ensure you are ready to renew your license by May of your expiration year, follow the steps below:

1) During the 5 years, keep track of these 1 hour each requirements:

Requirement <sup>1</sup>	Date Completed	Evidence on PExpress <sup>2</sup>
Positive Behavior Intervention Strategies and Accommodations		
Reading Preparation		
Accommodations, Modification and Adaptation of Curriculum		
Mental Illness Awareness		
Suicide Prevention Training		
English Language Learners Best Practices		
Cultural Competency Training		
American Indian History and Culture (NEW REQUIREMENT)		

<sup>1</sup>If you need to finish any of the above requirements, use [Infobase Learning Cloud](#) (formerly called Hoonuit, a free, professional development site) and submit the completion certificate to [PExpress](#), or see classes offered by Ed MN's new [Learn Upon link](#) (free to union members).

<sup>2</sup>If this was RAS sponsored staff development, the evidence will be entered automatically on PExpress. If you need to submit evidence for any non-district professional development, log in to [PExpress](#) and on the upper left of your home screen, click "Request Non-District PD". You will need to upload a document as evidence. Non-District PD will be checked by the committee at the time of renewal so they will not appear on your transcript.

2) When the above requirements are all complete **AND** it is your expiration year:

a) Check your transcript on [PD Express](#) (there is a "Transcript" box to click, located on the upper left of your PExpress home screen) and ask these 3 questions:

**Question #1:** Have I met all the requirements listed in Step 1?

**Question #2:** Do I have at least **125 hours within the past 5 years** (see "Grand Total" on transcript)?

**Question #3:** Do I have evidence of professional development in at least **2 categories**?

Category	Description
<i>It is fine if you have more...just need proof of 2</i>	

3) If you can answer **YES to all 3 questions** in Step 2, send an email to [cec@isd623.org](mailto:cec@isd623.org) with the message: "I am ready for the CEC Committee to check my progress toward re-licensure. Please put me on the list for your next CEC meeting. Thank you!"

4) The committee will email you after their meeting with next steps for renewal OR if any further requirements need to be met.

5) Please be on the lookout for an email in the fall telling you the dates of the CEC meetings. Please do not wait until the last meeting to submit. Thanks!