DULUTH PUBLIC SCHOOLS
Special Services

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Resources for Relicensure

See the MDE PELSB website for additional information about relicensure requirements:
https://mn.gov/pelsb/current-educators/requirements/

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THE RELICENSURE PROCESS

Please refer to the ISD 709 Relicensure home page and the Relicensure Handbook for more information.

Steps to Relicensure:

- Collect clock hours by attending classes, inservices, meetings, and trainings.
  - See the Courses for Relicensure Components and Other Resources and Sites for PD below.
- Each experience (piece of paper/CEU form) needs a Clock Hour Form completed and attached to it.
  - Send your completed clock hour forms and CEU certificates to the Relicensure Committee at the District Services Center (DSC).
- Once you have met the requirements, go to the PELSB website and renew your license.
  - You will need to make an account at PELSB if you have not done so already.

Additional Information about Relicensure (Tier information):

- License Renewal is required every 3 (75 clockhours) or 5 (125 clockhours) years depending on your tier.
- If you are moving between tiers, see the *Moving Between Tiers* section of the PELSB website (lower right side of page)
- All Tier 1 & 2 individuals must work with Human Resources to renew their license.
- **If moving from a Tier 3 to 4 see the guidelines on PELSB website**
- To fulfill relicensure requirements, you must submit the minimum number of hours noted above, plus meet all required components.
  - A few folks (speech-language pathologists, social workers, psychologists) are exempt from the reading component.
- If you have any questions about the process or requirements, please contact relicensure@isd709.org.

Relicensure Handbook

Updated June 2025

Courses for Relicensure Components

All courses listed below require a login. Please see Creating Accounts below.

To meet any component, you must complete at least 1.0 hour in that area (with the exception of the Cultural Competency Component requirements, which are higher).

Area of Relicensure	Course Title and Description	Link and Length/CEUs
Accommodation, Modification, Adaptation of Curriculum, Materials and Strategies	**Positive Behavior Interventions & Accommodations/Modifications (Relicensure)** This session focuses on effective strategies that lead to increased student engagement and achievement. This training meets relicensure requirements for positive behavior interventions and accommodations/modifications. This course is updated as of December 2024.	**MEA Online** https://meaonline.learnupon.com/catalog/courses/4129088 1.0 hour
	Accommodations and Modifications Series (1) Introduction This three-part series explores accommodations, modifications, and remediation instruction in a general education setting. In this first training, a solid foundation is built by learning the terminology involved in accommodations and modifications. Also, exploration of who is eligible, teacher licensure, and graduation requirements, specifically focusing on graduation requirements in Minnesota.	**Infinitec** https://myinfinitec.org/module/62ab6b75a90346d6a2a2e00e 0.5 credits (note: this must be taken with at least part 2 below to add up to 1.0 credit)
	Accommodations and Modifications Series (2) Instructional Strategies and Remediation in an MTSS In part 2 exploration of how to determine the supports needed, including how these supports are complementary and inclusive in a multi-tiered system of support (MTSS) framework.	**Infinitec** https://myinfinitec.org/module/62ab835f9012e39f26aa8d9f 0.5 credits (note: this must be taken with at least part 1 above to add up to 1.0 credit)

	Accommodations and Modifications Series (3) Focusing on Accommodations In part 3, exploration of questions to consider when selecting accommodations and modifications as well as the need to determine if the selected item(s) were effective. Assistive technology consideration is also addressed.	**Infinitec** https://myinfinitec.org/module/62ab9490a90346f57da2f672 0.5 credits (note: this must be taken with at least one part above to add up to 1.0 credit)
Positive Behavior Intervention Strategies	**Positive Behavior Interventions & Accommodations/Modifications (Relicensure)** This session focuses on effective strategies that lead to increased student engagement and achievement. This training meets relicensure requirements for positive behavior interventions and accommodations/modifications. This course is updated as of December 2024.	**MEA Online** https://meaonline.learnupon.com/catalog/courses/4129088 1.0 hour
	MN PBIS: School-wide PBIS Overview/What is PBIS? School-wide Positive Behavior Interventions and Supports (SWPBIS) is a continuum of effective and positive behavior supports for all students. This recorded webinar is designed to introduce schools to the 8 step process of PBIS, the rationale, definitions and features.	**Infinitec** https://myinfinitec.org/module/5f10da9597a98c001ee6dbc6 1.0 credit
Reading Preparation	**Reading (Relicensure)** The content of this training was updated in 2023 by members who have expertise in reading, and this updated online version is new as of 2024. This training meets the reading relicensure requirement. Participants will review the research and exemplary practices that help students acquire strong reading comprehension skills.	**MEA Online** https://meaonline.learnupon.com/catalog/recommendations/3837639 1.0 hour
	MASA Presents: You Can Make a Difference and Know It: Evidence-Based Practice in Reading Teaching Reading is complex work and most kids don't learn to read "naturally." In this video, Deb Lyons explores evidence-based reading instructional practices that lead to predictable gains in reading achievement, the essential components of effective instruction, the 5 Big Ideas of Reading and infrastructure that supports a RtI/MTSS framework.	**Infinitec** https://myinfinitec.org/module/5f10da8597a98c001ee6da25 1.75 credits

Key Warning Signs of Early Onset Mental Illness in Children and Adolescents	**Student Mental Health (Relicensure)** This session raises awareness of key warning signs for early onset mental illness in children and adolescents and includes strategies for addressing learning challenges faced by students with particular mental health challenges.	**MEA Online** https://meaonline.learnupon.com/catalog/courses/2607870 1.0 hour
	MASA Presents: Concerns and Challenges of Mental Health in Education There is a consideration that mental illness in children is relatively common. In fact, one in five children and adolescents suffer from mental illness. This video identifies early signs and behaviors that signify mental illness as well as conditions that may contribute to problematic behavior. Intervention considerations including rating scales, environmental arrangements, coping strategies and mindfulness/relaxation skills are presented.	**Infinitec** https://myinfinitec.org/module/5f10da4497a98c001ee6d2a9 1.25 credits
Suicide Prevention	**Suicide Prevention (Relicensure)** In this course, you will learn tools for suicide prevention. Learn about myths and truths related to suicide, warning signs, and what to do and what not to do when you are concerned someone may be contemplating or planning suicide. This course qualifies for relicensure requirements.	**MEA Online** https://meaonline.learnupon.com/catalog/courses/2607822 1.0 hour
	Suicide Prevention Among Teens Nineteen states have passed the Jason Flatt Act, legislation requiring 1 hour of training for school staff in suicide prevention. This video discusses suicide prevention, the warning signs, what to do in the classroom, and what to do as a school if there is a tragedy in the school. The video includes the perspectives from a parent who has lost a child from suicide, two teachers, a young adult, a principal and a school counselor.	**Infinitec** https://myinfinitec.org/module/5f10da8f97a98c001ee6daec 1.25 credits
	MASA Presents: Suicide Prevention: QPR - Question, Persuade, Refer Learn the three steps anyone can take to help prevent suicide. Just like CPR, QPR is an emergency response to someone in crisis and can save lives. QPR is the most widely taught gatekeeper training program in the United States, and more than one million adults have been trained in classroom settings in more than 48 states.	**Infinitec** https://myinfinitec.org/module/5f10da7a97a98c001ee6d8e6 1.0 Credit
English Language Learners	**English Learners (Relicensure)** Learn to tap into the strengths the English Learners bring to your class. Discover strategies for differentiation and scaffolding to support their work as they progress through stages of language acquisition. For ESPs, teachers, and early career educators.	**MEA Online** https://meaonline.learnupon.com/catalog/courses/2607654 1.0 hour

	EL 06 English Learners and Special Education Covers common themes around language development and acquisition, the stages of acculturation, the stages of second-language acquisition, and when to refer ELs for special education	**Infinitec** https://myinfinitec.org/module/5f10da3797a98c001ee6d130 1.25 credits
	EL 03a Understanding & Meeting the Learning Needs of EL SLIFE Part 1 Part 1 of this presentation provides an overview of EL and SLIFE population, service and legislation. It addresses the learning needs of SLIFE in K-12. Must complete parts 1 and 2 to receive CEU	**Infinitec** https://myinfinitec.org/module/5f10da6197a98c001ee6d5e3 Must complete parts 1 and 2 to receive 2.0 credits
	EL 03b Understanding & Meeting the Learning Needs of EL SLIFE Part 2 Part 2 of this presentation addresses the key program components for meeting SLIFE learning needs. Must complete parts 1 and 2 to receive CEU	**Infinitec** https://myinfinitec.org/module/5f10da5297a98c001ee6d41c Must complete parts 1 and 2 to receive 2.0 credits
	Culturally and Linguistically Responsive AAC In this session, Dr. Gloria Soto reviews the characteristics of culturally and linguistically responsive AAC practices and presents evidence-based strategies for culturally appropriate bilingual AAC assessment and intervention. She discusses partnering with families to determine values, needs, priorities, and resources when implementing AAC. Objectives: After the presentation, participants will be able to: (1) Develop a culturally and linguistically responsive assessment and intervention plan that is representative of your client's home language and culture. (2) Collaborate with the family and prioritize home language and culture maintenance when developing an intervention plan. (3) Customize AAC systems to include relevant vocabulary that is culturally and linguistically appropriate and representative. This does not meet the Cultural Competency requirement.	**Infinitec** https://myinfinitec.org/module/60afd56b63a363e04146dc9e 1.5 credits

Cultural Competency	**Cultural Competency Training: Parts 1-4** This Learning Path contains all 4 parts of online Cultural Competency training and will take you through the 4 parts in the correct order. All 8 hours must be completed to meet the relicensure component. This four-part series is designed to deepen educators' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities. Participants will engage in self-reflection around the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns. This training is designed to meet the language and intent of the MN statutory requirement. It is the only MEA PD training that meets all the required content.	**MEA Online** Learning Path: https://meaonline.learnupon.com/catalog/learning-paths/61445 8 hours total (If you started this course pre-Covid and need to complete any individual portions, click here).

American Indian History and Culture	**This content is copied and pasted from https://mn.gov/pelsb/current-educators/trainings/aihc/** "The Office of American Indian Education is working with the Tribal Sovereignty Institute at the University of Minnesota Duluth to develop an eLearning series for educators focusing on Indigenous-oriented education. The goal of these eLearning courses is to better equip K-12 educators, staff, and administrators to serve Native learners and families. These courses will allow participants to cultivate knowledge about Native people and nations that they can use when teaching and for engaging with Tribal governments. **Key Concepts and Terms** The first eLearning course from the Office of American Indian Education on Key Concepts and Terms for Indigenous-oriented education is now available. Educators who complete this course can earn one continuing education unit (CEU) credit. The course is endorsed by PELSB to count toward the new license renewal requirement specific to American Indian History and Culture. Self-register for the course on Canvas at Enroll in MDE Key Concepts and Terms or sign-up through an existing Canvas account with the join code YBTYR9. **Federal Indian Policy** The second eLearning course on Federal Indian Policy is available at https://mndepted.instructure.com/register using code 4JR34P. Educators who complete this course can earn one continuing education unit (CEU) credit." **This does not count for the American History and Culture component.**	**MDE through Canvas (see information to left)** 1 CEU
	Gigikinoo'amaagemin "We learn", Tribal Nation History and Considerations for Education Professionals This recorded webinar provides an exploration of American Indian history, policy, and contemporary issues in Minnesota. At the presenter's request, it will only be available for your viewing until 8/13/2025.	**Infinitec** 1.0 credit

Creating Accounts

Infinitec

- Go to www.myinfinitec.org and click on “Register”.
- Choose “DULUTH PUBLIC SCHOOL DISTRICT (0709-01)” as your employer when you register your account.

MEA Online

- This is only available for DFT/MEA union members.
- Go to https://meaonline.learnupon.com/ and read the directions on the left-hand side of the page.
- If you are having difficulties setting up an account, consider reaching out to meaonline@edmn.org or watching this video: https://youtu.be/frIhaBDXAPA

PELSB

In order to renew your license you must have an active account.

- When you first log into the online licensing system, you must enter both your File Folder Number and your License Serial Number.
- You can look up your File Folder Number by searching on the PELSB license lookup.
- You will need your serial number, which can be found on your license. If you do not know your serial number, click here to send to your email address on file.

Other Resources and Sites for Professional Development and Relicensure Components

- **Options through ISD709:**
  - Frontline Professional Growth
  - Hosting student teachers
  - District committees
  - District staff development days (may or may not offer components)
- **Other Options:**
  - PELSB resources for components
  - Professional Learning Board
  - College classes
  - Infinitec
  - MEA Online (union members only)

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