

Community Member Information
Licensure is a personal responsibility
Please read the Relicensure Guidelines below

Questions contact:

Jane Sladky Valley at jane.sladkyvalley@minnetonkaschools.org or 952-401-6900

It is important that the community members maintain their personal records for proof of licensure as the district committee will not keep paper records of community member approval; all forms and papers given to the Minnetonka Public School Community Relicensure Representative will not be returned to the community member once the approval has been made on-line with the state. The community member is responsible for completing the process with the state after approval has been made.

Relicensure Guidelines for Minnetonka Public Schools

To renew a Tier 3 or 4 license, an applicant who has been employed as a teacher during the renewal period of the expiring license must demonstrate the completion of requirements of this subpart to a local continuing education/relicensure committee for verification by the Professional Educator Licensing and Standards Board (PELSB). Verification by the local continuing education/relicensure committee that the applicant has completed 75 approved clock hours for a Tier 3 license and 125 approved clock hours for a Tier 4 license is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000.

"Clock hour" means an hour of actual instruction, or planned group or individual professional development activity as approved by the local continuing education/relicensure committee.

Once you have completed all the renewal requirements, and have been notified by the Relicensure Chair, Jane Sladky Valley, that you have been approved online at PELSB, you may renew your license. An applicant may not bank clock hours for purposes of relicensure. However, once you have renewed your license, you may begin your next set of hours and CEUs upon that renewal date. Any additional credits for re-licensure received after the date of issue from PELSB, may be used for the next 3 years (tier 3) or 5 years (tier 4.)

For all applications of clock hours or renewal units, verification must be included with the application. This may include transcripts, writing time slip, certificates of attendance, etc.

To avoid a backlog of work for the committee at any one meeting, applicants should submit requests for final approval of clock hours within one year after completion of the renewal activity.

For more information regarding relicensure please [click here](#) to visit the Minnetonka Public Schools website.

Moving from Tier 3 to Tier 4 licenses prior to 01/01/2026.

All Tier 3 licensed teachers that have completed teaching 3 years can apply for a Tier 4 license **WITHOUT clock hours**. Teachers interested and eligible to switch to a Tier 4 license need to complete sections 1, 2, and 5 of the paper application. Send section 7 to HR. Applicants are required to pay a \$57 fee.

Starting 01/01/2026 Tier 3 teachers will need to complete their 75 CEUs and all required state areas plus 3 years of teaching to apply for a Tier 4 license.