

WINONA AREA PUBLIC SCHOOLS

Continuing Education Guidelines

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Purpose and Philosophy

The local continuing education relicensure committee of Winona Area Public Schools, Independent School District 861 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.

It is understood that the purpose of continuing education is to increase or enhance the capabilities of the professional educator in performing assigned professional responsibilities. It is not intended to be primarily a reward for effort expended in lieu of other compensation.

Since mandated continuing education cannot provide absolute assurance of maturing professionalism, the major responsibility for professional growth lies with the individual. Each staff member must demonstrate professional commitment by being a discriminating appraiser of his/her own growth needs and possible growth alternatives and by actively pursuing opportunities to upgrade and improve educational capabilities. The local committee provides assistance through interpretation of state rules and guidelines in order to provide equitable implementation and to encourage a variety of growth possibilities.

Who is Subject to Committee Action

Except for individuals holding life licenses, all licensed staff members, except superintendents, principals, and supervisors/directors, are subject to PELSB continuing education rules.

Committee Membership

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

- A. Five licensed teaching staff, elected by the licensed teaching faculty in Winona Area Public Schools/District #861. In order to ensure that all eligible persons have a fair and equitable chance for selection, and in order to encourage proportionate representation on the committee, elections will be conducted each year so that the committee has at least one representative from each level: elementary, middle school, and senior high school.
- B. One licensed person who holds an administrator's license elected by the licensed administrators employed by the district.

- C. One resident of the district who is not an employee of the district, designated by the local school board. School board members are not considered to be employees of the district.

Committee Member Duties

In addition to sharing operational duties with other committee members, the chairperson calls and conducts meetings, prepares agendas, provides leadership in orienting new committee members, and serves as liaison and contact person in the committee's relationship with outside agencies and individuals. The chair ensures that there will be an alternate Administrative Representative present at committee meetings when the Administrative Representative is unavailable.

In addition to sharing operational duties with other committee members, the vice-chairperson chairs the committee when the chairperson is absent.

The committee's secretary shall have the following responsibilities: recording the minutes of each meeting and distributing them to the committee members, handling committee correspondence and announcements/postings, and maintaining re-licensure records under the direction of the chairperson.

Though the officers may not personally perform all the assigned duties, they are responsible for their timely and successful performance.

Reporting

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

The committee will initiate yearly elections with the assistance of building principals and the committee's secretary.

Notice of positions open on the committee and solicitation of nominations will be publicized in each building in a centrally located place. The notice will be sent following the March meeting. Any qualified teacher who wishes to place his or her name on the ballot must send a written note to the Continuing Education Committee Secretary, Winona Area Public Schools, indicating the same. Nominations must be received at least two (2) weeks prior to the election date.

The election will be conducted to ensure that there is always one representative from each of the three levels: elementary, middle school, and senior high. For example, if the elementary representative's term expires in a given year, the elementary teacher with the highest number of votes would

automatically fill the vacancy on the committee, even if a teacher from the middle school or senior high has a higher number of votes.

Secret ballots will be distributed to eligible teachers. Eligible voters are the licensed teachers employed in the district. Holders of only life licenses who possess at least a baccalaureate degree may vote in committee elections and may be elected to serve on the local committee.

The ballots and vote totals will be sent to the committee to certify the election.

The annual election will be held prior to the May meeting, ballots will be open for 1 week.

Members of the local committee will be elected in May of each year for terms to begin no later than the following September 1. The term of office is two years. Names of committee members will be made known to all staff through a bulletin to be sent and posted in all buildings.

In order to fill vacancies that occur part way through a term, the following procedures will be used:

- A. A teacher vacancy will be filled by appointment by the local Education Association president.
- B. The community representative will be appointed by the school board.
- C. The administrator will be elected by the administrators employed by the district.

Committee Meetings

No later than the last day of September of each year the committee will hold an organizational meeting, at which time a chairperson and vice-chairperson will be elected.

Unless otherwise announced and posted at least one (1) month in advance, regular meetings will be held five (5) times per year, in the months of September, November, January, March, and May at 12:00 P.M. except for the May meeting which begins at 8:00 A.M. Meetings will be held in the conference room at Winona Area Public Schools, unless otherwise noted. Meetings may be moved to virtual sessions should circumstances warrant. Additional meetings may be called by the chairperson of the committee or by written request of three or more of the members. Notice of meetings will be provided by the committee's secretary to each member of the committee at least five (5) days prior to the date of the meeting and will be advertised with a schedule which will be posted in each building in September in order to provide reasonable notice to those teachers subject to the actions of the committee. A quorum is more than 50 percent of the total voting membership of the committee. A majority vote of those voting members present is sufficient to take action.

Emergency meetings may be held during periods when the committee does not meet (for example, summers). The chairperson or vice-chairperson are authorized to take action on the emergency request after consultation with one or two other committee members. **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. Individuals needing to submit during an emergency meeting will be responsible for attending that meeting to defend their application for approval. Time of the emergency meeting will be set by the committee.

At regular meetings of the relicensure committee, the chairperson apprises the members of any correspondence. The committee receives clock hour applications and assigns the number of clock hours earned. The committee's secretary records this information at each monthly meeting and maintains ongoing records for each licensed staff person. Permanent record forms are kept on file for each licensed staff person. In order to ensure consistent and equitable interpretation, any submissions that do not readily conform to established guidelines are discussed by the committee and clock hours assigned based upon past decisions and practices.

Committee Duties

A. Establish Written Operational Guidelines

- 1) Establish meeting schedules and procedures, and assign clock hour allocations for each activity category in accordance with the relicensure rule. The meeting schedule and procedures are as stated in the Committee Meeting section of this document, and the allocations are as stated in the Clock Hour Categories section.
- 2) Make membership lists available by posting in the main office of each building and guidelines available to each staff member by request to the committee's secretary. The guidelines can be found on the WAPS website at www.winonaschools.org (<https://www.winonaschools.org/departments/human-resources/continuing-education>).
- 3) Hold open hearings in the regular meeting held in May to allow teachers in the district and community members, who submit to this committee for relicensure, an opportunity to review guidelines and committee operation. To make it convenient for those interested in or affected by the guidelines to attend, the place of the hearing will be in the conference room at WAPS District Office. Check the posting for the time of the hearing.

Notice of the hearing will be provided to all staff by a bulletin to be posted in the main office of each building.

A working draft of local guidelines and proposed revisions will be available from committee members prior to the local hearing.

If possible, all committee members will be present at the hearing.

The hearing shall continue until all persons who wish to speak have had an opportunity to do so.

Although input received at the hearing is not binding, the local committee will consider modifications in the number of clock hours requested consistent with licensure rules.

B. Provide recommendations to PELSB for the renewal of teaching licenses.

- 1) Make recommendations regarding the issuance of the first continuing license by verifying one year of successful teaching experience for individuals on an entrance license. Successful

teaching shall be determined by satisfying one or more of the following three criteria: a teacher receives an offer of a contract for the year following the year of experience; a teacher gains tenure or acquires a continuing contract following the year of experience; or supportive evidence is presented from supervisory personnel, professional colleagues, and/or administrators regarding the year of teaching.

2) This experience shall be verified by the local committee chairperson or designee, whose name shall be on file with the manager of licensing.

3) Act, within a reasonable time, upon requests for recommendation for renewal of the continuing license by determining whether the applicant has met renewal requirements.

4) Provide supporting evidence to PELSB when an appeal is taken from a decision of the local committee.

C. Forward to PELSB the following information:

1) Prior to **November 1** of each year, verification of current membership of the local committee.

2) Prior to November 1, 1980, and every five years thereafter, a copy of the published local committee guidelines. At such time that substantial changes are made in local guidelines, a revised copy of these guidelines shall be forwarded to PELSB.

3) During February of each year, any recommendations the committee has for modifications in the continuing education rule, based upon an evaluation of procedures and criteria for granting clock hours.

D. Provide those services and reports that may be required from time to time PELSB.

E. Provide recommendations to appropriate personnel concerning the in-service needs of the district.

If possible, in order to make recommendations for in-service needs of the district, the committee will have one of its members be a part of the school district staff development committee, so that concerns can be reported from both groups.

Responsibilities of the Licensee

It is the responsibility of the person seeking the renewal of a continuing license to submit the request, **appropriate verification**, and other supporting materials to the local committee of the employing school district, in accordance with procedures and the due dates established by the committee and stated in these guidelines. It is also the responsibility of the applicant to complete the application and submit the processing fee online through the Minnesota Professional Educator Licensing and Standards Board after approval by the committee. Although recordkeeping is one of the committee's functions, licensure is a personal responsibility, and each applicant may keep a duplicate set of records as a safeguard against accidental mishap during the re-licensure process.

It is a requirement that all licensed staff and community members submit to the Winona Area Public Schools Continuing Education Committee via the [Keep Certified](https://www.winonaschools.org/KeepCertified) online system. Instructions on how to use this system are available on the district website www.winonaschools.org.

To avoid a backlog of work for the committee at any one meeting, applicants are strongly encouraged to submit requests for final approval of clock hours within one year after completion of the renewal activity. (For example, a request for clock hours for a class completed in July of 2019 should be submitted to the committee by the May 2020 meeting.) **It is the individual's responsibility to find out when the last committee meeting of the year is being held.** Staff will have adequate opportunity to obtain final approval within the suggested timeline, including approval of activities completed in late spring or summer, the committee meeting schedule stated above includes a minimum of two regular meetings within the suggested deadline, regardless of the time of year the hours are completed.

Approval of emergency requests during periods when the committee does not meet may be obtained by contacting the chairperson or vice-chairperson. **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.**

The following is to be used as guidelines for Tier 3 and Tier 4 Educators.

A **Tier 3** teaching license is valid for three years and expires on June 30 of the expiration year. This license may be renewed after January 1 of the renewal year. In order to renew a Tier 3 license, the licensed teacher must meet all Tier 3 renewal requirements. A Tier 3 license has an unlimited number of renewals.

The **Tier 3** teacher must provide evidence of completion and submission of 75 clock hours, including all mandatory requirements in effect at the time of renewal within the three years immediately preceding renewal.

A **Tier 4** teaching license is valid for five years and expires on June 30 of the expiration year. This license may be renewed after January 1 of the renewal year. In order to renew a Tier 4 license, the licensed teacher must meet all Tier 4 renewal requirements. A Tier 4 license has an unlimited number of renewals.

The **Tier 4** teacher must provide evidence of completion and submission of 125 clock hours, including all mandatory requirements in effect at the time of renewal within the five years immediately preceding renewal.

After an application for online renewal has been made with PELSB, new clock hours may be applied to the next renewal period.

The licensee must choose experiences for clock hour credit that aid him/her in maintaining and improving general, academic, or professional qualifications. Upon request, the applicant is responsible to show the experience contributes to increased competency as shown by indicators such as:

1. Growth in academic areas directly related to the professional's teaching field.
2. Growth in interpersonal communication skills.
3. Growth in pedagogical techniques with potential for application.
4. Growth in professional breadth and general educational knowledge.

Although activities of several kinds are to be undertaken for clock hours, each must provide an opportunity for **NEW** professional growth, as opposed to repetition of previous growth/knowledge.

The more concrete and specific the objective is, the more precisely the applicant will be able to assess accomplishment, and the more easily the experience can be evaluated by the local committee.

If a licensed person employed by the school district becomes employed by a different district during a renewal period, the applicant may request the committee secretary to submit approved clock hours to the online PELSB Renewal System. Please provide a new email address if you would like to keep in contact with the WAPS Continuing Education Committee.

Persons who have not been employed by a school district for a period of time will be granted clock hours in one of the following ways:

1. Hours may be granted by the local committee of the district where the applicant was last employed, or by the local committee of the district where the applicant currently resides, if accepted by the local committee.
2. Persons who have never been employed on a continuing basis by a school district in Minnesota shall affiliate with the local committee in the district in which they reside.
3. Persons residing out of the state of Minnesota who wish to maintain continuing Minnesota licensure may continue a previous committee affiliation or may submit an application for renewal to PELSB in accordance with provisions of the licensure rules governing continuing education. Information and forms for application to PELSB are available on their website.
4. If the licensed teacher works outside of Minnesota, the clock hours and mandatory requirements must be submitted to the PELSB renewal specialist in accordance with rule 8710.7100-8710.7200.

Clarification of Requirements

When asking for approval of one of the following requirements, the licensee must include a description of how the experience met the requirement and how you will apply the learning in your teaching license area. **Example:** I attended a CPI training session and this meets PBIS because _____ . **Example:** This helps me daily to help students deescalate and keep the students safe.

☐ **Suicide Prevention Strategies**

The board must adopt rules that require all licensed teachers who are renewing their professional five-year teaching licenses to include in their renewal requirements at least one hour of suicide prevention best practices in each licensure renewal period that are based on nationally recognized evidence-based programs and practices, among the continuing education credits required to renew a license under this paragraph, and further preparation, first, in understanding the key warning signs of early-onset mental illness in children and adolescents and then, during subsequent licensure renewal

☐ **Positive Behavior Interventions**

Applicants must include in their professional development activities which address positive behavior intervention strategies and evidence meeting accommodation, modification, and adaption of curriculum, materials, and instruction to appropriately meet the needs of all students to achieve graduation standards. Not limited to specific PBIS™ trainings.

☐ **Accommodation, Modification and Adaptation of Curriculum...etc**

Applicants must evidence 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. This category will likely be met through PBIS requirements and can be requested when making a CEU Submission towards PBIS.

☐ **Reading preparation**

Applicants must have in-service preparation in scientifically-based reading instruction, which the law identifies as: "instruction and practice in phonemic awareness, phonics and other word-recognition skills, and guided oral reading for beginning readers, as well as extensive silent reading, vocabulary instruction, instruction in comprehension, and instruction that fosters understanding and higher-order thinking for readers of all ages and proficiency levels."

☐ **Mental Illness Awareness**

Applicants must include in their professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents. The 2016 Legislature requires a separate mandatory minimum of at least one hours of Suicide Prevention Best Practices as part of the renewal condition for Early-Onset Mental Illness in Children and Adolescents.

☐ **English Language Learners**

Effective for renewal of professional licenses which expire after August 1, 2015, applicants who have been employed as a teacher during the renewal period of their expiring license, as a condition of re-licensure, must present to their local continuing education and relicensure committee or other local relicensure committee evidence of work that demonstrates professional reflection and growth in best teaching practices, including among other things, practices in meeting the varied needs of English learners, from young children to adults under section 124D.59, subdivisions 2 and 2a.

The applicant must include a reflective statement of professional accomplishment and the applicant's own assessment of professional growth showing evidence of: as attested-to committee work, collaborative staff development programs, and professional learning community work; or other ongoing formal professional learning or (ii) for teachers employed for only part of the renewal period of their

expiring license, other similar professional development efforts made during the relicensure period. (1) support for student learning; (2) use of best practices techniques and their applications to student learning; (3) collaborative work with colleagues that includes examples of collegiality such; (4) continual professional development that may include (i) job-embedded or other ongoing formal professional learning or (ii) for teachers employed for only part of the renewal period of their expiring license, other similar professional development efforts made during the relicensure period.

periods, preparation may include providing a more in-depth understanding of students' mental illness trauma, accommodations for students' mental illness, parents' role in addressing students' mental illness, Fetal Alcohol Spectrum Disorders, autism, the requirements of section [125A.0942](#) governing restrictive procedures, and de-escalation methods, among other similar topics.

☐ **Cultural Competency**

Effective for all tiered license renewals in 2020 and thereafter, training that promotes self-reflection and discussion including, but not limited to the following topics: racial, cultural, and socioeconomics groups; American Indian and Alaskan native students; religion; systemic racism; gender inequity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns. Training programs must be designed to deepen teachers' 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.

☐ **American Indian History and Culture**

The 2023 state legislature created a new renewal requirement on the cultural heritage and contemporary contributions of American Indians. State law specifies that the renewal training must cover cultural heritage and contemporary contributions of American Indians, with particular emphasis on Minnesota Tribal Nations.

Summative Evaluations: Under [Minn. Stat. § 122A.187](#), Tier 3 and Tier 4 license holders have the option of submitting their summative evaluation of their individual growth and development plan in place of: Cultural competency training; and Meeting the needs of English Language Learners. Individuals should submit their summative evaluation and development plan to their local re-licensure committee if they choose this option.

Clock Hour Categories

The first continuing license is issued to applicants who hold a valid tiered license and have met the requirements for the issuance of the continuing license as set forth in the rules of PELSB.

A license renewal period begins on July 1 of the year of expiration. Applications for renewal are accepted for processing by the Professional Educator Licensing and Standards Board after January 1 of the year of expiration. A valid continuing license will be renewed for subsequent periods when an applicant presents evidence of having been granted clock hours necessary for their tiered license by the local continuing education/re-licensure committee during the period immediately preceding the date on which the renewal is to be made effective.

A clock hour is defined as “an hour of actual instruction, supervised group activities, or planned professional development.” Current emphasis in continuing education for teachers is on professional development.

All experiences must be appropriate to the licensure area and be justified as experiences that aid the applicant in maintaining and improving general, academic, or professional qualifications. Clock hours must be earned from at least two (2) activity categories. An applicant requesting renewal of a license to teach must earn the minimum required clock hours of their tiered license during each license period preceding application for licensure renewal. An applicant may not bank clock hours for purposes of relicensure, but clock hours earned after an application for renewal has been submitted may be applied to the next renewal period.

An applicant who seeks renewal of a continuing license for two (2) or more areas should allocate at least 30 clock hours to each of the licensure areas, with priority given to work in areas where the candidate is employed during the licensure period. Those candidates possessing administrative licensure may allocate clock hours for the renewal of teaching licensure in this same manner.

When submitting requests in the same category, group together and submit one CEU request. Suggestion: Save monthly meeting clock hour certificates of attendance, combine on one CEU request, and submit by semester or at the end of the school year. CEU requests should be carefully completed, with the month, day, and year of the experience noted as well as the hours involved in the experience. An email will be generated once a CEU request is acted upon. Please make sure your name is included on all attachments, certificates, or verifications of completion.

The clock hour categories A through I are specified in the relicensure rule and **MUST** be adopted by all local committees. See “Clarification of Categories” in the next section for a detailed explanation.

Note: Please check the appropriate box on the Keep Certified CEU Request when meeting one of the requirements and attach verification for out-of-district experiences.

Except for item H1, teaching experiences for which licensure is required do not qualify for clock hour credit.

Clarification of Categories

A. Relevant coursework completed at accredited colleges and universities

- 1) One semester credit = 24 clock hours
- 2) One quarter credit = 16 clock hours

Verification: Include a copy of your transcript of grade slip with your request. Your transcript may be official or unofficial, but must include your full name and the name of the institution.

Maximum: 124 clock hours in a 5-year block.

B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license(s) held.

One (1) clock hour per hour of experience.

Verification: Attendance certificate or written statement from workshop sponsor, with validation of number of hours of participation.

C. Staff development activities, inservice meetings, and courses

- 1) Instruction and professional development activities provided by a school may be used as clock hours in this part.

Verification: Attendance certificate or written statement of in-service sponsor, with validation of number of hours of participation.

Note: This category does not include regular faculty meetings or preschool workshop hours spent working on preparation for one's own contracted assignment.

Acceptable examples: Local in-service/staff development workshops or courses, portions of Fall preschool local workshops that are structured educational learning experiences.

D. Site, district, regional, state, national, or international curriculum development

One (1) clock hour per hour of experience.

Verification: Written statement from an administrator of the educational unit responsible for the curriculum development, with validation of hours of participation.

Acceptable examples: Development of curriculum, curriculum leadership teams.

E. Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part [8710.2000](#)

One (1) clock hour per hour of experience.

Verification: Certificate of completion from program director with validation of hours of participation.

F. Professional service in the following areas:

- 1) Supervision of clinical experiences of persons enrolled in teacher preparation programs. No more than 18 hours may be granted in a three-year re-licensure period and no more than 30 hours may be granted in a five-year re-licensure period.
 - (i) One semester enrollment (Full Time Student Teaching Supervision) = 24 clock hours
 - (ii) One quarter enrollment (Half Time Student Teaching Supervision) = 16 clock hours
 - (iii) All other clinical experiences, field experiences, observations, etc. = 6 clock hours

- 2) Participation on national, state, and local committees involved with licensure, teacher education or professional standards: One (1) clock hour per hour of experience.
- 3) Participation in national, regional, or state accreditation: One (1) clock hour per hour of experience.

Verification: Written statement of local administrator or college representative responsible for the experience.

G. Leadership experiences in the following areas:

- 1) Development of new or broader skills and sensitivities to the school, community, or profession
- 2) Publication of professional articles in a professional journal in an appropriate field
- 3) Volunteer work in professional organizations related to the areas of licensure held

H. Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:

- 1) Experiences with students of another age, ability, culture, or socioeconomic level
- 2) Systematic, purposeful observation during visits to schools and to related business and industry

I. Pre-approved travel or work experience

- 1) Travel for purposes of improving instructional capabilities related to the field of licensure
- 2) Work experience in business or industry appropriate to the field of licensure. One week of pre-approved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 18 hours may be granted in a three-year re-licensure period or 30 clock hours in a five-year re-licensure period for travel or work experience. The clock hour limit may be waived when the local committee determines that the pre-approved travel or work experience is critical to the teacher's advanced or current skills for the teacher's assignment; for example, travel to experience language or cultural immersion by a teacher of world language.

Denial of Clock Hours

Clock hours shall not be granted for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value.

Jurisdiction

All licensed teachers and related services providers are subject to the continuing education rules set forth in Minnesota Rules, chapter 8710. 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.

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.

Exceptions

Exception for National Board Certification

Verification that a teacher is actively engaged in and making progress toward National Board of Professional Standards Certification or other national professional teaching certification approved by PELSB at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing license renewal shall be accepted. Verification that a teacher has earned National Board or other approved certification as equivalent to all clock hour requirements during the life of the certificate shall be accepted. If the certificate expires during the applicable renewal period, hours completed under this exception shall be prorated and completion of a prorated number of clock hours for the years the certificate is not in effect shall be prorated.

Exception for Certificate of Clinical Competence

An Educational Speech Language Pathologist holding the ASHA Certificate of Clinical Competence is approved as a substitute for the 125 clock hours regularly required for renewal of licenses. For license renewal purposes, therefore, the Certificate of Clinical Competence parallels the already-approved National Board of Professional Standards certification.

A licensee holding this certificate is exempt from the renewal clock hour requirements for the years in which the licensee holds that certificate. Thus, for each year of the five-year renewal period in which the certificate is maintained, the licensee is exempt from 25 clock hours. Local committees will accept verification of holding that certificate as equivalent to fulfilling the clock hour requirements.

Note: the following licensure fields are exempt from evidencing the reading preparation renewal requirement: school counselors, school psychologists, school nurses, school social workers, and speech language pathologists.