Clock Hour Application Approval Form - Stillwater Area Schools *updated 10/23/25*

Name: _____ State File Folder Number: _____
Email: _____ Building: _____
License(s) Held: _____ Tier of License (3 or 4): _____

- A Tier 3 License is renewed with 75 clock hours every 3 years.
- A Tier 4 License is renewed with 125 clock hours every 5 years.
- Clock hours for a Tier 3 or 4 License must be split between at least 2 Clock Hour Categories (see last page of document for explanation of each Clock Hour Category).
- Organize certificates by category when possible.

Clock Hour Categories:	Total hours being submitted in each category:
A. Relevant Coursework 1 Sem. Cr. = 24 hrs.; 1 Qtr. Cr. = 16 hrs.	
B. Educational Workshops, Conferences, Institutes, Seminars, Lectures	
C. Staff Development Activities, In-services and Courses	
D. Curriculum Development	
E. Peer Coaching or Mentorship	
F. Professional Service	
G. Leadership Experiences	
H. Understanding of Diverse Educational Settings	
I. Pre Approved Work or Travel	
TOTAL of ALL hours:	

Within your clock hours listed above, you **must** have at least 1 hour for each of the Mandatory Requirements on the next page and complete a Cultural Competency Training (covering all 8 elements).

*(School counselors, nurses, psychologists, social workers, speech pathologists, audiovisual coordinators, and recreation personnel are exempt from the Reading requirement).

PELSB Approved Cultural Competency Trainings:
https://docs.google.com/document/d/1nd-JIaYCVQAOKWbLaWiCxonLgo8iLY1qGaBe82O9g0I/edit?tab=t.0#heading=h.htalzpsyqp3x
PELSB Approved Free Training through MEA Online (currently teaching and union member):
https://meaonline.learnupon.com/users/sign_in?next=%2Fusers%2Fnew

Cultural Competency Elements:
Racial, Cultural, Socioeconomic Groups; American Indian and Alaskan Native Students; Religious Diversity, Gender Identity and Transgendered Students; Sexual Orientation; Language Diversity; Individuals with Disabilities and Mental Health; Systemic Racism.

Mandatory Requirements:	**Needed Hours**	**Date**	**Check**
Accommodation, Modification, and Adaptation of Curriculum and Positive Behavior Intervention Strategies	1		
Reading Preparation*	1		
Early-Onset Mental Illness	1		
Suicide Prevention	1		
English Language Learners (ELL)	1		
American Indian History and Culture Training	1		
PELSB Approved Cultural Competency Course	varies		

When ALL of the requirements on both pages have been met, please submit the related Clock Hour certificates, your transcript from Professional Learning if applicable (or, a transcript from a previous district), with this form attached and send everything via inter-district mail to: The Relicensure Committee at the Central Services Building, or directly to any Relicensure Committee member. Sending a scan of your documents and this form via email to any Relicensure Committee member is also acceptable.
(*Note: You need only provide the documentation that gets you at or just above the required 75 or 125 hours needed vs. sending all hours obtained since you last renewed).

Relicensure Committee Members:
Stephanie Nord: Chair / Teacher @ SAHS - nords@stillwaterschools.org
Anna Wilcek: Administrator @ Andersen - wilceka@stillwaterschools.org
Mary Jo Vene: Community Member - maryjovenemusic@gmail.com
Amy Hamernick: Secretary/Teacher @ Oakland - hamernicka@stillwaterschools.org
Amy Tibbetts: Teacher @ Lake Elmo - tibbettsa@stillwaterschools.org
Tim Hackbarth: Teacher @Stonebridge- hackbartht@stillwaterschools.org
Megan Holroyd: Teacher @Rutherford- holroydm@stillwaterschools.org

After all materials have been reviewed, the Committee Member will sign the bottom of this document, confirm your hours in the PELSB/MDE system, return any paper documents to you, and email you with the next steps. Please check your email in case any questions arise during the process.
IMPORTANT: Confirmation of Clock Hours can be completed as soon as you have completed all requirements. However, you cannot formally renew your license within the PELSB/MDE system until after January 1st of the year your license expires.

Additional Information Resources:
District 834 Website: https://staffhub.stillwaterschools.org/teacher-resources
MN Professional Educator Licensing and Standards Board Website: https://mn.gov/pelsb/

_____ hours were approved and entered by: _____ on _____
Total # ‘ Committee Member Signature Date

CLOCK HOUR CATEGORIES

Subp. 2. Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours 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. Effective for renewal of continuing licenses which expire on June 30, 2001, and after, applicants must include in their 125 clock hours instruction or other professional development activities which address positive behavioral intervention strategies and accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards. Subp. 3. Categories for clock hour allocation. Verification of completion of experiences must be submitted by the applicant to the local committee.

Clock hour must be earned in two or more of the categories in items A to I:

A. relevant coursework completed at accredited colleges and universities;

B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;

C. staff development activities, in-service meetings, and courses; No more than 30 Professional Learning Committee (PLC) meeting clock hours maybe granted in a five year relicensure period (Stillwater Area Schools Relicensure Committee).

D. site, district, regional, state, national, or international curriculum development, no more than 30 clock hours may be granted in a five year relicensure period;

E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000, no more than 30 clock hours may be granted in a five year relicensure period;

F. professional service in the following areas:(1) supervision of clinical experiences of persons enrolled in teacher preparation programs; (2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or (3) participation in national, regional, or state accreditation, No more than 30 clock hours may be granted in a five year relicensure period;

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; or (3) volunteer work in professional organizations related to the areas of licensure held, no more than 30 clock hours may be granted in a five year relicensure period;

H. opportunities to enhance knowledge and understanding of diverse educational settings in th efollowing areas: (1) experiences with students of another age, ability, culture, or socioeconomic level; or (2) systematic, purposeful observation during visits to schools and to related business and industry, no more than 30 clock hours may be granted in a five year relicensure period; and

I. preapproved travel or work experience: (1) travel for purposes of improving instructional capabilities related to the field of licensure; or (2) work experience in business or industry appropriate to the field of licensure, no more than 30 clock hours may be granted in a five year relicensure period.

Subp. 4. Maximum allocation. Effective for all experiences completed after June 30, 2000, the local continuing education/relicensure committee shall grant clock hours on the following basis:

A. Relevant coursework under subpart 3, item A, must be granted 16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned.

B. Successful completion of activities under subpart 3, items B to I, must be granted one clock hour for each hour of participation with the following exceptions: (1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five year relicensure period for supervision.

(2) No more than 30 clock hours may be granted in a five year relicensure period for travel or work experience. The limit of 30 clock hours may be waived when the local committee determines that the preapproved 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.

Subp. 5. Exception for national board certification. A local continuing education committee shall accept 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 the Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing license renewal. A local continuing education committee shall accept 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. If the certificate expires during the five year renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

Subp. 6. Exception for local option. The Board of Teaching shall approve requests submitted by local committees that, through their school district master contracts or other official agreements between the local school board and its teachers, wish to substitute development and implementation of individualized professional development plans for some or all of the clock hour requirements for renewal of continuing licenses, provided that each individualized professional development plan: A. is designed primarily to enhance the teacher's ability to effect increased student learning;

B. focuses on standards in part 8710.2000 and specific content knowledge required for the teacher's assignment; C. includes management and monitoring of student learning, including positive behavioral interventions and adaptation and modification of curriculum, instruction, and assessment to assist varied student learners in achieving graduation standards; D. includes a focus on research-based best practice; E. identifies the procedures and criteria by which successful development and implementation of the individualized professional development plan will be validated and communicated with the local continuing education committee; and F. requires that each teacher's individualized professional development plan equal or exceed 125 hours of professional development activities during the five year period.

Subp. 7. Experience for clock hour credit. Except for subpart 3, item H, sub item (1), teaching experiences for which licensure is required shall not qualify for clock hour credit.

Subp. 8. Period for earning clock hours. An applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours during each five year 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.

Subp. 9. School staff development. Instruction and professional development activities provided by a school may be included among the clock hours in this part.

Subp. 10. Renewal of license for two or more areas. An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of no fewer than 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. An applicant who holds an administrative license or licenses may allocate clock hours for the renewal of teaching licensure under this subpart.