

Clock Hour Approval Application Form

This form is to be submitted with each request for clock hours to the local continuing education committee according to rules established by the local committee. View the Minnesota Administrative Rules 8710.7200 Clock Hours; Requirements for Renewal of Professional Licenses (<https://www.revisor.mn.gov/rules/?id=8710.7200>).

Duplicate this form as needed.

Name:	File Folder Number:
Licenses Held:	Expiration Date:
Applicant Signature:	Date:

Request for:

- ☐ Preapproval of clock hours subject to actual completion
- ☐ Final approval of clock hours for professional activity completed

Activity Category:	Number of Clock Hours Requested:
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This activity addresses:

- ☐ **Positive behavior intervention strategies**
- ☐ **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.
- ☐ **Further reading preparation** This requirement applies to all professional licenses issued by the Minnesota Professional Educator Licensing and Standards Board, except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.
- ☐ **Key warning signs of early-onset mental illness in children and adolescents**
- ☐ **Suicide prevention: minimum of one hour**
- ☐ Evidence of instructor growth in **English Language Learner Instruction** as evident in the summative evaluation or district approved training that aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.
- ☐ **Cultural Competency Training**
- ☐ **American Indian History and Culture Training**

Local Committee Action	
☐ Approved: Number of Clock Hours:	☐ Not Approved Reason:
Committee Signature:	Date:

8710.7200 CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES.

Subpart 1. Definition. "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.

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 professional 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. Effective for renewal of professional licenses which expire on June 30, 2004, and after, applicants must also include in their 125 clock hours instruction or other professional development activities which evidence further reading preparation, consistent with Minnesota Statutes, section 122A.06, subdivision 4.

Subp. 3. Categories for clock hour allocation. Verification of completion of experiences must be submitted by the applicant to the local committee. Clock hours 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, inservice meetings, and courses;
- D. site, district, regional, state, national, or international curriculum development;
- E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000;
- 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;
- 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;
- 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; or
 - (2) systematic, purposeful observation during visits to schools and to related business and industry; 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.

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) One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five-year licensure 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.