CONTINUING EDUCATION/RE LICENSURE GUIDELINES
Updated December, 2018

I. HISTORY

History of Continuing Education/Relicensure
In order for any individual to renew a teaching license in Minnesota, the Professional Educator Licensing and Standards Board (PELSB) requires that the individual work together with a locally-established continuing education committee. The local committee is given the responsibility to equitably and consistently apply the rules and guidelines established by Minnesota statute for continuing teacher license issuance and renewal.

The continuing education regulation was developed during 1969 and 1970 by a task force of Minnesota educators and adopted in 1971 by the Minnesota Board of Teaching. Substantial changes made in an amendment adopted in 1987 have been in effect for all individuals seeking licensure through the year 2000. Revisions adopted since September, 2000 have resulted in additional changes for individuals who submit applications for license renewal after January 1, 2001. The most recent change transitioned responsibility for licenses to PELSB starting in 2018.

II. COMMITTEE INFORMATION

Committee Membership
Five persons licensed by PELSB are elected by the licensed teaching faculty. Nominations for election are open to all eligible persons, with proportionate representation encouraged.

One licensed person who holds an administrator's license, representing the elementary and secondary administration, is elected by the licensed practicing administrators employed by the district.

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

For the current school year, the committee members are:

John Neumann, Chairperson/Teacher
Karma Unverzagt, Secretary/Teacher
Heather Hansen, Administrator
Carol Zaudtke, Community Member
Ken Strand, Teacher
Janice Rideout, Teacher
Polly Gregor, Teacher
Regina Watson, Continuing Education Support
Committee Election
Members of the local committee are elected by the licensed teaching faculty in May of each year for terms to begin no later than the following September 1. The term of office of members of the local committee is two years.

Duties of the Committee
During each meeting of the committee, members review requests for clock hours and assign the number of clock hours earned based on guidelines from PELSB. When consensus is required for a clock hour request that needs local interpretation of state guidelines, a minimum of four committee members must be present in order for a decision to be made. This decision is recorded by the committee secretary to serve as a guide for equity and consistency for future clock hour requests.

Meeting Dates for the 2018-19 School Year
December 12, 2018
April 3, 2019
May 22, 2019

Continuing Education Hearing
PELSB requires that the local committee hold a hearing annually to allow the teachers in the district to review proposed or revised guidelines established by the committee. This hearing will be held at the regularly scheduled committee meeting in December, between 2:00 p.m. and 4:30 p.m. in the Flex Lab at the New Hope Learning Center.

III. INDIVIDUAL RELICENSURE INFORMATION

Individual Responsibility
The relicensure process of complying with regulations of PELSB is an individual responsibility. Each licensed teacher must know his or her date of license expiration and must know what must be done to be relicensed. The local committee or district administration may assist district staff with the relicensing process; however, it should be clearly understood that each person is individually responsible to make sure that he or she initiates the necessary work with the committee.

According to Article VI, Section 6-1-2 of the Collective Bargaining Agreement:
Employment will be terminated for any staff member who cannot qualify for a Minnesota license, or who fails to submit a valid license by the first day school is in session in the fall of the current school year in which the teacher is actively teaching, or who does not provide written evidence by this same date that an effort is being made to comply with licensure regulations and that application has not been rejected.

In order to verify that all staff members have complied with this provision, licensed staff must submit an application for licensure renewal prior to June 30 of the year in which the license(s) expire.
Individuals Holding Five-Year or Tier 4 Licenses
After January 1 of the year in which a five-year or Tier 4 license expires, the holder of the license may apply for another five-year license if the individual has completed 125 approved clock hours. Staff members will receive specific information about renewal procedures at least four months before the expiration date of a five-year license. Requests for clock hours needed for the renewal of five-year continuing licenses that expire on June 30 must be received by the local committee prior to its final meeting in May.

Individuals Holding Three-Year or Tier 3 Licenses
After January 1 of the year in which a three-year or Tier 3 license expires, the holder of the license may apply for a five-year or Tier 4 license if the individual has completed 75 approved clock hours and three years of teaching experience in Minnesota. Without three years of teaching experience in Minnesota, Tier 3 licenses will be renewed for three more years. Staff members will receive specific information about renewal procedures at least four months before the expiration date of a three-year license. Requests for clock hours needed for licenses that expire on June 30 must be received by the local committee prior to its final meeting in May.

Individuals Not Currently Employed by Robbinsdale Area Schools
According to Board of Teaching rules, persons who have not been or are not currently employed by a school district may be granted clock hours in one of two ways. The continuing education committee in the district where the individual was last employed may take responsibility for processing relicensure requests. Alternately, the local committee of the district where the applicant currently resides may accept responsibility for processing the resident's relicensure requests.

Special Licensing Situations
If any staff member has a licensure question not previously addressed, the staff member should address the question to John Neumann, Human Resources Program Director, at 763-504-8015.

IV. PROCEDURES FOR REQUESTING CLOCK HOURS

Clock Hours for District and Building Professional Development Sessions (Category C)
When attending district and building professional development sessions, staff should sign in on the sign-in sheets provided at each session. Information from these sign-in sheets will be entered into the district clock hour recording system.

Requesting Clock Hours for Categories A-B and D-J
All requests for clock hours in Categories A-B and D-J must be made online through the district CEU recording system by individual staff members.

Clock Hour verification will not be returned to staff members and will not be kept by the Continuing Education Committee.

Appealing an Unfavorable Decision
When an applicant has not been granted the requested number of clock hours by the local committee, an appeal may be made to the committee. An applicant must appeal to the committee within twenty working days after notification of the decision of the committee. Failure to file a written request with the committee for an appeal within twenty working days constitutes a waiver of the individual's right to appeal.
Decisions by the local committee denying the appeal may be appealed to PELSB by the applicant according to the provisions of part 8710.0900 of the Rules for Continuing Teacher License Issuance and Renewal (http://www.revisor.leg.state.mn.us/arule/8710/0900.html).

V. GENERAL INFORMATION REGARDING CLOCK HOURS

Definition of Clock Hours
"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. One clock hour will be granted for each hour of participation for most activities. PELSB guidelines, as well as local committee interpretations, may impose maximum allocation of clock hours in an effort to give equitable and consistent consideration to all clock hour requests.

Number of Clock Hours Needed for Relicensure
In order to receive approval for the renewal of a license, applicants for a five-year license must earn 125 clock hours in two or more of the categories prescribed by PELSB. Applicants for a three-year license must earn 75 clock hours in two or more of the categories prescribed by PELSB.

Professional Growth and Required Components
All instruction and professional development activities must address one or more of the standards in part 8710.2000 of the Minnesota Rules (http://www.revisor.leg.state.mn.us/arule/8710/2000.html).

PELSB has mandated that the local committee not grant clock hours 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.

Effective for renewal of continuing licenses which expire on June 30, 2018, and thereafter, applicants must include in their 125 or 75 clock hours instruction or other professional development activities which address:
1) positive behavior intervention strategies;
2) further preparation in comprehensive, scientifically-based reading instruction;
3) further preparation in understanding the key warning signs of early-onset mental illnesses in children and adolescents which may include depressed mood, excessive fears and anxieties, changes in behavior and performance, failure to develop peer relationships, impaired concentration and thinking, the potential connection to substance use, and knowledge of next steps;
4) suicide prevention;
5) reflective statement;
6) accommodating ELs (English Learners); and
7) cultural competency (starting with licenses that expire on June 30, 2019 and beyond)
Exemptions from Renewal Requirements

1) During the 2004 legislative session, an amendment was passed to exempt individuals holding a single license in one of the following areas from meeting the reading and reflective statement requirements mentioned above:
   - Counselors
   - School psychologists
   - School nurses
   - School social workers
   - Audiovisual directors and coordinators
   - Recreation personnel

2) Applicants holding either of the following types of certification are **not** exempt from the requirements mentioned previously. Individuals holding these types of certification will need to provide evidence of having participated in professional development for the required areas:
   - National Board of Professional Standards Certification
   - Certificate of Clinical Competence issued by the American Speech-Language-Hearing Association (ASHA)

Experience for Clock Hour Credit
For most categories prescribed by PELSB, teaching experiences for which licensure is required do not qualify for clock hour credit.

Period for Earning Clock Hours
Applicants requesting renewal of a license to teach must earn clock hours during each five-year or three-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.

Clock Hour Allocations When Renewing a License for Two or More Areas
An applicant who seeks renewal of a continuing license for two or more areas should show evidence of completing activities in each of the licensure areas, with priority given to work in areas where the candidate is employed during the licensure period.
VI. CLOCK HOUR CATEGORIES

A. RELEVANT COURSEWORK COMPLETED AT ACCREDITED COLLEGES AND UNIVERSITIES

Verification needed: Copy of transcript or grade slip for any class taken for credit

16 clock hours will be granted for each quarter credit earned
24 clock hours will be granted for each semester credit earned

B. OUT-OF-DISTRICT EDUCATIONAL WORKSHOPS, CONFERENCES, INSTITUTES, SEMINARS OR LECTURES IN AREAS APPROPRIATE TO LICENSE HELD

Verification needed: Certificate of attendance signed by the presenter or workshop sponsor indicating the date and number of hours. When a certificate is not available, the building principal must sign the Optional Activity Verification Form, which is available on the district Intranet page under Professional Development.

These are organized, structured learning experiences presented and attended for the purpose of professional development in education, not for the purpose of personal growth. These experiences do not include travel time, registration, meal or coffee breaks, negotiation sessions or business meeting portions of professional meetings.

Unless a specific number of contact hours is specified on a certificate of attendance, a maximum of six clock hours will be granted per day.

C. IN-DISTRICT STAFF DEVELOPMENT ACTIVITIES

Note: Staff members will not need to submit online requests in KeepCertified for district and building professional development sessions as long as they sign the sign-in sheets provided at the sessions.

This category does not include regular faculty/department meetings or workshop hours spent on preparation for one's own contracted assignment.

A maximum of six clock hours will generally be granted per day.

D. BUILDING, DISTRICT, REGIONAL, STATE, NATIONAL OR INTERNATIONAL CURRICULUM DEVELOPMENT

Verification needed: Curriculum development certificate.

When a certificate is not available, a district administrator or building principal must sign the Optional Activity Verification Form.
E. FORMAL PEER COACHING OR MENTORSHIP RELATIONSHIPS WITH COLLEAGUES

Verification needed: Professional Development documentation.

Twenty clock hours will be granted for an applicant's first-year experience with peer coaching or mentorship. Ten clock hours will be granted for an applicant's second year experience.

F-1. PROFESSIONAL SERVICE: SUPERVISION OF A STUDENT TEACHER OR INTERN

Verification needed: Written statement signed by the local administrator or college representative responsible for the student teaching experience, including dates and number of weeks of participation. The Optional Activity Verification Form can be used for this written statement.

1.6 clock hours will be granted for each week of supervision, with a maximum of thirty clock hours in a five-year relicensure period. This proration is based on the rule issued by PELSB that grants 16 clock hours for a quarter of supervision and 24 clock hours for a semester of supervision.

F-2. PROFESSIONAL SERVICE: MEMBERSHIP ON NATIONAL, STATE AND LOCAL COMMITTEES INVOLVED WITH LICENSURE, TEACHER EDUCATION OR PROFESSIONAL STANDARDS

Verification needed: Written statement signed by the committee chairperson or representative of the agency responsible for committee operation, including hours of participation. The Optional Activity Verification Form can be used for this written statement.

One clock hour will be granted for each hour of participation.

For any one year, no more than 24 clock hours will generally be granted for involvement with a specific committee. In addition, clock hours will generally not be granted for more than one year’s involvement with a specific committee.

F-3. PROFESSIONAL SERVICE: PARTICIPATION IN NATIONAL, REGIONAL OR STATE ACCREDITATION

Verification needed: Written statement signed by the representative of accrediting agency, including hours of participation. The Optional Activity Verification Form can be used for this written statement.

One clock hour will be granted for each hour of participation.
G-1. LEADERSHIP SERVICES: EXPERIENCES IN DEVELOPING NEW OR BROADER SKILLS AND SENSITIVITIES TO THE SCHOOL, COMMUNITY OR PROFESSION

Verification needed: Written statement signed by the representative of the agency or organization in which the activity occurred, indicating the applicant's leadership role and including hours of involvement. The Optional Activity Verification Form can be used for this written statement.

One clock hour will be granted for each hour of involvement.

For any one year, no more than 24 clock hours will generally be granted for a specific leadership experience. In addition, clock hours will generally not be granted for more than one year of a specific leadership experience.

G-2. LEADERSHIP SERVICES: PUBLICATION OF PROFESSIONAL ARTICLES IN A PROFESSIONAL JOURNAL IN AN APPROPRIATE FIELD

Verification needed: Copy of the published article and a summary of the experience, including the number of hours and the type of research used to develop new knowledge for incorporation into the article.

A publication is defined as being printed by a recognized publishing company or a recognized professional journal. Locally reproduced materials will not qualify for clock hours in this category.

One clock hour will be granted for each hour of involvement.

G-3. LEADERSHIP SERVICES: LEADERSHIP POSITIONS IN PROFESSIONAL ORGANIZATIONS RELATED TO AREAS OF LICENSURE HELD

Verification needed: Written statement signed by an official representative of the professional organization, indicating applicant's leadership role and including hours of involvement. The Optional Activity Verification Form can be used for this written statement.

One clock hour will be granted for each hour of involvement.

For any one year, no more than 24 clock hours will generally be granted for a specific leadership position. In addition, clock hours will generally not be granted for more than one year of a specific leadership position.
H-1. DIVERSE EDUCATIONAL SETTINGS: EXPERIENCES WITH STUDENTS OF ANOTHER AGE, ABILITY LEVEL, CULTURE OR SOCIO-ECONOMIC LEVEL

Verification needed: Written statement signed by the administrator of the educational agency for which the teaching was done. The Optional Activity Verification Form can be used for this written statement.

This statement should indicate the teacher's hours of active student contact and should describe the contrast between students in the teacher's regular teaching assignment and the students in the teaching experience for which the teacher is requesting clock hours.

One clock hour will be granted for each hour of involvement.

For any one year, no more than 24 clock hours will generally be granted for a specific experience described in this category. In addition, clock hours will generally not be granted for more than one year of a specific experience described in this category.

H-2. DIVERSE EDUCATIONAL SETTINGS: SYSTEMATIC, PURPOSEFUL OBSERVATION DURING VISITS TO SCHOOLS AND TO RELATED BUSINESS AND INDUSTRY

Verification needed: Written statement signed by an official representative of the school, business or industry visited, including educational content of the visit and hours of involvement. The Optional Activity Verification Form can be used for this written statement.

One clock hour will be granted for each hour of involvement.

I-1. PREAPPROVED TRAVEL FOR PURPOSES OF IMPROVING INSTRUCTIONAL CAPABILITIES RELATED TO THE FIELD OF LICENSURE

Verification needed: A written statement that the travel experience was completed, including actual number of days. Although no signature is required, the Optional Activity Verification Form can be used for this written statement.

Preapproval is required before clock hours can be allocated for activities completed in this category. An individual must submit a written request to the Continuing Education Committee at the Education Service Center describing the proposed activity and explaining how the activity will help lead to professional growth in the individual's licensure area.

Ten clock hours will be granted for each week of preapproved travel, with a maximum of thirty clock hours generally granted for this category in a five-year relicensure period.
I-2. PREAPPROVED WORK EXPERIENCE IN BUSINESS OR INDUSTRY APPROPRIATE TO FIELD OF LICENSURE

Verification needed: A written statement signed by the employer describing duties carried out by the applicant of work verifying total number of weeks of work. Self-employment may be verified by a written statement signed by a reputable representative of that work field, or from copies of applicant's business records, including validation of work hours and duties.

Preapproval is required before clock hours can be allocated for activities completed in this category. An individual must submit a written request to the Continuing Education Committee at the Education Service Center describing the proposed activity and explaining how the activity will help lead to professional growth in the individual's licensure area.

Ten clock hours will be granted for each week of preapproved work experience, with a maximum of thirty clock hours generally granted for this category in a five-year relicensure period.

J. NATIONAL BOARD CERTIFICATION, ASHA CERTIFICATION OF CLINICAL COMPETENCE OR NATIONAL CERTIFICATION OF SCHOOL PSYCHOLOGISTS

Verification needed: National Board Certification documentation, ASHA Certification documentation or NCSP Certification documentation

The Continuing Education Committee will 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 PELSB at the time of renewal as equivalent to fulfilling 125 clock hours for continuing license renewal. If the certificate expires during the five-year renewal period, the local committee will 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. For each year that the certificate is not in effect, an additional 25 clock hours will be required.

Individuals holding ASHA or NCSP Certification will be granted 25 clock hours for each year that the certification is maintained.

As noted in Section V, individuals holding National Board of Professional Standards Certification or ASHA Certification of Clinical Competence are not exempt from the five requirements listed in Section V and will need to provide evidence of having participated in professional development for those required areas. Although they are not exempt from three of the required areas, individuals holding NCSP Certification are exempt from showing evidence of further preparation in comprehensive, scientifically-based reading instruction; and integration of technology with student learning to increase engagement and student achievement.