

DISTRICT 271 RELICENSURE GUIDELINES

IMPORTANT: SAVE THIS DOCUMENT - YOU ARE RESPONSIBLE FOR MAINTAINING YOUR OWN LICENSE

The Minnesota Board of Teaching requires that all licensed personnel who do not hold Life Licenses earn 125 clock hours within the five-year period before July 1 of the year their license is due for renewal. Clock hours are earned by completing activities from the categories listed in this booklet. 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. Those candidates possessing administrative licensure may allocate clock hours for the renewal of teaching licensure in this same manner.

STEPS TO RELICENSURE

During the 5-year period prior to expiration of license:

1. Begin recording your activities on your eCard (Go to Staff Development Tracking System to access this).
2. Participate in professional development activities for a total of **125** clock hours / every five years.
3. Pre-register for all district staff development activities and workshops.
4. Secure official verification document for those activities that occur outside of the district.
5. Follow eCard directions to enter completed activities on your eCard.
6. Notify the Relicensure Committee every time you update your eCard. The committee will not look at any card unless an email notification has been sent to Relicensure@isd271.org
7. You will be notified by the Relicensure Committee the final year of your license with a reminder to get all of your clock hours and other requirements completed.
8. Once you have been approved for your new license, the Relicensure Committee notifies the state, and then you must renew your license online via the Department of Education web page.
9. Once you have applied for your new five-year license you may begin to record clock hours for your next licensing period.

RENEWAL CATEGORIES AND VERIFICATION REQUIREMENTS

Categories for which clock hours shall be granted by the local committee to applicants are listed below. **All activities shall earn one clock hour for each hour of participation unless otherwise noted.**

SECTION I OF eCARD (CATEGORIES A-D): At least 90 clock hours must come from Category I (A-D on eCard) or 125 clock hours from Category I in two or more areas.

- A. Relevant course work completed at accredited colleges and universities. 16 clock hours per quarter credit / 24 clock hours per semester credit. Verification: Grade slip or transcript.
- B. Educational workshops, conferences, institutes, seminars, community education classes or lectures in areas appropriate to license held.
- C. Staff development activities, inservice meetings, and inservice courses.
- D. Curriculum development: building, district, state, national or international.

Verification for B-D: In-district activities do not need additional verification but you must pre-register in order to receive credit. For all activities completed outside of the district, a dated certificate of attendance or other document is required and must be submitted to the Relicensure Committee electronically.

SECTION II OF eCARD (CATEGORIES E-H): A maximum of 35 clock hours can be earned in Category II.E. Professional Service

1. Supervision of Clinical Experiences, i.e. student teaching.
 2. Membership on licensure, teacher education, or professional standards committees.
 3. Participation in National, Regional, or State Accreditation.
- 10 clock hours per quarter or semester if responsible for supervision and evaluation.
 - A maximum of 30 clock hours per five-year relicensure period.
 - Verification: Statement on letterhead from clinical experience coordinator of cooperating institution or building principal with signature and summary of committee work and hours listed on letterhead.

F. Leadership experiences, beyond normal membership

1. 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
 4. Supervising volunteers in your classroom
- Verification of new/broader skills: Signed written statement with summary of your leadership role and list hours (e.g. leadership in teacher organization, jury duty, scouting, textbook evaluations, site councils.)
 - Verification of publication: Submission of article published. List hours and type of research used. Related to the areas of licensure held.
 - Verification for volunteer work: Supervisor's signature, summary and specification of hours on official letterhead.
 - Supervising volunteers in the classroom (1 clock hour for every 6 hours of participation)
Verification: District Volunteer Coordinator's signature with a list of volunteers supervised and a summary of work with hours listed on Volunteer Connection Request for *Relicensure Clock Hours* form. Teachers must first have attended the two-hour workshop *Working Effectively with Volunteers*.

G. Understanding of diverse educational settings

1. Experience with Students of Another Age, Ability, Culture, or Socio-Economic Level
 2. Systematic, Purposeful Observation during Visits to Schools and to Related Business and Industry
 3. Work Experience in Business or Industry. Must be related to professional growth area.
 4. Travel for Purposes of Improving Instructional Capabilities Related to the Field of Licensure
- Verification for #1: Supervisor's signature and summary of experience with hours listed on letterhead. There is a limit to 10 clock hours per semester and a maximum of 30 clock hours overall.
 - Verification for Observation: Forms signed by authorized personnel and summary of observations, with hours involved in visit.
 - Verification for work experience: Signature of employer, summary, and specification of hours.
 - Verification for travel: Itinerary from travel agency, airline tickets, hotel reservations, or copy of passport and summary statement of how the experience contributed to improved instructional capabilities. One week of travel equals 10 clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for travel.

H. Individual development/Experience

1. Workshop Presenter
 2. Committee Membership
 3. Personal Growth Experiences
- Verification: In-district presentations will be recorded via Staff Development onto the eCard. Outside of district: Supervisor's signature with summary and hours involved (not including preparation time) on official letterhead.
 - Membership on educational committees - building, district, state, or national.
 - Verification: Chairperson's signature and a summary of the committee work with hours listed on letterhead.
 - Music lessons, yoga, ski clubs, etc. (maximum of 10 hours total per renewal period)
 - Verification: Instructor's signature with hours of participation on letterhead.

MINNESOTA REGULATIONS

In addition to the 125 clock hour requirement, MN Legislature, by statute, requires ALL teachers to complete the following requirements to renew a license: A minimum of one clock hour is necessary to complete each requirement. These clock hours are part of the 125 clock hours.

1. Positive Behavior Intervention
2. Varied students/Graduation Standards
3. Reading
4. Mental Health
5. Technology
6. Reflective Statement, form is found under Teacher Relicensure. ISD #271 teachers meet this requirement in the PLC's.

ADMINISTRATIVE AND SUPERVISORY RELICENSURE

The issuance and renewal of administrative and supervisory licenses are governed by the Board of School Administrators. These licenses include: superintendents, elementary and secondary school principals, directors of special education, directors of community education, reading consultants, school business officers, and supervisors of specific fields. The renewal applications of these licenses will be processed by the local relicensure committee.

Renewal of Administrative and Supervisory License: The renewal of licensure in these areas requires the submission of completion certificates verifying 125 clock hours in administrative continuing education programs that have been pre-approved by the Board of School Administrators. As these activities are pre-approved, verification beyond that of the administrative clock hour certificate is not necessary. These clock hours may be earned in the following ways:

- College and University course work (do not need pre-approval, however official transcripts are required.)
- Pre-approved education convention workshops, seminars, etc.
- Pre-approved professional service
- Pre-approved educational travel (Guidelines available at MDE)

Renewal of teaching license in additional to administrative supervisory license: An applicant who seeks renewal for 2 or more areas should allocate at least 30 clock hours for their main licensure area with a minimum of 5 clock hours for each additional licensure area.

APPEALS PROCEDURES

Decisions concerning whether to grant clock hours and the number of hours to be granted (within legal parameters of the rule) are made by the local committee, which also must consider other relevant factors. For example, it may determine that hours should not be granted a second time for activities that are not essentially different. On the other hand, it may determine that additional hours are applicable if new dimensions can be validated for a second experience, according to the description of the activity and the professional development objectives provided on the clock hour request form. When an applicant has not been granted the requested number of clock hours by the Relicensure committee, an appeal may be made to the committee. An applicant must appeal to the committee within 20 working days after notification of the decision of the committee. Failure to file a written request with the committee for an appeal within 20 working days constitutes a waiver of the individual's right to appeal. Decisions by the committee for relicensure denying the appeal may be appealed to the Board of Teaching by the applicant within 30 calendar days after the date the denial is reaffirmed. Appeal forms for the state level are available at Human Resources. For local appeal, no special forms are required.

In cases where the applicant has not been granted the required number of clock hours for relicensure, the committee shall not endorse the application for renewal of the continuing license. 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 manager of licensing of such loss of licensure. The manager of licensing shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

REFERENCE TO STATE STATUTES AND RULES

All of the procedures for obtaining and maintaining a teaching license in the state of Minnesota are governed by State Statute and Rule. The rules governing the relicensure procedures are found at MN Rules 8700-8710. These rules require the formation of a committee, the establishment of guidelines (this booklet), establishment of an appeal process and other procedures. Additional specific information on these rules and procedures may be obtained through the Office of Human Resources at the District's Educational Services Center.

IT IS YOUR RESPONSIBILITY TO MAINTAIN AND RENEW YOUR TEACHING LICENSE!