

District 777

**Continuing  
Education  
Guidelines**

2019  
(revised)

## TABLE OF CONTENTS

Purpose and Philosophy.....	3
Who is subject to Committee Action.....	3
Committee Membership.....	4
Election Procedures.....	4
Committee Meetings.....	5
Committee Duties.....	6
Committee Member Duties.....	8
Responsibilities of Licensee.....	9
Appeal Procedures.....	12
Explanation of Sample Clock Hour Categories.....	13
Clock Hour Requirements for renewal.....	14
Clock Hour Categories.....	19
Appendix.....	22
Sample “Certificate of Attendance” Form.....	23
Clock Hour Categories.....	24
Standard “Clock Hour Approval” Form.....	25

## PURPOSE AND PHILOSOPHY

The local continuing education committee in Benson, Minnesota, District #777, is established according to the Board of Teaching rules for the purpose of evaluating continuing education activities and recommending renewal of five-year continuing teaching and support service licenses. Each Minnesota Public school district is required to establish a local continuing education committee.

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. Nevertheless, the value of leadership and general growth experiences is acknowledged by inclusion of clock hour activities in categories A through I.

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 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 the Board of Teaching continuing education rules.

\*\*The repealer sunsets all separate vocational (8750 series) renewal conditions and vocational continuing education committees, effective July 1, 2001. Thus, teachers renewing vocational licenses in 2001 are still under the committees and clock hour requirements of the "old" rules. Teachers renewing after July 1, 2001, come under the new renewal requirements, which will then be the same for all teachers, and under the same local continuing education committee. This will end the need for some teachers to submit applications and to be approved by two separate committees, often for the same activities. It will also centralize the continuing education committee functions of a local district and will serve, at last, all teachers with the same requirements and processes.

## COMMITTEE MEMBERSHIP

The local committee consists of the following members:

- A. Five licensed teaching or support staff that holds at least a baccalaureate degree, elected by the licensed teaching faculty in District #777. 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, the district will be surveyed for candidates and anyone wishing to run will have their name put on the ballot.
- 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.

## ELECTION PROCEDURES

The committee will initiate yearly elections and will conduct the secret balloting.

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

Notice of positions open on the committee and solicitation of nominations will be publicized in district emails three weeks before the spring meeting.

Committee members will distribute ballots.

In order to make balloting convenient, the time, place, and method for the election will be one week before the spring meeting with voting taking place at each of the districts buildings. Ballots will be placed in committee member's post office boxes.

Eligible voters are the licensed teaching and support services staff employed in the district. Holders of life licenses may not vote in committee elections and may not be elected to serve on the local committee because they are not subject to committee action.

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 by a memo sent out after the spring meeting.

In order to fill vacancies that occur part way through a term, the committee will appoint an eligible replacement until the next annual election by naming the person with the next most votes in the last election.

## 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 secretary will be chosen and an orientation provided for new members.

Unless otherwise announced and posted at least one month in advance, **regular meetings will be held two times per year on the last week in September at 8:00 a.m. and the first week in May at 8:00 a.m. in the school.** This has been amended to any day of the week because of lack of substitutes available. 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 to each member of the committee at least five days prior to the date of the meeting and will be advertised in the Swift County Monitor News and building memos in order to provide reasonable notice to those teachers subject to the actions of the committee. A quorum is more than 50 % of the total voting membership of the committee. A majority vote of those voting members present is sufficient to take action.

In order to facilitate planning of the meeting agenda, licensed staff is to submit their applications for clock hours to the committee at least one day before a regularly scheduled meeting. To avoid a backlog of work for the committee at any one meeting, applicants are to submit requests for final approval of clock hours to the committee within one year after completion of the renewal activity. So that staff will have adequate opportunity to obtain final approval of activities completed in late spring or summer, the committee-meeting schedule stated above includes a minimum of two regular meetings within the deadline, regardless of the time of year the hours are completed.

Approval for emergency requests during periods when the committee does not meet (for example, summer) may be obtained by contacting the chairperson or any committee member, who is authorized to consult with one or two other committee members and take action on the emergency request. However, when a designated member other than the chairperson signs a renewal application in an emergency situation, in order to avoid return of the application because of an apparently incorrect signature, the chairperson's name is to be signed with the notation "...by \_\_\_\_\_" (name of designee). 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.

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 earned on permanent record forms kept on file in the school Superintendent's office for each licensed staff person. In order to ensure consistent and equitable interpretation, the committee discusses any applications that do not readily conform to established guidelines and clock hours assigned based upon a file of past decisions and practices that is maintained for each category. A committee member's signature is affixed to each clock hour application that is approved.

## COMMITTEE DUTIES

### A. Establish Written Operational Guidelines

- (1) Establish meeting schedule 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 list and guidelines available to each staff member by placing them in their post office boxes.
- (3) Hold an annual open hearing at our fall meeting (last Friday in September) to allow teachers in the district 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 School at 1:00 p.m.

Notice of the meeting will be provided to all staff by a memo sent out with the notification of the fall meeting.

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 consistent with licensure rules, if the information received during the hearing indicates that changes are necessary or desirable.

Provide recommendations to the Board of Teaching 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. The local committee chairperson or designee, whose

name shall be on file with the manager of licensing, shall verify this experience.

2. Act within a reasonable time, upon requests for recommendation for renewal of the continuing license by determining whether the applicant has met renewal requirements.
3. Endorse the application for renewal of the continuing license of each qualified applicant, as evidenced by the chairperson's signature. The applicant shall assume the responsibility for making certain that the endorsed application is forwarded to the manager of licensing.
4. Provide supporting evidence to the Board of Teaching when an appeal is taken from a decision of the local committee.

B. Forward to the Board of Teaching 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 the Board of Teaching.
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.

C. Provide those services and reports that may be required from time to time by the Board of Teaching.

D. Provide recommendations to appropriate personnel concerning the inservice needs of the district.

If possible, in order to make recommendations for inservice 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.

## COMMITTEE MEMBER DUTIES

In addition to sharing operational duties with other committee members, the chairperson calls and conducts meetings, prepares agendas, signs approved renewal applications, provides leadership in orienting new committee members, serves as liaison and contact person in the committee's relationship with outside agencies and individuals, and membership.

In addition to sharing operational duties with other committee members, the secretary records the minutes of each meeting and distributes them to the committee members, administration, and the membership at least five days before the next meeting of the committee, handles committee correspondence and announcements/posting, maintains relicensure records, chairs the committee when the chairperson is absent.

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

## RESPONSIBILITIES OF LICENSEE

It is the responsibility of the person seeking the renewal of a continuing license to submit the application, 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 the responsibility of the applicant to make certain that the completed application and processing fee are forwarded to the Personnel Licensing Section, Department of Education, after endorsement by the committee. When the applicant receives the renewal license, the copy marked "School District Copy" is to be forwarded to the personnel office to be placed in the permanent record file. The original copy is to be kept by the applicant, and the tear-out card carried in his/her wallet for easy reference.

Forms needed for the relicensure procedure may be obtained from the committee chairperson.

**In order to facilitate planning of meeting agendas, licensed staff needs to submit their applications for clock hours to the committee at least one day before a regularly scheduled meeting. To avoid a backlog of work for the committee at any one meeting, applicants are to submit requests for final approval of clock hours to the committee within one year after completion of the continuing education activity.**

So that staff will have adequate opportunity to obtain final approval within the given timeline, including approval of activities completed in late spring or summer, the committee-meeting schedule includes a minimum of two regular meetings within the deadline, regardless of the time of year the hours are completed.

Approval for emergency requests during periods when the committee does not meet (for example, summers) may be obtained by contacting the chairperson or any committee member who is authorized to consult with one or two other committee members and take action on the emergency request. 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.

Clock hours are to be earned in two or more of the categories listed in items A to I.

If continuing licensure is requested in two or more areas (for example, math and special education), the applicant should earn at least 30 clock hours in each area in which licensure is requested. A total of no fewer than 125 clock hours, with priority given to work in areas in which the candidate is employed during the licensure period, must be earned in each five-year relicensure period.

Period for earning clock hours: This subpart provides that a teacher's five-year period includes all clock hour activities granted for experiences in the five-year's previous to the date on which the continuing education committee chair's signature is requested for licensure renewal. Effectively, this gives the teacher a full five-year period. If the Continuing Education Chair signs a teacher's application on January 2, 2006, for example, all activities completed since January 2, 2001 may be counted among the 125 required.

Previously, the teacher would have needed to wait until July 1, 2001, to earn clock hours for the 2006 renewal

The licensee must choose experiences for clock hour credit that aid him or her in maintaining and improving general, academic, or professional qualifications. The applicant is responsible to show that the experience does contribute 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 opportunity for NEW professional growth, as opposed to repetition of previous growth/knowledge.

Except for item H, sub item (1), teaching experiences for which licensure is required do not qualify for clock hour credit.

In order to facilitate clock hour approval, the applicant needs to express professional growth objectives clearly and thoughtfully on the clock hour approval form. The objectives are to state fully what the applicant anticipates gaining from the experience in relation to the teaching function. Generally a written objective will include the word "to." Examples of appropriate objectives might include these:

- "To increase my knowledge of ..."
- "To improve my understanding of ..."
- "To improve my ability to deal with ..."

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.

The applicant is to have clock hours granted by the committee of the district where he or she was employed when the experience was completed. If a different district employs a licensed person employed by a school district during a renewal period, the applicant should request the committee to transfer clock hours already earned and granted during that renewal period to the local committee in the new district. Unless obviously granted contrary to rules, the new committee will accept clock hours.

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 make application for renewal to the Board of Teaching in accordance with provisions of the licensure rules governing continuing education. Information and forms of application to the Board are available from the Personnel Licensing Section.

## APPEAL 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 validate for a second experience, according to the description of the activity and the professional development objectives provided on the clock hour request form.

When a local continuing education/relicensure committee has not granted an applicant the requested number of clock hours, an appeal may be made to the local committee. An applicant must appeal to the local committee within 20 working days after notification of the decision of the local 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.

Decisions by a local committee for continuing education/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 from any committee member. 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 local committee will 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.

MINNESOTA DEPARTMENT OF EDUCATION  
PERSONNEL LICENSING AND PLACEMENT SECTION

EXPLANATION OF SAMPLE CLOCK HOUR CATEGORIES SECTION

This clock hour section has been developed from review of various local committee guidelines, in addition to interpretations resulting from committee questions to state staff. It is intended to provide assistance to local continuing education committees in restructuring their local committee guidelines to conform to the amended continuing education rule that became effective October 2000.

Please note that the nine major categories and their subdivisions are excerpted directly from the relicensure rule and **MUST** be used as categorical headings in the local committee guidelines, including allocation and maximums where indicated in rule.

The examples provided have been excerpted from sample local continuing education committee guidelines and/or developed from questions directed to state staff. They reflect an attempt by local committees to ensure consistent implementation of the licensure rule. Although these “local” examples may vary from district to district, they may not conflict with the intent of the rule itself.

The examples are included to illustrate the intent of the various categories and to suggest specific activities that might be applied. They do not constitute an exclusive listing of appropriate activities.

## CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES

### **122A.183 TIER 3 LICENSE.**

#### **Subdivision 1. Requirements.**

(a) The Professional Educator Licensing and Standards Board must issue a Tier 3 license to a candidate who provides information sufficient to demonstrate all of the following:

(1) the candidate meets the educational or professional requirements in paragraphs (b) and (c);

(2) the candidate has obtained a passing score on the required licensure exams under section [122A.185](#); and

(3) the candidate has completed the coursework required under subdivision 2.

(b) A candidate for a Tier 3 license must have a bachelor's degree to teach a class or course outside a career and technical education or career pathways course of study.

(c) A candidate for a Tier 3 license must have one of the following credentials in a relevant content area to teach a class or course in a career and technical education or career pathways course of study:

(1) an associate's degree;

(2) a professional certification; or

(3) five years of relevant work experience.

In consultation with the governor's Workforce Development Board established under section [116L.665](#), the board must establish a list of qualifying certifications, and may add additional professional certifications in consultation with school administrators, teachers, and other stakeholders.

#### **Subd. 2. Coursework.**

A candidate for a Tier 3 license must meet the coursework requirement by demonstrating one of the following:

(1) completion of a Minnesota-approved teacher preparation program;

(2) completion of a state-approved teacher preparation program that includes field-specific student teaching equivalent to field-specific student teaching in Minnesota-approved teacher preparation programs. The field-specific student teaching requirement does not apply to a candidate that has two years of teaching experience;

(3) submission of a content-specific licensure portfolio;

(4) a professional teaching license from another state, evidence that the candidate's license is in good standing, and two years of teaching experience; or

(5) three years of teaching experience under a Tier 2 license and evidence of summative teacher evaluations that did not result in placing or otherwise keeping the

teacher on an improvement process pursuant to section [122A.40, subdivision 8](#), or section [122A.41](#), subdivision 5.

**Subd. 3. Term of license and renewal.**

The Professional Educator Licensing and Standards Board must issue an initial Tier 3 license for a term of three years. A Tier 3 license may be renewed every three years without limitation.

**Subd. 4. Mentorship and evaluation.**

A teacher holding a Tier 3 license must participate in the employing district or charter school's mentorship and evaluation program, including an individual growth and development plan.

**122A.184 TIER 4 LICENSE.**

**Subdivision 1. Requirements.**

The Professional Educator Licensing and Standards Board must issue a Tier 4 license to a candidate who provides information sufficient to demonstrate all of the following:

- (1) the candidate meets all requirements for a Tier 3 license under section [122A.183](#), and has completed a teacher preparation program under section [122A.183, subdivision 2](#), clause (1) or (2);
- (2) the candidate has at least three years of teaching experience in Minnesota;
- (3) the candidate has obtained a passing score on all required licensure exams under section [122A.185](#); and
- (4) the candidate's most recent summative teacher evaluation did not result in placing or otherwise keeping the teacher in an improvement process pursuant to section [122A.40](#), subdivision 8, or [122A.41, subdivision 5](#).

**Subd. 2. Term of license and renewal.**

The Professional Educator Licensing and Standards Board must issue an initial Tier 4 license for a term of five years. A Tier 4 license may be renewed every five years without limitation.

**Subd. 3. Mentorship and evaluation.**

A teacher holding a Tier 4 license must participate in the employing district or charter school's mentorship and evaluation program, including an individual growth and development plan.

**Subd. 4. Five-year license.**

A five-year license issued by the commissioner of education before July 1, 2018, must be treated as a Tier 4 license established under this section and section [122A.18](#). An expired five-year license issued by the commissioner of education before July 1, 2018, fulfills the requirements of subdivision 1 for purposes of future licensure by the Professional Educator Licensing and Standards Board.

**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.

**Renewal Clock Hours. Please note the change in Rule 8710.7200, subp. 2: CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES**

Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal for tier 4 licenses, and 75 hours for tier 3 licenses. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part [8710.2000](#).

**Subp. 2a. Professional development requirements.**

To renew a Tier 3 or 4 license, an applicant who has been employed as a teacher during the renewal period of the expiring license must demonstrate the completion of requirements of this subpart to a local continuing education/relicensure committee for verification by the Professional Educator Licensing and Standards Board.

**A.** The applicant must show evidence of professional reflection and growth in best practices, including but not limited to the following areas:

**(1) cultural competency training; "Cultural competency training" means a training program that promotes self-reflection and discussion including but not limited to all of the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, 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, consistent with part [8710.2000](#), subpart 4, and Minnesota Statutes, section [120B.30](#), [subdivision 1](#), paragraph (q). and**

(2) district-approved training in meeting the needs of English learners that has job-embedded opportunities for learning and practice and aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.

An applicant may satisfy the requirements of this subpart by submitting the teacher's most recent summative evaluation or improvement plan aligned to the district's teacher development and evaluation process. An applicant not teaching in a Minnesota district may work with the applicant's local continuing education/relicensure committee for the purposes of providing evidence of renewal requirements.

For

**B.** The applicant must show evidence of professional development in the following areas:

(1) positive behavior interventions under Minnesota Statutes, section [122A.187, subdivision 4](#), for Tier 3 or 4 licenses issued under parts [8710.0313](#) and [8710.0314](#), or their previous equivalencies, which expire on June 30, 2001, and thereafter; **include in the renewal requirements further preparation in the areas of using positive behavior interventions and in 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.**

(2) **reading preparation** under Minnesota Statutes, section [122A.187, subdivision 5](#), for Tier 3 or 4 licenses issued under parts [8710.0313](#) and [8710.0314](#), or their previous equivalencies, which expire on June 30, 2004, and thereafter; Subd. 4. Comprehensive, scientifically based reading instruction.

(a) **"Comprehensive, scientifically based reading instruction" includes a program or collection of instructional practices that is based on valid, replicable evidence showing that when these programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading: phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension.**

**Note: The following licensure fields are exempt from evidencing the reading preparation renewal requirement: school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, recreation personnel.**

(3) **mental illness training** under Minnesota Statutes, section [122A.187, subdivision 6](#), for Tier 3 or 4 licenses issued under parts [8710.0313](#) and [8710.0314](#), or their previous equivalencies, which expire on June 30, 2005, and thereafter; **further preparation, first, in understanding**

the key warning signs of early-onset mental illness in children and adolescents and then, during subsequent licensure renewal periods, preparation may include providing a more in-depth understanding of students' mental illness trauma, accommodations for students' mental illness, parents' roles 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.

**(4) at least one hour of suicide prevention training** under Minnesota Statutes, section [122A.187, subdivision 6](#), for Tier 3 or 4 licenses issued under parts [8710.0313](#) and [8710.0314](#), or their previous equivalencies, which expire on June 30, 2016, and thereafter. **Include at least one hour of suicide prevention best practices in each licensure renewal period based on nationally recognized evidence-based programs and practices, among the continuing education credits required to renew a license under this subdivision.**

These may be addressed by school-provided teacher workshops or teachers may indicate in what activity or activities they submit for renewal clock hours these topics were addressed. There is no minimum number of clock hours that must address these topics, but only that they are included *somewhere* in the renewal clock hour activities.

**EFFECTIVE FOR LICENSEES SEEKING RELICENSURE BEGINNING JULY 1, 2012:** Subd. 4. *Expiration and renewal.* (a) Each license the Department of Education issues through its licensing section must bear the date of issue. Licenses must expire and be renewed according to the respective rules the Board of Teaching, the Board of School Administrators, or the commissioner of education adopts. Requirements for renewing a license must include showing satisfactory evidence of successful teaching or administrative experience for at least one school year during the period covered by the license in grades or subjects for which the license is valid or completing such additional preparation as the Board of Teaching prescribes. The Board of School Administrators shall establish requirements for renewing the licenses of supervisory personnel except athletic coaches.

**The Board of Teaching must ensure that its teacher relicensing requirements also include this paragraph.**

(c) The Board of Teaching shall offer alternative continuing relicensure options for teachers who are accepted into and complete the National Board for Professional Teaching Standards certification process, and offer additional continuing relicensure options for teachers who earn National Board for Professional Teaching Standards certification. Continuing relicensure requirements for teachers who do not maintain National Board for Professional Teaching Standards certification are those the board prescribes, consistent with this section.

**Categories for clock hour allocation.** The applicant to the local committee must submit verification of completion of experiences. **Clock hours must be earned in two or more of 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-services, in-service meetings, and courses.
- D. Site, district, regional, state, national, or international curriculum development.
- E. Engagement in formal peer coaching or mentorships 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 license

**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 clock 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 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.

**When submitting for verification, please follow these guidelines:**

**Category A:** Include a college transcript or grading sheet indicating successful completion of the course.

**Categories B – E:** Include signed verification, if form is not provided have presenter sign a program or handout.

**Categories F – I:** Include some type of handout if possible

\* (There is a sample "Certificate of Attendance" in the Appendix that may be copied)

**Exception for national board certification.** A local continuing education committee shall accept verification that a teacher is actively engaged in 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 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.

**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 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.

**Experience for clock hour credit.** Except for subpart3, item H, subitem (1), teaching experiences for which licensure is required shall not qualify for clock hour credit.

**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.

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

**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.

**Denial of clock hours.** A local committee shall 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.

# APPENDIX

# **Certificate of Attendance**

## **Education Personnel**

### **Clock Hours**

**Name** \_\_\_\_\_

**has earned \_\_\_\_\_ clock hours of  
credit toward a five-year relicensure  
by successfully completing**

\_\_\_\_\_  
**Name of Workshop/Conference**

**Date(s) of Attendance:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Activity Sponsor**

## CLOCK HOUR CATEGORIES STANDARD AND VOCATIONAL LICENSES

Category
A. Relevant coursework completed at accredited colleges and universities
B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licensure area
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
F. Professional service (supervision of clinical experiences, participation on national, state, and local committees involved with licensure, teacher education, or professional standards)
G. Leadership experiences (development of new or broader skills and sensitivities to the school community, or profession; publication of professional articles, volunteer work in professional organizations related to the areas of licensure held)
H. Opportunities to enhance knowledge and understanding of diverse educational (experiences with students of another age, ability, culture, or socioeconomic level; or purposeful visits to schools and to related business and industry)
I. Preapproval travel or work experience (no more than 30 clock hours allowed in a 5-year period)

NOTE: Make sure your 125 clock hours come from at least two categories and include the following requirements:

- Positive behavioral intervention strategies; Modification, accommodation, or adaptation of curriculum, instruction, or materials for students with special needs as they work toward achieving graduation standards
- Reading Preparation
- Mental Health Training AND Must include one hour of suicide prevention
- English Language Learners
- Cultural Competency