

Frequently Asked Relicensure Questions

- Question:** Who do I ask about relicensure questions?
- Answer:** For questions about relicensure, please contact your building representative:
 - Leah Lick--Mora Elementary 3-6
 - Jennifer McCauley--High School
 - Sarah Berry--Mora Elementary Pre-2

- Question:** How do I know when my license expires?
- Answer:**
 - You could check directly on your license
 - Go to the Minnesota Department of Education's web site <http://www.education.state.mn.us/MDE/lic/lic/>
 - Choose Educator License Lookup
 - You will be able to enter your first and last name in the database and see the areas for which you are licensed & when your license expires.

- Question:** How do I request CEUs for seminars and workshops that I have attended, and/or request approval to attend seminars and workshops in MLP?
- Answer:**
 - To request CEUs for a class/seminar/workshop that you have **ALREADY** attended:
 - Log into MyLearning Plan
 - Under Fill-In Forms select CLock Hours Request. Fill in the required information as indicated on the form and click on submit. Please send verification of attendance to your building Relicensure Representative. After you have attended the event mark it complete in MLP. Send a certificate of completion to your building relicensure rep and they will make final approval on your CEU hours.

 - To request approval to attend a class/seminar/workshop that you **would like** to attend:
 - Log into MyLearning Plan. Under Fill-In Forms select Staff Development Leave form. Fill in the required information as indicated on the form and click on submit. The request will then be reviewed by your Building Staff Development Representative committee and your Building Principal who will either approve or deny your request. After you have attended the event mark it complete in MLP. Send a certificate of completion to your building relicensure rep and they will make final approval on your CEU hours.

- ❑ **Question:** How many CEUs do I need, in what state areas, and in how many categories?
- ❑ **Answer:** You will need to have 125 clock hours (CEUs) in a five year period, in 7 State Areas and in a minimum of 2 categories in the category list from A-I. See My Relicensure Checklist for further information. The State areas are:
 - ❑ Reading
 - ❑ Differentiated Instruction
 - ❑ Behavior Intervention
 - ❑ Technology
 - ❑ Mental Health--Suicide prevention
 - ❑ ELL
 - ❑ Reflective Statement (met through completion of the Professional Growth Plan (PGP))

- ❑ **Question:** Is there a limit to how many CEUs I can earn in a category during the 5 year relicensure period?
- ❑ **Answer:** NO, for categories A-C. Yes for categories D-I. The maximum CEUs that can be earned in each of these areas is 30 hours in a 5 year period.

- ❑ **Question:** How many semester and quarter credits equal how many CEU credits?
- ❑ **Answer:** 1 semester credit equals 24 CEUs. 1 quarter credit equals 16 CEUs.

- ❑ **Question:** Can I renew my license now even though it does not expire until next year?
- ❑ **Answer:** NO. You can not renew until January 1 of the same year you are due to renew. The reflective statement is tied into your Professional Growth Plan so you will not be finished until the growth plan is approved by administration.

- ❑ **Question:** May I save CEUs if I don't need them for this relicensure period, and bank them for my next relicensure period?
- ❑ **Answer:** NO. CEUs need to be earned within the time frame of your license and are not good after that time frame expires.

- ❑ **Question:** Once I have renewed, do I need to send a copy of my license to the district?"
- ❑ **Answer:** Yes. Kristine McNally, Executive Assistant/HR Coordinator, will need a copy on file in the district office.

- ❑ **Question:** How can I check my total clock hours?
- ❑ **Answer:** To check your own clock hours you will need to log into mylearningplan.com
 - ❑ On the upper left of the screen click on my portfolio
 - ❑ On the upper left click on view licensure
 - ❑ You will now be able to see your total hours as well as all required areas that you have gained hours in.

- ❑ **Question:** Where can I take classes to fill one or all of my areas?
- ❑ **Answer:** You have many options, but you may want to start with these two:
 - ❑ Go to www.prepcenter.com. This site offers many types of classes and is an excellent resource for licensure courses and other professional development opportunities.
 - ❑ Go to <http://k12teacherstaffdevelopment.com> Teacher Learning Board. This site offers Self-Study Courses that will meet the specific required state areas.

- ❑ **Question:** I would like to renew my license. What do I do?
- ❑ **Answer:** All teaching licenses are renewed online through the Minnesota Department of Education website. <http://www.education.state.mn.us/MDE/lic/lic/>
 - ❑ Most renewals are processed within 48 hours. You can also use the site to check the status of an application in process and to review your continuing education clock hour record.
 - ❑ Work with your building relicensure representative to make sure that you have met all the requirements for renewing.
 - ❑ When you know that you have met all requirements, ask your building representative to e-mail the district relicensure chair, Sarah Berry, AFTER January 1 for the final approval from the district affirming to the State that you have completed the 125 clock hour requirement.
 - ❑ Contact Educator Licensing for additional information:
 - ❑ mde.educator-licensing@state.mn.us
 - ❑ 651-582-8691