

Community Member Information Packet

Licensure is a personal responsibility.

Please read the relicensure guidelines.

Questions: Sarah Berry sberry@moraschools.org or Work: 320-679-6200

Please note, It is important that the community members maintain their personal records for proof of licensure as the district committee will not keep paper records of community member approval; all forms and papers given to the Mora Public School Relicensure Committee will not be returned to the community member once the approval has been made on-line with the state. Please do not send original copies to the Relicensure Committee. The community member is responsible for completing the process with the state after approval has been made. Requests for relicensure hours should be turned in **NO LATER THAN April 1st** of your renewal year.

Relicensure Guidelines for Mora Public Schools

The contents and regulations listed in this document have been adapted from the Minnesota Board of Teaching, Minnesota Rules, Chapter 8710.

In 2018, Minnesota adopted new laws changing teacher licensure renewal requirements. Before applying for renewal, Minnesota teachers should complete all licensure renewal requirements. To help facilitate the renewal process, Minnesota Professional Educator Licensing and Standards Board (PELSB) created the attached guidance for individuals, relicensure committees, and school districts about the changes in licensure renewal requirements. It is each individual's responsibility to become informed of and to comply with the requirements of this local committee.

For all applications of clock hours or renewal units, verification must be included with the application. This may include transcripts, writing time slip, certificates of attendance, etc. It is important to complete ALL the needed paperwork before your license expires. Once you have completed all of the renewal requirements, turned your paperwork into Mora's Relicensure Committee, and have been notified by the District relicensure chair that you have been approved, you can go online at the following link: [click here](#) to complete the renewal process.

"Clock hour" means an hour of actual instruction or planned group or individual development activity as approved by the local continuing education/relicensure committee. Lunch and breaks do not count as part of clock hours.

Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part [8710.2000](#).

Relicensure Representatives

Sarah Berry (Chair)--Mora Elementary Pre-2

Leah Lick--Mora Elementary 3-6

Jennifer McCauley--Mora High School

Elaine Keehr--Community Member

Lori Braiedy-Mora Elementary

Lindsey Corrigan-Mora High School

Brent Nelson--Administration

License Renewal Conditions

Mandatory Renewal Requirements for the Renewal of Tier 3 and Tier 4 Licenses

The renewal of tier 3 teaching/related services licenses requires the completion of 75 clock hours and the renewal of tier 4 teaching/related services licenses requires the completion of 125 clock hours of professional development. All hours completed must be approved through the local school district's continuing education committee. An applicant seeking renewal must earn a minimum of 75 clock hours during each three-year period preceding a tier 3 renewal and a minimum of 125 clock hours during each five-year period preceding a tier 4 renewal. As part of the 75 and 125 professional development hours, the Minnesota Legislature, by statute, currently requires ALL teachers to evidence the areas shown below.

Each school district, through its continuing education committee, is charged with determining the requirements to meet this condition. The legislation intentionally provides latitude so that districts can determine the requirement based on local goals and needs. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

Online professional development opportunities may be used to meet the requirements, as long as they meet the rule requirements. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

Positive Behavioral Intervention Strategies

Applicants must include in their professional development activities which address positive behavioral intervention strategies. ***This category includes the renewal requirement of evidencing 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.***

Reading Preparation

Teachers must have in-service preparation in scientifically-based reading instruction, which the law identifies as: "instruction and practice in phonemic awareness, phonics and other word-recognition skills, and guided oral reading for beginning readers, as well as extensive silent reading, vocabulary instruction, instruction in comprehension, and instruction that fosters understanding and higher-order thinking for readers of all ages and proficiency levels."

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.

Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents

Applicants must include in their professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents. ***The 2016 Legislature requires a separate mandatory minimum of at least one hour of Suicide Prevention Best Practices as part of the renewal condition for Early-Onset Mental Illness in Children and Adolescents.***

English Learners

Evidence of growth in best teaching practices through district-approved training for meeting the varied needs of English learners from children to adults. Minnesota statute requires this training align with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners. This requirement may be evidenced in the summative evaluation.

Cultural Competency

Effective for all tiered license renewals in 2020 and thereafter, training that promotes self-reflection and discussion including, but not limited to 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.

Note: Minnesota Administrative Rule for Clock Hours; Requirements for Renewal of Professional Licenses. [Administrative Rules 8710.7200](https://www.revisor.mn.gov/rules/?id=8710.7200) (<https://www.revisor.mn.gov/rules/?id=8710.7200>)

Categories for Clock Hour Allocation.

Verification of completion of experiences must be submitted by the applicant to the local continuing education or relicensure committee of the district in which the applicant works or resides. The committee must verify 75 clock hours for a Tier 3 license and 125 clock hours for a Tier 4 license before renewing, see [Minnesota Rule 8710.7200, Subpart 2](#). Successful completion of activities under items B to I are granted one clock hour for every hour of participation, unless otherwise specified. Clock hours must be earned in two or more of the categories in items A to I per [Minnesota Rule 8710.7200, Subpart 3](#):

A. Relevant coursework completed at accredited colleges and universities;

- 1) One semester credit = 24 clock hours
- 2) One quarter credit = 16 clock hours

The relevant coursework conversion is only applicable with additional clock hours in categories B-I.

B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;

C. Staff development activities, inservice meetings, and courses;

- 1) Instruction and professional development activities provided by a school may be used as clock hours in this part.

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. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for supervision.
 - (i) One semester enrollment = 24 clock hours
 - (ii) One quarter enrollment = 16 clock hours
- 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.

One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for travel or work experience. The clock hour limit 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.

Renewal of License for Two or More Areas

An applicant renewing a Tier 3 or Tier 4 teaching license for two or more areas is not required to allocate 30 clock hours to each of the licensure areas, although this practice is highly encouraged.

Exception for National Board Certification

A local continuing education committee shall 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 the Professional Educator Licensing and Standards Board at the time of renewal as equivalent to fulfilling all clock hour requirements for Tier 3 or 4 license renewal. A local continuing education committee 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 renewal period, the local committee shall prorate hours completed and require completion of a prorated number of clock hours for the years the certificate is not in effect. Mandatory requirements may also be met through the certification process. The teacher should provide evidence to the local relicensure committee for review.

Exception for School Psychologist


The Nationally Certified School Psychologist (NCSP) credential from the [National Association of School Psychologists](#) may be used in lieu of all clock hours to renew a school psychologist license. If the NCSP credential expires during the license holder's renewal period, the local continuing education relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect. Mandatory requirements may also be met through the credential process. The school psychologist should provide evidence to the local relicensure committee for review.

Exception for Speech Language Pathologist

The Certificate of Clinical Competence (CCC) credential from the [American Speech-Language-Hearing Association](#) may be used in lieu of all clock hours required to renew a speech-language pathologist license issued under this part. If the CCC credential expires during the individual's renewal period, the local continuing education or relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect. Mandatory requirements may also be met through the credential process. The speech language pathologist should provide evidence to the local relicensure committee for review.

Renewal Requirements Chart

Includes a high-level overview of all requirements for renewal, including non-clock hour district-level human resources requirements.

 PROFESSIONAL EDUCATOR LICENSING AND STANDARDS BOARD		Total Clock Hours	Mandatory Requirements:	Positive Behavior Intervention	Accommodation, Modification, Adaptation of Curriculum, Materials and Strategies	Mental Illness	Suicide Prevention	Reading Preparation	English Language Learner	Cultural Competency	Non-Clock Hour District Requirements*	Teacher Development and Evaluation	Mentorship Program	Notes
RENEWAL REQUIREMENTS														
Full Time Licenses														
Teacher - Tier 1 (renewal requirements for first renewal only)	N	N	N	Y	Y	N	N	Y	Y	Y	Field specific content test attempted			
Teacher - Tier 2 (renewal requirements for first renewal only)	N	N	N	Y	Y	N	N	Y	Y	Y	If enrolled - must evidence meaningful progress made			
Teacher - Tier 3	75	Y	Y	Y	Y	Y	Y	Y	Y	Y	National Board Certification in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.			
Teacher - Tier 4	125	Y	Y	Y	Y	Y	Y	Y	Y	Y	National Board Certification in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.			
Two-year Administrator	N	N	N	N	N	N	N	N	N	N				
Five-year Administrator	125	N	N	N	N	N	N	N	N	N	125 Board of School Administrators pre-approved administrative clock hours. If also hold a teaching license, must meet those requirements as well.			
Related Services - Tier 3 = 75, Tier 4 = 125 Clock Hours														
School Counselor	75/125	Y	Y	Y	Y	N	Y	Y	Y	Y	No Tier 1, if enrolled - must evidence meaningful progress made			
School Nurse	75/125	Y	Y	Y	Y	N	Y	Y	Y	Y	No Tier 1 or 2, Current Board of Nursing and Public Health Nurse License Required - National nursing certifications may be used in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. Refer to your local relicensure committee for review.			
School Psychologist	75/125	Y	Y	Y	Y	N	Y	Y	Y	Y	No Tier 1 - NCSP credential in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the credentialing process. Refer to your local relicensure committee for review.			
School Social Worker	75/125	Y	Y	Y	Y	N	Y	Y	Y	Y	No Tier 1 or 2, Current Board of Social Work License			
Speech Language Pathologist	75/125	Y	Y	Y	Y	N	Y	Y	Y	Y	No Tier 1 - CCC may be used in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.			
Substitute														
Three-Year Short Call Substitute Teaching License	N	N	N	N	N	N	N	N	N	N				
Lifetime Short Call Substitute Teaching License	N	N	N	N	N	N	N	N	N	N				
											Y = Required			
											N = Not Required			
<p>* Non-Clock Hour District Requirements are district-level human resources requirements - contact district for information about these requirements.</p> <p>NCSP = Nationally Certified School Psychologist credential from the National Association of School Psychologists</p> <p>CCC = Certificate of Clinical Competence credential from the American Speech-Language-Hearing Association</p>														

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:
---------------------------	---

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*** as defined in Minnesota Statute 122A.06, Subd. 4 (<https://www.revisor.mn.gov/statutes/?id=122A.06#stat.122A.06.2>). 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, including a minimum of one hour of suicide prevention***
- ☐ 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*** evidenced for renewals beginning in 2020 and thereafter.

Local Committee Action			
<input type="checkbox"/> Approved: Number of Clock Hours:	<input type="checkbox"/> Not Approved Reason:		
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Committee Signature:</td> <td style="width: 30%; border: none;">Date:</td> </tr> </table>		Committee Signature:	Date:
Committee Signature:	Date:		