

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 Community Relicensure Representative 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 Community Representative . The community member is responsible for completing the process with the state after approval has been made.

Relicensure Guidelines for Mora Public Schools

An application requesting renewal of a standard or vocational license to teach must earn a minimum of 125 clock hours during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration. Applications for renewal are accepted for processing by the Minnesota Department of Education after January 1 of the year of expiration. However, when renewing a five-year license, submitting your application to MDE before your clock hours have been recorded by the local Relicensure Chair, Sarah Berry, will slow the processing of your renewal. Once you have completed all of the renewal requirements, and have been notified by the District relicensure chair that you have been approved online at MDE, you may renew your license. An applicant may not bank clock hours for purposes of relicensure. However, once you have renewed your license, you may begin your next set of hours and CEUs upon that renewal date.

Any additional credits for relicensure received after the date of issue from MDE, may be used for the next 5 years.

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. Also, at least 30 clock hours must be applicable 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.

“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.

Renewal clock hours – Verification by the local continuing education / relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000.

My Relicensure Checklist

It is important to complete ALL the needed paperwork before your license expires. Once you have completed all of the renewal requirements, and have been notified by your relicensure representative that you have been approved online at MDE, follow the steps outlined in MDE's The License Renewal Instructions and Registration Guide.

<http://education.state.mn.us/MDE/EdExc/Licen/index.html>

You may renew your license after January 1st of the year it expires. Do not wait. Building Relicensure Representatives:

Relicensure Chair: Sarah Berry

High school: Jennifer McCauley

High school: Lindsey Peterson

Intermediate: Leah Lick

Primary: Sarah Berry

Primary: Sara Anderson

Community Member: Elaine Keehr

You need a total of 125 clock hours that must encompass the following: You must have 1 hour in each of the following 6 state areas of continuing education credit in a renewal period. These requirements can be met at any time during the 5-year license renewal period.

View Minnesota Statutes Section 122A.18, Subdivision 4b:

<http://www.revisor.mn.gov/statutes/?id=122A.18>

- **Area #1**--Positive behavior intervention strategies.
- **Area #2**--Modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards (i.e., differentiated instruction).
- **Area #3**--Reading preparation related to comprehensive scientifically based reading instruction; 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."
- **Area #4**--Evidence of growth in best teaching practices for meeting the needs of English Language Learners.

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.

- **Area #5**--Understanding the key warning signs of early onset mental illness in children and adolescents.
- **Area #6**--Integrate technology effectively with student learning to increase engagement and student achievement.

Note: Licensed school personnel who do not provide direct instruction to students, including, at least, counselors, school psychologists, school nurses, and school social workers are exempt from this requirement.

- **Area #7**--Reflective Statement providing evidence of work that demonstrates professional reflection and growth in best teaching practices. The applicant must include a 3-5 paragraph reflective statement of professional accomplishment and the applicant's own assessment of professional growth ..." in their license renewal materials.

Who must meet this requirement?

- Full-time classroom teachers
- Long-term substitute teachers, who have taught more than 15 consecutive days in a teaching assignment during any part of the five- year period.

Who is exempt from meeting this requirement?

- Classroom teachers who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- Licensed related services personnel (school social workers, school psychologists, counselors, speech-language pathologists, school nurses).

You need a total of 125 clock hours that must encompass the following: at least 2 of the categories in A-I. Categories A-C are unlimited in the total CEUs that may be earned in each category. Categories D-I are limited in the total CEUs that may be earned in each category. The limits in categories D-I are listed below. The following categories and rules are taken directly from MDE guidelines. The examples are local.

Categories and Rules

A. Relevant coursework completed at accredited colleges and universities – 16 clock hours per quarter credit and 24 clock hours per semester credit.

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

C. Staff development activities, in-service meetings, PLCs, Summer Institute classes;

D. Curriculum development at site, district, regional, state, national, or international level;

E. Engagement in formal peer coaching or mentorship relationships with colleagues that address one or more of the standards in part 8710.2000; MAX 30 CEUs. (3 hours = 1 hour)

F. Professional service in the following areas: MAX 30 CEUs 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; (3 hours = 1 hour)

G. Leadership experiences in the following areas: MAX 35 CEUs over a 5 year period 1. Development of new or broader skills and sensitivities to the school, community, or profession (i.e. Department Chair, Team Leaders, Building Lead Teacher, Building Tech Committee, school leader, community volunteer); or 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. (3 hours = 1 hour)

H. Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas: MAX 30 CEUs 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;

I. Preapproved travel or work experience: MAX 30 CEUs

1. Travel for purposes of improving instructional capabilities related to the field of licensure (one week of work experience equals 10 clock hours to a maximum of 30 clock hours in a five-year period) Clock hours will be granted upon teacher's return. Will need to show how this travel experience has been incorporated into curriculum or other professional activities.
2. Work experience in business or industry appropriate to the field of licensure (one week of pre-approved travel equals 10 clock hours) (also includes National Board Certification). To be verified by written statement from the employer, with validation of work hours and duties. Self-employment is to be verified as bona fide work experience by a written statement from a reputable representative of the work field in which the self-employment occurred or from copies of the applicant's business records, with validation of hours / duties.

After January 1st of the renewal year, your building representative should contact the District relicensure chair letting her/him know that you are ready to renew.

Applications for the renewal of a Minnesota educator's license are submitted through the MDE online licensing system. All licenses expire on June 30 of the year of expiration. You must provide verification of having met the renewal requirements stated on the expiring license. When renewing a five-year license, submitting your application before your clock hours have been recorded by the local continuing education committee will slow the processing of your renewal. .

Once you have completed all of the renewal requirements, and have been notified by the District relicensure chair that you have been approved online at MDE, you may go to the MDE website to renew your license.

Note this change from The Minnesota Department of Education

Once teachers have renewed their license, they may begin their next set of hours and CEUs upon that renewal date. Any additional credits for re-licensure received after the date of issue from MDE, may be used for the next 5 years. Teachers do not need to wait until July 1st of the renewal year to begin accumulating CEU hours.

EXCEPTIONS TO THE 125 CLOCK HOUR REQUIREMENT

Clock Hour Exception for National Board Certification

The National Board of Professional Standards Certification (NBPS) has been approved by the Minnesota Board of Teaching as a substitute for the 125 clock hours required for the license renewal. If the NBPS certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect.

Applications with NBPS Certification must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements.

Clock Hour Exemption for School Psychologists

The National Certification of School Psychologists (NCSP) Certification has been approved by the Minnesota Board of Teaching as a substitute for the 125 clock hours required for license renewal. If the NCSP certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect.

School psychologists must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements including positive behavior strategies; accommodation, modification and adaptations to meet the needs of varied students; and understanding the warning signs of early onset mental illness.

School psychologists are exempt from meeting the reading preparation, technology and reflective statement of professional accomplishment and assessment of professional growth requirements.

Clock Hour Exemption for Speech-Language Pathologists

The American Speech and Hearing Association (ASHA) Certification has been approved by the Minnesota Board of Teaching as a substitute for the 125 clock hours required for renewal. If the ASHA certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect.

Speech-Language Pathologists must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements with the exception of the reflective statement of professional accomplishment and assessment of professional growth.