

Relicensure Committee Operational Guidelines for Mora Public Schools #332



Mora, Minnesota
Revised August, 2016

Preface

The contents and regulations listed in this document have been adapted from rule of the Minnesota Board of Teaching, Minnesota Rules, Chapter 8710.
<https://www.revisor.mn.gov/rules/?id=8710>

It is each individual teacher's responsibility to become informed of and to comply with the published requirements of this local committee.

Purpose and Philosophy

The local continuing education committee for Mora Public Schools is established according to the Minnesota Board of Teaching rules for the purpose of evaluating continuing education activities, granting appropriate clock hours for these activities, and recommending renewal of five-year continuing or professional teaching and support service licenses.

It is understood that the purpose of continuing education is to 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. All activities for which clock hours are granted must address standards in Minnesota Rules 8710.2000:

<http://www.revisor.leg.state.mn.us/arule/8710/2000.html>

Since mandated continuing education cannot provide absolute assurance of maturing professionalism, the major responsibility for professional growth lies with the individual. Each person licensed by the Board of Teaching must demonstrate professional commitment by being a discriminating appraiser of his / her own growth needs and possible growth alternatives and by actively pursuing opportunities to upgrade and improve professional 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.

Minnesota Department of Education Licensing Information

The Licensing Division of MDE oversees the licensing of all educators and administrators working in Minnesota public K-12 schools. Information may be found at Licensing: <http://education.state.mn.us/MDE/EdExc/Licen/index.html>

Who is Subject to Committee Action

Except for individuals holding LIFE licenses, all individuals with continuing or professional licenses are subject to the Board of Teaching continuing education rules. This includes vocational licenses previously under the jurisdiction of local vocational committee and renewed under separate rules. The same renewal requirements now apply to both standard and vocational licenses.

Correlation of Licenses

The correlation of expiration dates will be done as follows: The first license(s) renewed – whether vocational or standard – will be renewed to the expiration date of the later- expired licenses. The correlated licenses may then be renewed in the year of expiration using a single set of 125 clock hours and a single application fee. Because clock hours must be earned in the five years prior to renewal application, it is possible that some activities may be used for both the first and second renewals of such correlated licenses if those activities fall within the five years prior to BOTH renewals. Correlation of teaching licenses and administrative licenses is not included in this automatic process because administrative licenses are under the jurisdiction of the Board of School Administrators rather than the Board of Teaching.

Individuals who have both vocational and standard licenses that already expire in the same year may renew all licenses with a single application fee and a single set of 125 clock hours. When administrative licenses have become correlated to teaching licenses, the single fee will renew the administrative licenses as well, but the continuing education renewal requirements for administrative licenses are done separately, according to Board of School Administrator procedures.

Code of Ethics for Teachers

The Code of Ethics for Teachers is found at the following link. All teachers are expected to know, understand, and abide by the Code of Ethics.

[http://www.hamline.edu/uploadedFiles/Hamline_WWW/HSE/_Teacher_Ed\(1\)/Documents/MAT_Code_of_Ethics%20\(2\)\(2\).pdf](http://www.hamline.edu/uploadedFiles/Hamline_WWW/HSE/_Teacher_Ed(1)/Documents/MAT_Code_of_Ethics%20(2)(2).pdf)

District Committee Membership

As required in state rules, the local committee consists of the following members:

- Five individuals licensed by the Board of Teaching and elected/appointed by the licensed teaching faculty in Mora, District #332.
- One individual who holds a Minnesota administrator's license and elected / appointed by the licensed administrators of Mora, District #332.
- One resident of Mora, District #332, who is not an employee of the School District and who is designated by the Mora School Board. School Board members are not considered to be employees of the District.

Election Procedures

The local committee will hold yearly elections.

Notice of positions open on the committee and solicitation of nominations will be communicated to teaching staff.

Eligible voters are persons in the district who are licensed by the Board of Teaching.

District Committee Meetings

A schedule of meetings will be established and published to those subject to the committee's jurisdiction. The members at the fall organizational meeting will determine committee-meeting dates.

For the purpose of transacting business, a quorum is more than 50 percent of the total membership of the committee. A majority vote of the committee members present and voting is sufficient to take action. If the committee members choose to not physically meet, a majority vote of the committee members may take place via email.

Approval for emergency requests during periods when the committee does not meet may be obtained by contacting the chair who is authorized to 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 action.

In order to ensure consistent and equitable interpretation, the committee discusses any applications and CEU requests 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.

District Committee Member Duties

The District committee's responsibilities include establishing written operational guidelines, establishing meeting schedules and procedures, assigning clock hour allocations for each category according to state rules, informing staff of committee membership in the spring by notice to all teachers, distributing the complete bylaws and documents to each affected individual whenever significant changes are made.

The District committee will also provide supporting evidence to the Board of Teaching when an appeal is taken from a decision of the local committee, forward complete information to the Board of Teaching in a timely manner, and provide those services and reports that may be required from time to time by the Board of Teaching.

The District committee will also provide recommendations to appropriate personnel concerning the in-service needs of the School District.

The District committee will meet in the beginning of the school year. After that initial meeting, the majority of committee business and voting will take place through email.

District Committee Chair Duties

In addition to sharing operational duties with other committee members, the chair calls and conducts meetings, prepare agendas, approve renewal applications, provide leadership in orienting new committee members, serve as liaison and contact people in the committee's relationship with outside agencies and individuals, coordinates revision of local guidelines when needed, handles committee correspondence and maintains relicensure records.

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

Building Representatives

Building Reps will assist District Committee by facilitating relicensure process at the building level. The building representative will approve all building CEUs. Questions regarding CEUs will be brought to the Relicensure chair and/or committee as needed. All certificates for CEU requests will be returned to the requestor or recycled as once approved by the state (every 5 years) the committee will not keep paper copies of CEU certificates.

The building representative will also provide recommendations to the Relicensure chair and thus Board of Teaching for the renewal of teaching licenses. They will act, within a reasonable time, upon requests for recommendation for renewal of license by determining whether the applicant has met renewal requirements. Endorse the application for renewal of the continuing or professional license of each qualified applicant, as evidence by online approval. The applicant shall assume the responsibility for making certain that the online renewal is complete.

The building representative will meet with each individual renewing their licenses the following year. This meeting should include reviewing the My

Learning Plan portfolio for each teacher and discussing what needs to be completed by the renewal time period.

Responsibilities of Licenses

It is the responsibility of the person seeking renewal of a license to submit the application, appropriate verification, and other supporting materials to the local committee of the School District in which they are employed, were previously employed or in which they reside, in accordance with procedures and the due dates established by the committee and stated in these guidelines. It is also 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 <http://education.state.mn.us/MDE/EdExc/Licen/Renew/index.htm> after endorsement by the committee. When the applicant receives the renewal license, a copy is to be forwarded to the District personnel office to be placed in the permanent record file. The other copy is to be kept by the applicant. Licensure is a personal responsibility, and each applicant is URGED to keep a set of records as a safeguard against accidental mishap during the relicensure process. The committee does not keep records of paperwork.

Guidelines and forms needed for the relicensure procedure may be obtained from Relicensure Committee building representatives and the District website.

Clock hours are to be earned in two or more of the categories listed in the state rules. Clock hours also need to fulfill the required areas as put forth by the State Department of Education. <http://www.revisor.mn.gov/rules/?id=8710.7200>

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.

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 licensed person employed by a School District becomes employed by a different District during a renewal period, the applicant should request the committee transfer clock hours already earned and granted during that renewal period to the local committee in the new District. Unless granted contrary to rules, the new committee will accept clock hours granted by previous District.

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.

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 Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing 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 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.

The NBC individual earns 25 clock hours for each year the certification was valid during the life of the five-year teaching license. The NBC individual will still need to complete 1 hour in each of the mandatory state areas of continuing education credit.

Appeal Procedures

Decisions concerning whether to grant clock hours and the number of hours to be granted (within 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 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 a local continuing education / relicensure committee, an appeal may be made 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 of 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 Board of Teaching. The Board shall extend the previous license until all avenues have been exhausted.