

Guidelines for Licensure Renewal

Mora Public Schools #332

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. Current educators should [click here](#) for more information on how to renew their license on the PELSB website. It is each individual teacher's responsibility to become informed of and to comply with the requirements of this local committee.

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 the District relicensure chair that you have been approved, you can go online at the following link: [click here](#) to complete the renewal process.

You may renew your license after January 1st of the year it expires when all areas are complete.

You need a total of 125 clock hours that must include 1 hour in each of the following areas:

- ☐ Area #1. Positive behavior intervention strategies.
- ☐ Area #2. Accommodating, Modifying, and Adapting Curricula, Materials and Strategies
- ☐ Area #3. Further reading preparation
- ☐ Area #4. Understanding the key warning signs of early onset mental illness in children and adolescents.
- ☐ Area #5. Suicide prevention training
- ☐ Area #6. ELL--Further preparation in English language development
- ☐ Area #7. Cultural Competency Training

Building Relicensure Representatives

Sarah Berry (Chair)--Mora Elementary Pre-2
Leah Lick--Mora Elementary 3-6
Jennifer McCauley--Mora High School
Lori Braiedy--Mora Elementary
Lindsey Corrigan--Mora High School

Frequently Asked Relicensure Questions

- ☐ **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 website
 - ☐ <https://public.education.mn.gov/LicenseLookup/educator>
 - ☐ 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 Frontline?
- ☐ **Answer:**
 - ☐ To request CEUs for a class/seminar/workshop that you have **ALREADY** attended:
 - ☐ Log into Frontline
 - ☐ 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 Frontline. 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 Frontline. 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 Frontline. Send a certificate of completion to your building relicensure rep and they will make final approval on your CEU hours.
- ☐ **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. Janel Murphy, HR Coordinator, will need a copy on file in the district office.

- ❑ **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 <https://renewateachinglicense.com/> by Professional Learning Board. This site offers Self-Study Courses that will meet the specific required state areas.
 - ❑ Go to <https://yipa.org/training/on-demand-trainings/> This site offers cheap 1-hour on-demand training videos on several topics.
- ❑ **Question:** I would like to renew my license. What should I do?
- ❑ **Answer:** All teaching licenses are renewed online through the Minnesota Department of Education website. <https://mn.gov/pelsb/current-educators/renew/>
 - ❑ 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 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 relicensure representative to email 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.
 - ❑ When moving from a Tier 3 License to a Tier 4 license you will need to fill out the renewal paperwork and send it in. This can not be done online.
 - ❑ Contact Educator Licensing for additional information:
pelsb@state.mn.us
651-582-8691

TIER 3

Quick Glance

Applicant:

- Completion and submission of 75 clock hours, including current mandatory requirements.

District:

- Verify cultural competency training
- Provide and verify a teacher development and evaluation process.

General:

- If adding a field before license is up for renewal, the Tier 3 teacher should apply to add an additional field.
- If adding a field in the same year as renewal, the Tier 3 teacher may apply to add and renew the Tier 3 license at the same time with one application fee.

Renewal Requirements for a Tier 3 License

A Tier 3 teaching license is valid for three years and expires on June 30 of the expiration year. This license may be renewed after January 1 of the renewal year. In order to renew a Tier 3 license, the licensed teacher must meet all Tier 3 renewal requirements. A Tier 3 license has an unlimited number of renewals.

Applicant for Renewal:

The Tier 3 teacher must provide the following evidence:

- Completion and submission of 75 [clock hours](#), including all [mandatory requirements](#) in effect at the time of renewal within the three years immediately preceding renewal. These should be submitted to the school district where the Tier 3 teacher works or lives. If the Tier 3 teacher works outside Minnesota, the clock hours and mandatory requirements must be submitted to the PELSB renewal specialist. ([Minn. Rule 8710.7100-8710.7200](#))

Hiring District:

Before applying for renewal, the hiring school district's relicensure committee or the Minnesota school district relicensure committee where the Tier 3 teacher resides must approve and enter all clock hours and mandatory requirements in place at the time of renewal. The state renewal specialist only approves out-of-state clock hours.

The district must show that the Tier 3 teacher participated in:

- Cultural competency training. ([Minn. Rule 8710.0310, Subp. D](#))
- Mentorship and evaluation aligned with the district's teacher development and evaluation model.

General Information:

If a Tier 3 teacher completes the requirements for an additional Tier 3 licensure field prior to the renewal year, the Tier 3 teacher will apply to add an additional licensure field rather than apply for renewal. The renewal dates for these fields will be aligned to avoid additional application fees. If the additional field is added in the year of renewal, The Tier 3 teacher may apply to add the licensure field and the renewal using one application and one application fee.

TIER 4

Quick Glance

Applicant:

- Completion and submission of 125 clock hours, including current mandatory requirements.

District:

- Verify cultural competency training
- Provide and verify a teacher development and evaluation process.

General:

- If adding a field before license is up for renewal, the Tier 4 teacher should apply to add an additional field.
- If adding a field in the same year as renewal, the Tier 4 teacher may apply to add and renew the Tier 4 license at the same time with one application fee.

Renewal Requirements for a Tier 4 License

A Tier 4 teaching license is valid for five years and expires on June 30 of the expiration year. This license may be renewed after January 1 of the renewal year. In order to renew a Tier 4 license, the licensed teacher must meet all Tier 4 renewal requirements. A Tier 4 license has an unlimited number of renewals.

Applicant for Renewal:

The Tier 4 teacher must provide the following evidence:

- Completion and submission of 125 clock hours, including all mandatory requirements in effect at the time of renewal within the five years immediately preceding renewal. These should be submitted to the school district where the Tier 4 teacher works or lives. If the Tier 4 teacher works outside Minnesota, the clock hours and mandatory requirements must be submitted to the PELSB renewal specialist. ([Minn. Rule 8710.7100-8710.7200](#))

Hiring District:

Before applying for renewal, the hiring school district's relicensure committee or the Minnesota school district relicensure committee where the Tier 4 teacher resides must approve and enter all clock hours and mandatory requirements in place at the time of renewal. The state renewal specialist only approves out-of-state clock hours.

The district must show that the Tier 4 teacher participated in:

- Cultural competency training. ([Minn. Rule 8710.0310, Subp. D](#))
- Mentorship and evaluation aligned with the district's teacher development and evaluation model.

General Information:

If a Tier 4 teacher completes the requirements for an additional Tier 4 licensure field prior to the renewal date, the Tier 4 teacher will apply to add an additional licensure field rather than apply for renewal. The renewal dates for these fields will be aligned to avoid additional application fees. If the additional field is added in the year of renewal, The Tier 4 teacher may apply to add the licensure field and the renewal using one application and one application fee.

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>														