

My Relicensure Checklist- Updated April 2017

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:

<http://www.education.state.mn.us/MDE/lic/lic/> to complete the renewal process

Building Relicensure Representatives

Leah Lick--Mora Elementary 3-6

Jennifer McCauley--High School

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

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. 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.”
 - Instruction and practice in phonemic awareness
 - Phonics and other word-recognition skills
 - Guided oral reading for beginning readers
 - Vocabulary instruction
 - Instruction in fostering understanding and higher-order thinking for readers of all ages and proficiency levels
 - Reading in the content areas
 - Specific reading strategies to impact comprehension
 - Current research and best practices in reading research and instruction
 - 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 #4. Understanding the key warning signs of early onset mental illness in children and adolescents.
 - Must include 1 hour of suicide prevention training

- Area #5. 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 #6. ELL--Further preparation in English language development and specially designed content instruction in English for English learners.

- Area #7. Reflective Statement providing evidence of work that demonstrates professional reflection and growth in best teaching practices.
 - This requirement is fulfilled through completion of the PGP each year you are employed at Mora Public Schools.
 - 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 school administrators, including principals, 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.

- ❑ A. Relevant coursework completed at accredited colleges and universities – 16 clock hours per quarter credit and 24 clock hours per sem. 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; MAX 30 CEUs per renewal period
- ❑ 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 per renewal period (3 hours = 1 hour)
- ❑ F. Professional service in the following areas: MAX 30 CEUs per renewal period (3 hours = 1 hour)
 - ❑ supervision of clinical experiences of persons enrolled in teacher preparation programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for supervision
 - ❑ participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or
 - ❑ participation in national, regional, or state accreditation;
- ❑ G. Leadership experiences in the following areas: MAX 30 CEUs per renewal period (3 hours = 1 hour)
 - ❑ development of new or broader skills and sensitivities to the school, community, or profession (i.e. Dept. Chair, Team Leader, ILT, Bldg. Tech Committee, scout leader, community volunteer); or
 - ❑ publication of professional articles in a professional journal in an appropriate field; or
 - ❑ 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: MAX 30 CEUs per renewal period
 - ❑ experiences with students of another age, ability, culture, or socioeconomic level;
 - or

- systematic, purposeful observation during visits to schools and to related business and industry

- I. **Pre-Approved** travel or work experience: One week of **pre-approved** travel or work experience for purposes of improving instructional capabilities equals ten clock hours. MAX 30 CEUS per renewal period. No more than 30 clock hours may be granted in a five-year relicensure period for travel or work experience.
 - travel for purposes of improving instructional capabilities related to the field of licensure; Please note that the Relicensure Committee's requirement and expectation is that the travel experience must have a direct tie-in with the curriculum the teacher is currently teaching.
 - work experience in business or industry appropriate to the field of licensure (also includes National Board Certification)

- J. National Board Certification The individual will receive 25 CEUS for each year the certification was valid during the life of the 5 year teaching license. All of the mandatory requirements, except for the Reflective Statement, must be met by those who have National Board Certification, unless they have a specific exemption for their individual license. They must have CEUs in a minimum of 2 of the categories of A-I

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.