

Relicensure Committee Operational
Guidelines for
Eastern Carver County Schools #112
Chaska, Minnesota
Revised January 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'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 Eastern Carver County 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

Effective on January 1, 2002, with renewals of licenses that expire in 2002 and licenses that have lapsed and expired before 2002, the Board of Teaching will correlate expiration dates of all vocational and standard licenses so that teachers may renew all licenses on the same fee. The correlation 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.

Finally, local committees will honor and sign for renewal conditions of 108 clock hours for individuals holding vocational licenses that state that 108 clock hours will be sufficient.

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.revisor.leg.state.mn.us/arule/8700/7500.html>

District Committee Membership

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

- A. Building representatives licensed by the Board of Teaching and elected/appointed by the licensed teaching faculty in Eastern Carver County Schools, District #112.
- B. One individual who holds a Minnesota administrator's license and elected / appointed by the licensed administrators of Eastern Carver County Schools, District #112.
- C. One resident of Eastern Carver County Schools, District #112, who is not an employee of the School District.

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 formal 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. Working sessions may be called without the need for quorum.

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 through the web site and/or other means, 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 throughout the school year as needed, with the last regularly scheduled meeting in May. Meeting dates will be posted on the web site.

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 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 notify those who will renew their licenses the following year, and shall be available with assistance and guidance as needed.

Responsibilities of Licensees

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 contact Personnel Licensing Section, Department of Education <http://education.state.mn.us> after endorsement by the committee, in order to apply for relicensure. When the applicant receives the renewal license, a copy is to be forwarded to the District Human Resources 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 Continuing Education Committee building representatives and the District website.

http://www.district112.org/pages/112ISD/District_Information/Departments___Services/Human_Resources/Continuing_Education

Clock hours are to be earned in at least 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 approved 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.

Denial of Clock Hours

A local committee shall not approve clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other approved clock hour experiences without new or enhanced professional development value.

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.

Exceptions to the 125 Clock Hour Requirements

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.

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.

Appeal Procedures

Decisions concerning whether to approve clock hours and the number of hours to be approved (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 approved a second time for 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 had the requested number of clock hours approved 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 in writing to the Board of Teaching by the applicant within 30 calendar days after the date of the denial is reaffirmed (<https://www.revisor.mn.gov/rules/?id=8710.0900>).

In cases where the applicant has not had the required number of clock hours approved 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.

Relicensure Guidelines for Eastern Carver County 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 the date 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. 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.

The local relicensure committee is also responsible for school nurse, school psychologist, and school social worker renewals.

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 Committee. Lunch and breaks do not count as part of clock hours.

Renewal clock hours – Verification by the local Continuing Education 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 (<https://www.revisor.mn.gov/rules/?id=8710.7200>). Effective for renewal of continuing licenses that expire on June 30, 2014, and thereafter, applicants must also include in their 125-clock hours instruction or other professional development activities that address:

1. Positive behavior intervention strategies;
2. Modification, accommodation, or adaptation of curriculum, instruction, or materials for students with special needs as they work toward achieving graduation standards;
3. Reading preparation related to comprehensive scientifically based reading instruction;
4. Understanding the key warning signs of early onset mental illness in children and adolescents;
5. Integrate technology effectively with student learning to increase engagement and student achievement;
6. Reflective Statement: Teachers who have not been in the classroom within the five year period do not need to complete the reflective statement. For all other renewing staff, a reflective statement of professional accomplishment and of the applicant’s personal assessment of his/her own professional growth is required. This should include, among other things, practices in meeting the varied needs of English learners.

The relicensure committee is not expected to evaluate the merits of the reflective statement or self-assessment. The committee must verify that a reflective statement has been submitted in some form and that the statement meets the statutory language as described above. A teacher may submit additional materials (ie: bulleted lists, certificates, etc.) as supplementary, but there must be a formal reflective document completed by the teacher. This can also include completion of the district Preferred Short Form, if a teacher has participated in the teacher evaluation program or Professional Learning Community (PLC) work. There is no minimum or maximum length for the reflective statement as long as the statutory requirements are met. Reflection on the needs of English Learners may require separate documentation.

Eastern Carver County teachers may fulfill this requirement by completing the ECCS CEU Committee [Preferred Short Form](#).

Clock Hour Categories

State of Minnesota rules regarding these categories can be found at <http://education.state.mn.us/MDE/EdExc/Licen/index.html>

Category A: Relevant coursework completed at accredited colleges and universities.

- Sixteen clock hours are granted for each quarter credit earned and 24 clock hours for each semester credit earned.
- Courses taken for no credit (audit) will earn the hours of time in class.
- Teaching a college course will earn the hours of time in class.
- Verification includes a grade report or transcript. Photocopies are acceptable.

Acceptable Examples:

- Summer Institute (when taken for credit)
- On-campus courses
- Online courses through an accredited institution

Unacceptable Examples:

- Courses from non-accredited institutions

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

- Activities must be organized, structured, learning experiences presented and attended for the purpose of professional development in education.
- Clock hours cannot include travel time to the workshop, registration, meals, or coffee breaks.
- Verification includes an attendance certificate (or an agenda signed by the workshop sponsor) indicating the hours of attendance and topics covered.

Acceptable Examples:

- Summer Academy
- State and national conferences
- Education Minnesota Conference
- College lectures
- Activities intended for non-education careers

Unacceptable Examples:

- Business or administrative portions of meetings
- Field trips (day trips, overnight at environmental centers)
- Parenting classes
- Personal growth activities without a direct pedagogical application

Category C: Staff development activities, inservice meetings, and courses.

- Verification includes an attendance certificate (or an agenda signed by the workshop sponsor) indicating the hours of attendance and topics covered.

Acceptable Examples:

- District workshops
- Summer Academy
- PLC meetings

Unacceptable Examples:

- Faculty meetings
- Staff work days
- Department chair meetings
- Activities and courses intended for non-education careers
- Business or administrative portions of inservice meetings

Category D: Site, district, regional, state, national, or international curriculum development.

- This category is for time spent developing curriculum beyond your own classroom.

- Verification includes a written statement with validation of hours of participation from the administrator of the educational unit responsible for the curriculum development and a sample of the curriculum that was written.
- Curriculum study committees are not eligible for clock hours

Category E: Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000.

- There is a maximum of 30 hours for this category for each five-year renewal period.
- Verification includes a written statement with validation of hours of participation from the administrator of the mentorship or peer-coaching program.
- Presenting at district workshops is an example of an acceptable activity

Category F: Professional service in the following areas:

(1) Supervision of clinical experiences of persons enrolled in teacher preparation programs.

- There is a maximum of 30 hours for supervising student teachers for each five-year renewal period.
- Only direct supervision of student teachers (in your classroom) qualifies under this category.
- You will receive 16 clock hours for supervising a student teacher for a quarter, and 24 clock hours for a semester.
- Verification includes a written statement with validation of hours of participation from the college representative/supervisor.

(2) Participation on national, state, and local committees involved with licensure, teacher education, or professional standards.

- Verification includes a written statement with validation of hours of participation from the chair of the committee.

(3) Participation in national, regional, or state accreditation.

- Examples include North Central Accreditation visitation teams, etc.
- Verification includes a written statement of hours of participation from the head of the accrediting organization.

Category 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.
 - There is a maximum of 30 hours for this category for each five-year renewal period.
 - Clock hours in this category are granted for leadership roles – not just membership or participation.
 - Verification includes a copy of the article, a certificate of participation, or a written statement with validation of hours from the head of the organization.
 - If you teach the same college course(s) or present the same staff development session(s) multiple times, you may earn clock hours only once for each course or session during each five-year renewal period.

Acceptable Examples:

- Being an officer in a professional organization related to your field of licensure
- Authoring an article in a professional journal
- Professional learning communities (PLC)
- College lectures
- Teaching college courses (contact hours)
- Presenting at district staff development sessions
- Presenting at state, national and international conferences
- Purposeful volunteer experiences at school (Art Adventure, Bravo Music, etc.)

Unacceptable Examples:

- School Improvement Plan meetings
- Teaching Sunday School
- Singing in a church choir
- Playing in a community band
- Participating in Community Ed sports leagues
- Serving as an officer in a PTO
- Coaching sports
- Volunteering at your child's school

Category 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.

- There is a maximum of 30 hours for this category for each five-year renewal period.
- Verification includes a written validation of hours from an appropriate representative of the school or business.

Acceptable Examples

- Exchange teaching in a setting different than your own
- Tutoring inner-city students
- Observing in schools with different demographics
- Judging a science fair at a different school
- Touring a business employing a workforce different than your students (secondary vocational teachers)

Unacceptable Examples

- Coaching your child's sports team
- Teaching Sunday School
- Substitute teaching

Category I: Pre-approved 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.

- Both travel and work experience must be pre-approved.
- There is a maximum of 30 hours for this category for each five-year renewal period.
- One week of pre-approved travel or work experience for purposes of improving instructional capabilities equals 10 clock hours.
- Pre-approval application should include a detailed itinerary or work plan and educational objectives.
- Verification includes a detailed accounting of time spent as well a summary of how the travel or work will make you a better teacher.

Acceptable Examples

- Travel to Spain or Latin America for a Spanish teacher
- Construction work for an industrial tech teacher
- Language interpreter for a foreign language teacher

Unacceptable Examples

- Spring break to Daytona Beach
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My RELICENSURE Checklist 2015-2016

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 Continuing Education Committee 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.

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.

Requirement #1. Positive behavior intervention strategies.

View Minnesota Statutes Section 122A.09 (<http://www.revisor.leg.state.mn.us/stats/122A/09.html>).

Requirement #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).

View Minnesota Statutes Section 122A.09 (<http://www.revisor.mn.gov/statutes/?id=122A.09>).

Requirement #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."

View Minnesota Statutes Section 122A.06, Subdivision 4 (<http://www.revisor.mn.gov/statutes/?id=122A.06>). 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.

Requirement #4. Understanding the key warning signs of early onset mental illness in children and adolescents.

Requirement #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.

- **Requirement #6 Reflective Statement providing evidence of work that demonstrates professional reflection and growth in best teaching practices.** A reflective statement of professional accomplishment and of the applicant's personal assessment of his/her own professional growth is required. This should include, among other things, practices in meeting the varied needs of English learners in the classroom.

Eastern Carver County teachers may fulfill this requirement by completing the ECCS CEU Committee [Preferred Short Form](#).

View Minnesota Statutes Section 122A.18, Subdivision 4b (<http://www.revisor.mn.gov/statutes/?id=122A.18>).

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).