

Initial Licensure

- Licensed teachers are responsible for affiliating themselves with a local continuing education committee. Generally, this would be the committee established by the district they are employed in.
- Substitutes or teachers who do not have continuous employment in any one district may affiliate themselves in the district where they reside.

Teachers are required by the state of Minnesota to earn 125 clock hours of continuing education within a five year period in order to renew their license.

- "Clock hour" means an hour of actual instruction, or planned group or individual professional development activity.
- Teachers who participate in any of the 9 categories outlined Minnesota Rules may submit a "CLOCK HOUR APPROVAL APPLICATION FORM" to the local Continuing Education Committee chair anytime during the year.
- In Medford, the local committee meets 3 times a year (October, January, and May) to review clock hour applications for approval.
- Following approval, the committee secretary enters hours on the Minnesota Department of Education website.
- Application forms are returned to the teachers who are responsible for maintaining a file which can be made available if the Minnesota Board of Teaching requests review.

Teachers must apply for renewal of their license between January 1st and June 30th of their renewal year.

- It is the responsibility of the teacher to ensure that they have completed 125 hours within their five year period and have completed the required hours as outlined in state statute.
- Application for renewal is done online at the Minnesota Department of Education.
- Teachers who find any discrepancies with their clock hours can contact the committee chair and request a review of their clock hours folder to clarify and correct any errors.

Minnesota State Administrative Rules

(8710.7200)

CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES

"Clock hour" means an hour of actual instruction, or planned group or individual professional development activity as approved by the local continuing education/relicensure committee.

Categories for clock hour allocation

Clock hours must be earned in **two or more of the categories** in items A to I:

- A. relevant coursework completed at accredited colleges and universities (16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned)
- B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held
- C. staff development activities, inservice meetings, and courses
- 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 (supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 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 (one week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours)
 - (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.

Experience for clock hour credit

Except for subpart 3, item H, subitem (1), teaching experiences for which licensure is required shall not qualify for clock hour credit.

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.

School staff development

Instruction and professional development activities provided by a school may be included among the clock hours in this part.

Renewal of license for two or more areas

An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours 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 under this subpart.

Statutory Authority: MS s [122A.09](#); [122A.18](#)

Clock Hour Requirements for Relicensure

As part of the 125 professional development hours, the Minnesota Legislature, by statute, currently requires ALL teachers to evidence the six 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.

- **Positive Behavioral Intervention Strategies**
- **Accommodation, Modification, and Adaptation of Curriculum, Materials and Instruction** to appropriately meet the needs of varied students in achieving graduation standards (i.e., differentiated instruction).
- **Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents**
- **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.”
- **Technology** instruction or other professional development activities that integrate technology effectively with student learning to increase engagement and student achievement.
- **English Language Learner** instruction or other professional development activities designed increase engagement and student achievement.

Before applying for renewal, each individual is required to submit a:

Reflective Statement of Professional Accomplishment and Assessment of Professional Growth

A written statement prepared by the teacher that demonstrates reflection on his or her professional accomplishment and includes a self-assessment of his or her professional growth using one of the following types of evidence:

- Support for student learning
- Use of best practices techniques and their applications to student learning
- Collaborative work with colleagues that includes examples of collegiality (i.e., attested-to committee work, collaborative staff development programs, professional learning community work)
- Continual professional development (i.e., job-embedded or other ongoing formal professional learning, including coursework)

Local Continuing Education Committee

A local committee is established in each Minnesota public school district with membership as follows:

- A. Five persons licensed by the Board of Teaching who hold at least a baccalaureate degree, to be elected by the licensed teaching faculty. Nominations may be by building, grade level, or other appropriate categories, provided that all eligible persons have a fair and equitable chance for nomination. Proportionate representation is encouraged.
- B. One licensed person who holds an administrator's license, representing the elementary and secondary administration, to be elected by the licensed practicing administrators employed by the district.
- C. One resident of the district who is not an employee of the district, to be designated by the local school board. School board members are not considered to be employees of the district.

The duties of the local committee are as follows:

Set procedures for its own operation:

- (1) establish written guidelines which include time, place, and procedures for local committee meetings; and procedures for local committee operations, including a procedure for emergency approval during periods when the committee is not regularly meeting;
- (2) make the guidelines available to persons interested in or affected by decisions of the local committee, together with a list of the current local committee membership; and
- (3) hold a hearing annually to allow the teachers in the district to review proposed or revised guidelines established by the local committee.

Provide recommendations to the Board of Teaching for the renewal of teaching licenses:

- (1) Make recommendations regarding the issuance of the first continuing license by verifying one year of successful teaching experience for individuals on an entrance license. Successful teaching shall be determined by satisfying one or more of the following three criteria: a teacher receives an offer of a contract for the ensuing year; a teacher gains tenure or acquires a continuing contract; or supportive evidence is presented from supervisory personnel, professional colleagues, and/or administrators.
- (2) Act, within a reasonable time, upon requests for recommendation for renewal of the continuing license by determining whether the applicant has met the requirements for renewal in part 8710.7100.
- (3) Endorse the application for first issuance or renewal of the continuing license of each qualified applicant. The applicant shall assume the responsibility for forwarding the endorsed application to the Department of Education.
- (4) Provide supporting evidence to the Board of Teaching when a decision of the local committee is appealed.

Forward to the Board of Teaching the following information according to the due dates in this rule:

- (1) Prior to November 1 of each year, verification of the current membership of the local committee.
- (2) Prior to receiving approval from the Board of Teaching to operate as a local committee, a copy of the published local committee guidelines. At the time that substantial changes are made in local guidelines, a revised copy of these guidelines shall be forwarded to the Board of Teaching.
- (3) During February of each year, any recommendations for modifications of state continuing licensure renewal requirements, based upon an evaluation of procedures and criteria or granting clock hours.

Provide recommendations to appropriate personnel concerning the in-service needs of the district.

Grantor of clock hours

Clock hours shall be granted by the committee of the district where the applicant was employed at the time that the experience was completed. Persons who have not been or are not currently employed by a school will be granted clock hours in either of the following ways:

Statutory Authority: MS s 122A.09; 122A.18; 125.05; 125.185