

The Continuing Education Committee meets several times throughout the school year (see dates below). The committee reviews documentation submitted by teachers and administrators wanting to renew their Standard Teaching License and Administrative Teaching License. Standard Teaching Relicensure requirements are established by The Minnesota Department of Education and approved or denied by the Continuing Education Committee. Administrative Relicensure requirements are established by The Minnesota Department of Education and are preapproved by The Minnesota Board of School Administrators.

To submit copies of documentation or if you have any questions regarding the Continuing Education Committee please contact: Kelly Motz in the Human Resources office at 651-767-8209 or kelly.motz@spps.org.

Meeting Dates for 2009 – 2010

Administration Building, 360 Colborne Street, Saint Paul

October 22 nd	January 14th	March 18th	April 8 th Open House	April 29th	May 27th
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(Note the Relicensure Committee does not meet during the months of June, July, August, September November, December, or February)

Important Renewal Information:

- Submit Clock hours to the Relicensure Committee ONLY when you have met ALL Requirements to relicense!
- A teacher requesting renewal of a five-year license must earn 125 clock hours during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration. In addition to the 125 clock hours necessary to relicense, you will also need to fulfill four other requirements listed under categories R, S, T, and U on the back of this form.
- An administrator requesting renewal of a five-year license must earn 125 pre-approved administrative clock hours during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration.
- Clock hours above and beyond the 125 clock hours required for a five year licensure period **may not be banked** for future renewals.
- Once the application is accepted by the Department of Education, a teacher or administrator can start earning clock hours towards their new license.
- April 16th is an open house for teachers and administrators to stop by the Continuing Education Committee and have a committee member review their completed clock hours.
- **Renew early.** You are required to be licensed by the first day you return to work in the fall (*the first day back for teachers for the 2010-2011 school year is August 30, 2010*). Teachers who are not fully licensed by the first day of work will be paid at the casual substitute rate until they are fully licensed.

Clock Hour Cover Sheet

Name: _____	Employee ID #: _____	State File Folder #: _____
Home Address: _____ (Address)		School Name: _____ (City, State and Zip)
License Held: _____	Expires: _____	
License Held: _____	Expires: _____	

Send in your clock hours only when you have completed all requirements to relicense. A total of 125 clock hours are needed to renew a teaching license every five years. In addition to the 125 clock hours necessary to renew a teaching license, you will also need to fulfill four other requirements listed below under categories R, S, T, and U. In order to renew an administrative license 125 preapproved administrative clock hours are required.

Please only attach one Clock Hour Cover Sheet to the top of the completed 125 clock hours and 4 additional requirements.

Teaching Clock Hours
 Preapproved Administrative Clock hours
Total _____

- A College Course(s)**
 Attach a copy of transcript.
 1 semester credit = 24 clock hours.
 1 quarter credit = 16 clock hours.
Total Hours _____
- B Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license held.**
 Include signed copy of certificate listing date and number of hours completed.
Total Hours _____
- C Staff development activities, in-service meetings, and in-service courses**
 1 District in-service credit = 10 clock hours.
Total Hours _____
- *D Curriculum Development**
 District, state, national or international.
Total Hours _____
- *E Formal peer coaching or mentorship or mentorship relationships with colleagues.**
Total Hours _____
- *F Professional Service**
- F1 Supervising student teacher for full quarter = 16 clock hours, for 1 full semester = 24 clock hours. Limit of 30 clock hours per 5 year period for supervision.
 - F2 Participation on committees involved with licensure, teacher education or professional standards or accreditation (ie. North Central).
 - F3 Observers: One hour per observer per unit.
Total Hours _____

- *G First time Leadership Experiences -**
 Includes:
- G1 Development of new or broader skills and sensitivities to school, community or profession.
 - G2 Publication of professional articles in a professional journal in an appropriate field.
 - G3 Volunteer work in professional organizations related to the areas of licensure held (includes child study teams, dept. chair, etc.).
Total Hours _____
- *H First Time Opportunities to enhance knowledge and understanding of diverse educational settings.**
- H1 Experience with students of another age, ability, culture or socioeconomic level.
 - H2 Systematic, purposeful observation during visits to schools and to related business and industry.
Total Hours _____
- I Pre-approved travel or work experience (for which your teaching license is not required) related to your field of licensure.**
 1 week = 10 clock hours. Limit of 30 clock hours per 5 years.
 Requesting pre-approval of travel clock hours
Total Hours _____

Additional Requirements

- R** Positive behavioral intervention strategies
- S** Accommodation, modification and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.
- T** Reading (Comprehensive, scientifically based reading instruction).
- U** The ability to detect the early warning signs of mental illness.

(* signed letter of verification is needed in these areas)

Signature of Applicant: _____