

## Teacher License Renewal and Clock Hours Information

See **MDE Licensure Renewal Instructions**: <http://education.state.mn.us/MDE/Lic/Renew/003413>

Teachers and related services personnel are under the jurisdiction of local continuing education/relicensure committee guidelines for license renewal. Please see the following instructions for relicensure including clock hour guidelines:

1. Advised to affiliate with a Minnesota continuing education/relicensure committee as soon as the first five-year license is issued.
  - a. Lakeville Area Public Schools Continuing Education Committee
2. Earn the required 125 continuing education clock hours during the immediately preceding five-year period. Clock hours earned and granted during the five-year period may be transferred from one district to another.
  - a. Licensed employees are responsible for tracking and documenting clock hours, including employees who have not taught in Minnesota during life of license or is living outside of Minnesota. (See **Clock Hour Guideline Sheet**)
3. Clock hours are granted by the Continuing Education Committee and reflect actual participation in planned professional development that results in maintenance and improvement of professional skills and abilities. (See **Clock Hour Approval Application Form**)
4. Licensed employees in two or more areas should earn at least 30 clock hours (of the 125 clock hours) for each of the licensure areas.
5. Within one calendar year of completion of approved professional development, submit your clock hours for approval to your designated Committee Member.
  - a. Committee members are not liable for lost clock hour documents. Please submit copies and keep the originals for your records.
  - b. Notify your Continuing Education Committee member once you have completed the required 125 CEUs and additional state requirements for relicensure.
  - c. The Continuing Education Committee member will verify and enter the CEUs and requirements online with MDE. Once completed, the licensed employee will receive confirmation from the committee member to complete the license renewal application.
6. Licensed employees complete the online application through the MDE Online Licensing System:
  - a. Login with your User ID and Password. If you do not have an MDE Account, click on "Create Account",
  - b. Provide your file folder number and serial number from your most recently issued license.
  - c. Complete the remaining instructions on the online application.
7. Once MDE notifies you that your license has been renewed, please email **Mary Knutson at mary.knutson@isd194.org**. Mary will update district records.
8. MyView: Your license on MyView is only updated once per year in the month of September.

### Substitutes Licensure Requirements:

All individuals who substitute teach or have a licensed position in a Minnesota elementary or secondary public school must hold a valid Minnesota education license.

**Limited Short Call Substitute Teachers**: A short call substitute teacher is one who teaches on a day-to-day basis not to exceed 15 consecutive days replacing the same teacher. A short call substitute teacher

must hold a Minnesota full time teaching license or a short call substitute teacher license. The short call substitute teacher license is valid for short call substitute teaching at all grade levels in all subjects.

A limited short call substitute teacher license expires two years from the June 30th nearest the date the license is issued. A limited short call substitute teacher license shall be granted to an applicant if the following conditions are met:

- The designated administrator of an employing school district or charter school requests a temporary limited short call substitute teacher license;
- The designated administrator of an employing school district or charter school verifies in writing (Section 8) that the school district or charter school is experiencing hardship in securing a sufficient number of licensed teachers to meet the need for short call substitute teachers; and
- The applicant holds a baccalaureate degree from a United States college or university, or the equivalent.

Long Call Substitute Teachers: A long call substitute teacher is one who replaces the same teacher for 16+ consecutive days. A long call substitute teacher must hold a full professional license or Board of Teaching permission to teach in each licensure area taught.

Contact Human Resources – Mary Knutson

Email: [mary.knutson@isd194.org](mailto:mary.knutson@isd194.org)

Direct: 952-232-2006 | HR Line: 952-232-2005

8670 210th Street West, Lakeville, Minnesota 55044

Fax: 952-469-6054