

## **HOW DO I WORK TOWARD RELICENSURE?**

- The **Clock Hour Guideline Sheet** lists all of the categories of the experiences/activities that may be used for renewal of your license and a short explanation of each activity or experience that fits into each category.
- The **Clock Hour Approval Application** form needs to be filled out and submitted to the CEU committee on or before the last meeting date of the school year in May. Any forms that are submitted after the May meeting will be acted upon at the first meeting of the following school year. Special circumstances to this deadline need to be arranged with the continuing education chair. Monthly meeting dates should be posted in your building.
- All experiences/activities should be submitted within one calendar year of their completion. Clock Hour Approval forms should be submitted as activities are completed rather than saving them for a 5-year period and then submitting them all at once.
- Once an activity/experience has been approved or rejected, the Clock Hour Approval Application form will be placed in your district folder. A Committee Communication sheet will be sent back to you so that you will be updated on the activity in your file. Please try to keep these sheets in a folder of your own should you have any questions as to how many clock hours you have already accumulated.
- You must submit experiences from at least two areas/categories (see Clock Hour Guideline Sheet A-E and F-I) per 5-year period for the license you hold.
- Seven areas of professional development activities have been added by the Minnesota Board of Teaching. These activities have to be met in order to renew your teaching license. These added areas are included in your 125 CEU requirements and are **not in addition** to the 125 CEU requirements. (See Clock Hour Guideline Sheet 'MN Board of Teaching Specific Professional Development Activities Required for Renewal'.)

## **WHAT RESPONSIBILITIES DO I HAVE IN MAKING IT THROUGH THIS PERIOD OF RELICENSURE?**

It is your responsibility to:

1. Turn in Clock Hour Approval Application Forms, within one calendar year of completion of the activity or experience, to the committee member associated with your building.
2. Know when your license expires.
3. Submit completed application to the MN Department of Education after January 1 of the year your license expires.

**WHO ARE THE COMMITTEE MEMBERS?** (Committee members located in underlined building)

Peggy Donth, Chair (952-232-3442) – LSHS, LNHS, ALC, Licensed District Residents

Maggie Jaeger, Secretary – MMS, CMS, KTMS

Ginny Nicols – LME, CHE, JFK, LVE

Brenda Turner – OHE, CLE, OLE, CVE

Julie Berg – EVE, CLEC

Julie Mundy – All Saints

Sharon Krueger – District Office, Administrators Renewing a Teaching License

To submit clock hours and to renew your license, notify the committee member associated with your building. (The committee member's building location is underlined.)

**WHAT DO I DO WHEN I'M READY TO RENEW MY LICENSE?**

You are responsible for knowing when your license will expire. The Committee will no longer be notifying you of your expiration date. Access the following link to view your license with the MN Department of Education:

<http://w20.education.state.mn.us/LicenseLookup/lookup>