

## Tier 3 & 4 Teaching and Administrative Licenses Renewal Clock Hour Cover Sheet

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ State File Folder #: \_\_\_\_\_

Tier 3\_\_\_\_ OR Tier 4\_\_\_\_ OR/AND Admin (Yes /No.) License Expiration Year (2026 ONLY)\_\_\_\_ OR Lapsed License: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email required: \_\_\_\_\_ School Name: \_\_\_\_\_

Please Circle: • Teacher • Administrator • Other \_\_\_\_\_

Note: If you would like materials mailed back to you (must include envelope and stamp) • Postal Mail • District Intermail

### Include This Cover Sheet with Your Relicensure Materials Submission

THE LETTERS (A) THRU (H) ARE ALL VARIOUS WAYS YOU MAY OBTAIN CLOCK HOURS TOWARDS YOUR RELICENSING. YOU DO NOT NEED TO OBTAIN CLOCK HOURS FROM EACH ITEM LISTED, **IT IS YOUR CHOICE.**

#### **A College Course(s)**

Attach a copy of the transcript  
1 semester credit = 24 clock hours  
1 quarter credit = 16 clock hours

G4 Experience with students of another age, ability, culture, or socioeconomic level

G5 Systematic, purposeful observation during visits to schools and to related business and industry

#### **B Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license held**

Include a signed copy of the certificate listing name, date, and number of hours completed

#### **\*H 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 18 clock hours for 3 years or 30 clock hours per 5 years

☐ Requesting pre-approval of travel clock hours: <https://bit.ly/4etIOaB>

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

#### **C Staff development activities, in-service meetings, and in-service courses**

1 District in-service credit = 10 clock hours

#### **\*D Curriculum Development**

District, state, national or international

#### **\*E Formal peer coaching or mentorship or mentorship relationships with colleagues**

#### **\*F Professional Service**

F1 Supervising clinical experience (*field experience, practicum and 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 (Limit 50 clock hours per 5-year period, *10 per year*)

F3 Observers: One hour per observer per unit

F4 PLC (Professional Learning Committee)  
(Limit 50 clock hours per 5-year period, *10 per year*)

#### **\*G First-time Leadership Experiences**

*Limit 6 clock hours per year*

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.)

### EIGHT REQUIRED AREAS

\*A minimum of 3 clock hours for P and a minimum of 1 clock hour for the other required areas

#### **N ☐ American Indian History and Culture (1hr)**

(as of 9/4/2025 you may use P6-Cultural Competency course to support this area until further notice - this ONLY applies to those that license EXPIRES June 2026)

#### **O ☐ English Language Learners (1hr.)**

#### **P ☐ Cultural Competency (3hrs\*)**

P1= (2 hours) & P2-P7= (1 hour for any) minimum of 3 hours are required

#### **Q ☐ Suicide Prevention (1hr)**

#### **R ☐ Positive Behavioral Intervention Strategies (1hr)**

#### **S ☐ Accommodation, Modification, and Adaptation of Curriculum, Materials, and Instruction to Appropriately Meet the Needs of Varied Students in Achieving Graduation Standards (1hr)**

#### **T ☐ Reading (*Comprehensive, Scientifically Based Reading Instruction*) (1hr)**

#### **U ☐ Key Warning Signs of Early-Onset Mental Illness in Children and Adolescents (1hr)**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 11/2025

**Saint Paul Public Schools, ISD#625**  
**Human Resource: Relicensure Committee**  
**360 Colborne Street**  
**Saint Paul, MN 55102**

**PELS Board**  
**Relicensure for Tier 3 & 4 Teaching and**  
**Administrative Licenses**

The Relicensure Committee meets several times throughout the school year (see dates below). The Committee reviews documentation submitted by Teachers and Administrators needing to renew their Tier 3 or 4 administrative and teaching licenses. Tier 3 & 4 teaching re-licensure requirements are established by The Professional Educators License and Standards Board (PELSB) and applications are approved or denied by the committee. Administrative re-licensure requirements are established by the Minnesota Board of School Administrators and Standards Board and applications are approved or denied by the committee.

**PowerSchool transcript and if necessary, any additional clock hours certificate and transcripts must be submitted to the Relicensure Committee.**

**Please submit your materials to the Relicensure Committee via the directions on the SPPS Relicensure Web page: <https://bit.ly/3SyVg4V>**

Meeting Dates for 2025 – 2026						
<b>December 11th</b>	<b>January 15th</b>	<b>February 19th</b>	<b>March 19th</b>	<b>April (Open House) 22nd</b>	<b>May 7th</b>	<b>May 28th</b>

**Note: Committee meetings are closed to the public except for the Open House. The committee does not meet or review renewal materials from June thru November but will, if needed, in certain circumstances. Check SPPS Relicensure Web Page for updated dates of when the Relicensure Committee convenes in December. You are required to be licensed by the first day you work.**

#### **Important Renewal Information:**

- **Submit clock hours to the committee by May 28th, 2026**
- Submit clock hours to the committee ONLY when you have met ALL requirements to renew
- A teacher requesting renewal of a Tier 4 license must earn 125 clock hours during each five-year licensure period from the date of renewal to June 30 of the year of expiration. Also, a teacher requesting renewal of a Tier 3 license must earn 75 clock hours during each 3-year licensure period from the date of renewal to June 30 of the year of expiration. **Within the clock hours necessary to relicense, you will need to fulfill eight requirements listed under categories N, O, P, Q, R, S, T, U**
- Clock hours above and beyond required clock hours required for the licensure period **may not be banked** for future renewals.
- Once your materials have been **approved** by the committee you will receive **an email 7 business days after the committee meets detailing further instructions on final steps of how to pay for your license on the PELSB website.**

#### Committee Members

See Pha Vang (Committee Chair) – [seepha.vang@spps.org](mailto:seepha.vang@spps.org)

Heidi Elliott – [heidi.elliott@spps.org](mailto:heidi.elliott@spps.org)

Robyn Asher – [robyn.asher@spps.org](mailto:robyn.asher@spps.org)

Donna Scarcella – [dlscarcella@gmail.com](mailto:dlscarcella@gmail.com)

Meera Matz- [meera.matz@spps.org](mailto:meera.matz@spps.org)

Mary Yang – [mary.yang@spps.org](mailto:mary.yang@spps.org)

Maureen Rueber- [maureen.rueber@gmail.com](mailto:maureen.rueber@gmail.com)

Kethkeo Vichaiyarath-[kethkeo.vichaiyarath@spps.org](mailto:kethkeo.vichaiyarath@spps.org)

Erika Huss- [erika.huss@spps.org](mailto:erika.huss@spps.org)

If you have any questions, please send us an email at [relicensurecommittee@spps.org](mailto:relicensurecommittee@spps.org)

*Revised 11/2025*