

Categories for Clock Hour Allocation

Verification of completion of experience must be submitted by the applicant to the local committee. 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/quarter credit and 24 clock hours/semester]
- B. Educational workshops** conferences, institutes, seminars, or lectures in areas appropriate to licenses held
- C. Staff development activities** inservice meetings
- D. Site, district, regional, state, national, or international curriculum**
- 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:**
 - supervision of clinical experiences persons enrolled in teacher preparation programs [supervision of clinical experiences persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a 5 year relicensure period for supervision.
 - participation in national, state and local committees involved with licensure, teacher education or professional standards.
 - participation in national, regional or state accreditation.
- G. Leadership experiences in the following areas:**
 - development of new or broader skills and sensitivities to the school, community, or profession
 - publication of professional articles in a professional journal in an appropriate field
 - 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:**
 - experiences with students of another age, ability, culture or socioeconomic level
 - systematic, purposeful observation during visits to schools and to related business and industry
- I. Pre-approved travel or work experience:**
 - travel for purposes of improving instructional capabilities related to the field of licensure. One week of pre-approved travel or work experiences for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five year relicensure period for travel or work experiences
 - work experience in business or industry appropriate to the field of licensure

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.

Local Committee Action

Approved for _____ Clock Hours

Not approved. _____ Reason: _____

Committee Signature: _____

Date: _____



Name:

Areas of Relicensure:

Relicensure Year:

File folder #:

School:

Home Address:

City:

State: MN

Zip:

Phone:

Email Address:

Fill in the date, event and appropriate category. Also indicate if the activity addresses one of the required areas. The Relicensure Committee will verify the number of clock hours for approval.

Needs to be in Month/Day/ Year Form.	Event	Category ABCDEFGHI (see below)	ACC	POS	CUL	R	MI	SUI	ELL	AIHC	Clock Hours	Approved

<p>Attach Documentation for Review</p> <p>Category (Refer to approval for complete category description)</p> <p>A = Relevant Coursework B = Educational Workshops C = Staff Development Activities D = Site, district, regional, state, national or international curriculum E = Engagement in formal peer coaching or mentorship relationships F = Professional service in listed areas G = Leadership experience in listed areas H = Opportunities to enhance knowledge and understanding of diverse educational settings I = Pre-approved travel or work experience</p>	<p>State Required Areas:</p> <p>ACC = Accommodations, Modifications and Adaptations of Curriculum, etc. (1 hr) POS = Positive behavior intervention strategies for students with special needs (1 hr) CUL = Cultural Competency (8 hrs) R = Reading Preparation (5 hrs) MI = Key Warning Signs of Mental Illness (1 hr) SUI = Suicide Prevention (1 hr) ELL = English Language Learners (1 hr) AIHC = American Indian History & Culture (1 hr) **ProTip** <i>Once you have met the required areas and are totaling 125 hours, there is no need to continue to submit clock hours.</i></p>
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