LOCAL CONTINUING EDUCATION RELICENSURE COMMITTEE BYLAWS

Inver Grove Heights Schools, ISD 199

October 19, 2026

PURPOSE

The local continuing education relicensure committee ("relicensure committee") in *Inver Grove Heights Schools, ISD 199* is established for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of Tier 3 and Tier 4 licenses, including related service licenses, and is governed by the rules set forth in Minnesota Rules, chapter 8710.

COMMITTEE MEMBERSHIP

Members

The local committee must consist of seven (7) members. Membership must reflect the following:

A. Five individuals, who hold at least a baccalaureate degree and are licensed by the Professional Educator Licensing and Standards Board (elected by licensed teachers and related services providers of the district).

B. One individual who holds a Minnesota administrator's license (elected by the licensed administrators of the district).

C. One individual who is a resident of the district and is not an employee of the school district[1] (designated by the local school board).[2]

Chairperson

Each year, the relicensure committee must elect a chairperson by the end of September and establish the chair person's duties.[3]

The chairperson works with the Director of Learning and Director of Instructional Technology to call and facilitate meetings, prepare agendas, record approved clock hours into the Continuing Education Clock Hour Reporting System, provide leadership in orienting new committee members, serve as liaison and contact person in the committee's relationship with outside agencies and individuals, and coordinate revision of local guidelines when needed.

Secretary

Each year, the relicensure committee must elect a secretary by the end of September and establish the secretary's duties.[4]

The secretary or CE member records the minutes of each meeting and distributes them to the committee members and administration.

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[1] Note, school board members are not considered "employees of the district."
[2] Minn. R. 8710.7300, subp. 1.
[3] Minn. R. 8710.7300, subp. 4.
[4] Minn. R. 8710.7300, subp. 4.

Reporting

The relicensure committee must report its current membership roster to the Professional Educator Licensing and Standards Board by November 1 of each year.[5] Failure to submit the roster by November 1 will result in deactivation of the committee's access to the Continuing Education Clock Hour Reporting System.

Election Procedures

Elections for the relicensure committee must be held in May of each year, for terms beginning no later than September 1.[6] The term of office is two years.[7] Reelection is subject to no limitations. Names of continuing education committee members will be available publicly on the district website each year.

The relicensure committee must ensure that the members of each voting group are notified at least five (5) days prior to the election. The election must be conducted using secret ballots[8] or such that a vote can be submitted anonymously.

COMMITTEE MEETINGS

The relicensure committee must hold an "organizational meeting" by September of each year to elect a chairperson and secretary.[9]

The relicensure committee will meet once per semester and meeting agendas will include the time and place (whether in-person or via Zoom).[10] The relicensure committee must provide at least five (5) days' notice to all members and those subject to committee action.[11] Additional meetings may be called by the chairperson or by written request of three or more of the members.[12]

For the purpose of transacting business, a quorum is more than 50 percent of the total voting membership of the committee. A majority vote of committee members present and voting is sufficient to take action.[13]

Annual Hearing

The relicensure committee must hold an annual open hearing to allow licensed teachers and related services providers in the district to review committee procedures. The committee procedures must be made available in advance of the hearing. If possible, all committee members will be present at the hearing. The hearing must continue until everyone who wishes to speak has had an opportunity to do so. Although input received at the

[5] Minn. R. 8710.7300, subp. 7 C (1).
[6] Minn. R. 8710.7300, subp. 2.
[7] Minn. R. 8710.7300, subp. 2.
[8] Minn. R. 8710.7300, subp. 2.
[9] Minn. R. 8710.7300, subp. 4.
[10] Minn. R. 8710.7300, subp. 7 A (1).
[11] Minn. R. 8710.7300, subp. 6.
[12] Minn. R. 8710.7300, subp. 6.
[13] Minn. R. 8710.7300, subp. 6.

hearing is not binding, the relicensure committee will consider modifications consistent with licensure rules, if the information received during the hearing indicates that changes are necessary or desirable. [14]

COMMITTEE PROCEDURES

The relicensure committee must make all procedures publicly available.[15]

Meeting Procedures

The relicensure committee is responsible for establishing a meeting schedule each semesters, as well as meeting procedures.[16]

At regular meetings of the relicensure committee, the chairperson apprises the members of any correspondence or questions for consideration. In order to ensure consistent and equitable interpretation, regular meetings provide an opportunity to review any applications that do not readily conform to established guidelines to be discussed by the committee and clock hours assigned based upon a file of past decisions and practices that is maintained for each category. Clock hours will then be approved or denied as discussed by the committee and documented in Keep Certified by the applicable continuing education member.

Emergency Approval Procedures

The relicensure committee is responsible for establishing a procedure for emergency approval during periods when the committee is not regularly meeting.[17]

Recommendation: Approval for emergency requests during periods when the committee does not meet (for example, summers) may be obtained by contacting the Director of Learning and/or the Director of Instructional Technology who are authorized to take action on the emergency request.

Recommendations for the renewal of teaching licenses

The relicensure committee members are responsible for providing timely recommendations to the Professional Educator Licensing and Standards Board regarding the renewal of teaching licenses by assessing whether an individual has met all the renewal requirements.[18] The relicensure committee members are also responsible for entering approved clock hours into the individual's record in Keep Certified and the Continuing Education Clock Hour Reporting System.

The relicensing committee is responsible for making decisions concerning whether to grant clock hours and the number of hours to be granted.

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[14] Minn. R. 8710.7300, subp. 7 A (3).
[15] Minn. R. 8710.7300, subp. 7 A (2).
[16] Minn. R. 8710.7300, subp. 7 A (1).
[17] Minn. R. 8710.7300, subp. 7 A (1).
[18] Minn. R. 8710.7300, subp. 7 B (1).

Renewal Requirements Chart

Includes a high-level overview of all requirements for renewal, including non-clock hour district-level human resources requirements.

MINNESOTA PROFESSIONAL EDUCATOR LICENSING AND STANDARDS BOARD

RENEWAL REQUIREMENTS	Total Clock Hours	Mandatory Requirements:	Positive Behavior Intervention	Accommodation, Modification, Adaptation of Curriculum, Materials and Strategies	Mental Illness	Suicide Prevention	Reading Preparation	English Language Learner	Cultural Competency	American Indian History & Culture	Notes
Full Time Licenses											
Teacher - Tier 1 (renewal requirements for first renewal only)	N	N	N	Y	Y	N	N	Y	Y		Field specific content test attempted
Teacher - Tier 2 (renewal requirements for first renewal only)	N	N	N	Y	Y	N	N	Y	Y		If enrolled - must evidence meaningful progress made
Teacher - Tier 3	75	Y	Y	Y	Y	Y	Y	Y	Y		National Board Certification in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.
Teacher - Tier 4	125	Y	Y	Y	Y	Y	Y	Y	Y		National Board Certification in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.
Two-year Administrator	N	N	N	N	N	N	N	N	N		Renews every two years until one year of administrative experience is gained.
Five-year Administrator	125	N	N	N	N	N	N	N	N		125 Board of School Administrators pre-approved administrative clock hours. If also hold a teaching license, must meet those requirements as well.
Related Services - Tier 3 = 75, Tier 4 = 125 Clock Hours											
School Counselor	75/125	Y	Y	Y	Y	N	Y	Y	Y		No Tier 1. For Tier 2: if enrolled - must evidence meaningful progress made
School Nurse	75/125	Y	Y	Y	Y	N	Y	Y	Y		No Tier 1 or 2, Current Board of Nursing and Public Health Nurse License Required - National nursing certifications may be used in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. Refer to your local relicensure committee for review.
School Psychologist	75/125	Y	Y	Y	Y	N	Y	Y	Y		No Tier 1 - NCSP credential in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the credentialing process. Refer to your local relicensure committee for review.
School Social Worker	75/125	Y	Y	Y	Y	N	Y	Y	Y		No Tier 1 or 2, Current Board of Social Work License Required
Speech Language Pathologist	75/125	Y	Y	Y	Y	N	Y	Y	Y		No Tier 1 - CCC may be used in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.
Substitute											
Three-Year Short Call Substitute Teaching License	N	N	N	N	N	N	N	N	N		
Lifetime Short Call Substitute Teaching License	N	N	N	N	N	N	N	N	N		
Career and Technical (CTE) Short Call Substitute License	N	N	N	N	N	N	N	N	N		**Y = Required**
Pilot Short-Call Substitute License (Expires 6/30/2025)	N	N	N	N	N	N	N	N	N		**N = Not Required**
NCSP = Nationally Certified School Psychologist credential from the National Association of School Psychologists											
CCC = Certificate of Clinical Competence credential from the American Speech-Language-Hearing Association											

February 2024

To receive CEUs for National Board Certification the committee will need to see a document to show the National Certification.

Jurisdiction

All licensed teachers and related services providers are subject to the continuing education rules set forth in Minnesota Rules, chapter 8710.[19] The relicensure committee is responsible for reviewing and assessing relicensure requirements for individuals employed in the district. If an individual is not employed by the district, the relicensure committee in the school district where that particular individual lives has jurisdiction.

Appeal Procedures

The relicensure committee's appeal procedures include:

When an individual has not been granted the requested number of clock hours by the relicensure committee, an appeal may be made to the committee Chair within 20 working days after notification of the decision. Failure to

[19] Note, individuals holding lifetime licenses are not subject to committee action (so long as they hold no other licenses).

file a written request with the committee chair for an appeal within 20 working days constitutes a waiver of the individual's right to appeal to the Professional Educator Licensing and Standards Board.

Final decisions by the relicensure committee members for continuing education/relicensure may be appealed to the Professional Educator Licensing and Standards Board by the applicant within 30 calendar days after the date the denial is reaffirmed. [20]

In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the Professional Educator Licensing and Standards Board. The Board shall extend the previous license until all avenues of appeal have been exhausted.

Other Procedures

ISD 199 staff seeking approval for relicensure activities and learning must submit their requests to continuing education committee members within the Keep Certified Continuing Education Clock Hour System. Requests must be submitted by May 1 of the year in which relicensure is due.

ISD 199 Community Members seeking approval for relicensure activities and learning must submit their requests to the continuing education committee through the Chairperson. Requests must be submitted by May 1 of the year in which relicensure is due.

Activities need to include but are not limited to relicensure requirements in the following areas:

- ☐ ***Positive behavior intervention strategies*** (1 hour or more)

- ☐ ***Accommodating, Modifying, and Adapting Curricula, Materials, and Strategies*** to appropriately meet the needs of individual students and ensure adequate progress toward the state's graduation rule (1 hour or more).

- ☐ ***Further reading preparation*** as defined in Minnesota Statute 122A.06, Subd. 4 (https://www.revisor.mn.gov/statutes/?id=122A.06#stat.122A.06.2). This requirement applies to all professional licenses issued by the Minnesota Professional Educator Licensing and Standards Board, except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel (1 hour or more).

- ☐ ***Key warning signs of early-onset mental illness in children and adolescents, including a minimum of one hour of suicide prevention*** (1 hour or more for each)

- ☐ Evidence of instructor growth in ***English Language Learner Instruction*** as evident in the summative evaluation or district approved training that aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners (1 hour or more).

[20] Minn. R. 8710.0900.

☐ ***Cultural Competency Training*** evidenced for renewals beginning in 2020 and thereafter (5 hours or more for renewals beginning in 2022).

Cultural competency, defined in Minnesota Administrative Rule 8710.0310 , is required of all educators renewing in or after 2020. Educators may take any training that meets the following criteria:
Shows evidence of self-reflection of the following topics in a way that deepens teachers' understanding of their own frames of reference, potential bias in these frames, and the impact of bias on expectations for and relationships with students, students' families, and school communities.

- Racial, Cultural, and Socioeconomic Groups
- American Indian and Alaskan Native Students
- Religion
- Systemic Racism
- Gender Identity, Including Transgender Students
- Sexual Orientation
- Language Diversity
- Individuals with Disabilities and Mental Health Concerns

☐ ***American Indian and Alaskan Native Students Training*** evidenced for renewals beginning in 2024 and thereafter (1 hours or more for renewals beginning in 2022).

Shows evidence of self-reflection of American Indian and Alaskan Native students in a way that deepens teachers' understanding of their own frames of reference, potential bias in these frames, and the impact of bias on expectations for and relationships with students, students' families, and school communities.

Pre Approval for Travel or Work Experience

In accordance with the Minnesota Professional Licensing and Standards Board (PELSB) Categories for Clock Hour Allocation, pre approval for travel or work experience requests for continuing education credit is required before submitting a CEU request and documentation into Keep Certified. To request pre approval, use the ISD 199 Pre Approval for Travel or Work Experience Form and turn it into the site's Continuing Education Committee member at least 30 days prior to travel or the work experience.

- Travel for purposes of improving instructional capabilities related to the field of licensure; or
- Work experience in business or industry appropriate to the field of licensure. One week of pre approved travel or work work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for travel or work experience.

RESPONSIBILITIES OF LICENSED TEACHERS & RELATED SERVICES PROVIDERS

It is the responsibility of each licensed teacher and related services provider to be informed of their relicensure due date and requirements, to seek out professional learning opportunities within and outside of the school district, and to submit the application, appropriate verification, and other materials to the relicensure committee members.[21] It is also the responsibility of the individual to submit the online renewal application and pay the processing fee after the committee has verified that all renewal requirements have been met. Although recordkeeping is one of the committee's functions, licensure is a personal responsibility, and each applicant is URGED to keep a duplicate set of records as a safeguard against accidental mishap during the relicensure process.

[21] Minn. R. 8710.7000.