

WILLMAR PUBLIC SCHOOLS



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Clock Hour Reports

[Click here to access Clock hour Reports from 2018–2024](#)

Contacts

Minnesota Department of Education

Website: <http://education.state.mn.us>

E-mail Address: mde.contactus@state.mn.us

Phone: 1-651-582-8200

Mailing Address: Minnesota Department of Education 1500 Highway 36 West Roseville, MN 55113

Professional Educator Licensing & Standards Board PELSB

Website: <https://mn.gov/pelsb>

E-mail Address: pelsb@state.mn.us

Phone: 1-651-539-4200

Mailing Address: Professional Educator Licensing and Standards Board 1021 Bandana Blvd E., Suite 222 St. Paul, MN 55108-5111

Local Continuing Education Contact

Continuing Education Chair: Jessica Scheevel

E-mail: ceu@willmar.k12.mn.us

Phone: 320.214.6039

How to View Your License

VIEW YOUR LICENSE ON PELSB SYSTEM

<https://public.education.mn.gov/LicenseLookup/educator>

- Step 1: Enter your file folder number or your name as it appears on your license.
- Step 2: Click on “Details” for the correct renewal year, Expiration date, Tier number, renewal date, and conditions and requirements for renewal of your license.

VIEW YOUR CLOCK HOURS ON PELSB STATE SYSTEM.

REQUEST SERIAL NUMBER ON LICENSE

<https://public.education.mn.gov/educatorsonline/>

- Step 1: Click “I have read this statement.”
- Step 2: Click “Proceed to Login.”
- Step 3: Enter Last Name and File Folder Number and click Continue
- Step 4: Enter Date of Birth, Social Security Number Twice, and the Serial Number from your Minnesota Educator License
- Step 5: Click Clock Hour Details
- Note: Clock Hours are uploaded periodically, after your retirement, and upon your resignation from the school district.

How to Renew Your License With Willmar Public Schools

TIER 1 and TIER 2

Renewing Your License

- Renewal of your license must be coordinated with the Willmar Public Schools Human Resources Office. Renewal of the license cannot occur until after July 1 of your renewal year.
- You are **not** required to submit clock hours until you have completed the requirements for a three-year license and have been issued a three-year license.
- Your requirements for renewing your license are found in the District Clock Hour Report, which is on page 2 of this handbook, and/or in your Proserva account.
- Currently, Tier 1 and Tier 2 license holders must complete the following Professional Development Requirements during their 1 or 2-year license period and provide proof of completion to the Willmar School District's Continuing Education Committee Chairperson.
 - Key Warning Signs of Early-Onset Mental Illness in Children and Adolescents
 - Suicide Prevention Training (One Hour Minimum)
 - Cultural Competency

QUESTIONS?

Contact the Human Resources Director, Liz Windingstad, windingstade@willmar.k12.mn.us.

TIER 3 & TIER 4

Renewing Your License

- If you have a Tier 3 license, 75 clock hours are needed to renew your license every 3 years.
 - All Professional Development Requirements must be completed to renew your license.
- If you have a Tier 4 license, 125 clock hours are needed to renew your license every 5 years.
 - All Professional Development Requirements must be completed to renew your license.
- Teachers and administrators can renew a license starting January 1 in the year of expiration.
- Educators and administrators must ensure that all renewal requirements are met before beginning the license renewal process.
- A recap of where and how those hours can be earned is located in [Appendix A](#) of this handbook.
- As clock hours are earned, submit your evidence in [Proserva](#). You will need a CEU certificate with a signature as evidence of completion to upload.
 - The committee assumes honesty as far as the completion of Clock Hours and Mandatory Professional Development Requirements.
 - You can access submitted materials at any time by logging into your [Proserva](#) account.
- For additional information on your specific Tier, please [visit the PELSB website](#).

How You Can Earn Clock Hours

- Only teachers who hold a Tier 3 or Tier 4 license are required to submit clock hours to renew their license. You must earn Clock Hours in two or more categories to renew your license.
- Do not wait until the end of the school year or the end of your license renewal period to submit Clock Hour Requests.
- You can locate the Continuing Education Handbook by [visiting this website](#) and clicking on “Continuing Education Handbook.”
- You can submit clock hours via [Proserva](#).

New Teacher Workshop Days

You will earn 7 CEU hours of CEUs for each new teacher workshop day you are present. Hours are earned in Category “C”. Administration will take attendance and provide that information to the CEU committee to bulk upload. **Important Note:** If you miss a portion of the day, you will be responsible for entering your time into [Proserva](#) using the [Continuing Education Activity Log](#).

Fall Workshop Days

You will earn 7 CEU hours of CEUs for each fall workshop day you are present. Hours earned in Category “C”. The CEU will bulk upload these hours based on attendance from Red Rover.

Important Note: If you miss a portion of the day, you will be responsible for entering your time into [Proserva](#) using the [Continuing Education Activity Log](#).

Inservice Days

You will earn 7 CEU hours of CEUs for each inservice day you are present. Hours earned in Category “C”. The CEU will bulk upload these hours based on attendance from Red Rover.

Important Note: If you miss a portion of the day, you will be responsible for entering your time into [Proserva](#) using the [Continuing Education Activity Log](#).

Professional Learning Communities (PLCs)

You can earn one hour of CEU for each hour you were present and worked during PLC time. Hours are earned in Category “C”. Each employee should log their weekly attendance and submit one annually at the end of the school year in [Proserva](#) using the [Continuing Education Activity Log](#).

Workshops

You will earn one hour of CEUs for each hour you were present and worked. You cannot count travel time or meal times. Use Category “B” if the activity is over 2 hours; “C” is under 2 hours. Applies to in-person and/or virtual activities. Submit when completed in [Proserva](#).

OTHER CATEGORIES

You can earn hours in other categories. All categories (A-I) are listed in [Appendix A](#) of this handbook. You can start requesting clock hours any time after the date your current license was issued. The date the license was issued is printed on your license.

Important Links

- [Professional Educator Licensing Standards Board - PELSB](#)
- [Trainings for Licensure Requirements](#)
- [Renewal Requirement Chart](#)
- [Proserva](#) - Online CEU Tracker
- [Minn. Stat. 122A.187](#)
- [Clock Hour Website](#)

APPENDIX A - CLOCK HOUR CATEGORIES

An individual must earn a minimum of 125 clock hours as a Tier 4 Teacher per 5-year renewal period or 75 Clock Hours as a Tier 3 Teacher per 3-year renewal period for re-licensure. All Professional Development Requirements are required for each renewal period for both Tier 4 and Tier 3 teachers. A clock hour is defined as an hour of actual instruction, supervised group activity, or planned individual professional requirement.

CLOCK HOURS MUST BE EARNED IN TWO OR MORE CATEGORIES DURING YOUR RENEWAL PERIOD.

- A.** Relevant Coursework Completed at an Accredited College or University.
- **NO LIMIT** (1 quarter credit = 16 clock hours, One-semester credit = 24 clock hours.)

FOR B THROUGH I, ONE HOUR OF ATTENDANCE EQUALS ONE CLOCK HOUR.

- B.** Educational Workshops, Conferences, Institutes, Seminars, or Lectures In an Area Appropriate To Licenses Held. Appropriate to licenses held (More than 8 hours in length)
- **NO LIMIT**
- C.** Staff Development Activities, In-Service Meetings, Workshops, or Courses (Under 2 hours in length).
- **NO LIMIT**
- D.** Building, District, Region, State, National, and International Curriculum Development (Up to 8 hours in length).
- **NO LIMIT**
- E.** Formal Peer Coaching Or Mentorship Relationships With Colleagues.
- **NO LIMIT**

THERE ARE LIMITS, AS NOTED, IN THE FOLLOWING CATEGORIES.

- F.** Professional Service
- Supervision of clinical experiences for persons enrolled in teacher licensing programs. (Student Teacher supervision). Limit 30 clock hours/5-year renewal period.
 - One quarter = 16 hours, One semester = 24 hours
 - Membership on national, state, and local committees involved with teacher licensing, Teacher Education, or Professional standards.
 - Participation in national, state, or regional accreditation. National Board certification = 25 clock hours/year, 125 clock hours/5 years.
- G.** Leadership Experiences
- Development of new or broader skills and sensitivities to school, community, or profession.
 - Publication of professional articles in a professional journal in an appropriate field.
 - Volunteer work in professional organizations related to the area of licensing.
- H.** Opportunities to Enhance Knowledge and Understanding of Diverse Educational Settings
- Experiences with students of another age, ability, culture, or socioeconomic level
 - Systematic, purposeful observation during visits to schools and to a license-related business industry.
- I.** Travel or Work Experience
- Limit 30 clock hours per five-year renewal period. One week of travel = 10 clock hours
 - Work Experience in business or industry appropriate to the field of licensing.

INDIVIDUAL'S RESPONSIBILITY

It is the responsibility of an individual to log in and monitor their Proserva for accuracy. Additionally, it is the responsibility of the individual to be aware of their Minnesota Educator License renewal date and submit for renewal.

APPENDIX B - ABBREVIATIONS & DEFINITIONS

Abbreviation	Description
ACC	Accommodations, Modifications, and Applications (ACC) Licensure Requirement
AIHC	American Indian History and Culture Licensure Requirement
CE	Continuing Education
CEU	Continuing Education Unit: 1 CEU = 1 Clock Hour of participation in a Clock Hour category.
CUL	Cultural Competency Licensure Requirement
ELL	English Learner Learners Licensure Requirement
LL	License Lookup
FFN	File Folder Number on your License
SN	Serial Number on your License
MDE	Minnesota Department of Education
MI	Early Warning Signs of Mental Illness Licensure Requirement
PREP	Reading Preparation Licensure Requirement
POS/PBIS	Positive Behavioral Intervention Strategies Licensure Requirement
PD	Professional Development
PELSB	Professional Educator Licensing Standards Board
PLC	Professional Learning Communities
SUI	Suicide Prevention Licensure Requirement
T1, T2, T3, T4	Tier 1, 2, 3, and 4 Teaching License
WEAC	Willmar Education and Arts Center

APPENDIX C - ADMINISTRATORS WITH A CLASSROOM TEACHING LICENSE

PROFESSIONAL DEVELOPMENT REQUIREMENTS COMMENCE WITH YOUR 2026 RENEWAL YEAR

The following will apply:

- 1.) 125 Clock Hours for the classroom license will be automatically awarded to any administrator with a 5-year license. You need to submit Clock Hours for your administrator's license; there is no need to double your paperwork. Individuals with a 2-year Administrator license do not need clock hours to renew their license.
- 2.) For Willmar Continuing Education, the following Professional Development Requirements must be completed as an administrator to maintain a classroom license beginning with their classroom license in 2026. That gives administrators who renew in 2026 two years to complete the needed requirements. If the administrator moves to all classroom situations, all requirements must be completed for the classroom license renewal.
 - Positive Behavioral Intervention Strategies
 - Key Warning Signs of Early-Onset Mental Illness in Children and Adolescents
 - Suicide Prevention Training (One Hour Minimum)
 - Cultural Competency

APPENDIX D - CEU COMMITTEE RESOURCES

- [Submission Expectations](#)
- [Proserva- Logging in](#)
- [Proserva- Record CEUs](#)
- [Proserva- Submit for Renewal](#)
- [Proserva- Helpful Videos](#)
- [Continuing Education Activity Log](#)