


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

 PROFESSIONAL EDUCATOR LICENSING AND STANDARDS BOARD		Total Clock Hours											Notes
RENEWAL REQUIREMENTS		Mandatory Requirements											
		1 2 8 4 3 7 10 11											
Full Time Licenses													
Teacher - Tier 1 (renewal requirements for first renewal only)	N	N	N	Y	Y	N	N	Y	Y	Hold 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			
First Short-Call Substitute License (Expires 6/30/2025)	N	N	N	N	N	N	N	N	N	N = Not Required			

**The number indicates how our Frontline system assigns them on your relicensure record. When you go to “view licensure” and see the number next to your class, that number indicates which mandatory requirement has been covered. It does not indicate how many hours are needed!! Only one hour is needed for each mandatory requirement.

Question: What are the new rules for 2025 relicensure?

Answer: There is a new Native American requirement

Question: Which classes meet the cultural competency requirement?

Answer: In October 2018, PELSB adopted [new requirements for cultural competency training](#) for all Minnesota teachers. The training must include **self-reflection** and discussions on issues of race, religion, systemic racism, language diversity, gender identity, and sexual orientation, among other topics. The training must also include components that encourage teachers to **reflect** on their own cultural frames of reference and the impact implicit biases can have on relationships with students and families, fellow teachers and staff, and the entire school community.

Question: What else has changed since the last time I renewed?

Answer:

***Suicide prevention** is required in addition to mental health.

*The area of mental health has broadened to include more topics than just early onset symptoms

*The **reflective statement** is no longer required, but we have kept it available in the online catalogue since it also satisfies the English Language Learner requirement.

*Technology is no longer required

*Speech pathologists no longer need reading

*cultural competency/ Native American

*30 hours has in your content area is now a state requirement

*if you are placed on an improvement plan, it will no longer affect relicensure

Question: Since my license was extended by one year, can I use all the hours that I've completed since the last time I renewed, making it a 6 year window?

Answer: Yes, all licenses renewing 2019-2023 will have a 6 year window instead of the usual 5. Therefore, any hours you completed after January 1 in the year you last renewed, as long as they were not used to renew your current license, may be used for your next renewal.

Question: I know I need 125 hours, but do I have to have certain amounts in different categories?

Answer: An applicant must have at least 90 clock areas in at least two subcategories in Category I (A-D). An applicant may have up to 35 hours in Category II (E-H), but it is not required to assign any clock hours to this category if they have at least 125 hours in Category I. In addition to clock areas, applicant must demonstrate work in the six mandatory requirement areas.

<https://docs.google.com/document/d/1YQwjSq4kOB1WJnroB6OYojdw3u5ZvoL4iNm5xL5aM3c/edit>

*Speech Pathologists, School Psychologist, and Nationally Board Certified Teachers may present their professional association license/certification in lieu of the 125 hours. They must still complete the mandatory requirements appropriate to their licensure.

Question: How many clock hours do I need in my content area for relicensure? What if I have more than one license?

Answer: 30 hours. If you have more than one license, have 30 hours in the area you are teaching and 5 in each additional area. You can double dip (if a class fits multiple licenses, you don't have to do extra). FYI- the current language states that teachers are "encouraged" to have 30 hours in each license. I have received verification from PELSB that our local rule of 5 hours in additional content areas is sufficient.

Question: How can I get content area hours?

Answer: District staff development relating to your area, online offerings (ex. Learner's Edge), SORLA, PLC hours.

Question: How do we submit PLC hours?

Answer: Do not submit PLC hours unless the relicensure committee asks for the hours. They are usually unnecessary except for in a few cases. If you do need them, we will give you the form.

Question: Do I have to fill out a reflective statement for EL?

Answer: You either need an EL reflective statement or clock hours for a class related to EL.

Question: Can the cultural competency requirement be added to a course that we took this year?

Answer: As long as the class included the "personal reflection on bias" component. Carla is working on adding that notation to past implicit bias training.

Question: How do I see how many hours and requirements I have?

Answer: Looking at your [completed requirements](#) on [MyLearningPlan](#). For auditing your record, I suggest clicking on "portfolio" to see your cumulative hours and then clicking "view licensure" to see the mandatory requirements you have met. You need (1) Positive behavior, (2) Accommodations/ Adapting Curriculum, (3) Reading, (4) Suicide Prevention, (7) EL, (8) Mental Health, (10) Cultural Competency

Question: How do I submit hours from outside the district?

Answer: Follow these [directions](#) in order to attach files from professional development done outside of the district.

Question: How do I submit hours from the district I worked in previously?

Answer: Obtain a pdf or jpg of your transcript. Submit the hours as you would other out of district staff development. However, instead of listing all the classes, just enter the total number of hours you completed within the 5 year renewal period of your current license. Attach the transcript when prompted.

Question: If I leave to teach in another district, how do I get access to the hours I did in Bloomington?

Answer: After your employment has ended, contact Carla Richter to get a new login and password.

Question: What if I have an admin license?

Answer: Only building principals or assistant principals have an aligned 5 year admin/teaching license. All other admin licenses are renewed every 3 years and do not require hours to be reported. You just pay the renewal fee and continue to maintain your teaching license. If you end up in a building principal or assistant principal position, you can request to have your licenses aligned the year your teaching license expires.

Question: If all of my hours are completed, when can I renew my license?

Answer: After you have received an email from the relicensure committee with a renewal link (See the teacher relicensure page to see our meeting dates. I will start doing renewals at the January meeting). If you do this too early, it will lock you out of the site and you will need to call the MDE helpdesk to get it fixed.

*It sometimes happens that I have approved a license and sent the renewal link, and for some reason, the approval didn't save. If that happens, email me directly (gerickson@isd271.org) and I will do it again. Sorry for the inconvenience.

Question: How do I get my serial number if I don't have a copy of my license when I am ready to renew?

Answer: If you do not have a copy of your teaching license, you will have to call MDE to have them look up the serial number for you. This is the number: 651-539-4200. *However, I did not need this info when I renewed last spring, so I think it is no longer required.