

Relicensure Committee
 1250 West Broadway
 Minneapolis, MN 55411
 (612) 668-0500

Application for Relicensure



Name of Employee: _____

File Folder Number: _____

Address: _____

Phone: _____

CHECK HERE IF YOU ARE AN ADMINISTRATOR AND ARE RENEWING YOUR ADMINISTRATIVE LICENSE

Qualifications:

- You must have at least 125 total clock hours.
- You must have clock hours in at least TWO of the Relicensure Categories (A-I) listed below.
- You must have at least 1 clock hour in each of the State Requirements listed below.

NOTE: ELL can have a short reflective essay or a 1 hr session of PD. Please record what applies to you in the area below.

Clock Hours (please record the total hours you are submitting below):

Relicensure Categories	# of Hours	State Requirements	# of Hours
A. Relevant Coursework (1 sem cr. = 24 hours)	<input type="text"/>	Accommodation, modification	<input type="text"/>
B. Workshops, Conferences, Institutes, Seminars, Lectures	<input type="text"/>	ELL (short essay OR 1 hour of PD)	<input type="text"/>
C. Staff development activities, In-Services and Courses	<input type="text"/>	Mental Health	<input type="text"/>
D. Curriculum development	<input type="text"/>	Positive Behavior	<input type="text"/>
E. Peer Coaching or Mentorship	<input type="text"/>	Reading	<input type="text"/>
F. Professional service	<input type="text"/>	Reflective Statement	<input type="text"/>
G. Leadership experience	<input type="text"/>	Suicide Awareness	<input type="text"/>
H. Understanding of diverse educational settings	<input type="text"/>	Technology	<input type="text"/>
I. Preapproval work or travel	<input type="text"/>	Nat'l Board or Local Exception* ... YES or N/A * = Depending on your situation, circle "Yes" or "N/A" for Nat'l Board or Local Exception. It is not a State Requirement.	
Total Hours for Relicensure Categories:	<input type="text"/>		

Recommendations:

Please submit more than 125 hours so if any are not approved, you have back up. You do not have to submit every CEU attained over 5 years, but submit more than 125 hours. Organize your materials by Relicensure Category (i.e. Materials for Category A are clipped and labeled, materials for Category B are clipped and labeled, etc.). Submit official verification (eCompass transcripts or Certificates earned outside MPS) for hours recorded. Clearly mark the corresponding forms for each State Requirement with a posit-it or other identifying mark. Place any state requirement forms before the other clock hours. **Do not submit this form and your materials until you have completed and identified the state requirements.**

Note: School counselors, psychologists, nurses and social workers, do not need the reading, reflective and ELL statements and technology requirements. Speech Pathologists and teachers who have not taught 15 consecutive days in the last five years do not need the ELL and Reflective statements.

Submission

Put "Attention HR/Relicensure Committee" on your packet and mail via inter-district mail to HR, or mail to: 1250 W. Broadway, Minneapolis, MN 55411, or drop off at the Service Desk at the Davis Center, 1st Floor between the North and South elevators.