

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

Application for Relicensure



Name: _____ File Folder Number: _____ Phone: _____

I HAVE A TIER 4 (regular 5-year standard) OR TIER 3 LICENSE I AM RENEWING MY ADMINISTRATOR 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

A. Relevant Coursework (1 sem cr. = 24 hours)

Cultural Competency

B. Workshops, Conferences, Institutes, Seminars, Lectures

ELL
(short essay **OR** 1 hour of PD)

C. Staff development activities, In-Services and Courses

Mental Health

D. Curriculum development

Positive Behavior

E. Peer Coaching or Mentorship

Reading

F. Professional service

Reflective Statement

G. Leadership experience

Suicide Awareness

H. Understanding of diverse educational settings

Nat'l Board or Local Exception* ... YES or N/A

Total Hours for Relicensure Categories:

* = Depending on your situation, circle "Yes" or "N/A" for Nat'l Board or Local Exception. It is not a State Requirement.

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