

Re-licensure Process For Licensed Instructional Staff

- Applications for Re-licensure must be submitted by **April 30** to guarantee district processing before summer.
Please note: If you would like to participate in the teacher transfer process in the spring (Interview & Select), your license must be renewed before that process begins.
- Re-licensure materials submitted for district approval must be received at the Davis Center Service Desk (including USPS mail) by **3:30 pm on the day prior to the committee meeting**.
Please note: materials are processed on a first-come, first-served basis. During high volume periods, materials may be held over to the next meeting date.

MPS Relicensure Committee Meeting Dates:			
September 7, 2018	October 12, 2018	November 9, 2018	December 14, 2018
January 11, 2019	February 8, 2019	March 8, 2019	April 12, 2019
May 10, 2019	June 7, 2019		

Questions

Please contact the committee coordinator, Shira Rowland (shira.rowland@mpls.k12.mn.us) for questions regarding the process, forms, or requirements.

Professional Development

- Over a five year period, collect 125 clock hours of professional development.
Please note that required professional development activities will provide most, if not all, of your 125 Relicensure categories for clock hours.
 - Category C: Your PDPLC, Workshop Week site PD, department led PD (Category C will comprise the majority of your 125 clock hours)
 - Category D: Focused Instruction curriculum writing
 - Category E: Secondary Observers in SOEI
 - Category G: QComp Leadership positions or facilitation of PD

If needed, secure official verification documents for professional development outside the district (certificates of completion, college transcripts).

Please note that most applicants will not need to submit verification documents for professional development outside the district.

- You must have clock hours from at least two re-licensure categories (A – I) Please refer to Categories for Clock Hours documents for category details.
 - Relevant coursework
 - Professional development activities outside the district: Workshops, conferences, institutes, seminars, lectures
 - Professional development activities within the district
 - Curriculum development
 - Peer coaching and mentorship
 - Professional service
 - Leadership experience
 - Understanding of diverse educational settings
 - Pre-approved work or travel

- You must have at least one hour that covers each of the five (8) state requirements. Please refer to Criteria for Re-licensure for specific requirements.
 1. Positive Behavioral Intervention Strategies
 2. Accommodations, Modifications, and Adaptations
 3. Key Warning for Early-Onset of Mental Illness
 4. Reading
 5. Technology Integration
 6. Reflective Statement - MDE also requires a Reflective Statement for re-licensure to be completed. In MPS, you may use one full year of your PDP (through 2015-2016 school year) or PDPLC in place of your Reflective Statement. The eCompass transcript will have this documentation - Applicants do not need to submit copies of completion of the PDP or PDPLC.
 7. ELL – MDE requires documentation of the teacher growth in ELL through the reflective statement for all license applications starting August 2015.
 8. Suicide Awareness – This is new, starting August 2017.

Submission

Your submission is reviewed during MPS Re-licensure Committee meeting times.

Please note that you may submit your materials for district approval before the year your license expires. However, you can only submit your payment to MDE after January 1 of the year your license expires.

- Submit to Human Resources, Attn Re-licensure | 1250 West Broadway | Minneapolis, MN 55411:
 - [MPS Relicensure Application](#)
 - [Cover Page](#)
 - Your printed eCompass transcript
 - Any additional verification materials/documents to make up the 125 clock hours

If Not Approved

You will receive an email specifying that the submission was not approved with details regarding the review.

- Gather the missing items/documentation and send to Human Resources - indicate that all requirements have been met. You do not need to re-submit your complete original packet.

Approval

You will receive an email specifying your approval and reminder to complete the process through Minnesota Professional Educator Licensing and Standards Board (PELSB).

Please note the Re-licensure Committee is responsible for notifying MDE the Application has been approved which allows you to pay your renewal fee.

- Go online to the PELSB website to pay the renewal fee.

Please note: MDE will not approve your license renewal if you do not have “District approval!” If payment is submitted before you receive a district’s approval, MDE will only hold your payment for 30 days. (If your first submission is not approved by the District, you will need to re-submit for review at the next meeting – one month later, resulting in loss of payment as 60 days had passed.)

Upon successful payment, you will receive a green copy of your renewed license in the mail from MDE. You no longer need to mail Human Resources a copy of your renewal. HRIS will receive names from MDE regarding [licensed teacher lists](#) and updates the employee system.