

COMPILED

For

SPECIAL SCHOOL DISTRICT NO. 1

BY

**THE CONTINUING EDUCATION
COMMITTEE FOR RELICENSURE
2016-2017**

Steven Smith, Chair

Daniel Dymoke, Secretary

Mario Galindo, Teacher Representative

Jon Westby, Teacher Representative

Sarah Noma, Teacher Representative

Carol Kantar, Community Representative

Cheryl Martin, Administrative Representative

SUBMIT ALL RELICENSURE APPLICATION FORMS

TO

**MINNEAPOLIS PUBLIC SCHOOLS
CONTINUING EDUCATION COMMITTEE FOR RELICENSURE
HUMAN RESOURCES DEPARTMENT
1250 N BROADWAY
MINNEAPOLIS, MN 55413**

PREFACE

The contents and regulations listed in this handbook have been adapted from guidelines by the Minnesota State Department of Education to meet the needs of the Minneapolis Public Schools. The local Minneapolis Relicensure Committee has chosen, in some instances, to modify these requirements. It should be noted that the various local committees interpret these regulations differently.

IT IS THE APPLICANT'S RESPONSIBILITY TO BECOME INFORMED OF THESE PUBLISHED REQUIREMENTS, TO COMPLY WITH THESE REQUIREMENTS, AND TO RENEW BEFORE THE LICENSE EXPIRES.

Attention

NAME: _____ PHONE NUMBER: _____
EMAIL: _____ FILE FOLDER NUMBER: _____
SCHOOL LOCATION: _____

- I am a current employee of Minneapolis Public Schools
- I am **not** a current employee of Minneapolis Public Schools

DUE TO THE VOLUME OF APPLICANTS, MINNEAPOLIS PUBLIC SCHOOLS WILL NOT BE ABLE TO RETURN RELICENSURE MATERIALS.

IF YOU NEED TO RETAIN ANY MATERIALS, PLEASE MAKE COPIES BEFORE SUBMITTING THEM TO THE RELICENSURE COMMITTEE.

If you have any questions, contact the Relicensure Committee at steve.smith@mplks.k12.mn.us

If you have any questions about the receipt of your packet, contact rowan.mcdeid@mpls.k12.mn.us

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PURPOSE AND PHILOSOPHY

The local continuing education committee in Minneapolis, Special School District No. 1, is established according to the Board of Teaching rules for the purpose of evaluating continuing education activities and recommending renewal of five-year continuing teaching and support service licenses. Each Minnesota public school district is required to establish a local continuing education committee.

It is understood that the purpose of continuing education is to increase or enhance the capabilities of the professional educator in performing assigned professional responsibilities.

Since mandated continuing education cannot provide absolute assurance of maturing professionalism, the major responsibility for professional growth lies with the individual. Each staff member must demonstrate professional commitment by being a discriminating appraiser of his/her own growth needs and possible growth alternatives and by actively pursuing opportunities to upgrade and improve educational capabilities. The local committee provides assistance through interpretation of state rules and guidelines in order to provide equitable implementation and to encourage a variety of growth possibilities.

WHO IS SUBJECT TO COMMITTEE ACTION

All licensed staff are subject to the Board of Teaching continuing education rules with the exception of individuals holding life licenses.

COMMITTEE MEMBERSHIP

The local committee consists of the following members:

- A. Five licensed professionals who are subject to the teacher contract; who hold at least a baccalaureate degree; and who are elected by the licensed teaching faculty in District No. 1. In order to ensure that all eligible persons have a fair and equitable chance for selection, and in order to encourage proportionate representation on the committee, the committee will consist of 2 elementary licensed teachers, 2 secondary licensed teachers and one elementary or secondary teacher at large,
- B. One licensed person who holds an administrative license, elected by the Minneapolis Principal's Forum,
- C. One resident of the district who is not an employee of the district, designated by the local school board. School board members are not considered to be employees of the district.

ELECTION PROCEDURES

The Relicensure Committee will conduct yearly elections.

Members of the local committee will be elected in May of each year for terms to begin no later than the following September. The term of office is two years. Names of committee members will be made known to all staff by email before the last day of school.

Notice of open positions and solicitations of nominations will be announced through district email by the end of January. Nominations for committee membership must be received by the committee by March 21st of each year.

Eligible voters are the licensed staff of MPS who work under the Teacher Contract.

Ballots will be distributed no later than April 21st of each year. The ballot must be downloaded by the eligible voter, marked, and sent to the Relicensure Committee C/O Human Resources. This envelope may be placed and sealed into a second envelope labeled with name, site and employee number. The outside envelope will be logged in and separated, to ensure the privacy of your vote. You may use one envelope as long as it lists the previous required information. Use of one envelope, however, does not ensure privacy of your ballot. Failure to list site name and employee number may result in a spoiled ballot. Ballots are to be sent via school mail to the Relicensure Committee C/O Human Resources. **Ballots must be received no later than 3:00 p.m. on the Thursday before the first Relicensure Committee meeting in May.**

Votes for write-in candidates must be written in the “voters” own handwriting.

Beginning in 2011, and all subsequent odd numbered years, the Administrative Representative will be elected by all employees under the administrative contract. Procedures for the Administrative Representative will be the same as for the Teacher Representative. Ballots will be counted by those not running for election and monitored by the administrative representative or person serving as a proxy for the administrative representative.

COMMITTEE MEETINGS

No later than the last day of September of each year the committee will hold an organizational meeting, at which time a chairperson and secretary will be elected from the Teacher Representatives on the committee, and an orientation will be provided for new members.

Unless otherwise announced and posted at least one month in advance, regular meetings will be held 10 times per year on Friday at the Educational Resource Center at 9:00 a.m. Additional meetings may be called by the chairperson of the committee or by written request of three or more of the members. Notice of meetings will be provided to each member of the committee by the Human Resources secretary at least five days prior to the date of the meeting and will be announced by the Human Resources secretary via staff email. A quorum is more than 50 percent of the total voting membership of the committee. A majority vote of those voting members present is sufficient to take action.

The continuing education rule states that up to three days per month may be provided by the local district to each local committee member to attend local committee meetings. Clerical assistance and supplies as requested by the committee are provided by the local district in sufficient amount to enable the committee to comply with record keeping and reporting required by the rules. **Committee members are not paid for their positions;** work on this committee is strictly voluntary.

In order to facilitate planning of the meeting agenda, licensed staff needs to submit their applications for clock hours to the committee at least 5 days before a regularly scheduled meeting.

Approval for emergency requests during periods when the committee does not meet may be obtained by contacting the chairperson or secretary who is authorized to consult with one or two other committee members and take action on the emergency request.

Applications must be submitted by April 30th of each year to guarantee review at the last meeting in May. **The committee does not meet over the summer.** Applications submitted after the last regularly scheduled meeting **might** not be processed until the first meeting of the next school year.

At regular meetings of the Relicensure Committee, the chairperson apprises the members of any correspondence. The committee receives clock hour applications and assigns the number earned on permanent record forms kept on file in the district personnel office for each licensed staff person. In order to ensure consistent and equitable interpretation, any applications that do not conform to established guidelines are discussed by the committee and clock hours assigned based upon a file of past decisions and practices that is maintained for each category in the committee minutes at the Board of Education. A committee member's initials are affixed to the permanent record form.

COMMITTEE DUTIES

- A. Establish Written Operational Guidelines
 - (1) Establish meeting schedule and procedures, and assign clock hour allocations for each activity category in accordance with the relicensure rule. The meeting schedule and procedures are as stated in the Committee Meeting section of this schedule and procedures are as stated in the Clock Hour Categories section.
 - (2) Make membership list and guidelines available to each staff member on the district web page through Human Resources.
- B. Provide recommendations to the Board of Teaching for the renewal of teaching licenses.
 - (1) Review requests for renewal of the continuing license by determining whether the applicant has met the requirements.
 - (2) Endorse the application for renewal of the continuing license of each qualified applicant, as evidenced by the chairperson's electronic signature.
- C. Forward to the Board of Teaching prior to November 1 of each year, verification of current membership of the local committee.

RESPONSIBILITIES OF LICENSEE

It shall be the responsibility of the person seeking the renewal of a continuing or professional teaching license to comply with licensure renewal requirements in part 8710.7100 and to submit the application, appropriate verification, and other supporting materials to the local continuing education/relicensure committee, in accordance with procedures and due dates established by that committee under part 8710.7200. Required information includes file folder number and serial number found on current license. Payment for license must be made by credit card online or in person at the Minnesota Department of Education.

TRANSFER OF CLOCK HOURS 8700.1300

If a licensed person under the jurisdiction of one local committee moves to the jurisdiction of a different local committee during a renewal period, clock hours already earned and granted during that renewal period are transferred to the new local committee. Clock hours shall be accepted by that committee. It is the responsibility of the applicant to provide a transfer summary from a former committee, or inform new committee of hours logged on the Minnesota Department of Education website.

GRANTOR OF CLOCK HOURS
8700.1400

Clock hours shall be granted by the committee of the district where the applicant was employed at the time that the experience was completed.

Persons who have not been or are not currently employed by a school will be granted clock hours in either of the following ways:

- a. by the local committee of the district where the applicant was last employed; or
- b. by the local committee of the district where the applicant currently resides.

RENEWAL FOR OUT-OF-STATE RESIDENTS
8700.1600

A person residing out of Minnesota who wishes to maintain continuing Minnesota licensure may make application for renewal to the Board of Teaching according to parts 8700.1100 and 8710.7100.

RIGHT OF APPEAL
8700.2200

Appeal to Board of Teaching. **Decisions by a local committee for continuing education/relicensure denying the appeal may be appealed to the Board of Teaching by the applicant according to part 87100.0900.**

Licensure extension during appeal. The Board of Teaching shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

REVIEW OF LOCAL COMMITTEE FUNCTIONS
8700.2300

The Board of Teaching shall review the compliance of the local committees with parts 8710.7300, 8710.7400, and 8710.7500, as applicable, at least once in each five-year period beginning in the 2000 calendar year.

**ISSUANCE AND RENEWAL OF PROFESSIONAL
TEACHING LICENSES
8710.7100**

Scope. This part applies to persons who have held entrance licenses and are seeking to obtain first professional licenses or to renew continuing or professional licenses issued by the Board of Teaching, except continuing licenses valid only for substitute teaching.

Professional licenses to substitute teach only. An applicant who holds or has held a valid entrance, continuing, or professional license to teach issued by the Board of Teaching shall be granted a five-year license for short-call substitute teaching. This subpart also applies to an applicant who holds or has held a license to teach issued by another state if that license was issued based on completion of a baccalaureate or post-baccalaureate teacher preparation programs.

Renewal of professional license. A license renewal period begins on July 1 of the year of expiration. An application for renewal is accepted for processing by the Department of Education after January 1 of the year of expiration. A valid professional license shall be renewed for a subsequent period of five years when an applicant presents verification by the local continuing education/relicensure committee that the applicant has, within the past five years, successfully completed at least 125 clock hours of professional development as specified in part 8710.7200.

**CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL
LICENSES
8710.7200**

Definition. “Clock hour” means an hour of actual instruction, or planned group or individual professional development activity as approved by the local continuing education/relicensure committee.

Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000. Applicants must include in their 125 clock hours instruction or other professional development activities which include a minimum of one hour of each of the following:

1. Reading instruction (must state Reading or Literacy clearly in the title).
2. Signs of early onset mental illness (must state Mental Health clearly in the title).
3. Positive behavioral intervention strategies and accommodation.
4. Adaptation of curriculum, materials, and instruction.
5. Technology
6. Beginning July 1, 2012, teachers will be required to submit a personal narrative that demonstrates professional reflection and growth in best teaching practices. 5 clock hours will be awarded in Category G. See Appendix C.

Categories for clock hour allocation. Verification of completion of experiences must be submitted by the applicant to the local committee. Clock hours must be earned in two or more of the categories in items A to I:

- A. relevant coursework completed at accredited colleges and universities;
- B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;
- C. staff development activities, in-service meetings, and courses;
- D. site, district, regional, state, national, or international curriculum development;
- E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000;
- F. professional service in the following areas:
 - (1) supervision of clinical experiences of persons enrolled in teacher preparation programs and/or supervision of classroom volunteers (maximum of 30 clock hours in 5 years);
 - (2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or
 - (3) participation in national, regional, or state accreditation;
- G. leadership experiences in the following areas:
 - (1) development of new or broader skills and sensitivities to the school, community, or profession;
 - (2) publication of professional articles in a professional journal in an appropriate field; or
 - (3) volunteer work in professional organizations related to the areas of licensure held;
 - (4) completion of personal narrative
- H. opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:
 - (1) experiences with students of another age, ability, culture, or socioeconomic level; or
 - (2) systematic, purposeful observation during visits to schools and to related business and industry; and
- I. preapproved work or travel:
 - (1) travel for purposes of improving instructional capabilities related to the field of licensure; or
 - (2) work experience in business or industry appropriate to the field of licensure.

Maximum allocation. Effective for all experiences completed after June 30, 2001, the local continuing education/relicensure committee shall grant clock hours on the following basis:

- A. Relevant coursework under subpart 3, item A, must be granted 16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned.
- B. Successful completion of activities under subpart 3, items B to I, must be granted one clock hour for each hour of participation with the following exceptions:
 - (1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one-quarter credit equals 16 clock hours or one semester equals 24 clock hours. Supervision of classroom volunteers are granted in blocks of 5 or 10 clock hours ONLY and must be verified by your school's Volunteer Liaison each school year. No more than 30 clock hours may be granted in a five-year relicensure period.
 - (2) One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for travel or work experience. The limit of 30 clock hours may be waived when the local committee determines that the preapproved travel or work experience is critical to the teacher's advanced or current skills for the teacher's assignment, for example, travel to experience language or cultural immersion by a teacher of a world language. There will be **no post-approved** travel or work experience.

Exception for national board certification. A local continuing education committee shall accept verification that a teacher is actively engaged in and making progress toward National Board of Professional Standards Certification or other national professional teaching certification approved by the Board of Teaching at the time of renewal as equivalent to fulfilling clock hours and all requirements for continuing license renewal. A local continuing education committee shall accept verification that a teacher has earned National Board or other approved certification as equivalent to all clock hour requirements during the life of the certificate. If the certificate expires during the five-year renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

Exception for local option. The Board of Teaching shall approve requests submitted by local committees that, through their school district master contracts or other official agreements between the local school board and its teachers, wish to substitute development and implementation of individualized professional development plans for some or all of the clock hour requirements for renewal of continuing licenses.

PDP/IGP Credit: For a teacher to use PDP/IGP work for relicensure credit, PDPs/IGPs must be recorded on e-Compass. Teachers can receive up to six hours per year for the PDP/IGP writing process. Additional PDP/IGP-related work (workshops, training, research) should be verified per general Relicensure requirements outlined in this booklet. PDP/IGP writing process will be credited in category E.

Experience for clock hour credit. Except for subpart 3, item H, sub-item (1), teaching experiences for which licensure is required shall not qualify for clock hour credit.

Period for earning clock hours. An applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours during each five-year period preceding application for licensure renewal. An applicant may not bank clock hours for purposes of relicensure, but clock hours earned after an application for renewal has been submitted may be applied to the next renewal period.

School staff development. Instruction and professional development activities provided by a school may be included among the clock hours in this part.

Renewal of license for two or more areas. *An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of no fewer than 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. An applicant who holds an administrative license or licenses may allocate clock hours for the renewal of teaching licensure under this subpart.*

Denial of clock hours. A local committee shall not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value.

STEPS TO RELICENSURE

During the 5-year period prior to expiration of license:

- ◆ Participate in relicensure experiences for a total of 125 clock hours.
- ◆ Secure official verification document for each experience such as: CEU form, college transcript (must be generated by the college), letter or other forms. E-Compass transcript is considered official verification for all MPS generated clock hours.
- ◆ Follow the guidelines outlined in the Relicensure Book from the district website at: <http://humanresources.mpls.k12.mn.us/relicensure.html>
- ◆ Submit one copy of the “**Cover Page**,” along with the original copies of official verification forms. Organize as outlined on the cover page.
- ◆ Submit your application and materials to the Relicensure Committee c/o Human Resources, Organizational & Professional Development (1250 W Broadway, Minneapolis, MN 55411).
- ◆ If your license expires at the end of the school year, you can submit it anytime during the school year. Applications should be submitted by April 30th to guarantee processing before summer break. If you wish to be eligible for Interview and Select it is recommended you submit your application prior to March 1st. Licenses must be approved prior to participating in Interview and Select.
- ◆ The Relicensure Committee will process your application materials and will usually return them to you within 10 business days after the regularly scheduled meeting. The committee does not meet over the summer and cannot guarantee renewal if submitted after April 30th.
- ◆ Once your materials are approved, there will be instructions in your packet as to payment and renewal procedures for your license online at the Minnesota Department of Education website.
- ◆ The applicant shall assume the responsibility for accessing the State Board of Education website and entering the required information and payment using a credit card. Your license will not be approved until payment has been made to the State Board of Education.
- ◆ You will no longer receive copies of your license from the Department of Education, but may print one for your records.
- ◆ If you have any questions regarding your Minnesota teaching license you may contact the Department of Education at 651-582-8691. Or you may visit their web-site at the following address: <http://education.state.mn.us>

Relicensure materials to be reviewed by the committee must be received in Human Resources by noon the day prior to the committee meeting. Please be advised that materials are processed on a first-come, first-served basis. During high volume times, materials may be held over to the next meeting date.

APPLICATION and COVER PAGE FOR APPROVAL OF CLOCK HOURS FOR RELICENSURE

Name of Employee: _____ File Folder Number: _____

Address: _____ Phone: _____

Licenses Held: _____ Expiration Date: _____

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):

<u>Relicensure Categories</u>	<u># of Hours</u>	<u>State Requirements</u>	<u># of Hours</u>
A. Relevant Coursework (1 sem. cr. = 24 hours) _____	<input style="width: 40px; height: 20px;" type="text"/>	Positive Behavior _____	<input style="width: 40px; height: 20px;" type="text"/>
B. Workshops, Conferences, Institutes, Seminars, Lectures _____	<input style="width: 40px; height: 20px;" type="text"/>	Accommodation, modification _____	<input style="width: 40px; height: 20px;" type="text"/>
C. Staff development activities, In-Services and Courses _____	<input style="width: 40px; height: 20px;" type="text"/>	Reading _____	<input style="width: 40px; height: 20px;" type="text"/>
D. Curriculum development _____	<input style="width: 40px; height: 20px;" type="text"/>	Mental Health _____	<input style="width: 40px; height: 20px;" type="text"/>
E. Peer Coaching or Mentorship _____	<input style="width: 40px; height: 20px;" type="text"/>	Technology _____	<input style="width: 40px; height: 20px;" type="text"/>
F. Professional service _____	<input style="width: 40px; height: 20px;" type="text"/>	ELL _____	<input style="width: 40px; height: 20px;" type="text"/>
G. Leadership experience _____	<input style="width: 40px; height: 20px;" type="text"/>	(ELL: Submit short essay or take 1 hr of PD)	
H. Understanding of diverse educational settings _____	<input style="width: 40px; height: 20px;" type="text"/>	Reflective Statement _____ YES or N/A	
I. Preapproval work or travel _____	<input style="width: 40px; height: 20px;" type="text"/>	Nat' Board or Local Exception* _ YES or N/A	
Total Hours for Relicensure Categories: _____	<input style="width: 40px; height: 20px;" type="text"/>	* = 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 post-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 towers.



Specific Professional Development Activities Required for Renewal

The renewal of five-year teaching/related services licenses requires the completion of 125 hours of professional development that have been approved through the local school district's continuing education committee. As part of the 125 professional development hours, the Minnesota Legislature, by statute, currently requires ALL teachers to evidence the four areas shown below. Please note that two additional requirements will take effect in 2012; see pages 2-3 for information about these requirements.

Each school district, through its continuing education committee, is charged with determining the requirements to meet this condition. The legislation intentionally provides latitude so that districts can determine the requirement based on local goals and needs. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

Online professional development opportunities may be used to meet the requirements, as long as they meet the rule requirements. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

Positive Behavioral Intervention Strategies

Effective for renewal of professional licenses which expire on June 30, 2001, and after, applicants must include in their professional development activities which address positive behavioral intervention strategies. [View Minnesota Statutes Section 122A.09](http://www.revisor.leg.state.mn.us/stats/122A/09.html), (<http://www.revisor.leg.state.mn.us/stats/122A/09.html>).

Accommodation, Modification, and Adaptation of Curriculum, Materials, and Instruction

Effective for renewal of professional licenses which expire on June 30, 2001, and after, applicants must include in their professional development activities which address accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards (i.e., differentiated instruction) [View Minnesota Statutes Section 122A.09](http://www.revisor.mn.gov/statutes/?id=122A.09), (<http://www.revisor.mn.gov/statutes/?id=122A.09>).

Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents

Effective for renewal of professional licenses which expire on June 30, 2005, and after, applicants must also include in their professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents. [View Minnesota Statutes Section 122A.09, 122A.18 amended by Special Session, Chapter 9, Article 2, Section 7](http://www.revisor.mn.gov/statutes/?id=122A.09), (<http://www.revisor.mn.gov/statutes/?id=122A.09>).

Reading Preparation

Effective for renewal of professional licenses which expire on June 30, 2004, and after, applicants must also include in their professional development activities which evidence further reading preparation, consistent with Minnesota Statutes Section 122A.06, Subdivision 4.

[View Minnesota Statutes Section 122A.06, Subdivision 4](http://www.revisor.mn.gov/statutes/?id=122A.06)
(<http://www.revisor.mn.gov/statutes/?id=122A.06>).

[View Minnesota Statutes Section 122A.09, Subdivision 4](http://www.revisor.leg.state.mn.us/stats/122A/09.html)
(<http://www.revisor.leg.state.mn.us/stats/122A/09.html>).

Note: the following licensure fields are exempt from evidencing the reading preparation renewal requirement: school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, recreation personnel.

Teachers must have in-service preparation in scientifically based reading instruction, which the law identifies as: "instruction and practice in phonemic awareness, phonics and other word-recognition skills, and guided oral reading for beginning readers, as well as extensive silent reading, vocabulary instruction, instruction in comprehension, and instruction that fosters understanding and higher-order thinking for readers of all ages and proficiency levels." [View Minnesota Statutes Section 122A.06, Subdivision 4](http://www.revisor.mn.gov/statutes/?id=122A.06), (<http://www.revisor.mn.gov/statutes/?id=122A.06>).

Professional development activities that will meet this requirement include: workshops, conferences and on-site staff development and/or university courses that reflect comprehensive, scientifically based research in reading instruction, and which may include one or more of the following:

- *Instruction and practice in phonemic awareness*
- *Phonics and other word-recognition skills*
- *Guided oral reading for beginning readers*
- *Vocabulary instruction*
- *Instruction in fostering understanding and higher-order thinking for readers of all ages and proficiency levels*
- *Reading in the content areas*
- *Specific reading strategies to impact comprehension*
- *Current research and best practices in reading research and instruction*

The amount of "reading" clock hours required of teachers will vary depending upon the teaching assignment. Reading instruction is a responsibility shared by all teachers regardless of level or content. However, the need may be greater for classroom and content area teachers who use a vast amount of text in their instructional delivery. Legislation intentionally provides latitude in this matter to allow local decision-making. District-level collaboration in deciding the needs and goals of district employees in the area of reading instruction may include input from administration and staff, as well as input from reading specialists at the state and local level. **Districts are charged with determining the requirements which will best support quality reading instructional practices and successfully impact student reading achievement within their district.**

Technology

Effective for renewal of professional licenses that expire on June 30, 2012, and any renewals processed after June 30, 2012 (including lapsed licenses with an earlier expiration date), applicants must also include in their 125 clock hours instruction or other professional development activities that integrate technology effectively with student learning to increase engagement and student achievement.

Note: Licensed school personnel who do not provide direct instruction to students, including, at least, counselors, school psychologists, school nurses, and school social workers are exempt from this requirement.

Reflective Statement of Professional Accomplishment and Assessment of Professional Growth

Beginning July 1, 2012, all individuals who were employed as a teacher during any part of the five year period immediately preceding the license renewal must include “*evidence of work that demonstrates professional reflection and growth in best teaching practices. The applicant must include a reflective statement of professional accomplishment and the applicant's own assessment of professional growth ...*” in their license renewal materials. [View Minnesota Statutes Section 122A.18, Subdivision 4b](http://www.revisor.mn.gov/statutes/?id=122A.18), (<http://www.revisor.mn.gov/statutes/?id=122A.18>).

Note: the following licenses are exempt from this requirement:

- Classroom teachers who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- Licensed school administrators, including principals, who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- Licensed related services personnel (school social workers, school psychologists, counselors, speech-language pathologists, school nurses).

A written statement prepared by the teacher that demonstrates reflection on his or her professional accomplishment and includes a self-assessment of his or her professional growth using one of the following types of evidence:

- Support for student learning
- Use of best practices techniques and their applications to student learning
- Collaborative work with colleagues that includes examples of collegiality (i.e., attested-to committee work, collaborative staff development programs, professional learning community work)
- Continual professional development (i.e., job-embedded or other ongoing formal professional learning, including coursework)

Note: Other similar professional development efforts may be used by teachers who were employed for only a portion of the five-year renewal period immediately preceding the license renewal (i.e., substitute teachers or teachers who taught for only one of the five years in the renewal period).

The Board of Teaching shall offer alternative continuing relicensure options for teachers who are accepted into and complete the National Board for Professional Teaching Standards certification process, and offer additional continuing relicensure options for teachers who earn National Board for Professional Teaching Standards certification. Continuing relicensure requirements for teachers who do not maintain National Board for Professional Teaching Standards certification are those the board prescribes, consistent with this section.

Reflective Statement of ELL best growths and practices

Beginning August 1st, 2015, all individuals employed as a teacher for 15 or more consecutive days during the last five year prior to renewal must submit a reflective essay in ELL best practices.

122A.18, Subd. 4(b) **Expiration and renewal.**^{SEP} Relicensure applicants who have been employed as a teacher during the renewal period of their expiring license, as a condition of relicensure, must present to their local continuing education and relicensure committee or other local relicensure committee evidence of work that demonstrates professional reflection and growth in best teaching practices, including among other things, practices in meeting the varied needs of English learners, from young children to adults under section 124D.59, subdivisions 2 and 2a. The applicant must include a reflective statement of professional accomplishment and the applicant's own assessment of professional growth showing evidence of:

- (1) support for student learning;
- (2) use of best practices techniques and their applications to student learning;
- (3) collaborative work with colleagues that includes examples of collegiality such as attested-to committee work, collaborative staff development programs, and professional learning community work; or
- (4) continual professional development that may include (i) job-embedded or other ongoing formal professional learning or (ii) for teachers employed for only part of the renewal period of their expiring license, other similar professional development efforts made during the relicensure period.