

## Memorandum

TO: All Personnel Needing Re-licensing – 2016-17

FROM: District 623 Re-licensing Committee

Holly Comer Young, RAHS, Chairperson – [holly.comeryoung@isd623.org](mailto:holly.comeryoung@isd623.org)  
Kathleen Tybor, RAHS  
Jodi Kyllonen, RAHS  
Katie Hauser, RAMS  
Becky Diffley, Brimhall  
Dr. Aldo Sicoli, District Center

RE: Update on Local Re-licensing Guidelines/2016-17

Attached you will find information regarding the current re-licensing procedures. Please read and follow these procedures carefully. **Make certain to check committee meeting dates and have your materials submitted in time for the committee to approve them.**

***PLEASE NOTE: The last meeting is in April. Failure to submit relicense materials on or before the last meeting date will NOT guarantee a renewal by July 1<sup>st</sup>.***

**CEC Meeting Dates:** November 17, 2015  
January 5, 2016  
March 16, 2016  
April 6, 2016  
April 20, 2016 LAST MEETING

Location of meetings: Roseville District Center Board Room, 4:00 p.m.  
***Meetings are exclusively for the CEC Committee and are not open to the public.***

**Please note:** If you have any further questions or concerns, please contact a ***member of this committee*** or e-mail your question to ***[holly.comeryoung@isd623.org](mailto:holly.comeryoung@isd623.org)***.

This packet contains:

- Checklist of Renewal Requirements
- License Renewal Procedure
- Application for Approval of Clock Hours
- Clock Hour Categories
- Required Areas for Minnesota Relicensure and Exemptions
- Verification Form

## Checklist of Renewal Requirements

In order to renew your license, you must have met the following requirements within the 5 year period since your last license renewal:

- 125 clock hours

Within those 125 hours, you must have all of the following:

- Hours in two or more different categories ([Clock Hour Category descriptions](#))
- A minimum of 1 hour each for:
  - Literacy (formerly Reading Preparation)
  - Mental Health
- Either clock hours which specifically state that they meet these required areas OR a brief statement describing activities\* you have participated in that are aligned to these areas:
  - Positive Behavioral Intervention
  - Differentiation
  - Technology Integration
- A Reflective Statement of Professional Growth in Best Teaching Practices that demonstrates professional reflection and growth in best teaching practices. This should include, among other things, your growth in the area of meeting the needs of EL students.

For more information, see the [Required Areas for Minnesota Relicensure](#) document. Some license areas are exempt from one or more of these requirements. See page 2 of this document for more details.

\* The activities described in your statement could be within any context of professional development such as workshops, in-services, courses, curriculum development, or committee work. The activity may not have dealt solely with these topics, as long as the topic was addressed within the activity's context.

## License Renewal Procedure (for non-Roseville Area Schools Employees)

*This process is ONLY for those people who are not employed by Roseville Area Schools. All district employees will submit their license renewal documentation through Keep Certified.*

1. Fill out the Application for Approval of Clock Hours. Use a **separate form for each category** for which approval is needed. **Make sure your file folder number is included on each form. Attach appropriate verification for each activity.**
2. Send the application form and supporting documentation to the CEC Relicensing Committee:  
CEC c/o Human Resources  
Roseville Area Schools  
1251 W County Rd. B2  
Roseville MN 55113

The committee meets five (5) times a year and applications should be sent prior to the meeting dates listed on the first page. It is recommended that materials be sent **when 125 clock hours have been completed** rather than waiting until the final **April** meeting prior to the July 1 deadline for renewal.

**Please Note: The committee does not meet after the April meeting. We are not obligated to process applications after that date.**

3. All of the materials you send will be available for you to pick up after the hours have been approved and recorded. Please retain all materials for your records. A summary of earned hours is maintained by the CEC committee. **Please note: If you need materials returned to you by US Mail, please include a stamped, self-addressed envelope.**
4. If approval for clock hours is denied, you have the right to appeal to the local committee within 30 days after notification.
5. Make every effort to keep a running record of activities. Most professional development activities should provide verification forms or certificates of participation. If one is not provided, use the verification form and have it signed by the person in charge of the activity.

*An applicant who seeks renewal of a license for two or more areas should allocate 30 hours in each of the licensure areas with priority given to work in areas of current employment.*

## APPLICATION FOR APPROVAL OF CLOCK HOURS

Name \_\_\_\_\_ File Folder Number \_\_\_\_\_

*(Must be included)*

Address \_\_\_\_\_

Area(s) of licensure \_\_\_\_\_ Year license expires \_\_\_\_\_

Category of clock hour application (A-J)

(Include only one category for each form)

***\*Please label or highlight reading and mental health activities.***

Activity	Date Completed	Credits or hours	Clock Hours requested	Approved

Total number of hours approved: \_\_\_\_\_ Date/initials \_\_\_\_\_

***Attach verification for each activity listed.*** (Certificates of attendance/participation, verification forms, copies of transcripts or grade slips. Pre-approval forms for travel and work experience are also required).

# CLOCK HOUR CATEGORIES

**Requirement: 125 hours in at least two (2) or more categories A-I**

## **A. Relevant Coursework Completed at Accredited Colleges and Universities**

Verification needed: Copy of transcript or grade slip for any class taken for Credit. *If you have sent transcripts to the district for lane changes you must make copies for the CEC Committee. The committee does not have access to the information sent to the district.*

16 clock hours will be granted for each quarter credit earned.

24 clock hours will be granted for each semester credit earned.

10 clock hours will be granted for each board credit earned.

## **B. Out-of-District Educational Workshops, Conferences, Institutions, Seminars or Lectures in Areas Appropriate to License Held**

Verification needed: Certificate of Attendance signed by the presenter or workshop sponsor indicating the date and number of hours. These are organized, structured learning experiences presented and attended for the purpose of professional development in education, not for the purpose of personal growth. These experiences do not include travel time, registration, meal or coffee breaks, negotiation sessions or business meeting portions of professional meetings.

*Unless a specific number of contact hours is specified on a Certificate of Attendance, a maximum of six (6) clock hours will be granted per day.*

## **C. In-District Staff Development Activities**

## **D. Building, District, Regional, State, National or International Curriculum Development**

Verification needed: When a certificate is not available, a district administrator or building principal must sign the clock hour application verification form (p.14)

## **E. Formal Peer Coaching or Mentorship Relationships with Colleagues**

Verification needed: Professional Development documentation. One clock hour will be granted for each hour of participation. *A maximum of 30 hours will be granted in a 5year period.*

## **F-1. Supervision of a Student Teacher or Intern**

Verification needed: Written statement signed by the local administrator or college representative responsible for the student teaching experience, including dates and number of weeks of participation. Supervision for one quarter will be equal to 16 clock hours. Supervision for one semester will be equal to 24 clock hours.

*A maximum of 30 hours will be granted in a 5year period.*

## **F-2. Membership on National, State and Local Committees Involved with Licensure, Teacher Education or Professional Standards**

Verification needed: Written statement signed by the committee chairperson or representative of the agency responsible for committee operations, including hours of participation. One clock hour will be granted for each hour of participation.

*A maximum of 30 hours will be granted in a 5year period.*

## **F-3. Participation in National, Regional or State Accreditation**

Verification needed: Written statement signed by the committee chairperson or representative of the accrediting agency, including hours of participation. 1 hour will be granted for each hour of participation.

**G-1. Leadership Experiences in Developing New or Broader Skills and Sensitivities to the School, Community or Profession**

Verification needed: Written statement signed by the representative of the agency or organization in which the activity occurred, indicating the applicant's leadership role and including hours of involvement. 1 clock hour will be granted for each hour of involvement.

*A maximum of 30 hours will be granted in a 5year period*

**G-2. Publication of Professional Articles in a Professional Journal in an Appropriate Field**

Verification needed: Copy of the published article and a summary of the experience, including the number of hours and the type of research used to develop new knowledge for incorporation into the article. A publication is defined as being printed by a recognized publishing company or a recognized professional journal. Locally produced materials will not qualify for clock hours in this category. 1 clock hour will be granted for each hour of involvement. *A maximum of 30 hours will be granted in a 5year period.*

**H-1. Experiences with Students of Another Age, Ability Level, Culture or Socio-Economic Level**

Verification needed: Written statement signed by the administrator of the educational agency for which the teaching was done. 1 clock hour will be granted for each hour of involvement. *A maximum of 30 hours will be granted in a 5year period.*

**H-2. Systematic, Purposeful Observation During Visits to Schools and to Related Business and Industry**

Verification needed: Written statement signed by an official representative of the school, business or industry visited, including educational content of the visit and hours of involvement one (1) clock hour will be granted for each hour of involvement.

*A maximum of 30 hours will be granted in a 5year period.*

**I-1. Travel for Purposes of Improving Instructional Capabilities Related to the Field of Licensure**

Verification needed: A written statement that the travel experience was completed, including actual number of days. Pre-approval is required before clock hours can be allocated for activities completed (use the [Pre-Approval for Travel or Work Experience Form](#)). Travel should relate to a professional growth in the areas of licensure.

*A maximum of 30 hours will be granted in a 5year period.*

**I-2. Work Experience in Business or Industry Appropriate to Field of Licensure**

Verification needed: A written statement signed by the employer describing duties carried out by the applicant of work verifying total hours of work employed, including validation of work hours. The activity will help lead to professional growth in the individual's licensure area. Ten (10) clock hours will be granted for each week of work experience, with a *maximum of 30 clock hours.*

**J. National Board Certification**

A teacher who is actively engaged in and making progress toward **National Board of Professional Standards Certification** at the time of renewal is equivalent to fulfilling all clock hour requirements. If the professional standards certificate expired during the five-year renewal period, the teacher will complete a prorated number of hours for the time the certificate was *not* in effect. You are also required to meet the Mental Health, Reading, Technology and Behavioral Intervention/Differentiation Requirements.

# Required Areas for Minnesota Relicensure

**These MN State requirements may be addressed through college courses, workshops/conferences, or district/building staff development opportunities.**

*Roseville Area Schools will periodically sponsor activities directly related to these requirements through district initiatives or individual buildings. However, these opportunities will not occur each year. Licensed staff might need to seek non-district sponsored workshops, conferences, etc....to fulfill these licensure requirements. Some license areas or positions are exempt from one or more requirements. See [Exemptions](#) on page 2 for more information.*

## **1. Literacy (formerly Reading Preparation)**

Professional development activities reflecting **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

## **2. Mental Health**

Professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents.

## **3. Positive Behavioral Intervention**

Professional development activities which address positive behavioral intervention strategies.

## **4. Differentiation (Accommodation, Modification, Adaptation)**

Professional development activities which address accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of individual students and ensure adequate progress towards the state's graduation standards (i.e., differentiated instruction).

## **5. Technology Integration**

Professional development activities that integrate technology effectively with student learning to increase engagement and student achievement.

## **6. Reflective Statement including English Learner reflection**

These requirements may only be met through the license applicant submitting a reflective statement of professional accomplishment and the applicant's own assessment of professional growth. This statement must include their growth in the area of meeting the needs of EL students.

Source: [License Renewal Instructions](#)  
[MDE > Educator Excellence > Licensing > Renew a License](#).

## Required Areas for License Renewal Exemptions

Required Area	Counselors, Nurses, Social Workers	Psychologists	Speech Language Pathologists	Other groups exempt
125 clock hours in at least 2 categories		Exempt if NCSP certified	Exempt if ASHA certified	National Board Certified Teachers  Deaf or Hard of Hearing Teachers - The 125 clock hours includes the 60 required clock hours in American Sign Language (ASL), American Sign Language Linguistics or Deaf Culture.
Literacy	Exempt	Exempt		
Mental health				
Positive behavior				
Differentiation				
Technology	Exempt	Exempt		Licensed school personnel who do not provide direct instruction to students
Reflective statement w/EL	Exempt	Exempt	Exempt	Admins or teachers who have not taught for any portion of the five-year renewal period  National Board Certified Teachers

Based on information in the License Renewal Instructions and Registration Guide accessed on the [MDE website](#).



## VERIFICATION FORM

(Use this form for activities which transcripts or certificates of attendance are not available.)

Category \_\_\_\_\_ Hours verified \_\_\_\_\_

Description of activity \_\_\_\_\_

Verifying Signature \_\_\_\_\_

Position \_\_\_\_\_

(principal, supervisor, presenter, chairperson, coordinator or other applicable person)

Attach this form to an Application for Approval of Clock Hours.

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