

## Clock Hour Approval Application Form

This form is to be submitted with each request for clock hours to the local continuing education committee according to rules established by the local committee. View the Minnesota Administrative Rules 8710.7200 Clock Hours; Requirements for Renewal of Professional Licenses (<https://www.revisor.mn.gov/rules/?id=8710.7200>).

**Duplicate this form as needed.**

<b>Name:</b>	<b>File Folder Number:</b>
<b>Licenses Held:</b>	<b>Expiration Date:</b>
<b>Applicant Signature:</b>	<b>Date:</b>

Request for:

- Preapproval of clock hours subject to actual completion
- Final approval of clock hours for professional activity completed

<b>Activity Category:</b>	<b>Number of Clock Hours Requested:</b>
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**This activity addresses:**

- Positive behavior intervention strategies*
- Accommodating, Modifying, and Adapting Curricula, Materials, and Strategies* to appropriately meet the needs of individual students and ensure adequate progress toward the state's graduation rule.
- Further reading preparation* This requirement applies to all professional licenses issued by the Minnesota Professional Educator Licensing and Standards Board, except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.
- Key warning signs of early-onset mental illness in children and adolescents*
- Suicide prevention: minimum of one hour*
- Evidence of instructor growth in *English Language Learner Instruction* as evident in the summative evaluation or district approved training that aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.
- Cultural Competency Training*
- American Indian History and Culture Training*

Local Committee Action	
<input type="checkbox"/> <b>Approved: Number of Clock Hours:</b>	<input type="checkbox"/> <b>Not Approved Reason:</b>
<b>Committee Signature:</b>	<b>Date:</b>

## 8710.7200 CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES.

Subpart 1. 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. Subp. 2. Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 75 approved clock hours for a Tier 3 license and 125 approved clock hours for a Tier 4 license 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. Subp. 2a. Professional development requirements. To renew a Tier 3 or 4 license, an applicant who has been employed as a teacher during the renewal period of the expiring license must demonstrate the completion of requirements of this subpart to a local continuing education/relicensure committee for verification by the Professional Educator Licensing and Standards Board. A. The applicant must show evidence of professional reflection and growth in best practices, including but not limited to the following areas: (1) cultural competency training; and (2) district-approved training in meeting the needs of English learners that has job-embedded opportunities for learning and practice and aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners. An applicant may satisfy the requirements of this subpart by submitting the teacher's most recent summative evaluation or improvement plan aligned to the district's teacher development and evaluation process. An applicant not teaching in a Minnesota district may work with the applicant's local continuing education/relicensure committee for the purposes of providing evidence of renewal requirements. B. The applicant must show evidence of professional development in the following areas: (1) positive behavior interventions under Minnesota Statutes, section 122A.187, subdivision 4, for Tier 3 or 4 licenses issued under parts 8710.0313 and 8710.0314, or their previous equivalencies, which expire on June 30, 2001, and thereafter; (2) reading preparation under Minnesota Statutes, section 122A.187, subdivision 5, for Tier 3 or 4 licenses issued under parts 8710.0313 and 8710.0314, or their previous equivalencies, which expire on June 30, 2004, and thereafter; (3) mental illness training under Minnesota Statutes, section 122A.187, subdivision 6, for Tier 3 or 4 licenses issued under parts 8710.0313 and 8710.0314, or their previous equivalencies, which expire on June 30, 2005, and thereafter; and Copyright © 2018 by the Revisor of Statutes, State of Minnesota. All Rights Reserved. 1 MINNESOTA RULES 8710.7200 (4) at least one hour of suicide prevention training under Minnesota Statutes, section 122A.187, subdivision 6, for Tier 3 or 4 licenses issued under parts 8710.0313 and 8710.0314, or their previous equivalencies, which expire on June 30, 2016, and thereafter. Subp. 2b. Renewal emergency extension. If an emergency prevents an applicant from completing rule requirements to renew a license, the applicant may submit an application to the Professional Educator Licensing and Standards Board for an emergency extension of time to renew the license. Within 30 days of receiving the application, the board must determine whether an extension of time should be granted based on documentation of the emergency. **Subp. 3. 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, inservice 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; (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;
- 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 Copyright © 2018 by the Revisor of Statutes, State of Minnesota. All Rights Reserved. 8710.7200 MINNESOTA RULES 2 (2) systematic, purposeful observation during visits to schools and to related business and industry; and
- I. preapproved travel or work experience: (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.

Subp. 4. **Maximum allocation.** Effective for all experiences completed after June 30, 2000, 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 equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for supervision. (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 world language.