

## **LOCAL CONTINUING EDUCATION RELICENSURE COMMITTEE BYLAWS/GUIDELINES**

Bylaws adopted on 9/19/02  
Revised 05/31/05

### **PREFACE**

THE CONTENTS AND REGULATIONS LISTED IN THIS DOCUMENT HAVE BEEN ADAPTED FROM RULE OF THE MINNESOTA BOARD OF TEACHING, MINNESOTA RULES, CHAPTER 8710. CURRENT VERSIONS OF THE APPLICABLE PARTS AND SUBPARTS OF CHAPTER 8710 ARE ATTACHED.

IT IS EACH INDIVIDUAL TEACHER'S RESPONSIBILITY TO BECOME INFORMED OF AND TO COMPLY WITH THE PUBLISHED REQUIREMENTS OF THIS LOCAL COMMITTEE.

### **PURPOSE AND PHILOSOPHY**

The local continuing education committee in Osseo Area Schools is established according to the Minnesota Board of Teaching rules for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of five-year continuing or professional teaching and support service licenses.

It is understood that the purpose of continuing education is to enhance the capabilities of the professional educator in performing assigned professional responsibilities. It is not intended to be primarily a reward for effort expended in lieu of other compensation. All activities for which clock hours are granted must address standards in Minnesota Rules 8710.2000 (see *Additional Information* at the end of this guidelines booklet.)

Since mandated continuing education cannot provide absolute assurance of maturing professionalism, the major responsibility for professional growth lies with the individual. Each person licensed by the Board of Teaching 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 professional 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?**

Except for individuals holding life licenses, all individuals with continuing or professional licenses are subject to the Board of Teaching continuing education rules. This includes “vocational” licenses previously under the jurisdiction of local “vocational” committees and renewed under separate rules. The same renewal requirements now apply to both “standard” and “vocational” licenses.

## **CORRELATION OF LICENSES**

Effective on January 1, 2002, with renewals of licenses that expire in 2002 and licenses that have lapsed and expire before 2002, the Board of teaching will correlate expiration dates of all “vocational” and “standard” licenses so that teachers may renew all licenses on the same fee (currently \$57.00 every five years). The correlation will be done as follows: The first license(s) renewed –whether “standard” or “vocational” -- will be renewed to the expiration date of the later-expired licenses. The correlated licenses may then be renewed in the year of expiration using a single set of 125 clock hours and a single application fee. Because clock hours must be earned in the five years prior to renewal application, it is possible that some activities may be used for both the first and second renewals of such correlated licenses if those activities fall within the five years prior to BOTH renewals. Correlation of teaching licenses and administrative licenses is not included in this automatic process because administrative licenses are under the jurisdiction of the Board of School Administrators rather than the Board of Teaching.

Individuals who have both vocational and standard licenses that already expire in the same year may renew all licenses with a single application fee and a single set of 125 clock hours. When administrative licenses have become correlated to teaching licenses, the single fee will renew the administrative licenses as well, but the continuing education renewal requirements for administrative licenses are done separately, according to Board of School Administrator procedures.

Finally, local committees will honor and sign for renewal conditions of 108 clock hours for individuals holding “vocational” licenses that state that 108 clock hours will be sufficient.

## **CODE OF ETHICS FOR TEACHERS**

The Code of Ethics for Teachers can be found on the Minnesota Board of Teaching website <http://education.state.mn.us/teachbrd>. All teachers are expected to know, understand, and abide by the Code of Ethics.

## **RESPONSIBILITIES OF LICENSEES**

It is the responsibility of the person seeking renewal of a license to submit Continuing Education Clock Hour Applications with appropriate verification to the local continuing education committee. In the year of license expiration, it is also the applicant’s responsibility to submit to the committee a completed License Renewal Application in accordance with procedures and the due dates established by the committee and stated in these guidelines. In addition, it is the responsibility of the applicant to make certain that the completed License Renewal Application

and processing fee are forwarded to Educator Licensing & Teacher Quality, Minnesota Department of Education, after endorsement by the committee. Although record keeping is one of the committee's functions, licensure is a personal responsibility, and each applicant is URGED to keep a duplicate set of records as a safeguard against accidental mishap during the relicensure process.

Continuing Education Clock Hour Applications may be obtained in the office of each District building.

One hundred twenty-five (125) clock hours are to be earned in two or more of the categories listed in the state rules (attached). Although activities of several kinds are to be undertaken for clock hours, each must provide opportunity for NEW professional growth, as opposed to repetition of previous growth/knowledge.

The applicant is to have clock hours granted by the committee of the district where he or she was employed when the experience was completed. If a licensed person employed by a school district becomes employed by a different district during a renewal period, the applicant should request the committee to transfer clock hours already earned and granted during that renewal period to the local committee in the new district. Unless granted contrary to rules, clock hours will be accepted by the new committee.

## **CLOCK HOUR CATEGORIES**

Applicants must include in their 125 clock hours, instruction or other professional development which address:

1. positive behavioral intervention strategies AND
2. accommodation, modification and adaptation of curriculum, materials and instruction to appropriately meet the needs of varied students in achieving graduation standards.
3. further reading preparation, consistent with Minnesota Statutes, section 122A.06, subdivision 4.
4. further preparation in understanding key warning signs of early-onset mental illnesses in children and adolescents.

(District staff, please note: This criteria will be met by District Staff Development Workshops.)

Clock hours must be earned in two or more of the categories A through I. Unless otherwise noted, one hour of participation equals 1 clock hour.

### **A. College/Board Credit:** College courses/audited courses/board credits

One quarter credit equals 16 clock hours, one semester credit equals 24 clock hours, one board credit equals 10 clock hours.

### **B. Workshops/Conferences:** Educational workshops, conferences, institutes, seminars or lectures in areas appropriate to licenses held.

**C. Staff Development /Inservices:** Staff Development activities, inservice meetings and inservice courses.

**D. Curriculum Development:** Building, district, regional, state, national or international curriculum development.

**E. Peer Coaching/Mentorship:** Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards listed above.

**F. Professional Service:**

1. Supervision of clinical experiences of persons enrolled in teacher preparation programs (student teaching). One quarter equals 16 clock hours; one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five-year relicensure period.
2. Participation on national, state and local committees involved with licensure, teacher education, or professional standards.
3. Participation in national, regional or state accreditation.

**G. Leadership Experiences:**

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 area.
3. Volunteer work in professional organizations related to the areas of licensure held.

**H. Other Educational 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.
2. Systematic, purposeful observation during visits to schools and related business and industry.

**I. PRE-APPROVED Travel or Work Experience:** One week equals 10 clock hours. No more than 30 clock hours may be granted in a five-year relicensure period.

1. Travel for purposes of improving instructional capabilities related to the field of licensure.
2. Work experience in business or industry appropriate to the field of licensure.

**PROCEDURES FOR APPLICANTS**

Licensed, contracted District 279 personnel will automatically be credited with approximately 30 clock hours per year for their participation in District Staff Development Workshops. **NO APPLICATION IS NECESSARY TO RECEIVE THESE CLOCK HOURS.** If workshops are missed, clock hours may need to be submitted for additional Continuing Education activities to reach the required 125 clock hours. Before submitting clock hours, please check your clock hour summary on the District's Employee Intranet to verify that additional hours are needed.

Hourly District 279 employees are required to submit verification of their participation in District Staff Development Workshops through the Continuing Education Clock Hour Application. This form is found in the office of all district buildings.

The Continuing Education Committee meets monthly through the school year, at the Educational Service Center to approve clock hours and verify requirements for License Renewal Applications. **Except in cases of emergency, the committee DOES NOT meet regularly during the summer.** Emergency cases will need to be approved by the Director of Human Resources for designated dates in June and August.

After January 1, in the year of license expiration, submit to the Continuing Education Committee a completed License Renewal Application with verification of 125 clock hours earned.

Please Note: Licensed employees of District 279 will receive license renewal instructions from the Continuing Education Department early in the year of license expiration. All other applicants may request this form from the Minnesota Department of Education, or online at <http://education.state.mn.us>.

After committee approval, the endorsed License Renewal Application will be returned to the applicant to mail to Personnel Licensing, along with the renewal fee. **DO NOT SUBMIT FEE PAYMENT TO THE COMMITTEE.**

## **APPEAL PROCEDURES**

Decision concerning whether to grant clock hours and the number of hours to be granted (within parameters of the rule) are made by the local committee, which also must consider other relevant factors. For example, it may determine that hours should not be granted a second time for activities that are not essentially different. On the other hand, it may determine that additional hours are applicable if new dimensions can be validated for a second experience, according to the description of the activity and the professional development objectives provided on the clock hour request form.

When an applicant has not been granted the requested number of clock hours by a local continuing education/relicensure committee, an appeal may be made to the local committee within 20 working days after notification of the decision of the local committee. Failure to file a written request with the local committee for an appeal within 20 working days constitutes a waiver of the individual's right to appeal.

Decisions by a local committee for continuing education/relicensure denying the appeal may be appealed to the Board of Teaching by the applicant within 30 calendar days after the date the denial is reaffirmed. Appeals forms for the state level are available from the Continuing Education Department at the district office. For local appeal, no special forms are required.

In cases where the applicant has not been granted the required number of clock hours for relicensure, the local committee will not endorse the application for renewal of the continuing license. In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the Board of Teaching. The Board shall extend the previous license until all avenues of appeal have been exhausted.

### **ADDITIONAL INFORMATION**

For questions relating to District 279 relicensure procedures or information on individual clock hour files, as well as current meeting dates and Committee membership, direct inquiries to:

Osseo Area Schools  
Continuing Education Department  
11200 93<sup>rd</sup> Avenue North  
Maple Grove, MN 55369

T: (763) 391-7296

For questions relating to teacher licensure, direct inquiries to:

Minnesota Department of Education  
1500 Highway 36 West  
Roseville, MN 55113-4266

Personnel Licensing T: (651) 582-8691 TTY: (651) 582-8201  
<http://education.state.mn.us>

For questions relating to the Continuing Education/Relicensure Rule, its interpretation and administration, direct inquiries to:

Minnesota Board of Teaching  
1500 Highway 36 West  
Roseville, MN 55113-4266

T: (651) 582-8833  
E-mail: [board.teaching@state.mn.us](mailto:board.teaching@state.mn.us)

The following information may be found on the Minnesota Board of Teaching website, <http://cfl.state.mn.us/teachbrd> :

- Continuing Education Rules
- Standards of Effective Practice for Teachers  
(Minnesota Rules 8710.2000)
- Code of Ethics for Teachers

