

## Requirements for Renewal

### Bemidji Area Schools ISD #31

Bemidji Continuing Education Committee:

Tami Wesely	Administrator, Solway/Central
Lisa Newhouse	Teacher, High School
Kirsten Fenner	Teacher, Lincoln
Kari Erickson	Teacher, Middle School
Tiffany Palmer	Teacher, High School
Miriam White	Community Representative
Crystal Bundermann	Teacher, Central

1. **Use a Final Approval and Documentation Form.** Forms are available from the school secretaries or from Human Resources.
2. The Bemidji Continuing Education Committee meets the fourth Tuesday of every month, September-May, at 3:45, at the district office. (Exception: no meeting in December.)
3. Turn in all requests for renewal clock hours to Human Resources or a committee member, preferably within one year after the completion of the education experience.
4. Teachers may apply for their next five-year license after January 1 of their renewal year.
5. Renewal clock hours: Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours within a 5 year period 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. 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. *Effective for all experiences completed after June 30, 2000, successful completion of activities under items B to I, must be granted one clock hour for each hour of participation with exceptions as indicated.*
6. For information about renewal requirements visit: <https://mn.gov/pelsb/current-educators/renew/>

#### Categories for Clock Hours:

- A. Relevant coursework completed at accredited colleges and universities:  
*Effective for all experiences completed after June 30, 2000, the local continuing education/relicensure committee shall grant 24 clock hours for each semester credit earned.*
- B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held.
- C. Staff development activities, inservice meetings, and courses:  
*Instruction and professional development activities provided by a school may be included among the clock hours in this part.*

- 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:
- a. Supervision of clinical experiences of persons enrolled in teacher preparation programs; *Effective for all experiences completed after June 30, 2000, supervision of clinical experiences of persons enrolled in teacher licensure programs for one semester equals 24 clock hours. **No more than 30 clock hours may be granted in a five-year relicensure period for supervision.***
  - b. Participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or
  - c. Participation in national, regional, or state accreditation.
- G. Leadership experiences in the following areas:
- a. Development of new or broader skills and sensitivities to the school, community, or profession;
  - b. Publication of professional articles in a professional journal in an appropriate field; or
  - c. Volunteer work ( up to 50 hours in a five year renewal period can be earned for volunteering and coaching combined) 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:
- a. Experiences with students of another age, ability, culture, or socioeconomic level; or
  - b. Systematic, purposeful observation during visits to schools and to related business and industry.
- I. Preapproved travel or work experience:
- Effective for all experiences completed after June 30, 2000, **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.*
- a. Travel for purposes of improving instructional capabilities related to the field of licensure; or
  - b. Work experience in business or industry appropriate to the field of licensure.

Experience for clock hour credit: Except for item H, subitem (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.

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.

**7. Steps for Reviewing CEU and Renewing License Online**

- a. Log onto <http://mn.gov/pelsb>
- b. Click on Current Educators