



INDEPENDENT SCHOOL DISTRICT 719
Prior Lake, Minnesota

GUIDELINES for RENEWING YOUR TEACHING LICENSE

Updated 6.1.2026

This booklet contains information for any staff and/or community members wishing to renew a five-year Tier 4 or a three-year Tier 3 Minnesota State Teaching License through Prior Lake - Savage Area Schools (ISD #719).

Members of district staff will work with the relicensure committee member in their main building to submit hours and to renew a license.

If you are an out-of-district person, contact Christie Bauer (see pg. 1) to renew your license.

The contents and regulations listed in this document have been adapted from the Minnesota Administrative Rules Chapter 8710.

<https://www.revisor.mn.gov/rules/8710/>

It is the individual teacher's responsibility to become informed of and to comply with the published requirements of this local committee.



INDEPENDENT SCHOOL DISTRICT 719 2026-2027

Relicensure Committee Members

Edgewood School	Kim Chapin kchapin@plsas.org	952-226-0936
Five Hawks Elementary School	Michelle Fischer mfischer@plsas.org	952-226-0153
Glendale Elementary School	Heather Ziskovsky hziskovsky@plsas.org	952-226-
Hamilton Ridge Elementary School	Claire Duklet cduklet@plsas.org	952-226-7842
Jeffers Pond Elementary School	Katie Micklo kmicklo@plsas.org	952-226-0622
La ola del lago at Westwood	Michelle Guzman mguzman@plsas.org	952-226-
Redtail Ridge Elementary School	Katie McGinnis katmcginnis@plsas.org	952-226-
Hidden Oaks Middle School	Becky Stark bstark@plsas.org	952-226-
Twin Oaks Middle School (8 out-of-district educators))	Christie Bauer *Chair cbauer@plsas.org	952-226-0550
Prior Lake High School & Bridges ALC	Elissa Meuwissen emeuwissen@plsas.org	952-226-8707
Prior Lake High School	Meghan Fulton mfulton@plsas.org	952-226-8899
Interim Executive Director of Academic Services	Dr. Karoline Warner * Theresa Schuck Thorp - assists with Frontline	952-226-0075
Minnesota Department of Education	Keile LaMotte keile.lamotte@state.mn.us	651-539-4199

You may view your license or get more information at:

Professional Educator Licensing and Standards Board
1500 Highway 36 West, Suite 300
Roseville, MN 55113-4055
pelsb@state.mn.us
651-539-4200

<https://mn.gov/pelsb/current-educators/renew/>

PURPOSE & PHILOSOPHY OF THE RELICENSURE COMMITTEE

The local continuing education committee for the Prior Lake - Savage Area Schools is established according to the Minnesota Professional Educator Licensing and Standards Board rules for the purpose of evaluating continuing education activities, granting appropriate clock hours for these activities, and recommending renewal of five-year professional teaching 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.

<https://www.revisor.mn.gov/rules/8710.2000/>

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 Minnesota Professional Educator Licensing and Standards Board (PELSB) 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 update 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.

CODE OF ETHICS FOR TEACHERS

All teachers are expected to know, understand and abide by the Code of Ethics found at

<https://www.revisor.mn.gov/rules/8710.2100/>

DISTRICT RELICENSURE COMMITTEE DUTIES

The district committee's responsibilities include establishing written operational guidelines, establishing meeting schedules and procedures, assigning clock hour allocations for each category according to state rules, and communicating any changes in state requirements. The District committee will also provide recommendations to appropriate personnel concerning the in-service needs of the School District.

The District committee meets face to face on an as needed basis with the majority of the committee business and voting taking place through email.

A master list of district licensed personnel is updated in a Google document with file folder numbers and current year of renewal.

Building representatives will approve clock hours and then approve an individual member's clock hours on the PELSB clock hour website in order to be prepared to renew their license in their year of renewal. A building representative is a resource, and will help guide individual teachers to complete

their renewal process on time. Each individual shall assume the responsibility for making certain that their renewal is completed on time. In Prior Lake - Savage Area Schools (ISD #719), it is expected that all clock hours and state of Minnesota mandatory requirements are completed by May 15th in a renewal year.

DESCRIPTION OF CHANGES FOR MINNESOTA TEACHING LICENSES BEGINNING JULY 01, 2018

Beginning July 01, 2018, Minnesota moved to a tiered licensure system (M.S. 122A). Information regarding the changes can be found at the following link:

<https://educationminnesota.org/wp-content/uploads/2024/05/2024-MN-tiered-licensure-graphic.pdf>

RENEW YOUR LICENSE

Specific information regarding requirements for renewal of a five-year teaching license can be found at the following link:

<https://mn.gov/pelsb/current-educators/renew/>



INDEPENDENT SCHOOL DISTRICT 719

Relicensure Summary and Guidelines

Summary of Basic Requirements

- 125 clock hours are needed to renew your five-year (Tier 4) teaching license.
- 75 clock hours are needed to renew your three-year (Tier 3) teaching license.
- All mandatory requirements (below) must be met for both types of licenses.
- Clock hours must be earned within the five-year or three-year renewal period.
- Clock hours must be earned in at least two categories (A-I).
- Renewal of License for Two or More Areas: An applicant renewing a Tier 3 or Tier 4 teaching license for two or more areas is not required to allocate 30 clock hours to each of the licensure areas, although this practice is highly encouraged.

Mandatory Requirements

- ☐ Positive behavioral intervention strategies (1 hour)
- ☐ Reading preparation (1 hour)
- ☐ Accommodations, modification and adaptation of curriculum, etc. (1 hour)
- ☐ Key warning signs mental illness (1 hour)
- ☐ Suicide Prevention Training (1 hour)
- ☐ English Language Learners (1 hour)
- ☐ Cultural Competency (5 hours)
- ☐ American Indian History & Culture (1 hour)

[Click here](#) for a link to this chart and its hyperlinks

Renewal Requirements Chart
Includes a high-level overview of all requirements for renewal

 MINNESOTA PROFESSIONAL EDUCATOR LICENSING AND STANDARDS BOARD		RENEWAL REQUIREMENTS										
Full Time Licenses		Notes										
Teacher - Tier 1 (AHC required for every renewal)		N	N	Y	Y	N	N	Y	Y	Y	Field specific content test attempted	
Teacher - Tier 2 (AHC required for every renewal)		N	N	Y	Y	N	N	Y	Y	Y	If enrolled - must evidence meaningful progress made	
Teacher - Tier 3		75	Y	Y	Y	Y	Y	Y	Y	Y	National Board Certification in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.	
Teacher - Tier 4		125	Y	Y	Y	Y	Y	Y	Y	Y	National Board Certification in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.	
Two-year Administrator		N	N	N	N	N	N	N	N	N	Renews every two years until one year of administrative experience is gained.	
Five-year Administrator		125	N	N	N	N	N	N	N	N	125 Board of School Administrators pre-approved administrative clock hours. If also hold a teaching license, must meet those requirements as well.	
Related Services - Tier 3 = 75, Tier 4 = 125 Clock Hours												
School Counselor		75/125	Y	Y	Y	Y	N	Y	Y	Y	No Tier 1. For Tier 2: if enrolled - must evidence meaningful progress made	
School Nurse		75/125	Y	Y	Y	Y	N	Y	Y	Y	No Tier 1 or 2, Current Board of Nursing and Public Health Nurse License Required - National nursing certifications may be used in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. Refer to your local relicensure committee for review.	
School Psychologist		75/125	Y	Y	Y	Y	N	Y	Y	Y	No Tier 1 - NCSP credential in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the credentialing process. Refer to your local relicensure committee for review.	
School Social Worker		75/125	Y	Y	Y	Y	N	Y	Y	Y	No Tier 1 or 2, Current Board of Social Work License Required	
Speech Language Pathologist		75/125	Y	Y	Y	Y	N	Y	Y	Y	No Tier 1 - CCC may be used in lieu of clock hours, not including mandatory requirements. Mandatory requirements may have been met within the certification process. See your local relicensure committee for review.	
Substitute												
Three-Year Short Call Substitute Teaching License		N	N	N	N	N	N	N	N	N		
Lifetime Short Call Substitute Teaching License		N	N	N	N	N	N	N	N	N		
Career and Technical (CTE) Short Call Substitute License		N	N	N	N	N	N	N	N	N	Y = Required	
Emergency Short-Call Substitute License		N	N	N	N	N	N	N	N	N	N = Not Required	
NCSP = Nationally Certified School Psychologist credential from the National Association of School Psychologists												
CCC = Certificate of Clinical Competence credential from the American Speech-Language-Hearing Association												

Explanation of Clock Hours

A. Relevant coursework completed at accredited colleges and universities <i>Any college course from an accredited institution or those courses that are instituted by administrators or teachers that would fulfill some specific needs of the district or special needs of the district or special needs of individual teachers.</i>	16 clock hours per quarter credit or 24 clock hours per semester credit No maximum within a five-year renewal period
B. Education workshops, conferences, institutes, seminars or lectures <u>in areas appropriate to licenses held</u> <i>Out of district workshops or conferences which are approved for attendance by district administration.</i>	1 clock hour per hour of participation No maximum within a five-year renewal period
C. Staff development activities, inservice meetings and inservice courses <i>Generally, these will be structured workshops before the school year and half-day workshops usually organized within our district.</i>	1 clock hour per hour of participation No maximum within a five-year renewal period QCOMP Learning Team: 13 clock hours per academic year.
D. Site, district, regional, state, national, or international curriculum development <i>The development of methods that are new, different, and innovative that are done by the applicant at any time.</i>	1 clock hour per hour of participation
A maximum of 30 clock hours may be earned in Categories E-I.	
E. Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000	1 clock hour per hour
F1. Supervision of clinical experiences of persons enrolled in teacher preparation programs <i>A successful experience of supervising and working with student teachers.</i>	1 clock hour per 3 hours of participation or 24 clock hours per 1 semester or 16 clock hours per 1 quarter A maximum of 18 clock hours may be granted in a 3-year relicensure period or 30 clock hours will be allowed within a five-year renewal period
F2. Professional service through participation on national, state, and local committees involved with licensure, teacher education, or professional standards	1 clock hour per hour of participation
F3. Professional service through participation in national, regional, or state accreditation	1 clock hour per hour of participation

G1. Leadership experiences through development of new or broader skills and sensitivities to the school, community, or profession. <i>This could include QCOMP Learning Team Leader, Building Leadership Teams, PBIS Leadership Teams.</i>	1 clock hour per hour of involvement A maximum of 15 clock hours per experience PST: A maximum of 10 clock hours per academic year
G2. Leadership experiences through publication of professional articles in a professional journal in an appropriate field. <i>Must be related to the individual's professional functions. The activity must involve the creativity of the individual teacher - not of his/her students.</i>	
G3. Leadership experiences through volunteer work in professional organizations related to the areas of licensure held. <i>Other community volunteer services such as religious instruction, Red Cross, Lions, Optimists, etc. which are relevant to the teaching field.</i>	
H1. Opportunities to enhance knowledge and understanding of a diverse educational setting through experiences with students of another age, ability, culture, or socio-economic level. <i>An experience which exceeds the normal school day or normal expectation for staff members.</i>	Wolf Ridge: 15 hours per week Junior Naturalist Supervisor: A maximum of 10 clock hours per academic year
H2. Opportunities to enhance knowledge and understanding of a diverse educational setting through systematic, purposeful observation during visits to schools and to related business and industry. <i>These visits will be planned and have a purpose such as a study of a new program, organizational structure, or new approaches to teaching. This would also include a teacher exchange when a teacher in this district initiates plans for taking another teacher's place in another district, state, or country and has that teacher come here.</i>	
I1. Travel for purposes of improving instructional capabilities related to the field of licensure. <i>Travel with a well-defined purpose that will have as its results a contribution to the teacher of a course unit or concept in the teaching of students.</i>	This travel <u>must</u> be pre-approved. 10 clock hours per week of travel A maximum of 30 clock hours per five-year renewal period
I2. Work experiences in business and industry appropriate to your field.	This work <u>must</u> be pre-approved.