



INDEPENDENT SCHOOL DISTRICT 719
Prior Lake, Minnesota

GUIDELINES for RENEWING YOUR TEACHING LICENSE

This booklet contains information for any staff and/or community members wishing to renew a five-year 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, you can affiliate with any of our building relicensure representatives 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

2021-22

Relicensure Committee Members

Westwood Elementary School Glendale Elementary School (8 Shakopee Mdewakanton Sioux Community Educators)	Paula Rudd *Co-Chair prudd@priorlake-savage.k12.mn.us	952-226-8000
Twin Oaks Middle School	Christie Bauer *Co-Chair cbauer@priorlake-savage.k12.mn.us	952-226-0550
Prior Lake High School & Bridges ALC	Elissa Meuwissen emeuwissen@priorlake-savage.k12.mn.us	952-226-8707
Prior Lake High School	Meghan Fulton mfulton@priorlake-savage.k12.mn.us	952-226-8899
Hidden Oaks Middle School	Kim Koepp kkoepp@priorlake-savage.k12.mn.us	952-226-0717
Five Hawks Elementary School	Michelle Fischer mfischer@priorlake-savage.k12.mn.us	952-226-0153
La ola del lago at Grainwood	Jennifer Bauer jbauer@priorlake-savage.k12.mn.us	952-226-0367
Jeffers Pond Elementary School	Sherrie Seidensticker sseidensticker@priorlake-savage.k12.mn.us	952-226-0664
Redtail Ridge Elementary School	Kelly Iverson-Egge kiverson@priorlake-savage.k12.mn.us	952-226-8075
Hamilton Ridge Elementary School	Claire Duklet cduklet@priorlake-savage.k12.mn.us	952-226-7842
Edgewood School	Kim Chapin kchapin@priorlake-savage.k12.mn.us	952-226-0996
District Director of Teaching & Learning	Dan Edwards * Dani Kleist	952-226-0031
Minnesota Department of Education	Keile LaMotte keile.lamotte@state.mn.us	

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://www.educationminnesota.org/EDMN/media/edmn-files/resources/TieredLicensure_Infographic-9-18.pdf

Five-year standard licenses that were set to expire June 30, 2018 were extended to June 30, 2019. If, after this extension, your license now expires on June 30, 2019, you may apply for licensure renewal starting January 1, 2019. After you renew your five-year standard license, on July 1, 2019, it will be converted to a Tier 4 license.

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 teaching license.
- Clock hours must be earned within the five-year renewal period.

However, transitioning to the new tiered system will temporarily change this. Beginning with 2019 renewals, clock hours must be earned in the six years after the previous renewal.

- Clock hours must be earned in at least two categories (A-I).

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 (6 hours)



PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

RENEWAL REQUIREMENTS

	Positive Behavior Intervention Accommodation, Modification, Adaptation of Curriculum, Materials and Strategies	Mental Illness Suicide Prevention	Reading Preparation English Language Learner*	Cultural Competency	Teacher Development and Evaluation Mentorship	Notes
Full Time Professional						
Teacher - Tier 1	N	N	N	Y	Y	Field Specific Content Test Attempt
Teacher - Tier 2	N	N	N	Y	Y	If Enrolled - Needs Meaningful Progress
Teacher - Tier 3 (75 hrs), Tier 4 (125 hrs)	Y	Y	Y	Y	Y	National Board Certification in lieu of clock hours
Administrator (125 hrs)	N	N	N	N	N	
Related Services						
School Counselor	Y	Y	Y	Y	T2	No Tier 1
School Nurse	Y	Y	Y	Y	Y	No Tier 1 or 2, Current Board of Nursing and Public Health Nurse
School Psychologist	Y	Y	Y	Y	T2	No Tier 1 - NCSP credential in lieu of clock hours
School Social Worker	Y	Y	Y	Y	Y	No Tier 1 or 2, Current Board of Social Work
Speech Language Pathologist	Y	Y	Y	Y	T2	No Tier 1 - CCC in lieu of clock hours
Substitute						
Three-Year Short Call Substitute Teaching License	N	N	N	N	N	
Lifetime Qualified Short Call Substitute Teaching License	N	N	N	N	N	
						T2 = Tier 2 Only
						Y = Required
						N = Not Required

* Beginning with renewals after January 1, 2020, teachers and related services personnel will be required to provide evidence of cultural competency training.

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

<p>A. Relevant coursework completed at accredited colleges and universities</p> <p><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></p>	<p>16 clock hours per quarter credit or 24 clock hours per semester credit</p> <p>No maximum within a five-year renewal period</p>
<p>B. Education workshops, conferences, institutes, seminars or lectures in areas appropriate to licenses held</p> <p><i>Out of district workshops or conferences which are approved for attendance by district administration.</i></p>	<p>1 clock hour per hour of participation</p> <p>No maximum within a five-year renewal period</p>
<p>C. Staff development activities, inservice meetings and inservice courses</p> <p><i>Generally, these will be structured workshops before the school year and half-day workshops usually organized within our district.</i></p>	<p>1 clock hour per hour of participation</p> <p>No maximum within a five-year renewal period</p> <p>QCOMP Learning Team: 13 clock hours per academic year. You will also receive 1 hour for pre- and post-evaluation with satisfies the Best Practices Reflection requirement.</p>
<p>D. Site, district, regional, state, national, or international curriculum development</p> <p><i>The development of methods that are new, different, and innovative that are done by the applicant at any time.</i></p>	<p>1 clock hour per hour of participation</p>
<p>A maximum of 30 clock hours may be earned in Categories E-I.</p>	
<p>E. Peer coaching or mentorship with colleagues</p>	<p>1 clock hour per hour</p>
<p>F1. Professional service through supervision of clinical experiences of persons enrolled in teacher licensure programs</p> <p><i>A successful experience of supervising and working with student teachers.</i></p>	<p>1 clock hour per 3 hours of participation or 24 clock hours per 1 semester or 16 clock hours per 1 quarter</p> <p>A maximum of 30 clock hours will be allowed within a five-year renewal period</p>
<p>F2. Professional service through participation on national, state, and local committees involved with licensure, teacher education, or professional standards</p>	<p>1 clock hour per hour of participation</p>
<p>F3. Professional service through participation in national, regional, or state accreditation</p> <p><i>North Central Evaluation teams or similar teams either as a visiting member or through committee work in the local district.</i></p>	<p>1 clock hour per hour of participation</p>

<p>G1. Leadership experiences through development of new or broader skills and sensitivities to the school, community, or profession holding an elective office or appointed position on any community-oriented body.</p> <p><i>Other community volunteer services such as religious instruction, Red Cross, Lions, Optimists, etc. which are relevant to the teaching field. This also includes QCOMP Learning Team Leader, Building Leadership Teams, PBIS Leadership Teams.</i></p>	<p>1 clock hour per hour of involvement A maximum of 15 clock hours per experience</p> <p>PST: A maximum of 10 clock hours per academic year</p>
<p>G2. Leadership experiences through publication of professional articles in a professional journal in an appropriate field or other creative endeavor.</p> <p><i>Must be related to the individual's professional functions. The activity must involve a creativity of the individual teacher - not of his/her students.</i></p>	
<p>G3. Leadership experiences through volunteer work in professional organizations related to the areas of licensure held.</p>	
<p>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.</p> <p><i>Chaperoning special school activities such as Close-Up. Any experience which exceeds the normal school day or normal expectation for staff members.</i></p>	<p>Wolf Ridge: 15 hours per week</p> <p>Junior Naturalist Supervisor: A maximum of 10 clock hours per academic year</p>
<p>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.</p> <p><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></p>	
<p>I1. Travel for purposes of improving instructional capabilities related to the field of licensure.</p> <p><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></p>	<p>This travel <u>must</u> be pre-approved.</p> <p>10 clock hours per week of travel</p> <p>A maximum of 30 clock hours per five-year renewal period</p>
<p>I2. Work experiences in business and industry appropriate to your field.</p>	<p>This work <u>must</u> be pre-approved.</p>