

# Renewal Instructions

## Table of Contents

Overview.....	1
BEGIN YOUR RENEWAL APPLICATION .....	1
MINNESOTA TEACHER LICENSURE EXAMINATIONS (MTLE) .....	2
HUMAN RELATIONS .....	3
MANDATORY REQUIREMENTS FOR THE RENEWAL OF FIVE-YEAR LICENSES .....	3
FREQUENTLY ASKED QUESTIONS REGARDING LICENSE RENEWAL .....	9
ADMINISTRATIVE LICENSE RENEWAL .....	10
<b>EXCEPTION SECTION</b>	
CLOCK HOUR EXEMPTION FOR NATIONAL BOARD CERTIFICATION .....	12
CLOCK HOUR EXEMPTION FOR SCHOOL PSYCHOLOGISTS .....	12
CLOCK HOUR EXEMPTION FOR SPEECH-LANGUAGE PATHOLOGISTS .....	12

## Overview

Applications for the renewal of a Minnesota license are submitted through our online licensing system. All licenses expire on June 30 of the year of expiration. You must provide verification of having met the renewal requirements stated on the expiring license. When renewing a five-year license, submitting your application before your clock hours have been recorded by the local continuing education committee will slow the processing of your renewal.

## BEGIN YOUR RENEWAL APPLICATION

Once you have completed all renewal requirements, follow these steps to complete your application.

**Step 1:** If you have not already done so, set up your user profile required to access the online licensing system. Read the First-Time User Registration Guide on the Minnesota Department of Education website. Your file folder number and the serial number from your most recently issued license will be needed to set up your account. Contact Educator Licensing at [mde.educator-licensing@state.mn.us](mailto:mde.educator-licensing@state.mn.us) for assistance.

**Step 2:** Follow the screen prompts to complete online application.

All applicants are required to fully complete the Conduct Review screens. If you have existing or pending convictions, complete the following information for **each** instance:

- Convicted or currently charged with
- Level of offense
- Date of offense
- Name of arresting agency
- Court jurisdiction

If you are now or were ever on probation as part of the sentence imposed in this matter, the following information is also needed:

- Plea and conditions of probation, if any
- Date of release from probation
- If still on probation, name of probation officer
- If still on probation, telephone number of probation officer
- Details of the incident

**Step 3:** Print the cover sheet provided at the end of the application for a list of the supplemental information you will be required to submit to our office before processing of your renewal application can begin. Please be sure to include this cover sheet with your materials as it will help us identify the information as yours.

**Step 4:** Make your payment using VISA or MasterCard through a secure site at US Bank. You will be required to provide the three-digit security number (be found on the signature strip on the back of the credit card).

Processing of your application will not begin until your online payment has been made and confirmed as processed by US Bank and all materials listed on your checklist have been mailed, delivered to Educator Licensing or emailed (see next section about Teacher Licensure Examinations). The document coversheet would only need to be mailed to MDE if additional documentation is required to process your renewal. It is not necessary to mail in the coversheet if you are renewing a five-year continuing license and your local committee has already reported your professional development hours.

### **MINNESOTA TEACHER LICENSURE EXAMINATIONS (MTLE)**

The MTLE is the current method of assessing the basic skills, pedagogical and content-area knowledge of Minnesota K-12 teacher candidates. If you have been issued a one-year license, any requirements regarding testing will appear as a renewal condition on your license. The required tests must be taken prior to the renewal of your license. A series of Frequently Asked Questions is available here to provide information about the testing program, requirements and the transition from the Praxis series.

The MTLE website contains information including registration information, test frameworks and study guides (<http://www.mtle.nesinc.com/>)

Score reports should be submitted to [mde.scorereports@state.mn.us](mailto:mde.scorereports@state.mn.us). Please include your name and file folder number in the subject line.

## **HUMAN RELATIONS**

The Minnesota Human Relations addresses components related to racial, cultural and economic groups and interpersonal communications. Minnesota has reciprocity arrangements with Iowa, Nebraska, Ohio, South Dakota and Wisconsin, in accepting human relations programs for licensure purposes. In addition, a human relations program completed in another state may be accepted if it was taken as part of a recent teacher education program and is comparable to Minnesota requirements. Some Peace Corps and Teacher Corps experiences meet the Minnesota human relations requirements, when documented.

View the Human Relations Verification Chart on the MDE website. This chart may be submitted with your application documents if your degree was not completed in Minnesota, Iowa, Nebraska, Ohio, South Dakota or Wisconsin. Preparation for licensure as a school counselor, school nurse, school psychologist, school social worker, or speech-language pathologist satisfies Minnesota's human relations requirement.

[Note: Out-of-state applicants who have not met the human relations requirement may be issued a one-year license. The human relations requirement will appear as a renewal condition on the license, and this requirement must be met during that year in order to renew the license, either through the verification chart or completion of one of Minnesota's approved human relations programs.]

## **MANDATORY RENEWAL REQUIREMENTS FOR THE RENEWAL OF FIVE-YEAR LICENSES**

The renewal of five-year teaching/related services licenses requires the completion of 125 hours of professional development that have been approved through the local school district's continuing education committee. As part of the 125 professional development hours, the Minnesota Legislature, by statute, currently requires ALL teachers to evidence the four areas shown below. Please note that two additional requirements will take effect in 2012; see pages 3-7 for information about these requirements.

Each school district, through its continuing education committee, is charged with determining the requirements to meet this condition. The legislation intentionally provides latitude so that districts can determine the requirement based on local goals and needs. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

Online professional development opportunities may be used to meet the requirements, as long as they meet the rule requirements. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

## **Positive Behavioral Intervention Strategies**

Effective for renewal of professional licenses which expire on June 30, 2001, and after, applicants must include in their professional development activities which address positive behavioral intervention strategies. View Minnesota Statutes Section 122A.09 (<http://www.revisor.leg.state.mn.us/stats/122A/09.html>).

## **Accommodation, Modification, and Adaptation of Curriculum, Materials and Instruction**

Effective for renewal of professional licenses which expire on June 30, 2001, and after, applicants must include in their professional development activities which address accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards (i.e., differentiated instruction). View Minnesota Statutes Section 122A.09 (<http://www.revisor.mn.gov/statutes/?id=122A.09>).

## **Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents**

Effective for renewal of professional licenses which expire on June 30, 2005, and after, applicants must also include in their professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents. View Minnesota Statutes Section 122A.09, 122A.18 amended by Special Session, Chapter 9, Article 2, Section 7 (<http://www.revisor.mn.gov/statutes/?id=122A.09>).

## **Reading Preparation**

Effective for renewal of professional licenses which expire on June 30, 2004, and after, applicants must also include in their professional development activities which evidence further reading preparation, consistent with Minnesota Statutes Section 122A.06, Subdivision 4.

View Minnesota Statutes Section 122A.06, Subdivision 4 (<http://www.revisor.mn.gov/statutes/?id=122A.06>).

View Minnesota Statutes Section 122A.09, Subdivision 4 (<http://www.revisor.leg.state.mn.us/stats/122A/09.html>).

Note: the following licensure fields are exempt from evidencing the reading preparation renewal requirement: school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, recreation personnel.

Teachers must have in-service preparation in scientifically-based reading instruction, which the law identifies as: “instruction and practice in phonemic awareness, phonics and other word-recognition skills, and guided oral reading for beginning readers, as well as extensive silent reading, vocabulary instruction, instruction in comprehension, and instruction that fosters understanding and higher-order thinking for readers of all ages and proficiency levels.” View Minnesota Statutes Section 122A.06, Subdivision 4 (<http://www.revisor.mn.gov/statutes/?id=122A.06>).

Professional development activities that will meet this requirement include: workshops, conferences and on-site staff development and/or university courses that reflect comprehensive, scientifically-based research in reading instruction, and which may include one or more of the following:

- Instruction and practice in phonemic awareness
- Phonics and other word-recognition skills

- Guided oral reading for beginning readers
- Vocabulary instruction
- Instruction in fostering understanding and higher-order thinking for readers of all ages and proficiency levels
- Reading in the content areas
- Specific reading strategies to impact comprehension
- Current research and best practices in reading research and instruction

The amount of “reading” clock hours required of teachers will vary depending upon the teaching assignment. Reading instruction is a responsibility shared by all teachers regardless of level or content. However, the need may be greater for classroom and content area teachers who use a vast amount of text in their instructional delivery. Legislation intentionally provides latitude in this matter to allow local decision-making. District-level collaboration in deciding the needs and goals of district employees in the area of reading instruction may include input from administration and staff, as well as input from reading specialists at the state and local level. Districts are charged with determining the requirements which will best support quality reading instructional practices and successfully impact student reading achievement within their district.

## **Technology**

Effective for renewal of professional licenses that expire on June 30, 2012, and any renewals processed after June 30, 2012 (including lapsed licenses with an earlier expiration date), applicants must also include in their 125 clock hours instruction or other professional development activities that integrate technology effectively with student learning to increase engagement and student achievement.

Note: Licensed school personnel who do not provide direct instruction to students, including, at least, counselors, school psychologists, school nurses, and school social workers are exempt from this requirement.

## **Reflective Statement of Professional Accomplishment and Assessment of Professional Growth**

Beginning July 1, 2012, all individuals who were employed as a teacher during any part of the five-year period immediately preceding the license renewal must include “evidence of work that demonstrates professional reflection and growth in best teaching practices. The applicant must include a reflective statement of professional accomplishment and the applicant's own assessment of professional growth ...” in their license renewal materials. View Minnesota Statutes Section 122A.18, Subdivision 4b (<http://www.revisor.mn.gov/statutes/?id=122A.18>).

Who must meet this requirement?

- Full-time classroom teachers

- Long-term substitute teachers, who have taught more than 15 consecutive days in a teaching assignment during any part of the five-year period.

Who is exempt from meeting this requirement:

- Classroom teachers who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- Licensed school administrators, including principals, who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- Licensed related services personnel (school social workers, school psychologists, counselors, speech-language pathologists, school nurses).

A written statement prepared by the teacher that demonstrates reflection on his or her professional accomplishment and includes a self-assessment of his or her professional growth using one of the following types of evidence:

- Support for student learning
- Use of best practices techniques and their applications to student learning
- Collaborative work with colleagues that includes examples of collegiality
  - (i.e., attested-to committee work, collaborative staff development programs, professional learning community work)
- Continual professional development
  - (i.e., job-embedded or other ongoing formal professional learning, including coursework)

Note: Other similar professional development efforts may be used by teachers who were employed for only a portion of the five-year renewal period immediately preceding the license renewal (i.e., substitute teachers or teachers who taught for only one of the five years in the renewal period).

### **How will the requirement be evaluated?**

The relicensure committee is not expected to evaluate the merits of the reflective statement or self-assessment. The committee must verify that a reflective statement has been submitted and that the statement meets the statutory language as described above. A teacher may submit additional materials

(ie: bulleted lists of experiences or certificates of completion) as supplementary, but there must be a written narrative submitted to the committee. There is no minimum or maximum length for the reflective statement as long as the statutory requirements are met.

National Board for Professional Teaching Standards certification. Alternative continuing relicensure options for teachers who are accepted into and complete the National Board for Professional Teaching Standards certification process, and offer additional continuing relicensure options for teachers who earn National Board for Professional Teaching Standards certification. Continuing relicensure requirements for teachers who do not maintain National Board for Professional Teaching Standards certification are those the board prescribes, consistent with this section.

## **Can clock hours be assigned for meeting the reflective practice requirement?**

Yes. On November 13, 2009, the Board of Teaching authorized a resolution that will allow teachers to earn up to five clock hours per renewal period for meeting the reflective practice requirement. (See Appendix A.)

Note: Local committees may continue to award additional clock hours for related activities that exceed the statutory requirement.

## **How is “job-embedded professional development” defined?**

The law specifies four ways that teachers can meet this requirement:

1. Support for student learning,
2. Use of best practices techniques and their applications to student learning,
3. Collaborative work with colleagues that includes examples of collegiality such as attested-to committee work, collaborative staff development programs and professional learning community work, or
4. Continual professional development that may include: (i) job-embedded or other ongoing formal professional learning, or (ii) for teachers employed for only part of the renewal period of their expiring license, other similar professional development efforts made during the relicensure period.

In collaboration with the Minnesota Department of Education’s School Improvement Division, the Board of Teaching would like to provide the guidance found on page two for the interpretation of “job-embedded professional development.” Please feel free to share this guidance with your colleagues.

### **Guidance: Job-Embedded Professional Development**

“Job-embedded [professional] development requires that most of an educator’s professional learning occurs during the workday in the work place, is designed to support team learning and is offered and available to educators. Job-embedded means the learning occurs during the workday and has a direct link to the goals set for students by the team and the school.” (Hirsch and Killion, *The Learning Educator*, 2007). Teacher learning during the educator’s work day allows access to necessary resources including materials, curriculum experts and knowledgeable assistance.

Teacher learning in a job-embedded professional development model has the following characteristics:

1. Alignment with the district and school education improvement plans, staff development plans and site SMART goals for student achievement.
2. Use of the internal capacity of the district that does not rely primarily on outside experts to impart knowledge and skills.
3. Delivery in a learning team format with collaborative teams having regular dedicated time (meetings weekly or every other week) within the teacher work day.
4. Learning teams working interdependently to improve instruction in order to achieve common goals aligned to increasing student achievement.

5. Teacher learning experiences focused on using scientifically research-based strategies that translate directly to classroom instruction.
6. A formal team structure that includes having a purpose (goal), outcomes for meetings (action plans, agendas and minutes) and a focus on classroom instruction to improve student achievement (selecting instructional strategies, planning lessons and reflecting on practice).
7. Effective use of professional development activities within learning teams, which include analyzing student data, learning new instructional strategies, developing lessons, designing common assessments and analyzing student work to assess student learning.

## **FREQUENTLY ASKED QUESTIONS REGARDING TEACHING LICENSE RENEWAL**

In addition to the general requirements for renewal listed above, below are some commonly asked questions.

### **How do I renew a one-year standard teaching license?**

1. Check your renewal conditions to verify you are ready to renew.
2. Complete an online application and submit the processing fee.
3. Submit official verification (official transcripts and score results) that you have completed any required coursework or tests as indicated in the renewal conditions on your license.

### **How do I renew a substitute or limited license?**

1. Complete an online application and submit the processing fee.
2. Print out and submit a Limited Short-Call Substitute District Verification form that has been completed, signed, and dated by both the applicant and the requesting district's superintendent or designated charter school administrator. A link to download the verification form will be provided on the document checklist at the end of your online application.
3. Provide evidence of compliance with the specific renewal conditions stated on the expiring license. Original transcripts must be submitted in a college/university sealed envelope. Minnesota teacher examination score reports must be submitted electronically to [mde.scorereports@state.mn.us](mailto:mde.scorereports@state.mn.us) when indicated as a renewal condition. Limited licenses are issued for one school year, or a portion of a school year from the date of application to the nearest June 30. However, it is valid to teach summer school in the year of expiration.)

### **How do I renew a five-year teaching or related professional service license?**

- As soon as you receive your first five-year license, you should become affiliated with a Minnesota continuing education committee. Clock hours will be required even if you do not teach in Minnesota during the life of the license or if you are not living in Minnesota. You should affiliate with the committee in the district in which you are teaching. If you are not currently teaching, you may affiliate with the committee in the Minnesota district in which you last taught or currently reside.

Minnesota Rule 8710.7200 defines the specific clock hour requirements for the renewal of all professional licenses. In summary, 125 approved clock hours are required for the renewal of a teaching license. (Additionally, statute requires specific content to be included, see below.) Clock hours must be earned in the five-year period preceding the renewal application and be from two or more of the categories identified in the rule. See subpart 3 of the rule for specific categories. View Minnesota Rule 8710.7200.

<http://www.revisor.leg.state.mn.us/arule/8710/7200.html>

Professional development activities count toward clock hour requirements at the rate of one clock hour per one hour of actual participation in planned professional development activity.

College coursework counts toward clock hours. One quarter credit equals 16 clock hours and one semester credit equals 24 clock hour credits.

Clock hours earned during a renewal period are transferable from one school district to another.

Teachers holding a continuing license living outside of the State of Minnesota who have never taught in the state should contact Educator Licensing Division for renewal information.

### **What if my license has lapsed?**

If your five-year teaching or related services professional license has lapsed, you have the following options:

- Obtain a five-year short call substitute license, valid to teach no more than 15 consecutive days in a single classroom assignment. When submitting the renewal application, please deselect your licensure fields and select the five-year short-call substitute option.
- Provide evidence that you have completed 125 clock hours of approved continuing education earned during the five-year period immediately preceding the application. Your local Minnesota continuing education committee must verify your clock hours. Contact your school district office for information concerning the relicensure committee. An application should be completed only after the clock hours have been reported by your committee.
- If you have not been employed by a Minnesota school district in the past year, you can submit official transcripts verifying completion of eight (8) semester or twelve (12) quarter credits in education or related to the teaching field earned in the five-year period immediately preceding the application. You are also responsible for any mandatory requirements in effect at the time of renewal.
- An extension for the balance of the school year may be issued if you provide evidence that you have been offered a position in Minnesota contingent upon holding a valid license. At the end of the extended licensure period, you must meet renewal requirements for the continuing license. This option is available only once during your teaching career.

### **Is there a penalty if my license expires?**

- There is no penalty if your license has expired. However, anyone who substitutes or has a teaching or related services position in a Minnesota elementary or secondary public school must hold a valid Minnesota teaching license.

### **ADMINISTRATIVE LICENSE RENEWAL**

A five-year administrative license will be granted to applicants who verify one year of administrative experience while holding a valid two-year administrative license.

Five-year administrative licenses expire on June 30 of the year of expiration. Applications for renewal may be submitted any time after January 1 of the year of expiration.

To renew a five-year administrative license, you must submit to the designated district administrator completion certificates totaling 125 clock hours of administrative and supervisory continuing education that have been pre-approved by the Minnesota Board of School Administrators. These hours must have been earned during the five-year period immediately preceding the renewal of the license.

### **Administrative Clock Hours**

"Clock hours" means hours of actual instruction or supervised group activities in a pre-approved Minnesota administrative and supervisory continuing education program. With the exception of relevant coursework completed at accredited colleges and universities, the Minnesota Board of School Administrators must pre-approve all administrative continuing education activities. One-quarter college credit equals 15 clock hours and one semester college credit equals 20 clock hours. Renewal requirements must be met during the five-year period of each continuing license and no clock hours will carry forward into any subsequent five-year licensure period.

If you have questions regarding the pre-approval of an administrative continuing education activity, you may contact the Board directly by calling 651/582-8796 or by e-mailing the Board's Executive Director, Stan Mack at [stan.mack@state.mn.us](mailto:stan.mack@state.mn.us).

Administrative licenses are issued by the Educator Licensing office, but the Minnesota Board of School Administrative has responsibility for granting administrative waivers, complaints against licensed administrators, college/university program approval and the pre-approval of administrative continuing education.

If your continuing license has lapsed and you have not been employed as an administrator or supervisor during the year immediately preceding the application for renewal, you have the following options:

- Provide evidence that you have completed 125 clock hours of pre-approved administrative and supervisory continuing education earned during the five-year period immediately preceding your application for renewal.
- If you have not been employed by a Minnesota school district in the past years, you can submit an official transcript verifying college/university credits (1 quarter credit equals 15 clock hours and 1 semester credit equals 20 clock hours) in the five-year period immediately preceding the application for renewal.
- An extension for the balance of the school year may be issued if you provide evidence that you have been offered a position in Minnesota contingent upon holding a valid license. At the end of the extended licensure period, you must meet renewal requirements for the continuing license.
- There is no penalty if your license has expired. However, anyone who serves in an administrative position in a Minnesota elementary, middle or secondary public school must hold a valid Minnesota administrative license.

## **EXCEPTIONS TO THE 125 CLOCK HOUR REQUIREMENT**

### **Clock Hour Exception for National Board Certification**

The National Board of Professional Standards Certification (NBPS) has been approved by the Minnesota Board of Teaching as a substitute for the 125 clock hours required for the license renewal. If the NBPS certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect.

Applications with NBPS Certification must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements.

### **Clock Hour Exemption for School Psychologists**

The National Certification of School Psychologists (NCSP) Certification has been approved by the Minnesota Board of Teaching as a substitute for the 125 clock hours required for license renewal. If the NCSP certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect.

School psychologists must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements including positive behavior strategies; accommodation, modification and adaptations to meet the needs of varied students; and understanding the warning signs of early onset mental illness.

School psychologists are exempt from meeting the reading preparation, technology and reflective statement of professional accomplishment and assessment of professional growth requirements.

### **Clock Hour Exemption for Speech-Language Pathologists**

The American Speech and Hearing Association (ASHA) Certification has been approved by the Minnesota Board of Teaching as a substitute for the 125 clock hours required for renewal . If the ASHA certification expires during the five-year renewal period, the local committee will prorate hours completed at 25 hours per year and require completion of a prorated number of hours for the years the certificate is not in effect.

Speech-Language Pathologists must also provide verification to the local continuing education committee of meeting all applicable mandatory requirements with the exception of the reflective statement of professional accomplishment and assessment of professional growth.