

EdVisions Cooperative- Relicensing

Clock Hours Submission Form - 30 hours license area submission

School Name: _____
Name: _____ Grade/Subject: _____
Home Address: _____ License Area(s): _____
Home C/S/Z: _____ File Folder #: _____
Home Phone: _____ Exp. Date: _____
Work Phone: _____ Email: _____
Cell Phone: _____

Instructions:

1. Complete and attach one form to each clock hour certificate.
2. Check the box for the item being submitted and attach appropriate documentation.
3. You must earn 125 total clock hours in two or more of these categories during each five year period preceding an application for license renewal, but:
 - You should earn at least 30 hours in each of your licensure area(s), and
 - Your clock hours must include activities (at least one hour) which address positive behavioral intervention strategies, learning about the Accommodations/ Standards, Reading, Key Warning Signs of Mental Illness, Technology
 - Except for H(1), teaching experiences for which licensure is required shall not qualify for clock hour credit.
4. Send to the EdVisions Cooperative Relicensure Committee prior to a scheduled meeting.

Hours Requested for this Activity: _____

This course or work met the requirements for:

_____ Positive behavioral intervention strategies	_____ 30 hours in licensure area
_____ Accommodations/Standards	_____ Key warning signs for early
_____ Reading	_____ onset of mental illness/suicide
_____ Technology	_____ prevention

Please Explain: _____

--- OVER ---

Committee Only:

Hours Granted: _____
Date: _____
Initial: _____
Initial: _____

Category A: relevant coursework completed at accredited college:

- A transcript from the college or university must be included for category A.
- Coursework completed prior to 6/30/2000: 1 Sem = 20 clock hrs / 1 Qtr = 15 clock hrs.
- Coursework completed after 6/30/2000: 1 Sem = 24 clock hrs / 1 Qtr = 16 clock hrs.

Course # and Title: _____

College/University: _____

of Semester credits _____ # of Quarter credits _____

EdVisions Cooperative Relicensure Committee
ATTN: Gigi Dobosenski
111 S Meridian St, PO Box 183, Belle Plaine MN 56011
Ph: 952-855-4320 Fx: 952-855-4319
<http://www.edvisions.coop>

Rev. 9-17

Categories B, C, D, E:

- 1 Activity Hour = 1 Clock Hour
- A certificate or letter of completion showing dates and hours must be included for categories B-I.

- Category B:** Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license(s) held.

Title: _____

- Category C:** Staff development activities, in-service meetings, and in-service courses.

Title: _____

- Category D:** Site, district, state, national, or international curriculum development. (does not include regular lesson planning)

Title: _____

- Category E:** Engagement in formal peer coaching or mentorship relationships that addresses one or more of the standards in 8710.2000.

Category F1: Professional Experience:

1. Supervision of clinical experience of persons enrolled in Teacher Preparation Programs:
 - o 1 Qtr = 16 / 1 Sem = 24 clock hours up to a maximum of 30 hours in a 5 year period. Must provide documentation from the program or your administrator.

Category F2, F3, G, H, I :

- For activity completed before 6/30/2000, 3 hrs of involvement = 1 clock hr.
- For activity completed after 6/30/2000, 1 hr of involvement = 1 clock hr.
- Must provide some type of documentation

- Category F:** Professional Experience:

2. Membership on national, state, and local committees involved with licensure, teacher education or professional standards (includes charter school board service.,(max. 30 hours)), or
3. Participation in national, regional or state accreditation.

- Category G:** Leadership Experiences:

1. Development of new or broader skills and sensitivities to the school, community or profession, or
2. Publication of professional articles in a professional journal in an appropriate field, or
3. Volunteer work in professional organizations related to areas of licensure held.

- Category H:** Opportunities to enhance knowledge and understanding of diverse educational settings:

1. Experiences with students of another age, ability level, culture or socioeconomic level, or
2. Systematic, purposeful observation during visits to other schools and to related business and industry.

- Category I:** Pre-approved travel or work experience:

Note: One week of pre-approved (by your Personnel Team) travel or work earns 10 clock hours, up to a maximum of 30 clock hours within the five-year relicensure period, except as waived by the committee per state rules.

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