



EdVisions Cooperative Relicensure Committee
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:

<input type="checkbox"/> Positive behavioral intervention strategies	<input type="checkbox"/> 30 hours in licensure area
<input type="checkbox"/> Accomodations/Standards	<input type="checkbox"/> Key warning signs for early onset of mental illness
<input type="checkbox"/> Reading	
<input type="checkbox"/> Technology	

Please Explain: _____

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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 _____

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), 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.