

EdVisions Cooperative-Relicensing CLOCK HOUR APPROVAL APPLICATION FORM

This form is to be submitted with each request for clock hours to the local continuing education committee. View the Minnesota Administrative Rules 8710.7200 [Clock Hours; Requirements for Renewal of Professional Licenses](#) Duplicate this form as needed.

Name:	File Folder Number:
Address (street, city, state, zip):	
Licenses Held:	Expiration Date:
Current School:	
Applicant Signature:	Date:

This activity addresses:

- Positive behavior intervention strategies*
- Further reading preparation* as defined in [Minnesota Statute 122A.06, Subd. 4](#) not required of school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.
- Key warning signs of early-onset mental illness in children and adolescents, including a minimum of one hour of suicide prevention*
- Reflective statement* of professional accomplishment and assessment of professional growth
Evidence of instructor growth in **English Language Learner Instruction** as evident in the reflective statement
- Licensure Area*
- PBL/TPP Training*
- Other*

Description of this Experience: (include objective and evaluation of the experience. Attach documents and further explanation as appropriate):	
Activity Category:	Hours Requested:

Local Committee Action	
Hours Granted:	Date:

Initials:	Initials:
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o 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.

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

Title: _____

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

Title: _____

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

Title: _____

o 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

o 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.

o 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.

o 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.

o 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.