

How to renew with EdVisions Cooperative CEU Committee - Committee approved Sept 2018

The EdVisions Cooperative CEU Committee renews professional teaching licenses and related educational licenses all of which follow these requirements. There are exceptions for National Certification for Speech Language Pathologist and School Psychologist, [read here to see if you qualify](#).

1. Collect all CEUs from past 5 years
2. Chose to renew with 30 hours in licensure area or 15 hours in licensure area plus 15 hours in TPP and PBL training
3. Option 1: **125 total hours including:**
 - a. 30 hours in licensure area
 - b. 2 hours in Further reading preparation
 - c. 2 hours Positive behavior intervention strategies
 - d. 2 hours Key warning signs of early-onset mental illness in children and adolescents, including a minimum of one hour of suicide prevention
4. Option 2: **125 total hours including:**
 - a. 15 hours in licensure area
 - b. 15 hours in Teacher Professional Practice and/or Project Based Learning Training
 - c. 2 hours in Further reading preparation
 - d. 2 hours Positive behavior intervention strategies
 - e. 2 hours Key warning signs of early-onset mental illness in children and adolescents, including a minimum of one hour of suicide prevention
5. Fill out and attach “Clock Hours” form to **each certificate** of CEU or transcript from college or university. The second page of the form gives categories for CEU’s, please check which one you are using for this certificate. *If the certificate’s title does not detail what the CEU was earned for, make sure to include detailed information or agenda for the conference, seminar etc.*

College credit conversion: 1 semester credit= 24 CEU hours and 1 quarter credit= 16 CEU hours

 - o [Clock Hours Form EXAMPLE](#)
 - o [Clock Hours Form](#)
6. Compile all hours on “Master Record Form”
 - o [Master Record Form - 15 Hours EXAMPLE](#)
 - o [Master Record Form - 15 Hours](#)
 - o [Master Record Form - 30 Hours](#)

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7. Print a copy of your license from the MDE website
8. Write your professional statement, be sure to include new ELL Requirement
 - o [Reflection Requirements](#)
9. Submit the checklist
 - o [Download the Relicensure Checklist](#)
10. Send all certificates, clock hour forms, master record form and application to:
Gigi Dobosenski, c/o EdVisions Cooperative
PO Box 183
Belle Plaine, MN 56011.
 - o Please do not staple forms together, use paperclips.
 - o **Do this at least one week prior to scheduled meeting.**
 - March Meeting: March 8, 2019
 - May Meeting: May 7, 2019
 - o If you are not a member of EdVisions Cooperative, also submit \$100 for processing.
 - o If you are submitting for renewal after the last official meeting date, include a \$100 processing charge.
11. Once the committee has reviewed your hours, you will receive an email regarding your CEU hour acceptance status. Either:
 - . Hours are all approved and entered in the state database, at which time you log onto the [Minnesota Department of Education, Renew a Licence page](#) fill out your information (you will need a Google account and payment information). The state should process your new license in 48 hours, or
 - a. Some of your hours need to be verified with further evidence of CEUs, as specified in email, then after verification and approval proceed to the website as in step a, or
 - b. You did not have enough CEUs, at which time an email will be sent request proof of further hours.