

How to renew with EdVisions Cooperative CEU Committee

The EdVisions Cooperative CEU Committee renews professional teaching licenses and related educational licenses (social workers, school psychologist, school nurse) all of which follow these requirements.

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 reading preparation
 - c. 2 hours in accommodations, modification and adaptation of curriculum (Standards)
 - d. 2 hours positive behavior interventions
 - e. 2 hours key warning signs of early onset mental illness (*certificate/CEU must say "Key Warning Signs of Mental Illness"*)
 - f. 2 hours in Technology training
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 reading preparation
 - d. 2 hours in accommodations, modification and adaptation of curriculum (standards)
 - e. 2 hours positive behavior interventions
 - f. 2 hours key warning signs of early onset mental illness (*certificate/CEU must say "Key Warning Signs of Mental Illness"*)
 - g. 2 hours in Technology

Committee approved Sept 2016

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**
 - [15 Hours example here](#)
 - [Blank 15 hour Form Here](#)
 - [Blank 30 hour form here](#)
6. Compile all hours on “Master Record Form”
 - [15 Hours example here](#)
 - [Blank 15 hour Form Here](#)
 - [Blank 30 hour form here](#)
7. Print a copy of your license from the MDE website
8. Write your reflective statement [reflection requirements here](#)
9. Submit the checklist [Checklist here](#)
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. Please do not staple forms together, use paperclips. **Do this at least one week prior to scheduled meeting. (Meetings are March 11, 2016 and May 17, 2016)** *If you are not a member of EdVisions Cooperative, also submit \$100 for processing. 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:
 - a. Hours are all approved and entered in the state database, at which time you log into: <http://education.state.mn.us/MDE/lic/renew/> fill out your information (you will need a copy of your previous license) and payment information. The state should process your new license in 48 hours, or
 - b. 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
 - c. You did not have enough CEUs, at which time an email will be sent request proof of further hours.