

Guidelines for Licensure Renewal

Minnetonka Public Schools #276

The contents and regulations listed in this document have been adapted from the Minnesota Board of Teaching, Minnesota Rules, [Chapter 8710](#).

RENEWAL REQUIREMENTS FOR TIERED LICENSURE

In 2018, Minnesota adopted new laws changing teacher licensure renewal requirements. Before applying for renewal, Minnesota teachers should complete all licensure renewal requirements. To help facilitate the renewal process, Minnesota Professional Educator Licensing and Standards Board (PELSB) created the attached guidance for individuals, relicensure committees, and school districts about the changes in licensure renewal requirements. Current educators should [click here](#) for more information on how to renew their license on the PELSB website.

It is each individual teacher's responsibility to become informed of and to comply with the requirements of this local committee.

RELICENSURE CHECKLIST

It is important to complete ALL the needed paperwork before your license expires. Once you have completed all of the renewal requirements, and have been notified by the Relicensure Chair, Trudy Schnorr, that you have been approved online by PELSB, then follow the steps outlined on the PELSB website and clicking on "Renew a License" website (link provided above). *If you have any questions regarding number of clock hours required by the local committee or renewing your license please contact your building representative (listed below) or Trudy Schnorr.*

You may renew your license after January 1st of the year it expires. **Do not wait.**

BUILDING RELICENSURE REPRESENTATIVES

Clear Springs	Bettina Grund	MCEC	Kari Underwood
Deephaven	Jane Sladky Valley	MHS (A-M)	Kristyn Roman
Excelsior	Jing Zhao	MHS (N-Z)	Kristin Ueland
Groveland	Favi Rodriguez	MME	Jacob Fouts
Minnewashta	Jenny Van Aalsburg	MMW	Neil Dejewski
Scenic Heights	Julie Jo Nawrocki		
District Administrator & DSC Rep.		Tim Alexander	
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Renewal Requirements for Tiered Licensure

In 2017, Minnesota adopted new laws changing teacher licensure renewal requirements. Minnesota teachers may begin applying for licensure renewal starting Jan. 1, 2019. Before applying for renewal, Minnesota teachers should complete all licensure renewal requirements.

To help facilitate the renewal process, PELSB is providing the following guidance for individuals, relicensure committees, and school districts about the changes in licensure renewal requirements.

If you have questions about the requirements, please contact Keile LaMotte at keile.lamotte@state.mn.us.

Sections in this document:

[Guidance for Individual Teachers Regarding Renewal Requirements](#)

[Guidance for Districts and Relicensure Committees Regarding Renewal Requirements](#)

[Specific Requirements by Each License Tier](#)

Guidance for Individual Teachers Regarding Renewal Requirements

Please note: Individuals will renew their licenses through [PELSB's current online license system](#).

- **Cultural Competency Training**
 - For the academic year 2018-2019, cultural competency training is required **only for Tier 1 license renewals**
 - All other licenses expiring in 2019 are not required to complete cultural competency training.
 - Cultural competency training is required for all individuals with licenses expiring in 2020 or afterward.
- **Summative Evaluations**
 - Under [Minn. Stat. § 122A.187](#), Tier 3 and Tier 4 license holders have the option of submitting their summative evaluation of their individual growth and development plan in place of:
 - Cultural competency training; and
 - Meeting the needs of English Language Learners.
 - Individuals should submit their summative evaluation and development plan to their local re-licensure committee if they choose this option.
- **Licenses expiring on June 30, 2019**
 - Individuals holding a five-year standard license that expires in 2019 may begin applying for license renewal beginning Jan. 1, 2019. The five-year standard license will automatically convert to a Tier 4 license upon renewal.
 - One-year standard licenses will need to be converted to a tiered license upon renewal.
 - PELSB will provide additional information about the processes for one-year standard license renewals in December 2018.
 - Individuals will renew their licenses through [PELSB's current online license system](#).
- **Suicide Prevention Training**
 - All currently licensed teachers are required to complete one hour of suicide prevention training.
 - [PELSB adopted criteria for the content of suicide prevention training in March 2018](#).
 - Individuals whose licenses expire in 2019 *and* completed suicide prevention training prior to March 2018 do not need to complete the additional content requirements.
 - The additional content requirements for suicide prevention training that PELSB approved are required for all other license renewals.
- **Renewal Requirements that Individuals No Longer Need to Meet**
 - Reflective statement of professional accomplishment and assessment of professional growth no longer required after July 1, 2017.
 - Technology training is no longer required after July 1, 2018.

Guidance for Districts and Relicensure Committees Regarding Renewal Requirements

- **Cultural Competency Training** must include the following elements in a format fostering self-reflection and discussion where the focus is on deepening the teacher's own frames of reference, potential bias in these frames, and the impact of these frames on students, students' families, and the school communities:
 - Racial, cultural, and socioeconomic groups;
 - American Indian and Alaskan native students;
 - Religious diversity;
 - Gender identity, including transgender students;
 - Sexual orientation;
 - Language diversity;
 - Individuals with disabilities and mental health concerns; and
 - Systemic racism.
- **Suicide Prevention Training**
 - All currently licensed teachers are required to complete one hour of suicide prevention training.
 - [PELSB adopted criteria for the content of suicide prevention training in March 2018.](#)
 - Individuals whose licenses expire in 2019 *and* completed suicide prevention training prior to March 2018 do not need to complete the additional content requirements.
 - The additional content requirements for suicide prevention training that PELSB approved are required for all other license renewals.
- **Reading Renewal**
 - In October 2018, PELSB established a subcommittee to review reading renewal requirement criteria needed for relicensure.
 - PELSB will provide ongoing communication regarding the reading renewal requirements as the criteria are developed.
- **Related Services**
 - As established in statute, related service professionals are not required to meet the reading renewal requirements.
 - However, related service professionals must meet other renewal requirements, which can be found in PELSB administrative rules:
 - [Speech-Language Pathologist](#)
 - [School Nurse](#)
 - [School Psychologist](#)
 - [School Social Work](#)
 - [School Counselor](#)

Specific Requirements by Each License Tier

Each licensure tier has different renewal requirements. For Tier 1 and Tier 2 licenses, both the hiring district and license holder must provide evidence for renewal. For Tier 3 and Tier 4 licenses, the license holder must provide evidence for renewal.

Renewal requirements include:

- **Tier 1**
 - **The hiring district must meet** job posting requirements required for the Tier 1 license application.
 - **The hiring district must show** the license holder participated in:
 - Cultural competency training (*see Cultural Competency Training requirements on page 2*);
 - A mentorship program aligned to definition in Board rule; and
 - An evaluation aligned with the district's teacher development and evaluation model.
 - **The license holder must attempt** the Minnesota Teacher Licensure Examinations (MTLE) content examination aligned to the assignment, if applicable, during the academic year.
- **Tier 2**
 - **The hiring district must show** the license holder participated in:
 - Cultural competency training (*required for individuals with licenses expiring in 2020 and after; see page 2 for more details*); and
 - An evaluation aligned with the district's teacher development and evaluation model.
 - **For Tier 2 license holders enrolled in a board-approved teacher preparation program**, the provider must certify that meaningful progress, as defined by the provider, has been made toward completion of the program.
- **Tier 3**
 - The license holder must complete:
 - Verification by the local continuing education/relicensure committee of completion of 75 approved clock hours.
 - Evidence of professional reflection and growth in best practices, including but not limited to:
 - Cultural competency training (*required for individuals with licenses expiring in 2020 and after; see page 2 for more details*); and
 - District-approved training in meeting the needs of English learners that has job-embedded opportunities for learning and practice and aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.
 - Evidence of professional development in:
 - Positive behavior intervention strategies;
 - Reading preparation (*more details coming soon; see page 2*);
 - Mental illness training; and

- At least one hour of suicide prevention training (*see Suicide Prevention Training requirements on page 2*).
- **Tier 4**
 - The license holder must complete:
 - Verification by the local continuing education/relicensure committee of completion of 125 approved clock hours.
 - Evidence of professional reflection and growth in best practices, including but not limited to:
 - Cultural competency training (*required for individuals with licenses and expiring in 2020 and after; see page 2 for more details*); and
 - District-approved training in meeting the needs of English learners that has job-embedded opportunities for learning and practice and aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.
 - Evidence of professional development in:
 - Positive behavior intervention strategies;
 - Reading preparation (*more details coming soon; see page 3*);
 - Mental illness training; and
 - At least one hour of suicide prevention training (*see Suicide Prevention Training requirements on page 2*).

Categories for Clock Hour Allocation.

Verification of completion of experiences must be submitted by the applicant to the local continuing education or relicensure committee of the district in which the applicant works or resides. The committee must verify 75 clock hours for a Tier 3 license and 125 clock hours for a Tier 4 license before renewing, see [Minnesota Rule 8710.7200, Subpart 2](#). Successful completion of activities under items B to I are granted one clock hour for every hour of participation, unless otherwise specified. Clock hours must be earned in two or more of the categories in items A to I per [Minnesota Rule 8710.7200, Subpart 3](#):

- A. Relevant coursework completed at accredited colleges and universities;**
 - 1) One semester credit = 24 clock hours
 - 2) One quarter credit = 16 clock hoursThe relevant coursework conversion is only applicable with additional clock hours in categories B-I.
- B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;**
- C. Staff development activities, inservice meetings, and courses;**
 - 1) Instruction and professional development activities provided by a school may be used as clock hours in this part.
- D. Site, district, regional, state, national, or international curriculum development;**
- E. Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part [8710.2000](#);**
- F. Professional service in the following areas:**
 - 1) Supervision of clinical experiences of persons enrolled in teacher preparation programs. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for supervision.
 - (i) One semester enrollment = 24 clock hours
 - (ii) One quarter enrollment = 16 clock hours
 - 2) Participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or
 - 3) Participation in national, regional, or state accreditation;
- G. Leadership experiences in the following areas:**
 - 1) Development of new or broader skills and sensitivities to the school, community, or profession;
 - 2) Publication of professional articles in a professional journal in an appropriate field; or
 - 3) Volunteer work in professional organizations related to the areas of licensure held;
- H. Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:**
 - 1) Experiences with students of another age, ability, culture, or socioeconomic level; or
 - 2) Systematic, purposeful observation during visits to schools and to related business and industry;
and

I. Preapproved travel or work experience:

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

One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for travel or work experience. The clock hour limit may be waived when the local committee determines that the preapproved travel or work experience is critical to the teacher's advanced or current skills for the teacher's assignment; for example, travel to experience language or cultural immersion by a teacher of world language.

Renewal of License for Two or More Areas

An applicant renewing a Tier 3 or Tier 4 teaching license for two or more areas is not required to allocate 30 clock hours to each of the licensure areas, although this practice is highly encouraged.

Exception for National Board Certification

A local continuing education committee shall accept verification that a teacher is actively engaged in and making progress toward National Board of Professional Standards Certification or other national professional teaching certification approved by the Professional Educator Licensing and Standards Board at the time of renewal as equivalent to fulfilling all clock hour requirements for Tier 3 or 4 license renewal. A local continuing education committee shall accept verification that a teacher has earned National Board or other approved certification as equivalent to all clock hour requirements during the life of the certificate. If the certificate expires during the applicable renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

Exception for School Psychologist

The Nationally Certified School Psychologist (NCSP) credential from the [National Association of School Psychologists](#) may be used in lieu of all clock hours required under [Minnesota Rule 8710.7200, subpart 2](#), to renew a school psychologist license. If the NCSP credential expires during the license holder's renewal period, the local continuing education relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect.

Exception for Speech Language Pathologist

The Certificate of Clinical Competence (CCC) credential from the American Speech-Language-Hearing Association may be used in lieu of all clock hours required under part [Minnesota Rule 8710.7200, subpart 2](#), to renew a speech-language pathologist license issued under this part. If the CCC credential expires during the individual's renewal period, the local continuing education or relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect.

Mandatory Renewal Requirements for Tier 3 and Tier 4 Licenses

Verification of completion of experiences must be submitted by the applicant to the local continuing education or relicensure committee of the district in which the applicant works or resides. The committee must verify 75 clock hours for a Tier 3 license and 125 clock hours for a Tier 4 license before renewing, see [Minnesota Rule 8710.7200, Subpart 2](#). Clock hours must be earned in two or more of the categories in items A to I per [Minnesota Rule 8710.7200, Subpart 3](#). These mandatory requirement activities can be used to earn necessitated clock hours required for renewal. Each mandatory requirement must be addressed during each three-year or five-year renewal period, for a Tier 3 or Tier 4 license respectively. Professional reflection and growth in best practices must be evidenced in, but not limited to, the following areas:

Positive Behavior Interventions

[MN Statute Section 122A.06 subdivision 4](#) requires preparation in the areas of using *positive behavior interventions*. Subdivision 4 further requires evidence in meeting *accommodation, modification, and adaption of curriculum, materials, and instruction* to appropriately meet the needs of all students to achieve graduation standards.

Reading Preparation

[MN Statute Section 122A.06 subdivision 5](#) explains *reading preparation* as "Comprehensive, scientifically based reading instruction" including a program or collection of instructional practices based on valid, replicable evidence that results in a minimum of satisfactory student reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading: phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension.

Comprehensive, scientifically based reading instruction also includes and integrates instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs in order to design and implement ongoing interventions so that students of all ages and proficiency levels can read and comprehend text, write, and apply higher level thinking skills. For English learners developing literacy skills, districts are encouraged to use strategies that teach reading and writing in the students' native language and English at the same time.

School counselors, school nurses, school psychologists, school social workers and speech language pathologists are exempt from this requirement.

Mental Illness Awareness

[MN Statute 122A.187, Subdivision 6](#) requires all teachers be trained in understanding the *key warning signs of early-onset mental illness* in children and adolescents. During subsequent licensure renewal periods, preparation

may include providing a more in-depth understanding of students' mental illness trauma, accommodations for students' mental illness, parents' roles in addressing students' mental illness, Fetal Alcohol Spectrum Disorders, autism, the requirements of section [125A.0942](#) governing restrictive procedures, and de-escalation methods, among other similar topics.

Suicide Prevention Strategies

MN Statute 122A.187, Subdivision 6 further requires at least one hour of *suicide prevention* best practices training during each licensure renewal period based on nationally recognized evidence-based programs and practices.

English Learners Best Practices

[MN Statute 122A.187, Subdivision 3](#) requires that all teachers evidence practices in meeting the varied needs of English learners, from young children to adults under section [124D.59, subdivisions 2 and 2a](#).

School counselors, school nurses, school psychologists, school social workers and speech language pathologists are exempt from this requirement.

Cultural Competency Training

MN Statute 122A.187, Subdivision 3 further requires *cultural competency training* for all teachers. For purposes of statewide accountability, "cultural competence," "cultural competency," or "culturally competent" means the ability of families and educators to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds. Cultural competency training means a training program that promotes self-reflection and discussion including but not limited to all of the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns. Training programs must be designed to deepen teachers' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities.

A teacher may satisfy the requirements of English learners best practices and cultural competency training by submitting the teacher's most recent summative evaluation or improvement plan under section [122A.40](#), subdivision 8, or [122A.41](#), subdivision 5.

Renewal Requirements Chart

 PROFESSIONAL EDUCATOR LICENSING AND STANDARDS BOARD		RENEWAL REQUIREMENTS										Notes		
Mandatory Clock Hour Requirements:	Positive Behavior Intervention Accommodation, Modification, Adaptation of Curriculum, Materials and Strategies	Mental Illness	Suicide Prevention	Reading Preparation	English Language Learner	Cultural Competency	Non-Clock Hour Requirements: **	Teacher Development and Evaluation	Mentorship					
Full Time Professional														
Teacher - Tier 1	N	N	N	N	N	N	N	Y	Y	Y	Y	Field Specific Content Test Attempt		
Teacher - Tier 2	N	N	N	N	N	N	N	Y	Y	Y	Y	If Enrolled - Needs Meaningful Progress		
Teacher - Tier 3 (75 hrs), Tier 4 (125 hrs)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	National Board Certification in lieu of clock hours		
Administrator (125 hrs)	N	N	N	N	N	N	N	N	N	N	N			
Related Services														
School Counselor	Y	Y	Y	Y	Y	Y	Y	Y	T2	Y	Y	No Tier 1		
School Nurse	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Tier 1 or 2, Current Board of Nursing and Public Health Nurse		
School Psychologist	Y	Y	Y	Y	Y	Y	Y	Y	T2	Y	Y	No Tier 1 - NCSP credential in lieu of clock hours		
School Social Worker	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Tier 1 or 2, Current Board of Social Work		
Speech Language Pathologist	Y	Y	Y	Y	Y	Y	Y	Y	T2	Y	Y	No Tier 1 - CCC in lieu of clock hours		
Substitute														
Three-Year Short Call Substitute Teaching License	N	N	N	N	N	N	N	N	N	N	N			
Lifetime Qualified Short Call Substitute Teaching License	N	N	N	N	N	N	N	N	N	N	N			
												T2 = Tier 2 Only		
												Y = Required		
												N = Not Required		

* Beginning with renewals after January 1, 2020, teachers and related services personnel will be required to provide evidence of cultural competency training.

** District-level Human Resources Requirement

NCSP = Nationally Certified School Psychologist credential from the National Association of School Psychologists

CCC = Certificate of Clinical Competence credential from the American Speech-Language-Hearing Association