

License Renewal Clock Hour Cover Sheet

Name: _____ Employee ID #: _____ State File Folder #: _____

Home Address: _____

Email required: _____ Phone: _____

School Name: _____

Please Check: Teacher Administrator Other _____

Check if you would like materials mailed back to you (must include envelope and stamp)

Postal Mail District Intermail

Attach this cover sheet to your relicensure materials and submit packet to HR

A College Course(s)

Attach a copy of transcript
1 semester credit = 24 clock hours
1 quarter credit = 16 clock hours

B Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license held

Include signed copy of certificate listing date and number of hours completed

C Staff development activities, in-service meetings, and in-service courses

1 District in-service credit = 10 clock hours

***D Curriculum Development**

District, state, national or international

***E Formal peer coaching or mentorship or mentorship relationships with colleagues**

***F Professional Service**

- F1* Supervising student teacher for full quarter = 16 clock hours, for 1 full semester = 24 clock hours
Limit of 30 clock hours per 5-year period for supervision
- F2* Participation on committees involved with licensure, teacher education or professional standards or accreditation
- F3* Observers: One hour per observer per unit
- F4* PLC (Professional Learning Committee)
Limit 50 clock hours per 5-year period
(10 per year)

***G First time Leadership Experiences -**

Includes:

- G1* Development of new or broader skills and sensitivities to school, community or profession
- G2* Publication of professional articles in a professional journal in an appropriate field
- G3* Volunteer work in professional organizations related to the areas of licensure held (includes child study teams, dept. chair, etc.)
Limit 30 clock hours per 5-year period

***H First Time Opportunities to enhance knowledge and understanding of diverse educational settings**

- H1* Experience with students of another age, ability, culture or socioeconomic level
- H2* Systematic, purposeful observation during visits to schools and to related business and industry
Limit 30 clock hours per 5-year period

I Pre-approved travel or work experience (for which your teaching license is not required) related to your field of licensure

1 week = 10 clock hours. Limit of 30 clock hours per 5 years

Requesting pre-approval of travel clock hours

(* signed letter of verification is needed in these areas)

Seven Required Areas

- O** English Language Learners
- P** Cultural Competency
P1= (2 hours) & P2-P7= (1 hour each) minimum 3 hours required
- Q** Suicide Prevention
- R** Positive behavioral intervention strategies
- S** Accommodation, modification and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards
- T** Reading (Comprehensive, scientifically based reading instruction)
- U** Key warning signs of early-onset mental illness in children and adolescent

Signature of Applicant: _____

Date: _____

Saint Paul Public Schools, ISD#625
Relicensure Committee
360 Colborne Street
Saint Paul, MN 55102

PELS Board
Relicensure for Tier 3 & 4 Teaching and
Administrative Licenses

The Relicensure Committee meets several times throughout the school year (see dates below). The Committee reviews documentation submitted by Teachers and Administrators needing to renew their tier 3 or 4 administrative and teaching license. Tier 3 & 4 teaching relicensure requirements are established by The Professional Educators License and Standards Board (PELSB) and approved or denied by the committee. Administrative relicensure requirements are established by Minnesota Board of School Administrators and Standards Board and are approved or denied by the committee.

All clock hour certificates and transcripts must be sent to the committee at the address listed below.

Please submit your materials to the Relicensure Committee at relicensurecommittee@spps.org.

Meeting Dates for 2021 - 2022						
Administration Building, 360 Colborne Street, Saint Paul						
December 16th	January 20th	February 24th	March 17th	April 21st	May 12th	May 26th

(Note: the committee does not meet from June- November. You are required to be licensed by the first day you work. (the first day back for the teachers for 2021-2022 school year is August 30, 2021). Teachers who are not fully licensed by the first day of work will be removed from their assignment and placed on unpaid leave of absence until fully licensed.)

Important Renewal Information:

- Submit clock hours to the committee ONLY when you have met ALL requirements to renew
- A teacher requesting renewal of a tier 4 license must earn 125 clock hours during each five-year licensure period from the date of renewal to June 30 of the year of expiration. Also a teacher requesting renewal of a tier 3 license must earn 75 clock hours during each 3-year licensure period from the date of renewal to June 30 of the year of expiration. Within the 75 or 125 clock hours necessary to relicense, you will need to fulfill seven requirements listed under categories O, P, Q, R, S, T, U,
- Clock hours above and beyond the 125 clock hours required for a 5-year licensure period **may not be banked** for future renewals. This also goes for Tier 3 which requires 75 clock hours for a 3-year licensure period **may not be banked** for future renewals.
- Once your materials have been approved by the committee you will receive an email with further instructions to renew your license.
- There will be no open house this year due to COVID-19.

Committee Members:

See Vang Chair – seepha.vang@spps.org

Patrick Coyne – patrick.coyne@spps.org

Heidi Elliott – heidi.elliott@spps.org

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Becky Brown-brown.rebecca@comcast.net

Marlene Martinez martinezmar09@gmail.com

Barbara Wencil – bwencil@msn.com

If you have any questions, please send us an email at relicensurecommittee@spps.org