

Anoka-Hennepin Independent School District #11  
**Continuing Education Clock Hour Approval Application Form**  
For Non-Current Anoka-Hennepin Staff or Non-District Teachers

1. Teachers not currently working in Anoka-Hennepin should use this form. Requests for clock hours should be submitted to the Continuing Education Committee at the ESC within six months after completing the continuing education activity.
2. Travel and work experience requests must be pre-approved per state law.
3. The committee shall not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value (Minnesota Rule 8710.7200, Subp. 11).

Name \_\_\_\_\_ Teacher File Folder# \_\_\_\_\_

Address \_\_\_\_\_ or email address \_\_\_\_\_

Current Assignment \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

This application is for (check one):

\_\_\_\_\_ Pre-approval of travel or work experience (category I). Objectives described below.

\_\_\_\_\_ Final approval of professional activity (categories A-I). **Verification is attached.**

Activity category \_\_\_\_\_ Clock hours requested \_\_\_\_\_

Maximum of 30 hours in each category E, F(1), G, H, I for each 5-year renewal period.

Date(s) of activity \_\_\_\_\_ Beginning/ending times \_\_\_\_\_

Description (objective, amount of time engaged, strategies, material covered, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will the activity enhance your teaching? \_\_\_\_\_

\_\_\_\_\_

Teachers must complete 125 clock hours for a Tier 4 license renewal and 75 clock hours for a Tier 3 license renewal. Included in these clock hours, at least **one-hour** must address suicide prevention and at least **two-hours** in each of the other topics listed below. Please indicate, and submit verification, if the activity specifically addresses one or more of the following topics:

\_\_\_\_\_ (\*) Positive Behavioral Intervention Strategies

\_\_\_\_\_ (\*) Scientifically Based Reading Instruction. (Teachers who do not provide direct instruction including, at least, counselors, psychologists, nurses, social workers, audiovisual, and recreation personnel are exempt.)

\_\_\_\_\_ (\*) Understanding the Key Warning Signs of Early-Onset Mental Illness in Children and Adolescents.

\_\_\_\_\_ (\*) Suicide Prevention

\_\_\_\_\_ (\*) English Language Learners

\_\_\_\_\_ (\*) Cultural Competency Training

Committee Response: Please retain for your records.

Approved for \_\_\_\_\_ clock hours

Pre-approved for \_\_\_\_\_ clock hours for travel or work experience. Resubmit for final approval.

Not approved because: \_\_\_\_\_ Lacks verification \_\_\_\_\_ Activity not pertinent to license/professional growth \_\_\_\_\_ Other

Date \_\_\_\_\_ Committee Signature \_\_\_\_\_

8710.7200CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES.

Click on link for the full rule on Clock Hour requirements. <https://www.revisor.mn.gov/rules/8710.7200>

**Categories for clock hour allocation.**

**Maximum allocation.**

Effective for all experiences completed after June 30, 2000, the local continuing education/licensure committee shall grant clock hours on the following basis:

- A: .Relevant coursework completed at accredited colleges and universities;
- B: .Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;
- C: .Staff development activities, in-service meetings, and courses;
- 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;*
  - (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.*

A: .Relevant coursework under subpart 3, item A, must be granted 16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned.

B: .Successful completion of activities under subpart 3, items B to I, must be granted one clock hour for each hour of participation with the following exceptions:

- (1) *Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five-year licensure period for supervision.*
- (2) *One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five-year licensure period for travel or work experience. The limit of 30 clock hours 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.*

**Subp. 5. 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 Tier 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.