

Anoka-Hennepin Continuing Education Committee

Clock Hour and Relicensure Guidelines

August 28, 2018

1. **Purpose** The Anoka-Hennepin Continuing Education Committee recommends teachers to the Minnesota Board of Teaching for licensure renewal based on successful accumulation of 125 continuing education clock hours. All clock hours must be pertinent to the teacher's licensure area(s).
2. **Philosophy** The committee's goal is to encourage you to improve your professional practice through meaningful and purposeful continuing education activities in a variety of professional growth categories. The committee will not grant clock hours for experiences that are primarily for personal rather than professional improvement, or for experiences that duplicate experiences without new or enhanced professional development value (Minnesota rule 8710.7200).
3. **Membership** Per state law, the committee is comprised of seven members: five licensed teachers elected by the district's teachers; one administrator elected by the district's administrators; and one community member appointed by the school board. All elected members serve two-year terms.

This year's members are:

Lynn Florman, Teacher	Julie Scullen, , Teacher (Chair)
Tracy Knighton, Teacher	Greg Blodgett, Administrator (Recording Secretary)
Megan Taylor, Teacher	Sonya Griffith, ESC Coordinator
Kristin Weidlein , Teacher	Patrick Vandrovec & Kathie Whelchel, Community Members

4. **Meetings** The committee will meet October 16 • November 8 • Jan. 29 • April 3, and May 29 from 1:15-3:30 at the ESC. Teachers are invited to attend any committee meeting. A special public hearing is scheduled from 3:30-5:00 PM on May 30 at the ESC to allow teachers an opportunity to review committee guidelines and operation. Please contact the committee chair prior to the meeting if you wish to speak at the public hearing.
5. **Procedures and Guidelines**
 - Every five years, you must accumulate 125 clock hours of continuing education to renew your teaching license. You may not bank hours, but clock hours earned after an application for renewal has been submitted (after January 1 of your license's expiration year) may be applied to the next renewal period.
 - Activities must be pertinent to your teaching license(s) and have a **clear pedagogical focus** (training on how to teach the content to students). Work not targeted toward teachers, often does not meet this standard.
 - Meetings do not qualify for continuing education clock hours per se. Clock hours will be granted for time spent on professional development when adequately verified by an agenda, handout, etc.
 - Apply for clock hours by filling out the appropriate form using MyLearningPlan.com. See item #10. Verification must be submitted for each activity. Apply for clock hours as soon as you have completed the activity.
 - Clock hours are not granted for time spent at lunch, on breaks, etc.
 - Plan ahead! Please note the date of the final committee meeting for the year.
 - Travel and work experience must be pre-approved per state law.
 - Teachers that hold one of the following certifications may use the certification in lieu of some of the 125 clock hours as long as the certification is maintained and verification is provided:
 - National Board of Professional Standards Certification – either holding the certificate or working actively working toward it.
 - American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence – 25 hours per year when holding an active certificate. You must also meet the specific state requirements.
 - National Association of School Psychologists (NASP) National School Psychology Certification System – 25 hours per year when holding an active certificate. You must also meet the specific state requirements.
 - If you were not employed by Anoka-Hennepin the last time you renewed your license, please have your former district transfer your clock hour information to the ESC.
6. **Requirements** Among your 125 clock hours, you must include (see Appendix A for details, who is exempt, etc.):
 - Activities in at least two categories.
 - Activities that specifically address these six topics:
 1. Positive behavioral intervention strategies.
 2. Scientifically-based reading instruction.
 3. Accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.
 4. Understanding the key warning signs of early-onset mental illness in children and adolescents. (See Appendix B for details.)
 5. Technology integration.
 6. English Language Learners
 7. Reflective statement of professional accomplishment and assessment of professional growth.

7. **Clock Hour Categories** – State of Minnesota rules regarding these categories can be found in Appendix C.

Category A: Relevant coursework completed at accredited colleges and universities.

- Sixteen clock hours are granted for each quarter credit earned and 24 clock hours for each semester credit earned.
- Courses taken for no credit (audit) will earn the hours of time in class.
- Teaching a college course will earn the hours of time in class.
- Verification includes a grade report or transcript. Photocopies are acceptable.

Acceptable Examples

- Summer Institute (when taken for credit)
- on-campus courses
- online courses (time verification is difficult - expect extra scrutiny)

Unacceptable Examples

- courses from non-accredited institutions
- courses on DVD (without verification)

Category B: Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held.

- Activities must be organized, structured, learning experiences presented and attended for the purpose of professional development in education.
- Clock hours cannot include travel time to the workshop, registration, meals, or coffee breaks.
- Verification includes an attendance certificate (or an agenda signed by the workshop sponsor) indicating the hours of attendance and topics covered.

Acceptable Examples

- Summer Institute
- state and national conferences
- Education Minnesota Conference
- college lectures

Unacceptable Examples

- business or administrative portions of meetings
- field trips (day trips, overnight at environmental centers)
- parenting classes
- personal growth activities without a direct pedagogical application
- activities intended for non-education careers

Category C: Staff development activities, inservice meetings, and courses.

- Verification includes an attendance certificate (or an agenda signed by the workshop sponsor) indicating the hours of attendance and topics covered.

Acceptable Examples

- district workshops
- CGI (cognitive guided instruction)
- workshop on how to review CIMP* files

Unacceptable Examples

- faculty meetings
- staff work days
- time spent reviewing CIMP* files
- department leader meetings
- activities and courses intended for non-education careers
- business or administrative portions of inservice meetings

*CIMP – Continuous Improvement
Monitoring Process

Category D: Site, district, regional, state, national, or international curriculum development.

- This category is for time spent developing curriculum beyond your own classroom.
- Verification includes a written statement with validation of hours of participation from the administrator of the educational unit responsible for the curriculum development and a sample of the curriculum that was written.
- Curriculum study committees are not eligible for clock hours

Category E: Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000.

- There is a maximum of 30 hours for this category for each five-year renewal period.
- Verification includes a written statement with validation of hours of participation from the administrator of the mentorship or peer-coaching program.
- Presenting at district workshops is an example of an acceptable activity

Category F: Professional service in the following areas:

(1) Supervision of clinical experiences of persons enrolled in teacher preparation programs.

- There is a maximum of 30 hours for supervising student teachers for each five-year renewal period.
- Only direct supervision of student teachers (in your classroom) qualifies under this category.
- You will receive 16 clock hours for supervising a student teacher for a quarter, and 24 clock hours for a semester.
- Verification includes a written statement with validation of hours of participation from the college representative/supervisor.

(2) Participation on national, state, and local committees involved with licensure, teacher education, or professional standards.

- Verification includes a written statement with validation of hours of participation from the chair of the committee.

(3) Participation in national, regional, or state accreditation.

- Examples include North Central Accreditation visitation teams, etc.
- Verification includes a written statement of hours of participation from the head of the accrediting organization.

Category 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.

- There is a maximum of 30 hours for this category for each five-year renewal period.
- Clock hours in this category are granted for **leadership** roles – not just membership or participation.
- Verification includes a copy of the article, a certificate of participation, or a written statement with validation of hours from the head of the organization.
- If you teach the same college course(s) or present the same staff development session(s) multiple times, you may earn clock hours only once for each course or session during each five-year renewal period.

Acceptable Examples

- being an officer in a professional organization related to your field of licensure
- authoring an article in a professional journal
- professional learning communities (PLC)
- college lectures
- teaching college courses (contact hours)
- presenting at district staff development sessions (e.g. Summer Institute)
- presenting at state, national and international conferences

Unacceptable Examples

- School Improvement Plan meetings
- teaching Sunday School
- singing in a church choir
- playing in a community band
- participating in Community Ed sports leagues
- serving as an officer in a PTA or PTO
- coaching sports
- volunteering at your child's school

Category 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.

- There is a maximum of 30 hours for this category for each five-year renewal period.
- Verification includes a written validation of hours from an appropriate representative of the school or business.

Acceptable Examples

- exchange teaching in a setting different than your own
- tutoring inner-city students
- observing in schools with different demographics
- judging a science fair at a different school
- touring a business employing a workforce different than your students (secondary vocational teachers)

Unacceptable Examples

- coaching your child's sports team
- teaching Sunday School
- substitute teaching

Category I: Pre-approved 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.

- Both travel and work experience must be pre-approved.
- There is a maximum of 30 hours for this category for each five-year renewal period.
- One week of pre-approved travel or work experience for purposes of improving instructional capabilities equals 10 clock hours.
- Pre-approval application should include a detailed itinerary or work plan and educational objectives.
- Verification includes a detailed accounting of time spent as well a summary of how the travel or work will make you a better teacher.

Acceptable Examples

- travel to Spain or Latin America for a Spanish teacher
- construction work for an industrial tech teacher
- language interpreter for a foreign language teacher

Unacceptable Examples

- spring break to Daytona Beach

8. **Renewing Your License** You can renew your license online at <https://education.state.mn.us/MIDMS/login.jsf?AppId=CEL>
9. **Mental Health Requirement** The state requires certain topics to be included in your training to satisfy the mental health requirement. Those topics are listed in Appendix B. Various departments or buildings within Anoka-Hennepin occasionally sponsor workshops that meet the requirement. An online option can be found at <http://professionallearningboard.com/>
10. **Applying for Clock Hour Approval – All current Anoka-Hennepin Teachers**
 - a. Log in to MyLearningPlan.com
 - b. Under “Fill-in Forms” on the left side of the screen, click on “Clock Hrs Request”
 - c. Complete the form and click on “Submit”
 - d. Send verification of the activity via district mail to Sonya Griffith at the ESC. Be sure your name is on the verification.

Appendix A: Specific Professional Development Activities Required for Renewal

The renewal of five-year teaching/related services licenses requires the completion of 125 hours of professional development that have been approved through the local school district's continuing education committee. As part of the 125 professional development hours, the Minnesota Legislature, by statute, currently requires teachers to evidence the six areas below.

Each school district, through its continuing education committee, is charged with determining the requirements to meet this condition. The legislation intentionally provides latitude so that districts can determine the requirement based on local goals and needs. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

Some teachers are exempt from certain requirements based on licensure (see each requirement below).

Some teachers are exempt from the 125 clock hour requirement:

- Teachers holding, or actively working toward, National Board of Professional Standards Certification or other national professional teaching certification.
- Teachers holding American Speech and Hearing Association (ASHA) certification. These teachers must also meet the six individual requirements listed below.
- Teachers holding National Certification of School Psychologist (NCSP) certification. These teachers must also meet the six individual requirements listed below.

1. Positive Behavioral Intervention Strategies

- When does it take effect?*
 - This is currently in effect regardless of when your license expires.
- How many hours are required?*
 - Anoka-Hennepin teachers need at least two hours devoted exclusively to this topic.
- Who is exempt?*
 - Teachers holding, or actively working toward, National Board of Professional Standards certification
- What are the requirement criteria?*
 - At least two hours of professional development activities which address positive behavioral intervention strategies. The specific research based strategy, its applications whole group, small group, and individual need to be clearly delineated.

2. Scientifically-Based Reading Instruction

- When does it take effect?*
 - This is currently in effect regardless of when your license expires.
- How many hours are required?*
 - Anoka-Hennepin teachers need at least two hours devoted exclusively to this topic.
- Who is exempt?*
 - Teachers holding, or actively working toward, National Board of Professional Standards certification
 - Counselors
 - Psychologists
 - Nurses
 - Social workers
 - Audiovisual directors and coordinators
 - Recreation personnel
- What are the requirement criteria?*
 - At least two hours of professional development activities in scientifically based reading instruction, which the law identifies as: "instruction and practice in phonemic awareness, phonics and other word-recognition skills, and guided oral reading for beginning readers, as well as extensive silent reading, vocabulary instruction, instruction in comprehension, and instruction that fosters understanding and higher-order thinking for readers of all ages and proficiency levels."

3. Accommodation, Modification, and Adaptation of Curriculum, Materials, and Instruction

- a. *When does it take effect?*
 - This is currently in effect regardless of when your license expires.
- b. *How many hours are required?*
 - Anoka-Hennepin teachers need at least two hours devoted exclusively to this topic.
- c. *Who is exempt?*
 - Teachers holding, or actively working toward, National Board of Professional Standards certification
- d. *What are the requirement criteria?*
 - At least two hours of professional development activities which address accommodation, modification, and adaptation of curriculum, materials, and instruction. A specific curriculum, model descriptions, and the subset of students need to be identified. (Interventions to help all students meet current outcomes or just general quality teaching strategies is not applicable for this category)

4. Understanding the Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents

- a. *When does it take effect?*
 - This is currently in effect regardless of when your license expires.
- b. *How many hours are required?*
 - Anoka-Hennepin teachers need at least two hours devoted exclusively to this topic and one hour of suicide prevention. ***A two-hour course “going deeper” on issues of mental health can be substituted for anyone who has renewed a 5-year license in the past.*** The suicide portion is an additional renewal requirement **no matter** the license
- c. *Who is exempt?*
 - Teachers holding, or actively working toward, National Board of Professional Standards certification
- d. *What are the requirement criteria?*
 - At least two hours of professional development activities which address key warning signs for early-onset mental illness in children and adolescents. Topics that must be covered are:
 - What is the continuum of mental health and mental illnesses for children and adolescents?
 - Education professional’s role and responsibility for early identification
 - Causes and etiology of mental health disorders
 - Normal development as a context for understanding
 - Key warning signs and symptoms (not exclusive but training should cover these specifically)
 - Depressed mood
 - Excessive fears and anxieties, irritability etc...
 - Changes in behavior and performance (frequency, duration and intensity)
 - Impaired concentration and thinking
 - Educational implications
 - Potential connection to substance use
 - Knowledge of next steps-knows options and provides examples of the processes and procedures at local level
 - Coordination of mental health services at local level
 - Partnering with parents/guardians-understanding the home/school connection
 - How do cultural variables fit into mental illness symptoms?
 - Confidentiality and privacy concerns

5. Technology Integration

- a. *When does it take effect?*
 - This requirement is for teachers whose licenses expire in 2012 and thereafter.
- b. *How many hours are required?*
 - Anoka-Hennepin teachers need at least two hours devoted exclusively to this topic.
- c. *Who is exempt?*
 - Teachers holding, or actively working toward, National Board of Professional Standards certification
 - Licensed school personnel who do not provide direct instruction to students, including, at least, counselors, school psychologists, school nurses, and school social workers.
- d. *What are the requirement criteria?*
 - At least two hours of professional development activities that integrates technology effectively with student learning to increase engagement and student achievement. Teacher productivity applications (spreadsheet, word processing, etc.) without student integration do not qualify. Training on the Genesis student information system does not qualify.

6. Reflective Statement of Professional Accomplishment and Assessment of Professional Growth

- a. *When does it take effect?*
 - This requirement is for teachers whose licenses expire in 2013 and thereafter.
- b. *How many hours are required?*
 - Anoka-Hennepin teachers automatically meet this requirement through the PAS reflective summary. If you do not write a PAS reflective summary during your five-year licensure period, you must submit a written statement that includes evidence of work that demonstrates professional reflection and growth in best teaching practices. You must include a reflective statement of professional accomplishment and your own assessment of professional growth.
- c. *Who is exempt?*
 - Teachers holding, or actively working toward, National Board of Professional Standards certification
 - Classroom teachers who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
 - Licensed school administrators, including principals, who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
 - Social workers
 - Psychologists
 - Counselors
 - Speech-language pathologists
 - Nurses
- d. *What are the requirement criteria?*
 - Anoka-Hennepin teachers automatically meet this requirement through the PAS reflective summary. Otherwise, a written statement prepared by the teacher that demonstrates reflection on his or her professional accomplishment and includes a self-assessment of his or her professional growth using one of the following types of evidence:
 - Support for student learning
 - Use of best practices techniques and their applications to student learning
 - Collaborative work with colleagues that includes examples of collegiality (i.e., attested-to committee work, collaborative staff development programs, professional learning community work)
 - Continual professional development

7. English Language Learners

- a. *When does it take effect?*
 - This requirement is for teachers whose licenses expire in 2015 and thereafter.
- b. *How many hours are required?*
 - Anoka-Hennepin teachers need at least two hours devoted exclusively to this topic.
- c. *Who is exempt?*
 - Teachers holding, or actively working toward, National Board of Professional Standards certification
 - Licensed school personnel who do not provide direct instruction to students, including, at least, counselors, school psychologists, school nurses, and school social workers.
- d. *What are the requirement criteria?*
 - At least two hours of professional development activities that include an introduction to the EL population in the district, academic English, access of proficiency data, and a reflective statement on classroom practices and how they accommodate EL learners at various proficiency levels.

****All Listed elements are required for renewal after August 2017****

	As of August of the year listed:					
	2012	2013	2014	2015	2016	2017
Positive behavioral intervention strategies.	X	X	X	X	X	X
Accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.	X	X	X	X	X	X
Scientific-based reading instruction.	X	X	X	X	X	X
Understanding the key warning signs of early-onset mental illness in children and adolescents.	X	X	X	X	X	X
Suicide Prevention						X
Technology integration.	X	X	X	X	X	X
English Language Learners.				X	X	X
Reflective statement of professional accomplishment and assessment of professional growth.		X	X	X	X	X

Appendix B

Understanding the Key Warning Signs of Mental Health Problems in Children and Adolescents Training Guidelines

Purpose for Training:

- To meet requirement for licensure renewal
- To become better informed about issue
- CEU Requirement: The Statute does not state the number of CEU's needed to meet the requirement. This will be a decision by local relicensure committees.

Background Information:

- SONAR
- Surgeon General's Report on Mental Health (1999)
- President's New Freedom Commission Report (2003)

Content Overview of Training:

- What is the continuum of mental health and mental illnesses for children and adolescents?
- Education professional's role and responsibility for early identification
- Causes and etiology of mental health disorders
- Normal development as a context for understanding
- Key warning signs and symptoms (not exclusive but training should cover these specifically)
- Depressed mood
- Excessive fears and anxieties, irritability etc...
- Changes in behavior and performance (frequency, duration and intensity)
- Impaired concentration and thinking
- Educational implications
- Potential connection to substance use
- Knowledge of next steps-knows options and provides examples of the processes and procedures at local level
- Coordination of mental health services at local level
- Partnering with parents/guardians-understanding the home/school connection
- How do cultural variables fit into mental illness symptoms?
- Confidentiality and privacy concerns

Learner Objectives: The participant will:

- Define the concepts of mental health and mental illness.
- Be able to identify the key warning signs of mental health problems in children and youth.
- Understand the impact that a mental health problem has a child's ability to learn and function in daily life.
- Know the process and procedures in your school for next steps.
- Understand confidentiality and privacy policies.

Qualifications of Trainers: Student Support Services personnel that are trained in children's mental health issues.

Interagency/community-based mental health professionals that work with children and adolescents. Parents from nonprofit organizations that have been trained and are knowledgeable about mental illness and treatment options.

Numerous training materials and resources are available on the MDE website:

http://education.state.mn.us/html/intro_speced_mental_hlth.htm

December 15, 2004

MINNESOTA RULE 8710.7200 CLOCK HOURS; REQUIREMENTS

Subp. 2. Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000. Effective for renewal of continuing licenses which expire on June 30, 2001, and after, applicants must include in their 125 clock hours instruction or other professional development activities which address positive behavioral intervention strategies and accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards. Effective for renewal of professional licenses which expire on June 30, 2004, and after, applicants must also include in their 125 clock hours instruction or other professional development activities which evidence further reading preparation, consistent with Minnesota Statutes, section 122A.06, subdivision 4.

Subp. 3. Categories for clock hour allocation. Verification of completion of experiences must be submitted by the applicant to the local committee. Clock hours must be earned in two or more of the categories in items A to I:

- 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, inservice 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;
- I. pre-approved 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.

Subp. 4. Maximum allocation. Effective for all experiences completed after June 30, 2000, the local continuing education/relicensure committee shall grant clock hours on the following basis:

- 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 relicensure period for supervision. (2) One week of pre-approved 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 relicensure period for travel or work experience. The limit of 30 clock hours may be waived when the local committee determines that the pre-approved 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 Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing 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 five year 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.

Subp. 6. Exception for local option. The Board of Teaching shall approve requests submitted by local committees that, through their school district master contracts or other official agreements between the local school board and its teachers, wish to substitute development and implementation of individualized professional development plans for some or all of the clock hour requirements for renewal of continuing licenses, provided that each individualized professional development plan: A. is designed primarily to enhance the teacher's ability to effect increased student learning; B. focuses on standards in part 8710.2000 and specific content knowledge required for the teacher's assignment; C. includes management and monitoring of student learning, including positive behavioral interventions and adaptation and modification of curriculum, instruction, and assessment to assist varied student learners in achieving graduation standards; D. includes a focus on research-based best practice; E. identifies the procedures and criteria by which successful development and implementation of the individualized professional development plan will be validated and communicated with the local continuing education committee; and F. requires that each teacher's individualized professional development plan equal or exceed 125 hours of professional development activities during the five year period.

Subp. 7. Experience for clock hour credit. Except for subpart 3, item H, subitem (1), teaching experiences for which licensure is required shall not qualify for clock hour credit.

Subp. 8. Period for earning clock hours. An applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours during each five year period preceding application for licensure renewal. An applicant may not bank clock hours for purposes of relicensure, but clock hours earned after an application for renewal has been submitted may be applied to the next renewal period.

Subp. 9. School staff development. Instruction and professional development activities provided by a school may be included among the clock hours in this part.

Subp. 10. Renewal of license for two or more areas. An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of no fewer than 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. An applicant who holds an administrative license or licenses may allocate clock hours for the renewal of teaching licensure under this subpart.