

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; preparation for preliminary exams (as part of a terminal degree program);
- B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;
- C. staff development activities, in-service meetings, and courses; preparation of tenure review materials;
- D. site, district, regional, state, national, or international curriculum development, including preparation of PEPER/RIPA documents;
- E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in 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;
 - (3) participation in national, regional, or state accreditation; or
 - (4) authoring and/or coordinating 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;
 - (3) volunteer work in professional organizations or PK-12 institutions related to the areas of licensure held; or
 - (4) presentations at local, state, national professional meetings or PK-12 institutions
- 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. 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. Preparation for preliminary examinations, no more than 24 clock hours per exam with a maximum of 48 clock hours in a five-year re-licensure period.

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

(1) Preparation of tenure review materials a maximum of 15 clock hours granted in a five-year re-licensure period

(2) Preparation of state program approval documents, one course equals 10 clock hours with a maximum of 3 courses/30 clock hours. Authoring/coordinating national, regional or state accreditation not to exceed 30 clock hours. No more than 30 clock hours may be granted in a five-year re-licensure period.

(3) 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 re-licensure period for supervision.

(4) 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 re-licensure 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 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.