

CONTINUING EDUCATION APPROVAL FORM

PARK RAPIDS AREA SCHOOLS ISD #309

Name on license: _____ Today's date: _____

File folder number: _____ License expiration date(s): _____

License held: _____

Total hours or credits requested: _____ **Clock Hours** or _____ **Semester Credits**

Activity Category (check one): *See back side for category information and requirements. Attach one cover form for each category.*

A **B** **C** **D** **E** **F** **G** **H** **I**

This activity addressed the following requirements: (See our website for more info.)

Positive Behavior Interventions Subdivision 4 further requires evidence in meeting accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of all students to achieve graduation standards.

Reading Preparation 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

Mental Illness Awareness requires all teachers be trained in understanding the key warning signs of early-onset mental illness in children and adolescents.

Suicide Prevention Strategies 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 Practice

Cultural Competency Training (Please attach evidence or class description)

If you don't have a certificate of participation provide dates and description of CEU's along with a verification signature.

Verification signature and title (only needed if no certificate of participation attached)

Local Action Committee

_____ Approved for _____ Clock Hours

_____ Not approved because _____

Date _____ Committee Signature _____

PARK RAPIDS AREA SCHOOLS CONTINUING EDUCATION GUIDELINES

125 clock hours are required for each 5-year license period in at least 2 categories. A clock hour is defined as an hour of actual instruction, supervised group activities, or planned individual professional development. Paid positions or activities are not eligible. A semester credit is equal to 24 clock hours.

The Continuing Education Committee meets twice each school year. Clock hours and semester credits must be turned in to the Committee before the fall or spring meeting for approval.

After clock hour approval you must renew your license online at the Minnesota Department of Education Website: http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/index.html You may also check your clock hour accumulation here. Applications cannot be mailed in.

A MINIMUM OF 90 CLOCK HOURS ARE REQUIRED IN THE FOLLOWING CATEGORIES:
You may earn all 125 in 2 of these categories.

- A. Relevant coursework completed at accredited colleges and universities; B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;
- B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;
- C. Staff development activities, in-service meetings, and courses;
- D. Curriculum development on site, district, regional, state, national, or international levels
- E. Engagement in peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in [part 8710.2000](#);

A MAXIMUM OF 35 HOURS MAY BE EARNED IN THE FOLLOWING CATEGORIES:

A maximum of 30 clock hours for travel and supervision in each five year relicensure period is permitted.

F. Professional service:

- (1) supervision of clinical experiences of persons enrolled in teacher preparation programs (MAX 30)
- (2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards
- (3) participation in national, regional, or state accreditation

G. Leadership experiences:

- (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 related to the areas of licensure held

H. Opportunities to enhance knowledge and understanding of diverse educational settings:

- (1) experiences with students of another age, ability, culture, or socioeconomic level
- (2) systematic, purposeful observation during visits to schools and to related business and industry

I. Pre-approved travel or work experiences:

- (1) travel for purposes of improving instructional capabilities related to the field of licensure (MAX 30)
- (2) work experience in business or industry appropriate to the field of licensure.

EDUCATION IN EACH OF THESE AREAS IS ALSO REQUIRED FOR EACH RENEWAL:

1. **Positive behavior intervention strategies**
2. **Accommodation, modification, adaptation** of curriculum, materials, etc. for Standards
3. **Further reading preparation** as defined in MN Statute 122A.06 Subd. This requirement applies to all full professional licenses issued by the Board of Teaching, except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.
4. **Key warning signs of early-onset mental illness** in children and adolescents
5. **Technology integration** for student engagement and achievement
6. **Reflective Statement** of accomplishment and personal growth