



Diocesan Continuing Education Guidelines



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Diocese of Winona-Rochester Catholic Schools
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RESPONSIBILITIES OF THE LICENSEE

It is the responsibility of the person seeking the renewal of a continuing license to submit the request form, appropriate verification, and other supporting materials to the local committee of the Diocese of Winona-Rochester. It is also the responsibility of the applicant to complete the application and submit the processing fee online through the Minnesota Department of Education after approval at the committee. Although recordkeeping is one of the committee's functions, licensure is a personal responsibility, and each applicant is URGED to keep a duplicate set of records as a safeguard against accidental mishap during the relicensure process.

Clock Hour Approval Application" and "Clock Hour Verification Form" may be obtained online at: <https://www.dowr.org/offices/catholic-schools/continuing-education-units.html>

Licensed staff may submit their requests for clock hours to the committee at least one (1) hour before a regularly scheduled meeting. To avoid a backlog of work for the committee at any one meeting, applicants should submit requests for final approval of clock hours within one year after completion of the renewal activity. (This means clock hours earned after the May meeting should be submitted to the committee by the May meeting of the following academic year. For example, a request for clock hours for a class completed in July of 2019 should be submitted to the committee by the May 2020 meeting.) It is the individual's responsibility to find out when the last committee meeting of the year is being held. So that staff will have adequate opportunity to obtain final approval within the suggested timeline, including approval of activities completed in late spring or summer, the committee meeting scheduled as stated above includes a minimum of two regular meetings within the suggested deadline, regardless of the time of the year the hours are completed.

Approval of emergency requests during periods when the committee does not meet (for example, summers), may be obtained by contacting the Director of Catholic Education Office for the Diocese of Winona-Rochester, who is authorized to consult with one or two other committee members and take action on the emergency request. This procedure is limited to actual hardship situations and is not to be employed simply as a "convenience" measure or as a substitute for proper committee action.

Clock hours earned after an application for online renewal has been received by the Minnesota Department of Education may be applied to the next renewal period.

The licensee must choose experiences for clock hour credit that aid him/her in maintaining and improving general, academic, or professional qualifications. Upon request, the applicant is responsible to show the experience does contribute to increased competency as shown by indicators such as:

1. Growth in academic areas directly related to the professional's teaching field.
2. Growth in interpersonal communication skills.
3. Growth in pedagogical techniques with potential for application.
4. Growth in professional breadth and general educational knowledge.

Although activities of several kinds are to be undertaken for clock hours, each must provide an opportunity for **NEW** professional growth, as opposed to repetition of previous growth/knowledge.

Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 75 approved clock hours for Tier 3 and 125 approved clock hours for Tier 4 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.)

Mandatory Renewal Requirements for the Renewal of Tier 3 and Tier 4 Licenses The renewal of tier 3 teaching/related services licenses requires the completion of 75 clock hours and the renewal of tier 4 teaching/related services licenses requires the completion of 125 clock hours of professional development. All hours completed must be approved through the local school district's continuing education committee. An applicant seeking renewal must earn a minimum of 75 clock hours during each three-year period preceding a tier 3 renewal and a minimum of 125 clock hours during each five-year period preceding a tier 4 renewal. As part of the

75 and 125 professional development hours, the Minnesota Legislature, by statute, currently requires ALL teachers to evidence the areas shown 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.

Online professional development opportunities may be used to meet the requirements, as long as they meet the rule requirements. Teachers should work through their local continuing education committee for guidance about what is expected and where to obtain the professional development.

- **Positive Behavioral Intervention Strategies** Applicants must include in their professional development activities which address positive behavioral intervention strategies. *This category includes the renewal requirement of evidencing accommodating, modifying, and adapting curricula, materials, and strategies to appropriately meet the needs of individual students and ensure adequate progress toward the state's graduation rule.*
- **Reading Preparation** Teachers must have in-service preparation 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.” Note: the following licensure fields are exempt from evidencing the reading preparation renewal requirement: school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, recreation personnel.
- **Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents** Applicants must include in their professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents. *The 2016 Legislature requires a separate mandatory minimum of at least one hour of Suicide Prevention Best Practices as part of the renewal condition for Early-Onset Mental Illness in Children and Adolescents.*
- **English Learners** Evidence of growth in best teaching practices through district-approved training for meeting the varied needs of English learners from children to adults. Minnesota statute requires this training align with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners. This requirement may be evidenced in the summative evaluation.
- **Cultural Competency** Effective for all tiered license renewals in 2020 and thereafter, training that promotes self-reflection and discussion including, but not limited to the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns. Training programs must be designed to deepen teachers' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities. Please submit a reflection of how you are going to incorporate Cultural Competency into your classroom.

Except for item H1, teaching experiences for which licensure is required do not qualify for clock hour credit.

The more concrete and specific the objective is, the more precisely the applicant will be able to assess accomplishment, and the more easily the local committee can evaluate the experience.

If a licensed person employed by a diocesan school becomes employed by a different district during a renewal period, the applicant should request the committee to transfer clock hours already earned and granted during that renewal period to the local committee in the new district. Unless obviously granted contrary to rules, such clock hours will be accepted by the new committee.

People who have not been employed by a school district for a period of time will be granted clock hours in one of the following ways:

1. Hours may be granted by the local committee of the district where the applicant was last employed, or by the Diocese of Winona-Rochester CEU committee where the applicant currently resides, if accepted by the Diocese of Winona-Rochester committee.
2. Persons who have never been employed on a continuing basis by a school district in Minnesota shall affiliate with the Diocese of Winona-Rochester CEU committee in which they are employed.
3. Persons residing out of the state of Minnesota who wish to maintain continuing Minnesota licensure may continue a previous committee affiliation or may make application for renewal to the Board of Teaching in accordance with provisions of the licensure rules governing continuing education. Information and forms for application to the Board are available from the Personnel Licensing Section.

CLOCK HOUR CATEGORIES

Verification of completion of experiences must be submitted by the applicant to the local continuing education or relicensure committee of the district in which the applicant works or resides. The committee must verify 75 clock hours for a Tier 3 license and 125 clock hours for a Tier 4 license before renewing, see Minnesota Rule 8710.7200, Subpart 2. Successful completion of activities under items B to I are granted one clock hour for every hour of participation, unless otherwise specified. Clock hours must be earned in two or more of the categories in items A to I per Minnesota Rule 8710.7200, Subpart 3:

A license renewal period begins on July 1 of the year of expiration. Applications for renewal are accepted for processing by the Minnesota Department of Education after January 1 of the year of expiration. A valid continuing license will be renewed once 75 clock hours for Tier 3 has been verified and 125 clock hours for Tier 4 has been verified when an applicant presents evidence of having been granted 125 clock hours to the Diocese of Winona-Rochester CEU committee.

A clock hour is defined as "an hour of actual instruction, supervised group activities, or planned professional development" with emphasis in continuing education for teachers in professional development.

All experiences must be appropriate to the licensure area and be justified as experiences that aid the applicant in maintaining and improving general, academic, or professional qualifications. Clock hours must be earned from at least two (2) activity categories and be accumulated within the five-year period from July 1 of the year of issuance through June 30 of the year of expiration. Hours may not be "banked" for use toward future renewals. An applicant requesting renewal of a license to teach must earn a minimum of 75 clock hours for Tier 3 and 125 clock hours for Tier 4 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.

An applicant who seeks renewal of a continuing license for two (2) or more areas should allocate at least 30 clock hours to each of the relicensure 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. Those candidates possessing administrative licensure may allocate clock hours for the renewal of teaching licensure in the same manner.

The clock hour categories A through I2 are specified in the relicensure rule and **MUST** be adopted by all CEU committees. See "Clarification of Categories" below for a detailed explanation.

CLARIFICATION OF CATEGORIES

A) Relevant course work completed at accredited colleges and universities.

16 clock hours may be earned for each completed quarter hour of college credit; 24 hours for each completed semester hour. **Official transcript must accompany request.**

Maximum: 124 clock hours in a five-year block.

(Content may apply to instructional/professional development experience for preparatory and graduation standards.)

The relevant coursework conversion is only applicable with additional clock hours in categories B through I.

NOTE: An audit of a non-credit course (appropriate for professional growth) requires verification from the teacher of the course that work completed was equivalent to work required for credit, in which case, clock hours will be equal to clock hours for a credit course. If work was not equivalent, the experience will be treated as a workshop and evaluated on a clock hour basis.

B) Attendance at educational workshops, conferences, institutes, seminars, or lectures in area appropriate to licenses held.

One (1) clock hour per hour of experience.

Maximum: 124 clock hours in a five-year block.

(Content may apply to instructional/professional development experience for preparatory and graduation standards.)

To be verified by attendance certificate or written statement from workshop sponsor, with validation of number of hours of participation.

NOTE: These are organized, structured learning experiences presented and attended for the purpose of professional development in education. They do not include travel time to the workshop, registration, meal or coffee breaks, negotiation sessions, or “business meeting” portions of professional meetings.

Acceptable examples: Educational conferences, community education classes, audited college classes, coaching clinics.

C) Attendance at staff development activities, in-service meetings, and courses.

One (1) clock hour per hour of experience.

Maximum: 124 clock hours in a five-year block.

(Content may apply to instructional/professional development experience for preparatory and graduation standards.)

To be verified by attendance certificate or written statement of in-service sponsor, with validation of number of hours of participation.

(Instruction and professional development activities provided by a school may be used as clock hours in this part.)

NOTE: This category does not include regular faculty meetings or beginning of year workshop hours spent working on preparation for one’s own contracted assignment.

Acceptable examples: Local in-service/staff development workshops or courses which have speaker presentations that are structured educational learning experiences.

D) Building, district, regional, state, national, or international curriculum development.

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by written statement of administrator of the educational unit responsible for the curriculum writing, with validation of number of hours of participation.

Acceptable examples: Development of curriculum writing, curriculum leadership teams. Includes a focus on research-based best practice.

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

One (1) clock hour per hour of experience. New teacher mentor/mentee.

Maximum: 30 clock hours in a five-year block.

F) Professional Service in the following areas:

F1) Supervision of clinical experiences of persons enrolled in teacher licensure programs.

Effective July 1, 2001 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.

Maximum: 30 clock hours in a five-year block.

(No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for supervision.)

To be verified by written statement of diocesan administrator or college representative responsible for the student teaching experience, with validation of number of hours of participation.

Acceptable examples: Supervision of student teacher(s), practicum(s), teaching assistant(s)

Further clarification of hours granted is available upon request.

F2) Membership on national, state, and local committees involved with licensure, teacher education, or professional standards.

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by written statement of committee chairperson or representative of agency responsible for committee operation, with validation of number of hours of participation.

NOTE: Membership on other committees is NOT INCLUDED in this category.

Acceptable examples: Continuing Ed Committee, Staff Development Committee, NBPTS (National Board for Professional Teaching Standards), Professional Education Advisory Programs.

F3) Participation in national, regional, or state accreditation.

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by written statement of representative of accrediting agency, with validation of number of hours of participation.

Acceptable examples: MNSAA, AdvancEd, NCATE (National Council for the Accreditation for Teacher Education).

G) Leadership Experiences in the following areas:

NOTE: The rule requires these activities to be “leadership” experiences, meaning beyond normal “membership” or “participation.”

G1) As a leader, development of new or broader skills and sensitivities to the school, community of profession.

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by written statement of representative of the agency or organization in which the activity occurred, with validation of the applicant’s leadership role, the hours of participation, and the way in which the service contributed to the well-being of the agency or organization.

Acceptable examples: Scouting or 4-H leadership, jury duty, political leadership, region or state advisor, leadership in community, chair of a committee or study group, chaperone.

G2) Publication of professional articles in a professional journal in an appropriate field.

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by copy of the article and a summary of the experience, including number of hours and type of research used to develop new knowledge for incorporation into the article.

G3) Leadership positions in professional organizations related to the areas of licensure held.

One (1) clock hour per hour of experience.

Maximum: 30 clock hours in a five-year block.

To be verified by written statement from an official representative of the professional organization, with validation of number of hours and type of active leadership.

Acceptable examples: Leadership positions such as president, committee chair, or other office position.

H) Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:

One (1) clock hour per hour of experience.

H1) Experiences with lifelong learners of another age, ability, culture, or socioeconomic level.

To be verified by written statement from the administrator of the educational agency for which the teaching was done, with validation of number of hours of active student contact and a description of student characteristics in regard to being “of another age, ability, culture, or socioeconomic level” compared to the teacher’s regular assignment.

Maximum: 30 clock hours in a five-year block.

NOTE: These experiences must not be a matter of teaching the same content repeatedly or of simply teaching one’s regular assignment in a different setting or time frame (such as in an extended summer school contract). Repeated experiences will be evaluated in terms of diminishing return and the degree to which professional growth results.

H2) Systematic, purposeful observation during visits to schools and to related business and industry.

Does not require preapproval.

Preapproved Travel of Work Experience

One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten (10) clock hours.

Maximum: 30 clock hours in a five-year block.

(Exception: 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.)

I) Preapproved work travel or work experience:

I1) Travel for purposes of improving instructional capabilities related to the field of licensure; or

Preapproval is necessary.

Maximum: 30 clock hours in a five-year block.

To be verified by submitting a detailed trip itinerary (including appropriate transportation, lodging, and/or trip receipts); clearly stated educational objectives for the trip; a summary report of the experiences undertaken to accomplish the objectives; and justification of how the experience contributed to improved instructional capabilities.

I2) Work experience in business or industry appropriate to the field of licensure.

Preapproval is necessary.

To be verified by written statement from the employer, with validation of work hours and duties. Self-employment is to be verified as bona fide work experience by a written statement from a reputable representative of the work field in which the self-employment occurred or from copies of the applicant’s business records, with validation of number of hours/duties.

Maximum: 30 clock hours in a five-year block.

(One week of preapproved travel or work experience for purposes of improving instructional capabilities equals 10 clock hours. No more than 18 hours may be granted in a three-year relicensure period or 30 clock hours in a five-year relicensure period for travel or work experience. The clock hour limit 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.)

NOTE: The work experience must consist of more than repetition of what the applicant already knows.

EXCEPTIONS

Exception for National Board Certification

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 the renewal as equivalent to fulfilling all clock hour requirements for Tier 3 and 4 license renewal. Committees 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 renewal period, the local committee shall prorate hours completed and require completion of a prorated number of clock hours for the years the certificate is not in effect. Mandatory requirements may also be met through the certification process. The teacher should provide evidence to the local Relicensure committee for review.

Exception for School Psychologist

The Nationally Certified School Psychologist (NCSP) credential from the National Association of School Psychologists may be used in lieu of all clock hours to renew a school psychologist license. If the NCSP credential expires during the license holder's renewal period, the local continuing education relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect. Mandatory requirements may also be met through the credential process. The school psychologist should provide evidence to the local relicensure committee for review.

Exception for Speech Language Pathologist

The Certificate of Clinical Competence (CCC) credential from the American Speech-Language-Hearing Association may be used in lieu of all clock hours required to renew a speech-language pathologist license issued under this part. If the CCC credential expires during the individual's renewal period, the local continuing education or relicensure committee must prorate clock hours completed at 25 hours per year and require completion of a prorated number of hours for the years the credential is not in effect. Mandatory requirements may also be met through the credential process. The speech language pathologist should provide evidence to the local relicensure committee for review.

APPEAL PROCEDURES

Appeal to a local committee: When an applicant has not been granted the requested number of clock hours by the Diocese of Winona-Rochester CEU committee, an appeal may be made to the committee. An applicant must appeal to the committee within twenty (20) working days after notification of the decision of the local committee. Failure to file a written request with the local committee for an appeal within twenty (20) working days constitutes a waiver of the individual's right to appeal.

Appeal to Board of Teaching: Decisions by the Diocese of Winona-Rochester CEU committee for continuing education/relicensure denying the appeal may be appealed to the Board of Teaching by the applicant according to the provisions of part 8700.2500.

Non-endorsement of application by local committee: In cases where the applicant has not been granted the required number of clock hours for relicensure, local committees shall not endorse the application for renewal of the continuing license.

Applicant's duty to inform manager of licensing loss: In the event that the clock hours under appeal result in loss of license, it shall be the responsibility of the appellant to inform the manager of licensing of such loss of licensure. The manager of licensing shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.