

## Clock Hour Approval Application Form

This form is to be submitted with each request for clock hours to the local continuing education committee according to rules established by the local committee. View the Minnesota Administrative Rules 8710.7200 Clock Hours; Requirements for Renewal of Professional Licenses (<https://www.revisor.mn.gov/rules/?id=8710.7200>).

**Duplicate this form as needed.**

<b>Name:</b>	<b>File Folder Number:</b>
<b>Licenses Held:</b>	<b>Expiration Date:</b>
<b>Applicant Signature:</b>	<b>Date:</b>

Request for:

- Preapproval of clock hours subject to actual completion
- Final approval of clock hours for professional activity completed

<b>Activity Category:</b>	<b>Number of Clock Hours Requested:</b>
---------------------------	---

**This activity addresses:**

- Positive behavior intervention strategies***
- 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.
- Further reading preparation*** as defined in Minnesota Statute 122A.06, Subd. 4 (<https://www.revisor.mn.gov/statutes/?id=122A.06#stat.122A.06.2>). This requirement applies to all professional licenses issued by the Minnesota Professional Educator Licensing and Standards Board, except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.
- Key warning signs of early-onset mental illness in children and adolescents, including a minimum of one hour of suicide prevention***
- Evidence of instructor growth in ***English Language Learner Instruction*** as evident in the summative evaluation or district approved training that aligns with Interstate Teacher Assessment and Support Consortium (InTASC) standards for English learners.
- Cultural Competency Training*** evidenced for renewals beginning in 2020 and thereafter.

<b>Local Committee Action</b>	
<input type="checkbox"/> <b>Approved: Number of Clock Hours:</b>	<input type="checkbox"/> <b>Not Approved Reason:</b>
<b>Committee Signature:</b>	
<b>Date:</b>	

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;**

16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned.

**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; 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.