2023 Tier 3 & 4 Teaching and Administrative Licenses Renewal Clock Hour Cover Sheet

Name: Employee ID #: State File Folder #:

Tier Level (3/4): \_\_\_\_\_\_\_ Admin (Y/N): \_\_\_\_\_\_\_\_ License Expiration Year (2023 ONLY): \_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address:

Email required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Check: Teacher Administrator Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: If you would like materials mailed back to you (must include envelope and stamp) Postal Mail District Intermail

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| **Include This Cover Sheet with Your Relicensure Materials Submission** |

###### A College Course(s)

###### Attach a copy of transcript

###### 1 semester credit = 24 clock hours

###### 1 quarter credit = 16 clock hours

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###### B Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license held

###### Include signed copy of certificate listing date and number of hours completed

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###### C Staff development activities, in-service meetings, and in-service courses

###### 1 District in-service credit = 10 clock hours

###### \*D Curriculum Development

###### District, state, national or international

###### 

###### \*E Formal peer coaching or mentorship or mentorship relationships with colleagues

###### 

###### \*F Professional Service

###### *F1* Supervising student teacher for full quarter = 16 clock hours, for 1 full semester = 24 clock hours

###### Limit of 30 clock hours per 5-year period for supervision

###### *F2* Participation on committees involved with licensure, teacher education or professional standards or accreditation

###### *F3* Observers: One hour per observer per unit

###### *F4* PLC (Professional Learning Committee)

###### Limit 50 clock hours per 5-year period

###### *(10 per year)*

###### \*G First time Leadership Experiences -

###### Includes:

###### *G1* Development of new or broader skills and sensitivities to school, community or profession

###### *G2* Publication of professional articles in a professional journal in an appropriate field

###### *G3* Volunteer work in professional organizations related to the areas of licensure held (includes child study teams, dept. chair, etc.)

###### Limit 30 clock hours per 5-year period

###### *G4* Experience with students of another age, ability, culture, or socioeconomic level

###### *G5* Systematic, purposeful observation during visits to schools and to related business and industry

###### Limit 30 clock hours per 5-year period

###### H Pre-approved travel or work experience (for which your teaching license is not required) related to your field of licensure

###### 1 week = 10 clock hours. Limit of 30 clock hours per 5 years

###### Requesting pre-approval of travel clock hours

###### *(\* signed letter of verification is needed in these areas)*

###### Seven Required Areas\*

###### A minimum of 3 clock hours for P and a minimum of 1 clock hour for the other required areas

###### O English Language Learners

###### P Cultural Competency

###### P1= (2 hours) & P2-P7= (1 hour for any) minimum 3 hours are required

###### Q Suicide Prevention

###### R Positive Behavioral Intervention Strategies

###### S Accommodation, Modification and Adaptation of Curriculum, Materials, and Instruction to Appropriately Meet the Needs of Varied Students in Achieving Graduation Standards

###### T Reading (Comprehensive, Scientifically Based Reading Instruction)

###### U Key Warning Signs of Early-Onset Mental Illness in Children and Adolescent

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Saint Paul Public Schools, ISD#625**  **Relicensure Committee**  **360 Colborne Street  Saint Paul, MN 55102** | **PELS Board**  **Relicensure for Tier 3 & 4 Teaching and Administrative Licenses** |

The Relicensure Committee meets several times throughout the school year (see dates below). The Committee reviews documentation submitted by Teachers and Administrators needing to renew their Tier 3 or 4 administrative and teaching license. Tier 3 & 4 teaching relicensure requirements are established by The Professional Educators License and Standards Board (PELSB) and applications are approved or denied by the committee. Administrative relicensure requirements are established by Minnesota Board of School Administrators and StandardsBoardand applications are approved or denied by the committee.

**Powerschool transcript and if necessary, any additional clock hours certificate and transcripts must be sent to the committee at the address below.**

**Please submit your materials to the Relicensure Committee at** [**relicensurecommittee@spps.org**](mailto:relicensurecommittee@spps.org)**.**

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| **Meeting Dates for 2022 – 2023**  **1930 Como Ave St Paul, MN 55108** | | | | | | |
| **December**  **15th** | **January**  **19th** | **February 16th** | **March**  **16th (Open House)** | **April**  **20th** | **May**  **11th** | **May 25th** |

**Note: Committee meetings are closed to the public except open house. The committee does not meet or review renewal materials from June- November. You are required to be licensed by the first day you work.**

**Important Renewal Information:**

* **Submit clock hours to the committee by May 25th, 2023**
* Submit clock hours to the committee ONLY when you have met ALL requirements to renew
* A teacher requesting renewal of a tier 4 license must earn 125 clock hours during each five-year licensure period from the date of renewal to June 30 of the year of expiration. Also, a teacher requesting renewal of a tier 3 license must earn 75 clock hours during each 3-year licensure period from the date of renewal to June 30 of the year of expiration. **Within the clock hours** **necessary to relicense, you will need to fulfill seven requirements listed under categories O, P, Q, R, S, T, U,**
* Clock hours above and beyond required clock hours required for the licensure period **may not be banked** for future renewals.
* Once your materials have been **approved** by the committee you will receive **an email** **detailing further instructions** **on how** **to renew your license on the** **PELBS website**.

**Committee Members:**

See Vang (Committee Chair) – [seepha.vang@spps.org](mailto:seepha.vang@spps.org)

Patrick Coyne – [coyne1one@gmail.com](mailto:coyne1one@gmail.com) Becky Brown-[brown-rebecca@comcast.com](mailto:brown-rebecca@comcast.com)

Heidi Elliott – [heidi.elliott@spps.org](mailto:heidi.elliott@spps.org) Marlene Martinez [martinezmar09@gmail.com](mailto:martinezmar09@gmail.com)

Mary Yang – [mary.yang@spps.org](mailto:mary.yang@spps.org) Barbara Wencl – [bwencl@msn.com](mailto:bwencl@msn.com)

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If you have any questions, please send us an email at [relicensurecommittee@spps.org](mailto:relicensurecommittee@spps.org)