



## Diocesan Continuing Education Guidelines



*Diocese of Winona Catholic Schools  
55 West Sanborn Street ♦ PO Box 588  
Winona Minnesota 55987  
Phone: 507-858-1269 ♦ Email: [mstenzel@dow.org](mailto:mstenzel@dow.org)*

## 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. 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 by 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.**

"Continuing Education/Relicensure: Clock Hour Approval Application" may be obtained online at : <http://www.dow.org/Departments/CatholicSchools.aspx>.

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 2012 should be submitted to the committee by the May 2013 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 schedule 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, 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.

A minimum of 125 clock hours must be earned in each five-year relicensure period. **The clock hours must be earned in at least two (2) categories.** An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours to each of the licensure 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. An applicant who holds an administrative license or licenses may allocate clock hours for the renewal of their teaching license under this subpart. A teacher's five-year block includes all clock hour activities granted for experiences prior to the date of license expiration.

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.

**IMPORTANT INFORMATION:** Clock Hours: Requirements for Renewal of Professional Licenses. (MN Rules 8710.7200, Subpart 2: Renewal clock hours. Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours 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.)

Applicants must include in their 125 clock hours instruction or other professional development:

- English Language Learners. To complete this requirement a one clock hour course in the ELL area must be completed along with including a paragraph in your reflective statement reflecting on your experience in the ELL area.
- Behavioral intervention strategies and accommodation.
- Modification and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards.
- Reading preparation, consistent with Minnesota Statutes, §122A.06, subd. 4. (Minnesota Statutes, § 122A.06, subd. 4: Comprehensive, scientifically based reading instruction. “Comprehensive, scientifically based reading instruction” includes 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.)  
[**EXEMPT:** School counselors, school psychologists, school nurses, school social workers, audiovisual directors/coordinators, and recreation personnel.]
- Understanding the key warning signs of early-onset mental illnesses in children and adolescents, which may include depressed mood, excessive fears and anxieties, changes in behavior and performance, failure to develop peer relationships, impaired concentration and thinking, suicidal gestures, the potential connection to substance use, and knowledge of the next steps to be taken if such warning signs are observed.
- Integration of technology effectively with student learning to increase engagement in student achievement.
- Professional reflection and growth in best teaching practices. The applicant must include a written reflective statement\* of professional accomplishment and the applicant’s own assessment of professional growth, that includes evidence of one of the following: 1. Support for student learning; 2. Use of best practices techniques and their applications to student learning; 3. Collaborative work with colleagues that includes examples of collegiality, i.e., attested-to committee work, collaborative staff development programs, professional learning community work; 4. Continual professional development, i.e., job-embedded or other ongoing formal professional learning, including coursework, consistent with Minnesota Statutes §122A.18. A reflection on your experience with English language learners must be included in your reflective statement (*If you do not have the opportunity to work with ELL students you must state that, but then touch on the information you learned in the course you completed in the ELL area.*).  
[**EXEMPT:** School counselors, school psychologists, school nurses, school social workers, and speech-language pathologists. Also, classroom teachers and school administrators, including principals, who have not taught for any portion of the five-year renewal period immediately preceding the license renewal.]

**Note:** Please check the appropriate box on the “Continuing Education/Relicensure Clock Hour Approval Application” when meeting one of the above requirements. The “Reflective Statement Form” is available on the diocesan website: <http://www.dow.org/Departments/CatholicSchools.aspx>

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

In order to facilitate clock hour approval, the applicant needs to describe the professional objective(s) and evaluation clearly and thoughtfully on the clock hour approval form. The objective(s) are to state fully what the applicant anticipates gaining from the experience in relation to the teaching function.

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

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 CEU committee where the applicant currently resides, if accepted by the Diocese of Winona 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 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.

## **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 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 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.

## **CLOCK HOUR CATEGORIES**

The first continuing license, valid for five years, is issued to applicants who hold a valid entrance license and have met the requirements for the issuance of the continuing license as set forth in the rules of the Board of Teaching.

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 for subsequent five-year periods when an applicant presents evidence of having been granted 125 clock hours by the Diocese of Winona CEU committee during the five-year period immediately preceding the date on which the renewal is to be made effective.

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 125 clock hours 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 licensure 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 this 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. **Copy of transcript or grade slip 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.)*

**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 areas 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. No field trips including Eagle Bluff will be accepted.

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

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

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. Any sales rep coming into the school to promote a specified program will not be accepted.

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.**

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.**

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, or 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 or 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.)

**I1) Travel for purposes of improving instructional capabilities related to the field of licensure.**

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.**

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 Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing 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 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.

### **Exception for Certificate of Clinical Competence**

An Educational Speech Language Pathologist's holding the ASHA Certificate of Clinical Competence is approved as a substitute for the 125 clock hours regularly required for renewal of licenses. For license renewal purposes, therefore, the Certificate of Clinical Competence parallels the already-approved National Board of Professional Standards certification.

A licensee holding this certificate is exempt from the renewal clock hour requirements for the years in which the licensee holds that certificate. Thus, for each year of the five-year renewal period in which the certificate is maintained, the licensee is exempt from 25 clock hours. Local committees will accept verification of holding that certificate as equivalent to fulfilling the clock hour requirements.