

# 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. **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** 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**
- Suicide prevention: minimum of one hour**
- 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** (needs to be **at least 5 hours total** and meet PELSB requirements: **submit all at once**) *Required Topics:* Racial, Cultural, and Socioeconomic Groups, American Indian and Alaskan Native Students, Religion, Systemic Racism, Gender Identity (Including Transgender Students), Sexual Orientation, Language Diversity, Individuals with Disabilities and Mental Health Concerns
- American Indian History and Culture Training** (separate from Cultural Competency)

Local Committee Action	
<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>

**Categories for Clock Hour Allocation** 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. Relevant coursework completed at accredited colleges and universities;**

- 1) One semester credit = 24 clock hours
- 2) One quarter credit = 16 clock hours

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

**B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;**

**C. Staff development activities, inservice meetings, and courses;**

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

**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. 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.
  - (i) One semester enrollment = 24 clock hours
  - (ii) One quarter enrollment = 16 clock hours
- 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.

One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten 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.

