

# Clock Hour Approval Application Form

## Independent School District #2172

Submit this form when renewing your license.  
Please attach all hours with required components highlighted or clearly marked.  
Only one copy of this sheet is needed.

Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone \_\_\_\_\_

State File Folder Number \_\_\_\_\_  
License Area \_\_\_\_\_  
Expiration Year \_\_\_\_\_  
Today's Date \_\_\_\_\_

### Mandatory Components

- Positive behavior intervention strategies
- Reading
- Mental Illness
- English Language Learners
- Suicide Prevention
- Cultural competency (effective in 2020)
- 125 clock hours (see categories on the back)**

Note: Individuals who are renewing teaching licenses in two or more areas should allocate at least 30 clock hours to each of their licensure areas.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Once the committee has approved your clock hours and entered them into MDE, you'll receive instructions to help you to log into and pay for your license renewal on the Minnesota Professional Educator Licensing and Standards Board (PELSB) website. It is your responsibility to do so and to submit a new copy of your license to the district office.

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### Checklist to be used by Renewal Committee:

- PBIS
- Reading
- Mental Illness
- English Language Learners
- Suicide Prevention
- Cultural competency (effective in 2020)
- 125 clock hours (see categories on the back)**

Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

Entered at Minnesota Department of Education: \_\_\_\_\_

**Categories (125 Clock hours must be earned in two or more categories in items A to I)**

• **A Relevant Coursework**

College Courses

Attach a copy of transcript;  
1 Semester Credit = 24 Clock  
hours

• **B Educational Workshops**

Conference, institutes, seminars,  
etc...  
Hour for hour; Attach certificate

• **C Staff Development**

In-service courses  
Hour for hour; Attach certificates

• **D Curriculum Development**

District, State, National  
Hour for hour; Attach verification  
of hours

• **E Peer Coaching/Mentorship**

Hour for hour; Attach certificate  
with signature

• **F Professional Service**

F1 Supervision of Clinical  
Experiences  
Max of 30 hours  
Submit documentation with  
institute and principal's signatures  
F2 Committee Work  
Licensure, Standards, Staff  
Development  
Hour for hour;  
Attach certificates  
F3 National, Regional or State  
Accreditation  
Hour for hour  
Attach certificate

• **G Leadership Experiences (30 Hour  
Max)**

G1 Development of new or broader  
skills and sensitivities to the school,  
community or profession.  
Hour for hour; Signature of  
supervisor as verification; Written  
statement of service contribution  
G2 Publication of articles in  
professional journal  
Hour for hour  
Attach copy of article and hours  
writing and research  
G3 Volunteer work in professional  
organizations  
Hour for hour  
Signature of supervisor verifying  
experience; Written statement of  
service contribution

• **H Diversity Experiences (Max of 30  
hours)**

H1 Experiences with students of  
another age, ability, culture, of  
socioeconomic level  
Hour for hour; Signature of  
supervisor verifying experience;  
Written statement of service  
contribution  
H2 Systematic, purposeful observation  
during visits to schools and related to  
industry  
Hour for hour; Signature of  
supervisor verifying experience;  
Written statement of service  
contribution

• **I Work experience/Travel**

Pre-approved travel or work experience for  
the purpose of improving instructional  
capabilities related to your field 1 week =  
up to 10 clock hours