

# MIB CLOCK HOUR APPROVAL APPLICATION FORM

Submit to the Re-licensure Committee this form to request clock hours according to rules established by the local committee. View clock hour requirements for the renewal of professional licenses:

(<https://www.revisor.mn.gov/rules/?id+8710.7200>) *A local committee shall not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value.*

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Licenses Held \_\_\_\_\_

License Number \_\_\_\_\_ License Expiration Date \_\_\_\_\_ Current Date \_\_\_\_\_

Request for:

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

*Definition: "Clock hour" means an hour of actual instruction, or planned group or individual professional development activity as approved by the local re-licensure committee.*

Two or more categories are required in each five-year period for a total of 125 clock hours. All 125 renewal/clock hours must be obtained within the five year license period printed on your Minnesota Teaching License.

Activity Category: \_\_\_\_\_ Number of Clock Hours Requested \_\_\_\_\_  
CATEGORIES

- A. Relevant course work completed at accredited colleges and universities (1 quarter credit=16 clock hours or 1 semester credit=24 clock hours)
- B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held. (1 hour participation+1 clock hour)
- C. Staff development activities, in-services and courses or planned group or individual professional development activity. (1 hour participation=1 clock hour)
- D. Site, district, regional, state, national or international curriculum development (1 hour participation=1 clock hour)
- E. Engagement in formal peer coaching or mentorship relationships with colleagues  
(<https://www.revisor.leg.state.mn.us/rules/?id=8710.2000>)
- F. Professional service in the following areas: (1)supervision of clinical experiences of persons enrolled in teacher preparation programs. (No more than 30 clock hours) (2) participation on national, state, and local committees involved with licensure, teacher education or professional standards (1 hour participation=1 clock hour)
- G. Leadership experiences: (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; (3) volunteer work in professional organizations related to the areas of licensure held.
- H. Opportunities to enhance knowledge and understanding of diverse educational setting: (1) experiences with students of another age, ability, culture, or socio-economic level; (2) systematic, purposeful observation during visits to schools and to related businesses and industry. (1 hour participation = 1 clock hour)
- I. Pre-approved travel or work experience – 30 clock hour limit may be waived by the local committee for appropriate reasons: (1) travel for purposes of improving instructional capabilities related to the field of licensure; (2) work experience in business or industry appropriate to the field of licensure. (1 hour participation = 1 clock hour)

This activity addresses:

- Positive behavior intervention strategies.**
  - Accommodation, modification, adaptation** of curriculum, materials, etc. for Standards.
  - Further reading preparation** as defined in Minnesota Statute 122A.06, Subd. 4. This requirement applies to all professional licenses issued by the Minnesota Board of Teaching 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.**  
*Effective for renewal after June 30, 2012*
  - Integration of **technology** with student learning to increase engagement and achievement.
  - Reflective statement of professional accomplishment and assessment of professional growth.**
- Description of this experience: (Include objective, amount of time engaged and an evaluation of the experience. Attach additional pages for documentation, explanation and detail as appropriate.)**
- Growth in best teaching practices for meeting the needs of **English learners.**

### Local Committee Action

- Approved for \_\_\_\_\_ Clock Hours. Reflective Statement. English Learners.
  - Not approved. Reason: \_\_\_\_\_
- Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_