

**FERTILE-BELTRAMI PUBLIC SCHOOL DIST #599**  
**Continuing Education Clock Hours Approval Form**

Name \_\_\_\_\_ Submit Date \_\_\_\_\_

This Applicant requests: \_\_\_\_\_ Hours \_\_\_\_\_ Category (see back of form for category descriptions)

**\* Must attach agenda, completion certificate or transcript for verification. \***

**DESCRIPTION OF EXPERIENCE:**

Experience \_\_\_\_\_

Inclusive Dates \_\_\_\_\_

Time (Hours) \_\_\_\_\_ (Does not include hour)

Place \_\_\_\_\_

**STATE REQUIREMENTS FOR RENEWAL:** Please check the appropriate box only **IF** this activity meets one of the following state requirements for renewal:

- Accommodation, modification and adaptation of curriculum
- Positive behavior intervention strategies
- Key warning signs of early-onset mental illness in children and adolescents
- Suicide prevention
- Reading practices and preparation
- English language learners
- Cultural competency
- American Indian history and culture - emphasis on MN tribal nations

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**FOR CONTINUING EDUCATION COMMITTEE USE ONLY:**

**FINAL APPROVAL:**

( ) approved for \_\_\_\_\_ hours

( ) is not approved

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_

Original to be retained by Continuing Education Committee.

**Please make your own copy for your records.**

## Continuing Ed Categories

<b>A</b>	<p>Relevant coursework completed at accredited colleges and universities;</p> <ul style="list-style-type: none"> <li>• One semester credit = 24 clock hours</li> <li>• One quarter credit = 16 clock hours</li> </ul> <p>The relevant coursework conversion is only applicable with additional clock hours in categories B-I.</p>
<b>B</b>	<p>Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held</p>
<b>C</b>	<p>Staff development activities, Inservice meetings, and courses;</p> <ul style="list-style-type: none"> <li>• Instruction and professional development activities provided by a school may be used as clock hours in this category.</li> </ul>
<b>D</b>	<p>site, district, regional, state, national, or international designated curriculum development (15 hrs max, must be <b>pre-approved</b> by administration)</p>
<b>E</b>	<p>engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000 (15 hrs max, approved by administration)</p>
<b>F</b>	<p>Professional service in the following areas: 1)</p> <ul style="list-style-type: none"> <li>• Supervision of clinical experiences of persons enrolled in teacher preparation programs.</li> <li>• 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. <ul style="list-style-type: none"> <li>- One semester enrollment = 24 clock hours</li> <li>- One quarter enrollment = 16 clock hours</li> </ul> </li> <li>• Participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or</li> <li>• Participation in national, regional, or state accreditation</li> </ul>
<b>G</b>	<p>leadership experiences in the following areas:</p> <ul style="list-style-type: none"> <li>• development of new or broader skills/sensitivities to the school, community, or profession;</li> <li>• publication of professional articles in professional journal in appropriate field;</li> <li>• volunteer work in professional organizations related to areas of licensure held</li> </ul>
<b>H</b>	<p>opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:</p> <ul style="list-style-type: none"> <li>• experience with students of another age, ability, culture, or socioeconomic. level; or</li> <li>• systematic, purposeful observation during visits to schools and to related business and industry</li> </ul>
<b>I</b>	<p>travel or work experience: <b>must be preapproved</b></p> <ul style="list-style-type: none"> <li>• travel for purposes of improving instructional capabilities related to field of licensure; (10 hrs/week, 30 hrs max/5 year period) with administrative <i>preapproval</i></li> <li>• work experience in business or industry appropriate to the field of licensure</li> </ul>