

**LOCAL CONTINUING EDUCATION RELICENSURE
COMMITTEE BYLAWS
Volunteers of America Schools
Bylaws adopted on October 22, 2004
Revised on May 10, 2017**

PREFACE

THE CONTENTS AND REGULATIONS LISTED IN THIS DOCUMENT HAVE BEEN ADAPTED FROM RULE OF THE MINNESOTA BOARD OF TEACHING, MINNESOTA RULES, CHAPTER 8710. CURRENT VERSIONS OF THE APPLICABLE PARTS AND SUBPARTS OF CHAPTER 8710 ARE ATTACHED.

IT IS EACH INDIVIDUAL TEACHER'S RESPONSIBILITY TO BECOME INFORMED OF AND TO COMPLY WITH THE PUBLISHED REQUIREMENTS OF THIS LOCAL COMMITTEE.

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PURPOSE AND PHILOSOPHY

The local continuing education committee at Volunteers of America Schools **Education Division** is established according to the Minnesota Board of Teaching rules for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of five-year continuing or professional teaching and support service licenses. The committee serves VOA sponsored programs that have chosen this committee as their sole re-licensing body.

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It is understood that the purpose of continuing education is to enhance the capabilities of the professional educator in performing assigned professional responsibilities. It is not intended to be primarily a reward for effort expended in lieu of other compensation. All activities for which clock hours are granted must address standards in **Minnesota Rules 8710.2000**.

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Since mandated continuing education cannot provide absolute assurance of maturing professionalism, the major responsibility for professional growth lies with the individual. Each person licensed by the Board of Teaching must demonstrate professional commitment by being a discriminating appraiser of his/her own growth needs and possible growth alternatives and by actively pursuing opportunities to upgrade and improve professional capabilities. The local committee provides assistance through interpretation of state rules and guidelines in order to provide equitable implementation and to encourage a variety of growth possibilities.

WHO IS SUBJECT TO COMMITTEE ACTION?

Except for individuals holding life licenses, all individuals with continuing or professional licenses are subject to the Board of Teaching continuing education rules. This includes standard licenses and "vocational" licenses previously under the jurisdiction of local "vocational" committees and renewed under separate rules. The same renewal requirements now apply to both "standard" and "vocational" licenses.

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CORRELATION OF LICENSES

Effective on January 1, 2002, with renewals of licenses that expire in 2002 and licenses that have lapsed and expire before 2002, the Board of Teaching will correlate expiration dates of all "vocational" and "standard" licenses so that teachers may renew all licenses at the current MDE fee every five years. The correlation will be done as follows: The first license(s) renewed – whether "standard" or "vocational" -- will be renewed to the expiration date of the later-expired licenses. The correlated licenses may then be renewed in the year of

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expiration using a single set of 125 clock hours and a single application fee. Because clock hours must be earned in the five years prior to renewal application, it is possible that some activities may be used for both the first and second renewals of such correlated licenses if those activities fall within the five years prior to BOTH renewals. Correlation of teaching licenses and administrative licenses is not included in this automatic process because administrative licenses are under the jurisdiction of the Board of School Administrators rather than the Board of Teaching.

Individuals who have both vocational and standard licenses that already expire in the same year may renew all licenses with a single application fee and a single set of 125 clock hours. Local committees will honor and sign for renewal conditions of 108 clock hours for individuals holding “vocational” licenses stating that 108 clock hours will be sufficient.

CODE OF ETHICS FOR TEACHERS

The Code of Ethics for Teachers (Minnesota Administrative Rules 8710.2100).

All teachers are expected to know, understand, and abide by the Code of Ethics.

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COMMITTEE MEMBERSHIP

As required in Minnesota Administrative Rules 8710.7300, the re-licensure committee consists of the following members:

- A. A minimum of five individuals licensed by the Board of Teaching and elected by licensed teachers of schools subject to the jurisdiction of the committee.
- B. One individual who holds a Minnesota administrator's license elected by the licensed administrators of schools under the jurisdiction of the committee.
- C. One community member who is designated by the CEU committee. School board members are not considered to be employees.

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ELECTION PROCEDURES

The local committee will hold yearly elections by secret balloting.

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Notice of positions open on the committee and solicitation of nominations will be publicized by the chairperson in April with a written notice to all licensed teachers at least one month before the election.

Commented [DD2]: The committee might want to consider modifying this language providing more flexibility – given that you are currently in the middle of an election in February.

Eligible voters are persons in schools subject to the jurisdiction of the committee who are licensed by the Board of Teaching. Holders of only life licenses who possess at least a baccalaureate degree may vote in committee elections and may be elected to serve on the local committee, whether or not they are subject to committee action.

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Members of the committee will be elected at the spring meeting of each year for terms to begin no later than the following September. The term of office is two years. Reelection is subject to no limitations. Names of committee members will be made known to all staff following the elections in each year.

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In order to fill vacancies that occur during a term, the committee may appoint an eligible replacement.

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COMMITTEE MEETINGS

A chairperson and secretary will be chosen at the spring meeting of each year. First committee meeting will be no later than the last day of October of each year. A schedule of meetings will be established and published subject to the committees' jurisdiction.

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If it becomes necessary to change the date of the meeting, the committee will notify the affected persons at least one week prior to the new meeting date if possible. Additional meetings may be called by the chairperson of the committee or by written request of three or more of the committee members.

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For the purpose of transacting business, a quorum is more than 50 percent of the total voting membership of the committee. A majority vote of committee members present and voting is sufficient to take action.

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In order to facilitate planning of the meeting agenda, licensed staff is to submit their applications for clock hours to the committee at least one week before a regularly scheduled meeting.

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Approval for emergency requests during periods when the committee does not meet (for example, summers) may be obtained by contacting the chairperson or secretary, who are 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.

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At regular meetings of the re-licensure committee, the chairperson apprises the members of any correspondence. The committee receives clock hour applications and assigns the numbers of clock hours earned **online through the Minnesota Department of Education and** on the permanent record form for each licensed staff person. In order to ensure consistent and equitable interpretation, any applications that do not readily conform to established guidelines will be discussed by the committee. A committee member's signature is affixed to the application with the chair's final signature.

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COMMITTEE DUTIES

A. Establish Written Operational Guidelines

(1) Establish meeting schedule and procedures, and assign clock hour allocations for each activity category according to state rules.

(2) Inform staff of committee membership in the spring by notice to all teachers.

Distribute the complete local bylaws document to each affected individual whenever significant changes are made. The bylaws should also be available in each school building subject to the jurisdiction of the committee.

(3) Hold an open hearing **during the spring meeting** to allow teachers in schools subject to the jurisdiction of the committee to review guidelines and committee operation.

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Notice of the hearing will be provided by written or verbal notice from the chair person at least five days in advance of the hearing.

Commented [DD5]: Does this happen annually? Or, could there be a less cumbersome way to gather feedback which could be done at a regularly scheduled meeting – rather than a separate hearing time?

A working draft of local guidelines and proposed revisions will be available from committee members prior to the local hearing.

If possible, all committee members will be present at the hearing.

The hearing shall continue until all persons who wish to speak have had an opportunity to do so.

Although input received at the hearing is not binding, the local committee will consider modifications consistent with licensure rules, if the information received during the hearing indicates that changes are necessary or desirable.

B. Provide recommendations to the Board of Teaching for the renewal of teaching licenses.

(1) Act, within a reasonable time, upon requests for recommendation for renewal of license by determining whether the applicant has met renewal requirements.

(2) Endorse the application for renewal of the continuing or professional license of each qualified applicant, as evidenced by the chairperson's signature. The applicant shall assume the responsibility for making certain the endorsed application is **processed** through the state.

(3) Provide supporting evidence to the Board of Teaching when an appeal is taken from a decision of the local committee.

C. Forward complete information to the Board of Teaching in a timely manner.

D. Provide those services and reports that may be required from time to time by the Board of Teaching

E. Provide recommendations to appropriate personnel concerning the in-service needs of the schools subject to the jurisdiction of the committee.

COMMITTEE MEMBER DUTIES

In addition to sharing operational duties with other committee members, the chairperson calls and conducts meetings, prepares agendas, signs approved renewal applications, provides leadership in orienting new committee members, serves as liaison and contact person in the committee's relationship with outside agencies and individuals, and coordinates revision of local guidelines when needed.

In addition to sharing operational duties with other committee members, the secretary records the minutes of each meeting and distributes them to the committee at least five days before the next meeting of the committee, handles committee correspondence and announcements/posting, and chairs the committee when the chair person is absent.

Though the officers may not personally perform all of the assigned duties, they are responsible for their timely and successful performance.

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Applicants are responsible for checking MDE's website for approval and contacting a committee member if they have any questions or concerns. In addition, applicants are responsible for making arrangements to get their binders back at their own cost.

RESPONSIBILITIES OF LICENSEES

It is the responsibility of the person seeking renewal of a license to submit the application, appropriate verification, and other supporting materials to the local committee, in accordance with procedures and the due dates established by the committee and stated in these guidelines. It is also the responsibility of the applicant to make certain that the completed application and processing fee are forwarded to the Educator Licensing Division at the Minnesota Department of Education, after endorsement by the committee. When the renewed license is received by the applicant, a copy is to be forwarded to the personnel office of the school that they are employed to be placed in the permanent record file. The other copy is to be kept by the applicant because licensure is a personal responsibility.

RELICENSURE PROCESS/EXPECTATIONS

Binders with completed paperwork turned in at the February meeting have a guarantee review for approval. Anything turned in at the April meeting will not have a guarantee for approval.

Forms needed for the re-licensure process may be obtained on the VOAMN website.

Documentation of 125 clock hours is required for license renewal. Those hours should include:

- a. 30 hours in the area that they are employed during the renewal period.
- b. At least one (2) CEU in each of these state-required areas:
 - Scientifically-based reading instruction*;
 - Positive behavioral intervention strategies,
 - Graduation standards (accommodation, modification, and adaptation of curriculum, materials, and instruction);
 - Integrating technology into the classroom*;
 - "Key Warning Signs of Early-Onset Mental Illness in Children & Adolescents"; and English Language Learning (ELL). *This can be waived if there is a written explanation on how another clock hour(s) demonstrate(s) growth in best practices for ELL, or if there is a description of growth in best practices for English Language Learning included in the reflective statement.*

Reflective Statement*

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Commented [DD7]: Does the committee really collect these from teachers? How many actually follow through and send a copy of the renewed license? This could be considered repetitive since they should be providing a copy of their current license with their application for renewal. If it's working – great! If not, the committee might want to consider removing the expectation.

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Commented [DD8]: The committee currently requires 2 hours in all of these areas (b and c). The rule does not give a specified amount. Other committees typically require only one hour for most of them.

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Commented [DD9]: This requirement was added two years ago.

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All teachers must include the required written reflection evidence of professional learning and to reference the VOAMN website for template.

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*The following licensed staff are exempt from the above requirements

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- a. Scientifically based reading strategies – Exemptions include: school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreational personnel
- b. Technology – Exemptions include: counselors, school psychologists, school nurses, and social workers

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c. Reflective statement – Exemptions include:

- Classroom teachers who have not taught for any portion of the five-year renewal period immediately preceding license renewal;
- Licensed school administrators, including principals, who have not taught for any portion of the five-year renewal period immediately preceding license renewal; and
- Licensed related services personnel (social workers, school psychologists, counselors, speech-language pathologists, and school nurses).

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Although activities of several kinds are to be undertaken for clock hours, each must provide opportunity for NEW professional growth, as opposed to repetition of previous growth/knowledge. A candidate must have clock hours in two or more categories (A-I) for relicensure.

The teacher will be given paperwork.

APPEAL PROCEDURES

Decision concerning whether to grant clock hours and the number of hours to be granted (within parameters of the rule) are made by the re-licensure committee, which also must consider other relevant factors. For example, it may determine that hours should not be granted a second time for activities that are not essentially different. On the other hand, it may determine that additional hours are applicable if new dimensions can be validated for a second experience, according to the description of the activity and the professional development objectives provided on the clock hour request form.

When an applicant has not been granted the requested number of clock hours by the re-licensure continuing education/re-licensure committee, an appeal may be made to the local committee within 20 working days after notification of the decision of the local committee. Failure to file a written request with the committee for an appeal within 20 working days constitutes a waiver of the individual's right to appeal.

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Decisions by a re-licensure committee for continuing education/re-licensure denying the appeal may be appealed to the Board of Teaching by the applicant within 30 calendar days after the date the denial is reaffirmed. Appeals forms for

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the state level are available from any committee member. For local appeal, no special forms are required.

In cases where the applicant has not been granted the required number of clock hours for re-licensure, the re-licensure committee will not endorse the application for renewal of the continuing license.

In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the Board of Teaching. The Board shall extend the previous license until all avenues of appeal have been exhausted.

Revised 3/23/04

Revised 5/10/04

Revised 5/17/04

Revised 10/22/04

Revised 5/10/05

Revised 10/18/12 (proposal)

Revised 2/8/2016 Voted 4/25/2016

Revised 5/10/2017 Voted 5/10/2017

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