

License Renewal Checklist

To renew your teaching license, you need...

- 🔗 A total of at least 125 clock hours in at least 2 of the following categories. All hours must be from the last 5 years.

A. Relevant, accredited college coursework

1 quarter credit = 16 hours; 1 semester credit = 24 hours

B. Educational workshops, conferences, institutes, seminars or lectures

C. Staff Development activities, in-service meetings, and courses

D. Site, district, regional, state, national or international curriculum development

E. Engagement in formal peer coaching or mentoring relationships with colleagues

The following experiences are limited to 30 hours per 5 year cycle:

F. Professional Service

G. Leadership Experiences

H. Opportunities to enhance knowledge and understanding of diverse educational experiences

I. **Pre-approved** travel or work experience

J. Reflective Statement (Up to 5 CEUs)

- 🔗 As a part of your 125 hours, you need at least 2 hours in each of these categories:

- 🔗 Positive Behavior Intervention Strategies

- 🔗 Accommodation, Modification, and Adaptation of Curriculum, Materials, and Instruction

- 🔗 Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents (At least 1 hour must be specifically focused on Suicide Prevention Best Practices.)

- 🔗 Reading Preparation

- 🔗 Technology

- 🔗 Instruction of English Language Learners

*For more information on these categories, see the MN Department of Education Website.

- 🔗 A Reflective Statement of Professional Accomplishment and Assessment of Professional Growth

* For more information, see the Reflective Practice Requirement document on the VOA Continuing Education Committee Website.

To submit your renewal paperwork to the VOA License Renewal Committee, organize the following paperwork in a 3-ring binder...

- 📎 Signed Written Reflective Statement Cover Sheet
- 📎 Written Reflective Statement
- 📎 Clock Hour Form
- 📎 Copies of all CEU Certificates, in the same order as they are listed on the Clock Hour Form

Clock Hour Sheet Tips:

- All hours for mandatory learning areas go on this first sheet (preferably electronically).
 - If you are claiming CEUs for your reflective statement, write the number of hours you want (1-5).
 - Include category, title, date, and a brief description of each experience.
 - One experience may be split between more than one learning areas, but hours may not be counted twice.
 - Documentation must be submitted for each experience.
-
- The rest of your hours should be put on the second sheet (preferably electronically).

