

How to make your VOA CEU Teacher Relicense Folder

1. Print out your current license from the MDE website and place it in front of your folder. Highlight your name and file folder number.

INSIDE THE BINDER

2. Reflection of Professional Learning Statement signature page Print your name, sign, and date (all on the left side of the page). You can find this form at <https://www.voamnwi.org/continuing-education-committee>. It is titled “Reflective practice requirement”. It is the third page. Page one and two give you tips and guidelines for making your Professional Learning Statement.
3. Professional Learning Statement. Two pages, double spaced, 12 point font. You must include TWO PARAGRAPHS on how you have developed your capabilities with ESL / ELL students over the past five years. The justification for this is below. Sign and date your Professional Learning Statement. Please note you can claim 5 hours of clock hours for doing this.



Minnesota Board of Teaching

Date: April 6, 2015
From: Erin Doan, Executive Director
Re: **Change to Continuing Education Requirements**

The 2014 Legislature enacted a change to teacher licensure renewal requirements to include evidence of growth in best teaching practices for meeting the needs of English learners (**MN§122A.18, Subd. 4(b)**).

The changes will apply to all teaching licenses renewed on or after August 1, 2015.

At the present time, the electronic reporting system managed by Educator Licensing at MDE does not include the option to report continuing education that addresses instruction of English language learners. Per the language of the statute, continuing education committees must ensure that the reflective statements provided by all teachers for the purposes of licensure renewal include evidence of growth in this area. It is anticipated that the electronic reporting system for licensure renewal will be updated to reflect this change at a later date and appreciate the consideration of local committees until such time as the change is implemented.

4. Clock Hours for Re-Licensure clock hour form
 - a. Download the “Clock hours log (editable download)” at <https://www.voamnwi.org/continuing-education-committee>.
 - b. Type in your name and File Folder Number at the top.
 - c. Put an “X” on the box on “Reflective Learning Statement Attached”.

- d. Type in the number of Clock Hours you are claiming for the Reflective Learning Area Requirements.
 - e. **Please note that all hours have to be within the five years prior to your license renewal date.** If your license expires on June 30th, 2017, all of the hours you can claim must be after June 30th, 2012.
 - f. You have to have two hours minimum of clock hours for each of the five Mandatory Learning Areas. Once you fulfill those, if you have additional ones that are substantially different you can put them in Category C (like all the technology training you do, you probably have much more than just two hours over a five-year period).
 - g. It is helpful to highlight the totals whenever they appear for ease of reading.
 - h. Please total up the hours achieved for the Mandatory Learning Areas and indicate the total. Typically it will be 10, but may be a little higher if you had a 3 hour session on Mental Health (for example)
 - i. Indicate the number of Clock Hours you are claiming for your Reflective Learning Statement and Mandatory Learning Area hours.
 - j. You have to have your ten mandatory hours, and the other 115 have to be in **two or more** categories. If you took college credit, it is Category A, if you went to workshops off-site, it is Category B, and staff development hours is Category C. Most of yours will probably be Category B and C (though there are others indicated that you can claim). As you enter in A-I categories, please type them in the order you are going to place them in your binder.
 - k. Indicate the "Total Number of Hours". Just add everything up.
5. First Tab: Mandatory Learning Area Requirements
 - a. Please put your Mandatory Learning Area Requirements in this tab in the order in which they appear on your clock hour form. If more than one event appears on a CEU Form, you will need to photocopy it (so if there were three events, you need to make two extra copies). You will highlight the one you are claiming on that page for ease of reading.
 6. Second Tab (for example): Category B Workshops and Conferences
 - a. Please put your Category B in this tab in the order in which they appear on your clock hour form. If more than one event appears on a CEU Form, you will need to photocopy it (so if there were three events, you need to make two extra copies). You will highlight the one you are claiming on that page for ease of reading (and the hours as well).
 7. Third Tab (for example): Category C Staff Development and Meetings
 - a. Please put your Category C in this tab in the order in which they appear on your clock hour form. If more than one event appears on a CEU Form, you will need to photocopy it (so if there were three events, you need to make two extra copies). You will highlight the one you are claiming on that page for ease of reading (and the hours as well).
 - b. Helpful hint: **You can count your staff meetings and PLC hours here as well.**
 8. Typically we see mostly B and C, but remember there are others.

9. Fourth Tab: Additional Hours
 - a. Once you have all 125 hours fulfilled according to the guidelines, there is no need to continue working on the Clock Hour Form. However, you probably have way more than 125 hours in total. You can put them behind this tab just for the record, that way you have everything in one binder in case the Department of Education selects you for an audit.

10. Turn in your binder to your local representative. They will bring it to the meeting, where the committee will approve it or push it back.

Reflection of Professional Learning Statement

VOA CEU Committee

I, _____ do hereby affirm that I have met the MN Board of Teaching's requirement of a Reflection of Professional Learning for relicensure, pursuant to MN statute 122A, Subdivision B, which requires written reflection evidence of any or all of the following activities:

- (1) supports for student learning;
- (2) use of best practices techniques and their applications to student learning;
- (3) collaborative work with colleagues that includes examples of collegiality such as attended or committee work, collaborative staff development programs, and professional learning community work; or
- (4) continual professional development that may include (i) job-embedded or other ongoing formal professional learning or (ii) for teachers employed for only part of the renewal period of their expiring license, other similar professional development efforts made during the relicensure period.

Signature: _____

CEU Chair Signature: _____

DATE: _____

Date: _____

In the space provided below, please provide a written reflection statement on your involvement in the activities listed above over the past 5 years and the effect your involvement has had on your professional development and/or student learning:

Step
#2

Professional Learning Statement.

Two pages, double spaced, 12 point font. You must include TWO PARAGRAPHS on how you have developed your capabilities with ESL / ELL students over the past five years. The justification for this is below. Sign and date your Professional Learning Statement. Please note you can claim 5 hours of clock hours for doing this.

Step
3

Clock Hours for Re-licensure

Name: _____ File Folder #: _____
 Signature: _____ Date: _____

Reflective Learning Statement Attached
 o # of clock hours _____

Mandatory Learning Area Requirements:
 VOA CEU Committee requires 2 hours in each area.

| Category of Continuing Education (A. - J.) | Title/Name of Activity | Date of Experience <i>(Must be no earlier than five years prior to your)</i> | Description of Experience | # of Clock Hours |
|---------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------|---------------------------|------------------|
| 1. Positive Behavioral Int | | | | |
| | | | | |
| | | | | |
| | | | Total: | # |
| | | | | |
| 2. Scientifically-Based Re | | | | |
| | | | | |
| | | | | |
| | | | Total: | # |
| | | | | |
| 3. Accommodation, modi needs as they work toward | | | | |
| | | | | |
| | | | | |
| | | | Total: | # |
| | | | | |
| 4. Understanding Key Warning Signs of Mental Health Problems in Students | | | | |
| | | | | |
| | | | | |
| | | | Total: | # |
| | | | | |
| 5. Integrating technology into classroom instruction to improve engagement and achievement | | | | |
| | | | | |
| | | | | |
| | | | Total: | # |

Step
#4

Total Number of Hours for Mandatory Learning Areas: _____
(Enter this number on the first line of your spreadsheet of clock hours.)

Mandatory Learning Area Requirements



Continuing Education Certificate
This certificate

Step #5
Mandatory
Learning
Area
Requirements
Tab

Mandatory Learning Area Requirements - Top 20 Training - Creating a Culture of Learning
Description: Top 20 (Tuesday) Potential in Qld
Date: August 19th - 20th, 2014
Hours: 2 hours

Mandatory Learning Area Requirements - New Versions of Future Campus and School
Description: Teachers learned the procedures for the new versions of Future Campus and School
Date: August 20th - August 22nd, 2014
Hours: 2 hours

Category C - Staff Development Week 2014
Description: Teacher Expectations, The Standards, Staff Values, Standardized Test Score Data 2013-2014, Procedures, Summer Camp 2014
Date: August 18th - August 22nd, 2014
Hours: 14.5

Spectra Hills

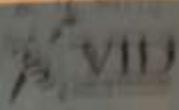
August 20th, 2014

SPECTRA HILLS
HIGH SCHOOL
STADELLA QLD

Education Certificate
earned the following CEU's:

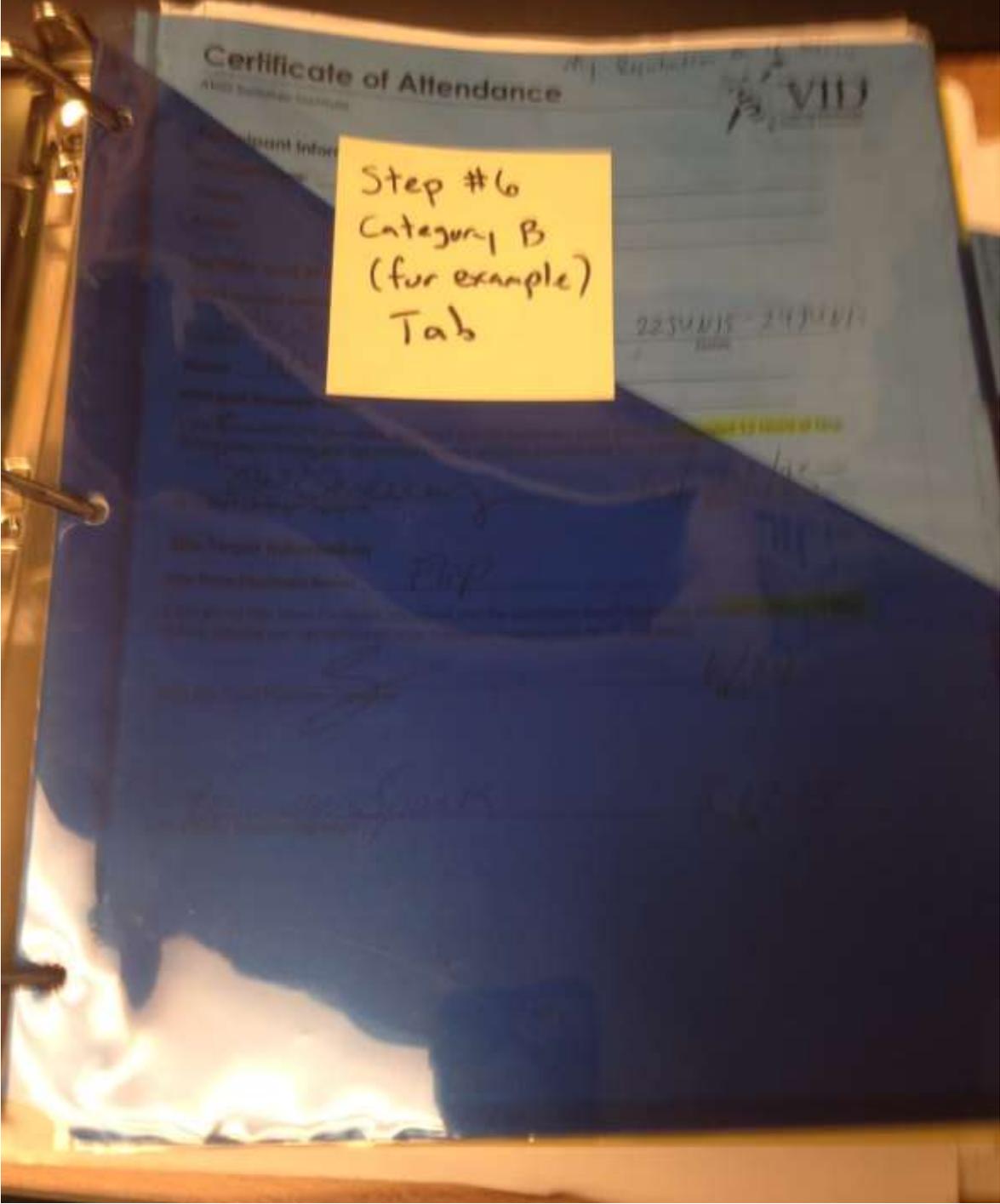
articles to improve engagement and achievement
and students being used this year. Teachers learned new skills

Certificate of Attendance



Step #6
Category B
(for example)
Tab

22 JUN 15 - 24 JUN 15





Continuing Education

This certifies 1

Mandatory Learning Area Requirements, Positive Impact 2014
Description: Top 200 Develop Potential in Others and
Date: August 19th, 2014
Hours: 2 hours

Mandatory Learning Area Requirements, Integrating New Versions of Indiana Campus and Moodle™ and
Description: Teachers learned the procedures for the
New Intranet Board systems.
Date: August 20th—August 22nd, 2014
Hours: 2 hours

Category C Staff Development Work
Description: Teacher Expectations, H
AVD's Core Levels of Operat
Date: August 18th—August 22nd
Hours: 143

Step #7
Category C
(for example)
Tab



Continuing

This certifies that

Step #9
Additional
Hours not in
your Clock
Hour Form

Mandator Learning Area Requirements, Positive Behavior

Topic 20 Training: Uncovering the Power of Choice by Paul
Description: Top 20a Developing a Positive and Healthy SS
Date: August 18th, 2015
Hours: 2 hours

Mandator Learning Area Requirements, Integrating Instruction

Description: Teachers learned the procedures and applications for Volume Changes, Microsoft, Smartboard, Google Drive, Turn-It-In, Cam Scanner,
Date: August 19th—August 21st, 2015
Hours: 2 hours

Mandator Learning Area Requirements, Knowledgeably Shared Reading Instruction

Description: Teachers learned AVID Reading Strategies
Date: August 18th, 2015
Hours: 75 hours

Category C Staff Development Year 2015-2016

Description: Teacher Experience, Handbook, Staff Course, Leadership Training 2014-2015, Procedures, AVID, Power Systems, Service
Learning, Indirect Camp, etc.
Date: August 17th—August 21st, 2015
Hours: 13.75

Winn-Dixie

Winn-Dixie Supermarket

August 21st, 2015

ONE



the following CEU's:
Certificate

B. C. D.