



**Diocese of Winona-Rochester
Catholic Schools**
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**Continuing Education/Relicensure
Clock Hour Approval Application**

Update September 2024

This form is to be submitted with each request for clock hours to the local continuing education committee according to rules established by the local committee. View the Minnesota Administrative Rules 8710.7200 Clock Hours; Requirements for Renewal of Profession Licenses.

Name:	File Folder Number:
License Held:	Expiration Date:
Title of Class Held:	Date of Class Held:
Email:	School:

Requesting approval for: Approval of clock hours for professional activity completed
 Preapproval of clock hours subject to actual completion (*this refers to category I regarding travel/work for CEU clock hours*)

Number of Clock Hours Requested: _____

Activity Category:
 A B C D* E* F1* F2* F3* G1* G2* G3* H1* H2* I1** I2**

*Maximum of 30 clock hours. **Must Be Pre-approved. See back of page for details regarding categories.

This Activity addresses:

- Positive Behavior Intervention Strategies and Accommodations** (Min. 1 clock hour)
- Accommodation, Modification, Adaptation of Curriculum, Materials and Strategies** to appropriately meet the needs of individual students and ensure adequate progress toward the state’s graduation rule. Differentiation. (Min. 1 clock hour)
- Mental Illness** includes: key warning signs of early-onset mental illness in children and adolescents (Min. 1 clock hour)
- Suicide Prevention** in children and adolescents. (Min. 1 clock hour)
- Reading Preparations** defined in Minnesota Statue 122A.06, Subd. 4. Instruction or other professional development activities which evidence further reading preparation. (<https://www.revisor.mn.gov/statutes/?id=122A06#stat.122A.06.2>) (Min. 1 clock hour)
- English Language Learners** evidence of best practice instruction. (Min. 1 clock hour)
- Cultural Competency Training** opportunities to engage in self-reflection on your own cultural frames of reference and the impact they have on the relationships with your students, their families, and the school community. If you are requesting approval for Cultural Competency, please write on a separate page a reflection on how you will be incorporating this into your classroom. (Min. 2 clock hour)
- American Indian History and Culture** <https://mn.gov/pelsb/current-educators/trainings/aihc/> (Minimum 2 clock hours)

Local Committee Action	
Approved Number of Clock Hours:	Not Approved Reason:
Committee Signature:	Date:

Definition. “Clock hour” means an hour of actual instruction, or planned group or individual professional development activity as approved by the local continuing education/relicensure committee.

Categories for clock hour allocation. Verification of completion of experiences must be submitted by the applicant to the local committee. Clock hours must be earned in two or more of the categories in items A to I:

- A. relevant coursework completed at accredited colleges and universities;
(1 quarter credit = 16 Clock Hours, 1 semester credit = 24 Clock Hours
The relevant coursework conversion is only applicable with additional clock hours in categories B through I.
-- **Maximum: 124 clock hours in a five-year block.**)
- B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held
(1 hour of participation = 1 Clock Hour -- **Maximum: 124 clock hours in a five-year block.**)
- C. staff development activities, in-service meetings, and courses; *does not include regular faculty meetings or beginning of year workshop hours (Instruction and professional development activities provided by a school may be used as clock hours in this part.)*
(1 hour of participation = 1 Clock Hour -- **Maximum: 124 clock hours in a five-year block.**)
- D. site, district, regional, state, national, or international curriculum development
(1 hour of participation = 1 Clock Hour-- **Maximum of 30 Clock Hours**)
- E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000; (1 hour of participation = 1 Clock Hour-- **Maximum of 30 Clock Hours**)
- F. professional service in the following areas:
(1) supervision of clinical experiences of persons enrolled in teacher preparation programs; *(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.)*
(1 quarter = 16 Clock Hours, 1 semester = 24 Clock Hours -- **Maximum of 30 Clock Hours**)

(2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards;
(1 hour of participation = 1 Clock Hour -- **Maximum of 30 Clock Hours**)

(3) participation in national, regional, or state accreditation;
(1 hour of participation = 1 Clock Hour -- **Maximum of 30 Clock Hours**)
- G. leadership experiences in the following areas:
(1) development of new or broader skills and sensitivities to the school, community, or profession;
(1 hour of participation = 1 Clock Hour -- **Maximum of 30 Clock Hours**)

(2) publication of professional articles in a professional journal in an appropriate field
(Manuscript required -- **Maximum of 30 Clock Hours**)

(3) volunteer work in professional organizations related to the areas of licensure held
(Maximum of 30 Clock Hours)
- H. opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:
(1) experiences with students of another age, ability, culture, or socioeconomic level
(1 hour of participation = 1 Clock Hour-- **Maximum of 30 Clock Hours**)

(2) systematic, purposeful observation during visits to schools and to related business and industry;
(1 hour of participation = 1 Clock Hour -- **Maximum of 30 Clock Hours**)
- I. preapproved travel or work experience:
(1) travel for purposes of improving instructional capabilities related to the field of licensure
(1 week of pre-approved travel = 10 Clock Hours; Maximum -- **Maximum of 30 Clock Hours**)

(2) work experience in business or industry appropriate to the field of licensure
(1 week of pre-approved work experience=10 Clock Hours-- **Maximum of 30 Clock Hours**)
(One week of preapproved travel or work experience for purposes of improving instructional capabilities equals 10 clock hours. 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 travel or work experience. The clock hour limit may be waived when the local committee determines that the preapproved travel or work experience is critical to the teacher’s advanced or current skills for the teacher’s assignment; for example, travel to experience language or cultural immersion by a teacher of world language.)