

# Continuing Education / Relicensure Clock Hour Approval Form

## Lutheran Continuing Education Committee

This form is to be forwarded to the Lutheran Continuing Education Committee (LCEC). Upon approval, keep it in your personal or school file. It is not to be forwarded to the State Department, but kept locally for the duration of the licensing period to which it applies. Reproduce this form as needed.

Name \_\_\_\_\_ Phone \_\_\_\_\_ File Folder # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Grade level of license held \_\_\_\_\_ Year license expires \_\_\_\_\_

Type(s) of license held \_\_\_\_\_ (Early childhood, Elementary, Secondary, Administrator)  
(See Teaching certificate - Function Description)

Category of Clock Hours Requested (See letters and numbers from reverse side) \_\_\_\_\_

Hours involved (if applicable) \_\_\_\_\_ Number of clock hours requested \_\_\_\_\_

Indicate which, if any of the following State Mandatory Requirements are satisfied through this experience.

- |   |   |
|---|---|
| <input type="checkbox"/> Positive Behavioral Interventions  | <input type="checkbox"/> Reading preparation          |
| <input type="checkbox"/> Mental Illness Awareness   | <input type="checkbox"/> One-Hour Suicide Prevention  |
| <input type="checkbox"/> English Learners   | <input type="checkbox"/> Cultural Competency Training |
| <input type="checkbox"/> American Indian History and Cultural Training                                      |   |
| <input type="checkbox"/> Accommodation, Modification, and Adaptation of Curriculum, Materials & Instruction |   |

**Description of Experience:** Documentation is required for approval. For content approval, list specifics of experience such as date, time, materials, instructors, etc. and attach a transcript, certificate, or other documentation as appropriate.

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### FOR USE BY COMMITTEE

\_\_\_\_\_ is approved for \_\_\_\_\_ hours  
\_\_\_\_\_ is approved for \_\_\_\_\_ hours of travel

\_\_\_\_\_ is not approved  
\_\_\_\_\_ is not approved

If not approved, state reason \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_ (LCEC Chairperson)

- Forward this form to your LCEC Regional representative. Include a copy of your MN teaching license. Do not send your original teaching license.
- Once you have reached 125 clock hours, the LCEC will send you verification of clock hours received, along with directions for applying for online licensure renewal.
- Send forms in at least once a year. Include a self-addressed, adequately stamped envelope for the return of your clock hour forms.

3/2024

## Guidelines for Clock Hours

Successful completion of activities will be granted one clock hour for each hour of participation unless noted. **A total of 125 clock hours must be earned in two or more categories.**

**A. relevant coursework completed at accredited colleges and universities**

(16 clock hours per quarter credit / 24 clock hours for semester credit)

**B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held**

**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 mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000**

**F. professional service in the following areas:**

- 1) supervision of clinical experiences of persons enrolled in teacher preparation programs  
(1 quarter of student teaching (FTE=1) equals 16 clock hours / 1 semester equals 24 clock hours, with a maximum of 30 clock hours/relicensure period)
- 2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards
- 3) participation in national, regional, or state accreditation

**G. leadership experiences in the following areas:**

- 1) development of new or broader skills and sensitivities to the school, community, or profession
- 2) publication of professional articles in a professional journal in an appropriate field, or
- 3) volunteer work in professional organizations related to the areas of licensure held

**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
- 2) systematic, purposeful observation during visits to schools and to related business and industry

**I. preapproved travel or work experience:**

- 1) travel for purposes of improving instructional capabilities related to the field of licensure
- 2) work experience in business or industry appropriate to the field of licensure  
(One week of preapproved travel or work experience 10 hours, with a maximum of 30 clock hours/relicensure period)

For more information regarding MN State teaching licensure requirements, go to the PELSB website at <http://mn.gov/pelsb/>

**Mail (no email) your completed forms to the Lutheran Education Committee's chairperson or your region representative. If you do not know who your representative is, please call the district office. The committee meets in early February and June to approve clock hour forms.**