

October, 2005

RE: CONTINUING EDUCATION UNITS/CLOCK HOURS for license renewal

Included in your packet is the information you will need to know when earning continuing education units and making application for recording of them for licensure purposes. As you are aware, 125 units/clock hours are to be earned during every five-year relicensure period, and they must be earned in two or more of nine different categories, with at least 30 units to be earned in the field of licensure you are renewing.

You will notice further that you must designate which of four different categories you want the learning activity to satisfy. Beginning last year, among those four categories, you must earn unit/s specifically in reading preparation, positive behavior intervention strategies, helping students to meet standards, and awareness of mental health issues.

I will be reviewing your licenses to determine who will need to renew before next June. I will suggest to management which of the areas will need to be addressed in staff development sessions throughout the year. I will also distribute information regarding educational opportunities to fulfill state requirements as/if it becomes available to me.

*Standards of effective practice for teachers* are included for your information and guidance in choosing what learning activities you want to pursue. Since these standards are to be met by every teacher in the State of Minnesota, you may find some that would be of special interest to you in your pursuit of state required continuing education. *Teacher code of ethics* is included for information only; not specific to CEUs.

Application forms are included: MNIC clock hours application form and a MACS clock hours submission form. You will need to submit both the MNIC & MACS forms along with proof of units being requested. You must submit all three forms for each activity. All licenses may be applied for beginning in January of the renewal year; licenses expire on June 30; renewal units to be submitted by early May.

All applications for CEUs are to come first to me. At least for now we will be applying for final approval through the state-level committee. I will evaluate your units and submit them in a timely manner to the state committee for approval. When approved, a copy of the units approved form will be kept on file by me and a copy will be returned to you for your file. On the last page/form of the packet, you may wish to keep a composite listing of all your CEUs. If you have CEUs from other districts please send to me a copy of your approved units since all CEUs are transferable. Please send me also your file folder #, your teaching assignment, which building, full or part-time.

To submit your application forms: E-mail = [gmdkhanson2003@msn.com](mailto:gmdkhanson2003@msn.com)

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