



Clock Hour Submission for Individuals Who Live Outside of Minnesota

You recently inquired about the process for submitting clock hours for individuals who either teach or live outside of Minnesota. Enclosed you will find the Master Record Summary form which must be completed and returned as well as a copy of the rule governing clock hours and license renewal.

Please wait until January 1 of the year your license expires to mail your clock hour packet to the address provided on the Master Record Summary form. We will notify you when the review of your materials has been completed and provide you with instructions at that time on how to submit your renewal application.

If you have questions regarding this process, please submit your questions in writing to the Professional Educator Licensing and Standards Board (PELSB) Renewal Specialist, [Keile Lamotte](mailto:keile.lamotte@state.mn.us) at keile.lamotte@state.mn.us.

We appreciate your efforts to maintain your Minnesota teaching license(s) and wish you the best in your renewal efforts.

Master Record Summary: Minnesota License Renewal

For teachers who live outside of Minnesota

In order to process your application for license renewal, please complete the Master Record Summary chart (make as many copies that are needed, but put the total only on one sheet). Send the completed chart and all certificates, transcripts, and other material to evidence your participation and completion in the proposed clock hour activities to:

Professional Educator Licensing and Standards Board
1500 Highway 36 West
Roseville, MN 55113

[Minnesota Rule 8710.7200](https://www.revisor.mn.gov/rules/?id=8710.7200) (<https://www.revisor.mn.gov/rules/?id=8710.7200>) provides additional information about renewal requirements.

If you have additional questions, please submit in writing to PELSB Renewal Specialist, [Keile Lamotte](mailto:keile.lamotte@state.mn.us) at keile.lamotte@state.mn.us.

Please print or type the following information.

Today's Date:

Expiration Date:

File Folder Number (six digit):

Full Legal Name:

Email Address:

*instructions to print your e-license
will be sent to this address*

Mailing Address Street:

City:

State:

Zip Code:

Telephone Number:

Master Record Summary Chart

Name:

File Folder
Number:

Renewal Category	Date/ Hours	Date/ Hours	Date/ Hours	Date/ Hours	Date/ Hours	Total Hours
A: Relevant Coursework (Note: Individuals who have not taught in Minnesota during their five-year licensure period may renew with coursework only and evidence of Mandatory Requirements being met.)						
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 mentorship relationships with colleagues						
F: Professional Service						
G: Leadership Experiences						
H: Opportunities to enhance knowledge and understanding of diverse educational settings						
I: Pre-approved travel or work experience						

Mandatory Requirements

Document which activity has met each of the Mandatory Requirements listed.

Mandatory Category	Clock Hour Activity, Include Title and Date
Positive Behavioral Intervention Strategies	
Accommodation, Modification, and Adaptation of Curriculum, Materials, and Instruction to meet the needs of all students in achieving graduation standards	
Further Reading Preparation	
Key Warning Signs of Early-Onset Mental Illnesses in Children and Adolescents	
Strategies for Suicide Prevention	
Integrate Technology Effectively with Student Learning	
Best Practices for teaching English Learners (ESL or ELL)	Include this documentation in your Reflective Practice Essay
Reflective Practice Essay Note: Individuals who have not taught in Minnesota during the five-year licensure period are exempt from this requirement	Submit with your packet if you have taught in Minnesota within the last five-years.
Exemptions: ASHA, NCSP, or National Board Certification	Submit certification and complete Mandatory Requirements Section