

## 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. The renewal of tier 3 teaching/related services licenses requires the completion of 75 clock hours and the renewal of tier 4 teaching/related services licenses requires the completion of 125 clock hours of professional development. An applicant seeking renewal must earn a minimum of 75 hours during each three-year period preceding a tier 3 renewal and a minimum of 125 hours during each five-year period preceding a tier 4 renewal.

The Master Record Summary Form must be completed and returned. Clock hours are to be earned in two or more of the categories listed in the Professional Educator Licensing and Standards Board (PELSB) rule and referenced on the Master Record Summary Chart provided below. View [Requirements for Renewal of Professional Licenses](https://www.revisor.mn.gov/rules/8710.7200/) at <https://www.revisor.mn.gov/rules/8710.7200/>.

As part of the 75 and 125 professional development hours, the Minnesota Legislature, by statute, currently requires ALL teachers to evidence the mandatory requirements indicated on the Mandatory Requirements Chart.

While not required, an applicant that is renewing two or more fields is encouraged to allocate at least 30 clock hours to each of the licensure areas with priority given to the area(s) that the candidate is employed during the licensure period.

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: Minnesota License Renewal. 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 Educator Licensing Renewal Specialist, [Keile LaMotte](mailto:keile.lamotte@state.mn.us) at [keile.lamotte@state.mn.us](mailto: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 review your application for license renewal, please complete the following:

- The below information requested on this page
- Master Record Summary Chart (make as many copies that are needed, but only put the total on one sheet).
- Mandatory Requirements Chart

Send the completed chart and all certificates, transcripts, and other material to evidence your participation and completion in the proposed clock hour activities to:

PELSB  
1021 Bandana Blvd East  
Suite 222  
Saint Paul, MN 55108

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

**Please print or type the following information.**

<b>Today's Date:</b>		<b>Expiration Date:</b>	
<b>File Folder Number:</b>		<b>Telephone Number:</b>	
<b>Full Legal Name:</b>			
<b>Email Address: <i>instructions to print your e-license will be sent to this address as well as most communications</i></b>			
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	

## Master Record Summary Chart

Name:			File Folder Number:			
Renewal Category	Date/ Hours	Date/ Hours	Date/ Hours	Date/ Hours	Date/ Hours	Total Hours
<b>A. Relevant Coursework:</b> include official transcripts (Note: Individuals who have not taught in Minnesota during their three-year or five-year licensure period may renew with coursework only and evidence of Mandatory Requirements being met.)						
<b>B. Educational workshops, conferences, institutes, seminars, or lectures</b>						
<b>C. Staff development activities, in-service meetings, and courses</b>						
<b>D. Site, district, regional, state, national, or international curriculum development</b>						
<b>E. Engagement in formal peer coaching or mentorship relationships with colleagues</b>						
<b>F. Professional Service</b>						
<b>G. Leadership Experiences</b>						
<b>H. Opportunities to enhance knowledge and understanding of diverse educational settings</b>						
<b>I. Pre-approved travel or work experience</b>						

## Mandatory Requirements Chart

*Document which activity has met each of the below Mandatory Requirements.*

Mandatory Category	Clock Hour Activity, include title and date
<b>Positive Behavioral Intervention Strategies</b>	
<b>Accommodating, Modifying, and Adapting Curricula, Materials, and Strategies</b>	
<b>Further Reading Preparation</b>	
<b>Key Warning Signs of Early-Onset Mental Illnesses in Children and Adolescents</b>	
<b>Strategies for Suicide Prevention</b>	
<b>Best Practices for Teaching English Learners (ESL or ELL)</b>	
<b>Cultural Competency</b>	
<b>Exemptions:</b> ASHA, NCSP, or National Board Certification	Submit certification and complete Mandatory Requirements Chart only. Include all certificates, transcripts, and other material to evidence your participation and completion of these requirements.