



**Twin Cities International Elementary School
Minnesota International Middle School**

CONTINUING EDUCATION RELICENSURE COMMITTEE BYLAWS

Bylaws adopted on March 9, 2013

PREFACE

THE CONTENTS AND REGULATIONS LISTED IN THIS DOCUMENT HAVE BEEN ADAPTED FROM RULE OF THE MINNESOTA BOARD OF TEACHING, MINNESOTA RULES, CHAPTER 8710. [View Minnesota Rules, Chapter 8710.](https://webrh12.revisor.leg.state.mn.us/rules/?id=8710) (<https://webrh12.revisor.leg.state.mn.us/rules/?id=8710>)

IT IS EACH INDIVIDUAL TEACHER'S RESPONSIBILITY TO BECOME INFORMED OF AND TO COMPLY WITH THE PUBLISHED REQUIREMENTS OF THIS LOCAL COMMITTEE.

PURPOSE AND PHILOSOPHY

The local continuing education committee in [district/school name and number] is established according to the Minnesota Board of Teaching rules for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of five-year continuing or professional teaching and support service licenses.

It is understood that the purpose of continuing education is to enhance the capabilities of the professional educator in performing assigned professional responsibilities. It is not intended to be primarily a reward for effort expended in lieu of other compensation. All activities for which clock hours are granted must address standards in Minnesota Rules 8710.2000. [View Minnesota Rules 8710.2000.](https://webrh12.revisor.leg.state.mn.us/rules/?id=8710) (<https://webrh12.revisor.leg.state.mn.us/rules/?id=8710>)

Since mandated continuing education cannot provide absolute assurance of maturing professionalism, the major responsibility for professional growth lies with the individual. Each person licensed by the Board of Teaching must demonstrate professional commitment by being a discriminating appraiser of his/her own growth needs and possible growth alternatives and by actively pursuing opportunities to upgrade and improve professional capabilities. The local committee provides assistance through interpretation of state rules and guidelines in order to provide equitable implementation and to encourage a variety of growth possibilities.

WHO IS SUBJECT TO COMMITTEE ACTION?

Except for individuals holding life licenses, all individuals with continuing or professional licenses are subject to the Board of Teaching continuing education rules. This includes "vocational" licenses previously under the jurisdiction of local "vocational" committees and renewed under

separate rules. The same renewal requirements now apply to both “standard” and “vocational” licenses.

CORRELATION OF LICENSES

The correlation of expiration dates will be done as follows: the first license(s) renewed – whether “standard” or “vocational” -- will be renewed to the expiration date of the later-expired licenses. The correlated licenses may then be renewed in the year of expiration using a single set of 125 clock hours and a single application fee. Because clock hours must be earned in the five years prior to renewal application, it is possible that some activities may be used for both the first and second renewals of such correlated licenses if those activities fall within the five years prior to BOTH renewals. Correlation of teaching licenses and administrative licenses is not included in this automatic process because administrative licenses are under the jurisdiction of the Board of School Administrators rather than the Board of Teaching.

Individuals who have both vocational and standard licenses that already expire in the same year may renew all licenses with a single application fee and a single set of 125 clock hours. When administrative licenses have become correlated to teaching licenses, the single fee will renew the administrative licenses as well, but the continuing education renewal requirements for administrative licenses are done separately, according to Board of School Administrator procedures.

CODE OF ETHICS FOR TEACHERS

All teachers are expected to know, understand, and abide by the Code of Ethics for Teachers. [View the Code of Ethics for Teachers.](https://webrh12.revisor.leg.state.mn.us/rules/?id=8700.7500)
(<https://webrh12.revisor.leg.state.mn.us/rules/?id=8700.7500>)

COMMITTEE MEMBERSHIP

As required in state rules, the local committee consists of the following members:

- A. Five individuals licensed by the Board of Teaching and elected by local licensed teachers.
 - a. Minimum 1 licensed teacher representative from each school/district in the consortium.
- B. One individual who holds a Minnesota administrator’s license elected by the licensed administrators of the districts.
- C. One resident of the district who is not an employee of the school district and who is designated by the local school board. School board members are not considered to be employees of the district.

ELECTION PROCEDURES

The local committee will hold yearly elections by secret ballot.

Notice of positions open on the committee and solicitation of nominations will be publicized by the chairperson in April with a written notice to all staff members at least one month before the election.

Eligible voters are persons in the district who are licensed by the Board of Teaching. Holders of only life licenses who possess at least a baccalaureate degree may vote in committee elections and may be elected to serve on the local committee, whether or not they are subject to committee action.

Members of the local committee will be elected in May of each year, for terms to begin no later than the following September. Reelection is subject to no limitations. Names of committee members will be made known to all staff following the elections in each year. During the first year the committee is established, half of the member's term of office will be one year and half will be a two year term to allow for consistency within the committee during subsequent elections. Following the initial elections, all terms will be for two years.

In order to fill vacancies that occur during a term, the committee will appoint an eligible replacement.

Prior to November 3 of each year, the membership roster for the current school year must be submitted to the Board of Teaching. Failure to submit the roster by November 3 will result in deactivation of the committee's access to the Continuing Education Clock Hour Reporting System.

COMMITTEE MEETINGS

No later than the last day of September of each year, the committee will hold an organizational meeting, at which time a chairperson and secretary will be chosen and an orientation provided for new members. This meeting is also a regularly scheduled work meeting. A schedule of monthly meetings will be established and published to those subject to the committee's jurisdiction.

If it becomes necessary to change the date of the monthly meeting, the committee will notify the affected persons at least one week prior to the new meeting date. Additional meetings may be called by the chairperson of the committee or by written request of three or more of the members.

For the purpose of transacting business, a quorum is more than 50 percent of the total voting membership of the committee. A majority vote of committee members present and voting is sufficient to take action.

In order to facilitate planning of the meeting agenda, licensed staff must submit their applications for clock hours to the committee at least one week before a regularly scheduled meeting.

Approval for emergency requests during periods when the committee does not meet (for example, summers) may be obtained by contacting the chairperson or secretary, who are authorized to consult with one or two other committee members and take action on the emergency request. This procedure is limited to actual hardship situations and is not to be employed simply as a convenience measure or as a substitute for proper committee action.

At regular meetings of the relicensure committee, the chairperson apprises the members of any correspondence. The committee receives clock hour applications and assigns the numbers of clock hours earned for each licensed staff person. In order to ensure consistent and equitable interpretation, any applications that do not readily conform to established guidelines are

discussed by the committee and clock hours assigned based upon a file of past decisions and practices that is maintained for each category

COMMITTEE DUTIES

A. Establish Written Operational Guidelines.

(1) Establish meeting schedule and procedures, and assign clock hour allocations for each activity category according to state rules.

(2) Inform staff of committee membership in the spring through a notice to all teachers and administrators.

Distribute the complete local bylaws document to each affected individual whenever significant changes are made. The bylaws should also be available in each district school building.

(3) Hold an annual open hearing in September to allow teachers in the district to review guidelines and committee operation.

Notice of the hearing will be provided by written notice from the secretary at least five days in advance of the hearing.

A working draft of local guidelines and proposed revisions will be available from committee members prior to the local hearing.

If possible, all committee members will be present at the hearing.

The hearing must continue until everyone who wishes to speak has had an opportunity to do so.

Although input received at the hearing is not binding, the local committee will consider modifications consistent with licensure rules, if the information received during the hearing indicates that changes are necessary or desirable.

B. Provide recommendations to the Board of Teaching for the renewal of teaching licenses.

(1) Act, within a reasonable time, upon requests for recommendation for renewal of license by determining whether the applicant has met renewal requirements.

(2) Enter the approved clock hours into the individual's record in the Minnesota Department of Education's Continuing Education Clock Hour Reporting System.

(3) Provide supporting evidence to the Board of Teaching when an appeal is taken from a decision of the local committee.

C. Forward complete information to the Board of Teaching in a timely manner.

D. Provide those services and reports that may be required from time to time by the Board of Teaching.

E. Provide recommendations to appropriate personnel concerning the in-service needs of the district.

COMMITTEE MEMBER DUTIES

In addition to sharing operational duties with other committee members, the chairperson calls and conducts meetings, prepares agendas, records approved clock hours into the Continuing Education Clock Hour Reporting System, provides leadership in orienting new committee members, serves as liaison and contact person in the committee's relationship with outside agencies and individuals, and coordinates revision of local guidelines when needed.

In addition to sharing operational duties with other committee members, the secretary records the minutes of each meeting and distributes them to the committee members and administration, at least five days before the next meeting of the committee, handles committee correspondence and announcements/posting, maintains relicensure records, chairs the committee when the chair person is absent.

Though the officers may not personally perform all of the assigned duties, they are responsible for their timely and successful performance.

RESPONSIBILITIES OF LICENSEES

It is the responsibility of the person seeking renewal of a license to submit the application, appropriate verification, and other supporting materials to the local committee of the employing school district, in accordance with procedures and the due dates established by the committee and stated in these guidelines. It is also the responsibility of the applicant to submit the online renewal application and pay the processing fee after the committee has verified that all renewal requirements have been met. Although recordkeeping is one of the committee's functions, licensure is a personal responsibility, and each applicant is URGED to keep a duplicate set of records as a safeguard against accidental mishap during the relicensure process.

Clock hours are to be earned in two or more of the categories listed in Board of Teaching rule. [View Requirements for Renewal of Professional Licenses.](https://webrh12.revisor.leg.state.mn.us/rules/?id=8710) (https://webrh12.revisor.leg.state.mn.us/rules/?id=8710)

Although activities of several kinds are to be undertaken for clock hours, each must provide opportunity for NEW professional growth, as opposed to repetition of previous growth/knowledge.

The applicant is to have clock hours granted by the committee of the district where he or she was employed when the experience was completed. If a licensed person employed by a school district becomes employed by a different district during a renewal period.

APPEAL PROCEDURES

Decision concerning whether to grant clock hours and the number of hours to be granted (within parameters of the rule) are made by the local committee, which also must consider other relevant factors. For example, it may determine that hours should not be granted a second time for activities that are not essentially different. On the other hand, it may determine that additional hours are applicable if new dimensions can be validated for a second experience, according to the description of the activity and the professional development objectives provided on the clock hour request form.

When an applicant has not been granted the requested number of clock hours by a local continuing education/relicensure committee, an appeal may be made to the local committee within 20 working days after notification of the decision of the local committee. Failure to file a

written request with the local committee for an appeal within 20 working days constitutes a waiver of the individual's right to appeal.

Decisions by a local committee for continuing education/relicensure denying the appeal may be appealed to the Board of Teaching by the applicant within 30 calendar days after the date the denial is reaffirmed. Appeals forms for the state level are available from any committee member. For local appeal, no special forms are required.

In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the Board of Teaching. The Board shall extend the previous license until all avenues of appeal have been exhausted.

APPENDICES

- Committee Clock Hour Application Forms