

## CLOCK HOUR APPROVAL APPLICATION FORM

Name:	
Address:	
Licenses Held:	
License Expiration Date:	
Applicant Signature:	
Date:	

- Request for:  Preapproval of clock hours subject to actual completion.  
 Final approval of clock hours for professional activity completed.

Activity Category:	Number of Clock Hours Requested:
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This activity addresses:

- Category H - Further reading preparation** as defined in Minnesota Statute 122A.06, Subd. 4. This requirement applies to all professional licenses issued by the Minnesota Board of Teaching except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.
- Category I - Understanding the key warning signs of early-onset mental illness**
- Category J - Positive behavior intervention strategies**
- Category K - Accommodation, modification, adaptation** of curriculum, materials, etc. for Standards.
- Category L - Integration of technology** with student learning to increase engagement and achievement
- Category M - Reflective statement** of professional accomplishment and assessment of professional growth
- Category N - Evidence of instructor growth in English Language Learner Instruction**
- Category O - Suicide Prevention** (Subcategory of Understanding the key warning signs of early-onset mental illness)

**Description of this experience: (Include objective, amount of time engaged and an evaluation of the experience. Attach additional pages for documentation, explanation and detail as appropriate.)**

<b>Local Committee Action</b>	
<input type="checkbox"/> Approved for _____ Clock Hours	
<input type="checkbox"/> Not approved. Reason: _____	
Committee Signature:	Date:

## Standard Categories

- A. Relevant coursework completed at accredited colleges and universities. Audited college courses with letter of completion for certification.  
**(16 hours per quarter credit, 24 hours per semester credit)**
- B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held.  
**(up to 1 clock hour per hour of participation)**
- C. Staff development activities, in-service meetings, and in-service courses. **(1:1)**
- D. Building, district, regional, state, national, or international curriculum development. **(1:1)**  
***pre-approval needed for credits in this area***
- E. Professional service in the following areas:
  - 1. Supervision of clinical experiences of persons enrolled in teacher licensure programs. **(10 hours per quarter or semester, maximum 30)**
  - 2. Membership on national, state, and local committees involved with licensure, teacher education or professional standards. **(1 clock hour per 3 hours of participation)**
  - 3. Participation in national, regional or state accreditation **(1:3)**
- F. Leadership experiences in the following areas:
  - 1. Development of new or broader skills and sensitivities to the school, community or profession **(1:3)** ***pre-approval needed for credits in this area***
  - 2. Publication of professional articles in a professional journal in an appropriate field. **(1:3)**
  - 3. Volunteer work in professional organizations related to the areas of licensure held. **(1:3)** ***pre-approval needed for credits in this area***
- G. Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:
  - 1. Experiences with students of another age, ability, culture, or socio-economic level. **(1:3)**
  - 2. Systematic, purposeful observation during visits to schools and to related business and industry **(1:3)**
  - 3. Travel for purposes of improving instructional capabilities related to the field of licensure. **(10 hours per week, maximum 30)**  
***pre-approval needed for credits in this area***
  - 4. Work experience in business or industry appropriate to the field of licensure **(1:3)**  
***pre-approval needed for credits in this area***
- H. Educational workshops, conferences, institutes, seminars or lectures that evidence **further reading preparation. (2 hours minimum)**
- I. Educational workshops, conferences, institutes, seminars or lectures that evidence further preparation in understanding the **key warning signs of early-onset mental illness** in children and adolescents. **(1 hour minimum)**
- J. **Positive behavior intervention strategies. (1 hour minimum)**
- K. **Accommodation, modification, adaptation** of curriculum materials, etc. for Standards **(1 hour minimum)**
- L. Educational workshops that evidence preparation in how to **integrate technology** effectively with student learning to increase engagement and student achievement. **(1 hour minimum)**
- M. Submission of a reflective statement providing evidence of work that demonstrates professional reflection and growth in **best teaching practices. (1 hour minimum must be given for renewal, paper has no required length)**
- N. Evidence of instructor growth in **English Language Learner Instruction (1 hour minimum)**
- O. **Suicide Prevention** Subcategory of Understanding the key warning signs of early-onset mental illness **(1 hour minimum)**