

Community Member Information

Licensure is a personal responsibility
Please read the Relicensure Guidelines below

Questions contact:

Trudy Schnorr at trudy.schnorr@minnetonkaschools.org or 952-401-5600

Please note, It is important that the community members maintain their personal records for proof of licensure as the district committee will not keep paper records of community member approval; all forms and papers given to the Minnetonka Public School Community Relicensure Representative *will not be* returned to the community member once the approval has been made on-line with the state. Please do not send original copies to the Community Member's Representative. The community member is responsible for completing the process with the state after approval has been made.

Relicensure Guidelines for Minnetonka Public Schools

An application requesting renewal of a **standard** or **vocational** license to teach must earn a minimum of 125 clock hours during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration. Applications for renewal are accepted for processing by the Minnesota Department of Education after January 1 of the year of expiration. However, when renewing a five-year license, submitting your application to the Minnesota Professional Educator Licensing Board (PELSB) before your clock hours have been recorded by the local Relicensure Chair, Trudy Schnorr, will slow the processing of your renewal. Once you have completed all of the renewal requirements, and have been notified by the Relicensure Chair, Trudy Schnorr, that you have been approved online at PELSB, you may renew your license. An applicant may not bank clock hours for purposes of relicensure. However, once you have renewed your license, you may begin your next set of hours and CEUs upon that renewal date.

Any additional credits for re-licensure received after the date of issue from PELSB, may be used for the next 5 years.

For all applications of clock hours or renewal units, verification must be included with the application. This may include transcripts, writing time slip, certificates of attendance, etc. Also at least 30 clock hours must be applicable to each of the licensure areas for a total of no fewer than 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. An applicant who holds an administrative license or licenses may allocate clock hours for the renewal of teaching licensure.

To avoid a backlog of work for the committee at any one meeting, applicants should submit requests for final approval of clock hours within one year after completion of the renewal activity.

“Clock hour” means an hour of actual instruction or planned group or individual development activity as approved by the local continuing education/relicensure committee. Lunch and breaks do not count as part of clock hours.

Renewal clock hours – Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000.

For more information regarding relicensure please [click here](#) to visit the Minnetonka Public Schools website.