

Frequently asked questions regarding renewing teacher license

How do I renew a five-year teaching or related professional service license?

As soon as you receive your first five-year license, you should become affiliated with a Minnesota continuing education committee. Clock hours will be required even if you do not teach in Minnesota during the life of the license or if you are living outside the state. You should affiliate with the committee in the district in which you are teaching. If you are not teaching, you may affiliate with the committee in the Minnesota district in which you last taught or currently reside.

Minnesota Rule 8710.7200 defines the specific clock hour requirements for the renewal of all professional licenses.

A total of 125 approved clock hours must be earned in the five-year period preceding the renewal application and be from two or more of the categories identified in the rule. See subpart 3 of the rule for specific categories

Professional development activities count toward clock-hour requirements at the rate of one clock hour per one hour of participation in planned professional development activity.

College course work counts toward clock hours. One quarter credit equals 16 clock hours and one semester credit equals 24 clock hour credits.

Exception for National Board Certification: See subpart 5 of rule that explains how National Board Certification can apply to this clock hour requirement.

Clock hours earned during a renewal period are transferable from one school district to another.

Teachers holding a continuing license living outside of Minnesota who have never taught in the state should contact the office of Educator Licensing and Teacher Quality for renewal information.

What if my license is lapsed?

If your five-year teaching or related services professional license has lapsed, you have these options:

Obtain a five-year short call substitute license, valid to teach no more than 15 consecutive days in a single classroom assignment.

Provide evidence that you have completed 125 clock hours of approved continuing education earned during the five-year period immediately preceding the application. Your

local Minnesota continuing education committee must verify your clock hours. Contact your school district office for information concerning the relicensure committee.

If you have not been employed by a Minnesota school district in the past year, you can submit official transcripts verifying completion of college credits related to the teaching field earned in the five-year period immediately preceding the application. (One-quarter credit equals 16 clock hours/one semester credit equals 24 clock hours.)

An extension for the balance of the school year may be issued if you provide evidence that you have been offered a position in Minnesota contingent upon holding a valid license. At the end of the extended licensure period, you must meet renewal requirements for the continuing license.

Is there a penalty if my license expires?

There is no penalty if your license has expired. However, anyone who substitutes or has a teaching position in a Minnesota elementary or secondary public school must hold a valid Minnesota teaching license.