

## CLOCK HOUR APPROVAL APPLICATION FORM

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

License File Folder Number:	
-----------------------------	--

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

Activity Category/Categories:	Number of Clock Hours Requested:
-------------------------------	----------------------------------

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

## 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. OUT OF BUILDING  
**(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. **Accommodations, modification and adaptation of curriculum, etc. (1 hour minimum)**
- 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)**
- P. **Cultural competency training** means a training program that promotes self-reflection and discussion including but not limited to all of the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns. Training programs must be designed to deepen teachers' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities, consistent with part [8710.2000](#), subpart 4, and Minnesota Statutes, section [120B.30, subdivision 1](#), paragraph (q).