

KeepCertified for Substitutes



<http://keepcertified.ties.k12.mn.us>

Substitute teachers are welcome to use our online system, KeepCertified, for tracking their CEUs and enrolling in district Academy (RPDA) classes. If you do not have a KeepCertified account, contact Jane Janda at jane_janda@rdale.org if you wish to get set up (please include your folder number in the email).

Substitutes may enroll in district Academy classes. Please note the following details regarding these classes:

- Most of the technology classes require a district Novell login, which generally is not issued to substitutes. Be sure to read the class description – if it states that you must have a district login to attend, please **do not** enroll in the class. It is likely that there will be technology trainings offered during the year specifically for substitutes.
- If a wait list is generated for an Academy class, our regular teachers will be given enrollment priority for the class. You will be notified by email if you should not attend a class you enrolled in.
- Please note in the class titles that some are building specific. Only regular teachers from those buildings should attend those classes.
- Classes will be added to KeepCertified throughout the year – so keep checking back to see what's new!

You may also use KeepCertified to track your CEUs toward relicensure if you are keeping your teaching license current. CEUs should be requested under "Submit CEU Request". Once the online form has been filled out, copies of the certificate/verification should be sent to the Continuing Education Committee at the ESC, 4148 Winnetka Avenue N, New Hope MN 55427. The committee meets once a month during the school year to approve hours.

IMPORTANT: If you plan to renew your license through Robbinsdale, all approval requests must be entered into KeepCertified and the paperwork turned in **before the last meeting in May of the year your license expires**. The Continuing Education Committee does not meet during the summer – the next meeting to approve hours is in September.

NEW STATE REQUIREMENT FOR RELICENSURE: REFLECTIVE STATEMENT

Substitutes are exempt from completing the reflective statement **EXCEPT** for substitutes who have taught more than 15 consecutive days in a teaching assignment during any part of the five-year period, whether as a substitute or as a regular classroom teacher. Contact Jane Janda jane_janda@rdale.org if you completed a long-term substitute assignment or taught in the classroom in the past five years and need information about submitting a reflective statement.