

Verification of Clock Hours Form

1. Clock hours for Categories A-B and D-J must be requested online at <http://keepcertified.ties.k12.mn.us/staff/>.
2. This form, together with the required verification, should be sent to the Continuing Education Committee at the ESC.
3. **Do not send original copies** of the required verification to the Continuing Education Committee.
Paperwork will NOT be returned.

Name _____ Building _____ Ext. _____ Renewal Year _____ Folder# _____
 Date Activity Ended ____ / ____ / ____ Name/Title of Activity _____

A. College

Relevant coursework completed at accredited colleges and universities.

Verification needed: Copy of transcript or grade slip for any class taken for credit. One quarter credit equals 16 clock hours. One semester credit equals 24 clock hours.

B. Workshops, Conferences, Seminars, Lectures

Out-of-District educational workshops, conferences, institutes, seminars or lectures in areas appropriate to license(s) held.

Verification needed: Certificate of attendance signed by the presenter or workshop sponsor indicating the date and number of hours.

C. Staff Development/Inservice

Note: Staff will not need to request clock hours in KeepCertified for District 281 professional development activities. Clock hours are entered based on sign-in sheets at these activities.

D. Curriculum Development

Building, district, regional, state, national or international curriculum development.

Verification needed: Curriculum development certificate.

E. Peer Coaching/Mentorship

Formal peer coaching or mentorship relationships with colleagues.

Verification needed: Professional development documentation.

F. Professional Service

1. Supervision of a student teacher or intern. (Number of weeks: _____)

Verification needed: Written statement signed by the local administrator or college representative responsible for the student teaching experience, including dates and length of participation. Supervising teachers will receive prorated clock hours based on 16 clock hours per quarter, which equals 1.6 clock hours per week.*

2. Membership on national, state and local committees involved with licensure, teacher education or professional standards.

Verification needed: Written statement signed by the committee chairperson or representative of the agency responsible for committee operation, including hours of involvement. (24 clock hour maximum*)

3. Participation in national, regional or state accreditation.

Verification needed: Written statement signed by the representative of accrediting agency, including hours of participation. (24 clock hour maximum*)

G. Leadership Services

1. Leadership experiences in developing new or broader skills and sensitivities to the school, community, or profession.

Verification needed: Written statement signed by the representative of the agency or organization in which the activity occurred, indicating the applicant's leadership role and including hours of involvement. (24 clock hour maximum*)

2. Publication of professional articles in a professional journal in an appropriate field.

Verification needed: Copy of the published article and a summary of the experience, including the number of hours and the type of research used to develop new knowledge for incorporation into the article. (24 clock hour maximum*)

3. Leadership positions in professional organizations related to areas of licensure held.

Verification needed: Written statement signed by an official representative of the professional organization, indicating applicant's leadership role and including hours of involvement. (24 clock hour maximum*)

H. Diverse Educational Settings

1. Experiences with students of another age, ability level, culture or socio-economic level.

Verification needed: Written statement signed by the administrator of the educational agency for which the teaching was done. This statement should indicate the teacher's hours of active student contact and should describe the contrast between students in the teacher's regular teaching assignment and the students in the teaching experience for which the teacher is requesting clock hours. (24 clock hour maximum*)

2. Systematic, purposeful observation during visits to schools and to related business and industry.

Verification needed: Written statement signed by an official representative of the school, business or industry visited, including educational content of the visit and hours of involvement.

I. Preapproved Travel/Work Experiences

1. Travel for purposes of improving instructional capabilities related to the field of licensure. Preapproval required.

Verification needed: See preapproval form for travel. (1.4 clock hours per day with a maximum of 30 hours*)

2. Work experience in business or industry appropriate to field of licensure. Preapproval required.

Verification needed: See preapproval form for work experience. (1.4 clock hours per day with a maximum of 30 hours*)

J. National Board Certification, ASHA Certification of Clinical Competence or National Certification of School Psychologists

Verification needed: National Board, ASHA or NCSP Certification documentation (25 clock hours per year*)

*For more information, refer to the Continuing Education guidelines found on the district Intranet under *Professional Development*.

A total of 125 clock hours in two or more categories, A-J, is needed for relicensure.

