

# HOW TO RENEW YOUR TEACHING LICENSE

Last updated October 2020

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# Start the Renewing License Process

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- Make sure you have your PELSB sign in account information  
[Minnesota Professional Educator Licensing and Standards Board](#)



The screenshot displays the PELSB website interface. On the left, a dark blue sidebar titled 'Current Educators' contains a list of links: 'Renew My License' (highlighted with a blue arrow), 'Trainings for License Renewal', 'Apply for Additional License', 'View Clock Hours', 'License Requirements and Forms', and 'License Lookup'. The main content area has a white background. At the top, it says 'Renew My License' in a large, bold font. Below this, a paragraph states: 'Educators can begin the process to renew a license starting on January 1 of the year the license expires. Educators should meet all applicable renewal requirements before beginning the license renewal process.' Further down, it says 'Renew Your Professional License' in a bold font, followed by a link to the 'Online License Renewal System'.

**Current Educators**

- Renew My License
- Trainings for License Renewal
- Apply for Additional License
- View Clock Hours
- License Requirements and Forms
- License Lookup

## Renew My License

Educators can begin the process to renew a license starting on January 1 of the year the license expires. Educators should meet all applicable renewal requirements before beginning the license renewal process.

## Renew Your Professional License

[Online License Renewal System](#)

- When you sign in you can view the expiration date and current clock hours/requirements

# Conditions

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## Coaching CEUs

- Coaching is not a renewable license area per Minnesota Department of Education.

## Exemptions of Specific Professional Development Activities Required for Renewal:

### Reading Preparation / English Learners Best Practices

*The following licensure fields are exempt from evidencing the reading preparation and EL practices renewal requirement: school counselor, school psychologist, school nurse, school social worker and speech language pathologist.*

# Items Required to Renew

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## Relicense Requirements (one hour of each)

- ✓ Key Warning Signs for Early-Onset Mental Illness
- ✓ Suicide prevention
- ✓ Positive Behavior Intervention Strategies (Including: Accommodations, Modification, Adaptation of Curriculum, Materials and Strategies)
- ✓ Reading Preparation
- ✓ English Language Learners Best Practices
- ✓ Cultural Competency

## Clock hours must be earned in two or more categories listed below (125 required):

- A. relevant coursework completed at an accredited colleges and universities (1 quarter credit = 16 CEUs / 1 semester credit = 24 clock hours);
- B. educational workshops, conferences, institutes, seminars, or etc.
- C. staff development activities, in-service meetings, and courses;
- D. site, district, regional, state, national, or international curriculum development;
- E. engagement in formal peer coaching or mentorship relationships with colleagues
- F. professional service
- G. leadership experiences
- H. opportunities to enhance knowledge and understanding of diverse educational settings
- I. preapproved travel or work experience

Please take note...CEU hours (including the PDEpress transcript) do not automatically get loaded up to MDE!

# How do I get Continuing Education Units (CEUs)?

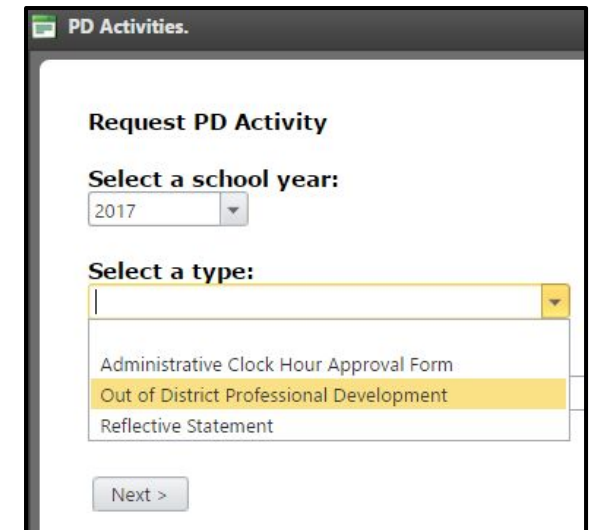
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## 1. Register and complete courses through PDExpress

- PDExpress: <http://pdexpress.owatonna.k12.mn.us/pdexpress/>
- [How to Request a Guest ID in PDExpress](#) (for non-district staff)
- [How to Register for a course in PDExpress](#)
  - All courses in the PDExpress online catalog are approved in advance by CEU Committee

## 2. Attend outside the district trainings.

- In PDExpress, click on the “Request PD Activity” button found in the upper left corner on the home page.
- Select the type “Out of District Professional Development” and enter a title for the activity.
- Fill in the requested fields & attach a certificate of completion. If one was not provided, give a detailed description of the training. A certificate/document must be attached for transcripts, workshops, conferences & seminars.
- Your CEU professional development request will be reviewed by the CEU Committee for approval.
- **Once approved, the PD Activity will be marked “Completed” and will be listed on the transcript.**



The screenshot shows a web form titled "PD Activities." with a sub-header "Request PD Activity". It contains two dropdown menus: "Select a school year:" with "2017" selected, and "Select a type:" with a list of options including "Administrative Clock Hour Approval Form", "Out of District Professional Development" (which is highlighted), and "Reflective Statement". A "Next >" button is at the bottom.

# New employee or already have items submitted to PELSB?

- Step 1: Sign into your [MN Professional Educator Licensing and Standards Board account](#): click on **View my clock hours**

**Educator Licensing**

**My License Account**

First and Last Name: File Folder Number: 123456

**My Licenses**

License Type	License Description	Expiration Date	Due for Renewal
Standard Teaching	Elementary Education Grades K-6	Jun 30, 2021	No
Standard Teaching	Pre-Primary Age 3 to K	Jun 30, 2021	No
Standard Teaching	Short Call Substitute Pre-K to Adult	Jun 30, 2010	Yes

**Available on-line license transactions**

I want to :

- [View my renewal conditions](#)
- [View my clock hours](#)
- [Renew my licenses](#)
- [View/Print my Standard License](#)

- Step 2: Save the Clock Hours Summary page as a PDF

**Educator Licensing**

**Clock Hours Summary**

First and Last Name: File Folder Number: 123456

The clock hour requirement will not be considered met and on-line verification of clock hours will not be available to the Department of Education until each of the mandatory requirements is completed.  
[View Minnesota Rule 8710.7200 governing clock hours requirements for the renewal of professional licenses](#)

Mandatory Requirements	Approved
Positive behavioral intervention strategies	No
Reading preparation	No
Accommodations, modification and adaptation of curriculum, etc.	No
Understanding the key warning signs of early-onset mental illness (renewal application and payment submitted on or after 8/1/2017 must include one hour of suicide prevention)	No
Technology	No
Reflective Statement	No
English Language Learners	No

Clock hour detail entries are provided below. Please contact your district relicensure committee with any questions about your recorded hours.

- TRS = Teaching and/or Related Services Clock Hours
- ADM = Administrative Clock Hours
- Hours available for renewal must match renewal condition hour type in order to be applied to renewal application.

Type	Activity Date	Description	Cat.	Hours	District	Approved	Status
TRS	Mar 20, 2017	Owatonna Public Schools Transcript 2015-2017	C	23.50	0761-01	Yes	Available for Renewal
						Approved Teaching Clock Hours Total	23.50
						Approved Administrative Clock Hours Total	0.00

- Step 3: Upload file to PDExpress under **New Employee** or already have CEUs and Requirements entered on MDE

**PD Activities.**

**Request PD Activity**

Select a school year:  
2018

Select a type:  
Administrative Clock Hour Approval Form  
FINAL TRANSCRIPT SUBMISSION  
**New Employee or already have CEUs/Reqs. on MDE**  
Out of District Professional Development  
Reflective Statement

# Online Continuing Education Units

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## Online Professional Development Options:

- [Southeast Service Cooperative](#)
- [ASCD PD Online](#)
- [ed2go](#): Online learning anytime, anywhere
- [Learning Rx-Rochester](#)
- [PBS TeacherLine](#)
- [Professional Learning Board](#) - Teacher Continuing Education Online
- [Region 4 solutions](#) (approved by ASHA)
- [Staff Development for Educators](#)
- [Whitewater E-Learning](#)
- [Infinitec](#) \*
- On site Staff Development \*

\* For Owatonna Public School Employees



# Owatonna Public Schools PDExpress Index

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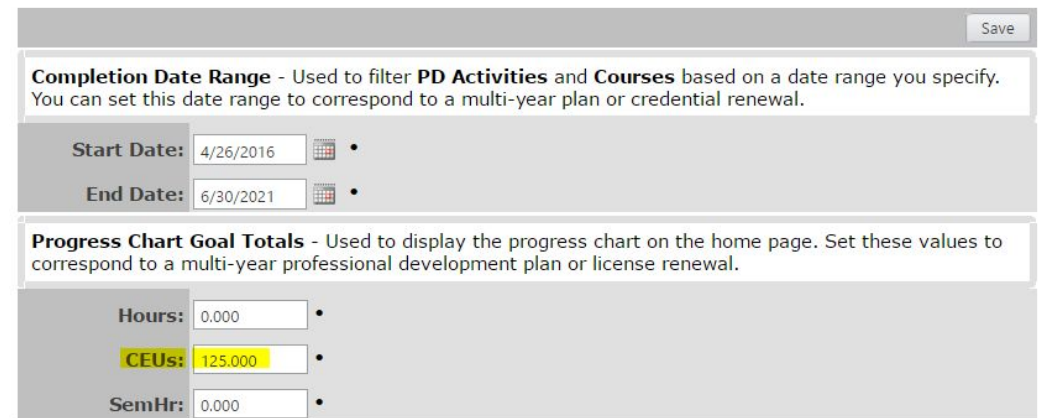
- **Transcript**
  - How do I set my preferences?
  - How do I enter my license number?
  - How do I view my transcript?
- **How to Renew your License**
- **Submission Dates**
- **How to Submit your Transcript for License Renewal**

# Transcript – How do I set my preferences?

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It's extremely important to have the dates on your transcript set correctly to display the five year window of your teaching license.

- In PDExpress, click My Information → Preferences
- Enter the start/end dates listed on current license,
  - start date is the date your new license was issued
- Enter 125 **ONLY** in the “CEUs” section



The screenshot shows a web form with a 'Save' button in the top right corner. It contains two main sections:

- Completion Date Range** - Used to filter PD Activities and Courses based on a date range you specify. You can set this date range to correspond to a multi-year plan or credential renewal.
  - Start Date: 4/26/2016
  - End Date: 6/30/2021
- Progress Chart Goal Totals** - Used to display the progress chart on the home page. Set these values to correspond to a multi-year professional development plan or license renewal.
  - Hours: 0.000
  - CEUs: 125.000
  - SemHr: 0.000

For more information on how to set your transcript dates, go to [set transcript dates range in PDExpress](#).

# Transcript – How do I enter my license number?

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- In PDExpress, click My Information → Profile
- Enter in your license file folder number and click save.

Guest accounts will have a little different look

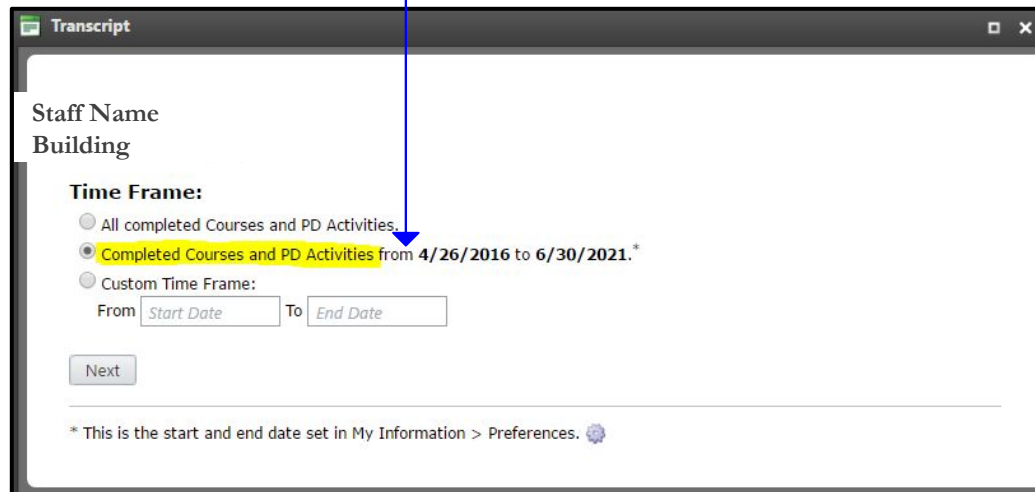
The screenshot shows a profile form with the following fields and values:

Staff ID	JDOE
Staff Type	
Building ID	DW
Last Name	DOE
First Name	JOHN
Middle Name	
Title	TEACHER
License File Folder Number	<input type="text"/>

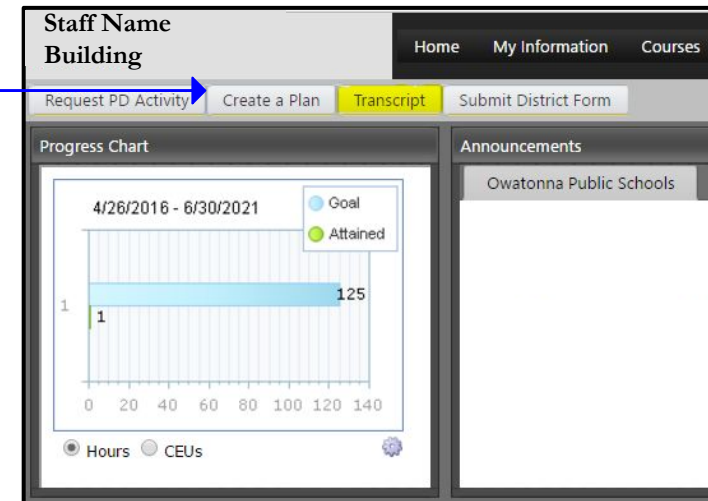
A "Save" button is located in the top right corner. A blue error message is displayed next to the License File Folder Number field: "• License File Folder Number is a required field."

# Transcript – How do I view my transcript?

- On the home page, click on **Transcript**
- Select **Completed Courses and PD Activities** from (your license renewal window) and click **Next**



A screenshot of a web application window titled "Transcript". It contains a form for selecting a time frame. The "Time Frame:" section has three radio button options: "All completed Courses and PD Activities", "Completed Courses and PD Activities from 4/26/2016 to 6/30/2021.\*" (which is selected and highlighted in yellow), and "Custom Time Frame:". Below the custom option are input fields for "From" (containing "Start Date") and "To" (containing "End Date"). A "Next" button is at the bottom. A footnote at the bottom states: "\* This is the start and end date set in My Information > Preferences." A blue arrow from the text "Completed Courses and PD Activities" in the list above points to the selected radio button.



# How to Renew your License

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On your year to renew, review your PDExpress transcript for your 5-year license period to make sure you have all of the following:

- **Clock hours earned in two or more categories listed below (125 required):**
  - ☐ A. relevant coursework completed at an accredited colleges and universities (1 quarter credit = 16 CEUs / 1 semester credit = 24 clock hours);
  - ☐ B. educational workshops, conferences, institutes, seminars, or etc.
  - ☐ C. staff development activities, in-service meetings, and courses;
  - ☐ D. site, district, regional, state, national, or international curriculum development;
  - ☐ E. engagement in formal peer coaching or mentorship relationships with colleagues
  - ☐ F. professional service
  - ☐ G. leadership experiences
  - ☐ H. opportunities to enhance knowledge and understanding of diverse educational settings
  - ☐ I. preapproved travel or work experience
- **Relicense Requirements (one hour of each):**
  - ☐ Key Warning Signs for Early-Onset Mental Illness
  - ☐ Suicide Prevention
  - ☐ Positive Behavior Intervention Strategies (Including: Accomodation, Modification, Adaptation of Curriculum, Materials & Strategies)
  - ☐ Reading Preparation
  - ☐ English Language Learners Best Practices
  - ☐ Cultural Competency

# CEU Submission to State

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Once your *license renewal* submission has been approved through PDExpress, your information will be uploaded to PELSB.

The committee will not be reviewing *license renewal* submissions after May 6th for the 2021 renewals.

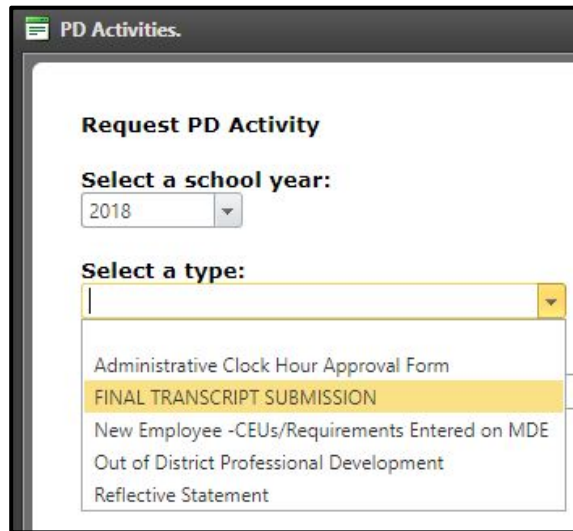
## CEU Committee Meeting Dates:

- October 1, 2020
- December 3, 2020
- May 6, 2021

# How to Submit your Transcript for License Renewal

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- Log into PDExpress > Select **Request PD Activity** > Select **FINAL TRANSCRIPT SUBMISSION**



PD Activities.

**Request PD Activity**

**Select a school year:**

2018

**Select a type:**

- Administrative Clock Hour Approval Form
- FINAL TRANSCRIPT SUBMISSION**
- New Employee -CEUs/Requirements Entered on MDE
- Out of District Professional Development
- Reflective Statement

- Read and follow the instructions.
- Enter “**FINAL TRANSCRIPT SUBMISSION**” for the description.
- Your PDExpress transcript must be attached.
- Submit for review.

# Non-Renewal/Retired Licensing Process

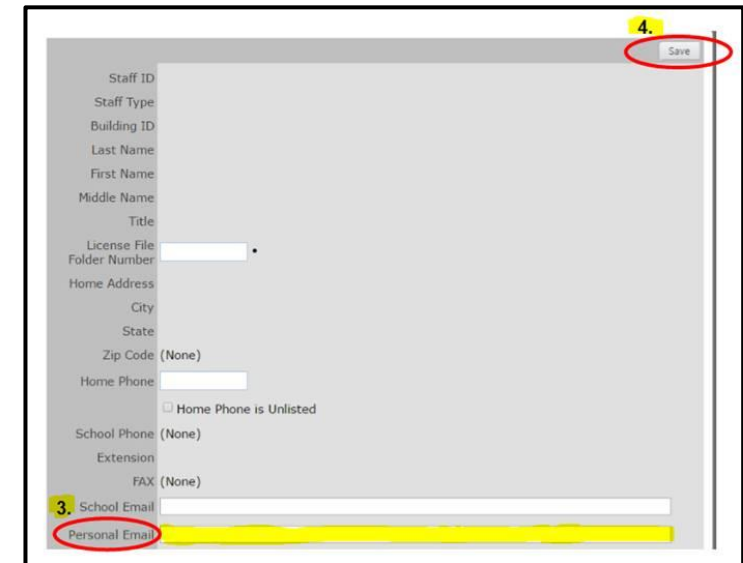
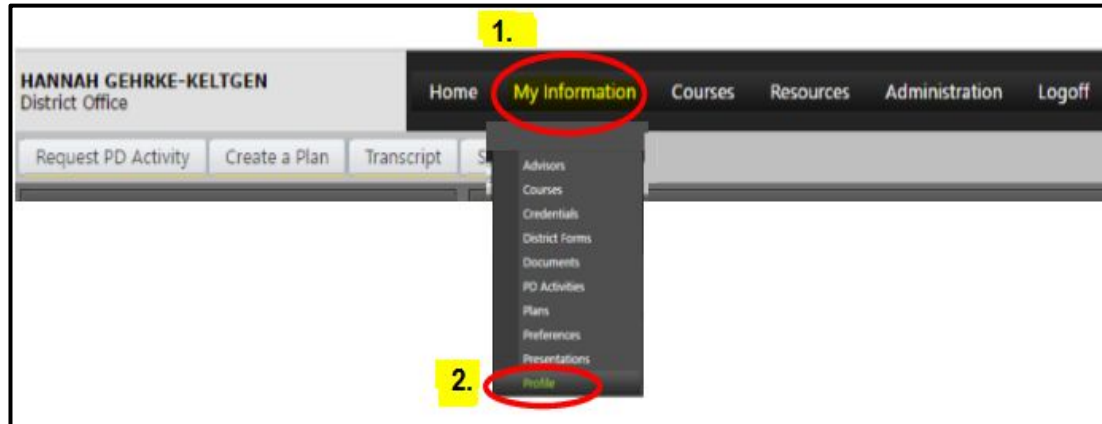
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- Please take note...**CEU hours (including the PDEpress transcript) do not automatically get loaded up to MDE**...Read the process below.
- Individuals must submit their transcripts through PDEpress by June 1<sup>st</sup>.
  - Please see slide 19 on how to submit a transcript.
  - In the comments, you must state that you are a non-renewal, retiring or leaving the district.
- Approved CEUs/requirements will be uploaded to MDE. CEU hours will be listed as ***Owatonna Public School Transcript***, under category C and with the school year.
- Non-renewals/retired individuals will be switched over to ***Guest*** mode at the end of the school year. To be switched over as a Guest, **you must include a personal email to your account before the last day of school**. The personal email is ***required*** for the Guest account. All professional development will be saved if a personal email is in your profile. STEPS TO ADD A PERSONAL EMAIL IS ON THE NEXT SLIDE.



# How to add a Personal Email Address

- **PDExpress:** <http://pdexpress.owatonna.k12.mn.us/pdexpress/>
- **Steps:** *My Information* → *Profile* → scroll down until you see *Personal Email* (enter your email address) → click **Save** (see image steps below).



# Appeal Procedures

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Decisions concerning whether to grant renewal clock hours and the number of hours to be granted (within legal parameters of the rule) are made by the local committee, which also must consider other relevant factors. For example, it may determine that hours should not be granted a second time for activities that are not essentially different. On the other hand, it may determine that additional hours are applicable if new dimensions can be validated for a second experience, according to the description of the activity and the professional development objectives provided on the renewal clock hour request form.

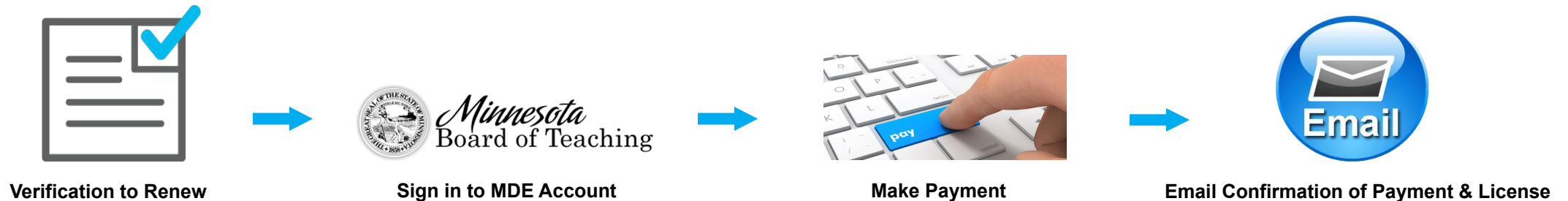
When an applicant has not been granted the requested number of renewal clock hours by a local continuing education committee, an appeal may be made to the local committee. An applicant must appeal to the local committee within thirty (30) working days after notification of the decision of the local committee. Failure to file a written request with the local committee for an appeal within thirty (30) working days constitutes a waiver of the individual's right to appeal. An appeal must be filed with the Chair of the Continuing Education Committee in writing, explaining in detail why the denied clock hours should be counted. All original documentation must be provided to the Chair upon request.

Most refused files are those that do not provide adequate information for the CEU committee to authorize those hours. It is the responsibility of the license holder to provide complete details for the committee to review. Failure to do so on the part of the license holder is not the fault of the committee.

# Minnesota Professional Educator Licensing and Standards Board (PELSB)

- Once you have received verification that your all CEUs/Requirements has been approved, you are ready to renew your license online.
- Sign in to the PELSB website to start the renewal process. Remember that you will need to have a credit/debit card to complete the process.
- When the process is completed, PELSB will send you an email confirmation. PELSB has discontinued the mailing of paper license. The link in the email will direct you to your electronic license and renewal information.

## PELSB Online Licensing Login Page



- Once you receive your updated license, log into PDExpress to update your date range under “Preferences”

# CEU Committee Members

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- Erin Klecker, Owatonna Middle School, 444-8731 [eklecker@isd761.org](mailto:eklecker@isd761.org) (A-C)
- Connie Pittmann, Owatonna Senior High School, 444-8937 [cpittmann@isd761.org](mailto:cpittmann@isd761.org) (D-G)
- Julie Bauer, McKinley Elementary School, 444-8292 [jbauer@isd761.org](mailto:jbauer@isd761.org) (H-K)
- Lynn Peterson, St. Mary's School, 446-2300 [lpeterson@stmarys-owatonna.org](mailto:lpeterson@stmarys-owatonna.org) (L-N)
- Katie Seifert, McKinley Elementary School, 444-8261 [kseifert@isd761.org](mailto:kseifert@isd761.org) (O-R)
- JoAnn Stolpa, Retired ISD 761 Teacher, 451-3468 [jstolpa@isd761.org](mailto:jstolpa@isd761.org) (S)
- Chris Picha, District Office, 444-8602 [cpicha@isd761.org](mailto:cpicha@isd761.org) (T-Z)
- Cheryl Summer, District Office, 444-8612 [csummer@isd761.org](mailto:csummer@isd761.org)

# Need More Information?

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- Human Resources - License Renewal:
  - <https://www.isd761.org/district-services/human-resources/license-renewal>
- Minnesota Department of Education (MDE):

**New Contact Information:**

Main Line: 651.539.4200

Main Email: [pelsb@state.mn.us](mailto:pelsb@state.mn.us)

Website: <https://mn.gov/pelsb>