

Make sure you renew your license

If you are a newly-licensed teacher in Minnesota, you have already cleared your first professional hurdle as you hold your first teaching license. After your initial licensure period, you will need to qualify to renew your license. Your school district's continuing education committee will recommend you for renewal once you have completed the requirements.

Be sure to read the information on your license carefully and make sure it's accurate. The bottom section of the license outlines what you must do to renew the license, and when. Record your license file folder number and keep a copy of your license in a personal folder of professional records. You'll need it when communicating with the state about your license.

Minnesota requires that you get professional development in the following areas in order to be eligible for license renewal:

- Positive behavioral intervention strategies
- Accommodation, modification and adaptation of curriculum, materials and instruction
- English language learners
- Reading preparation
- Key warning signs for early-onset mental illness in children and adolescents
- Technology
- Reflective statement of professional accomplishment and assessment of professional growth
- You can check statewide requirements for renewal at <http://education.state.mn.us/MDE/EdExc/Licen/Renew/index.htm>.

Be aware that these requirements are subject to change, so stay on top of such developments.

In order to understand which professional development opportunities are best for you, you will need to check with your local continuing education committee. Your district's handbook should identify the members of this committee, as can your union representative, principal or superintendent. This local continuing education committee determines how many hours of each of the state's requirements are needed, and it also determines what professional development opportunities are of high enough quality to satisfy the requirements.



All Minnesota teaching licenses expire on June 30 of the year of expiration. The expiration year is printed on the license. You may renew anytime after Jan. 1 of that year. Be sure to allow plenty of time for your application to be processed. The turnaround time gets longer as the calendar moves toward July.

To renew, you must submit an application and Conduct Review Statement to the Minnesota Department of Education's Educator Licensing Division, along with the nonrefundable processing fee. You must also provide verification of having met the renewal requirements stated on the expiring license.

You can go online to renew your license, check the status of an application and review your continuing education clock hour record. Go to <http://education.state.mn.us>; under Educator Excellence, click on Licensing.

Remember, without special waivers, no one may teach without an up-to-date Minnesota teaching license. You are responsible for renewing your own license! It's the law, and it's the professional thing to do.

Your district also cannot force you to teach outside your licensing area. Contact your local president for guidance if you are asked to do so.