

CHAPTER 8710
BOARD OF TEACHING
TEACHER AND OTHER SCHOOL
PROFESSIONAL LICENSING

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8710.0300 ISSUANCE, RENEWAL, AND VALIDITY OF ALL LICENSES.

Subpart 1. **In general.** Licenses shall be granted by the Board of Teaching to applicants who otherwise meet all requirements of applicable statutes and rules.

An applicant must qualify separately for each licensure area for which application is made and provide evidence of satisfactory completion of a program in the licensure area which has been approved by the Board of Teaching. A license becomes valid on the date issued by the personnel licensing section.

Subp. 1a. **Types of licenses.** The Board of Teaching shall grant the following types of licenses which shall be valid for the period of time specified in this subpart:

A. professional license, which expires five years from the June 30 nearest the date the license is issued;

B. entrance license, which expires two years from the June 30 nearest the date the license is issued,

C. nonrenewable license, which expires no more than three years from the June 30 nearest the date the license is issued;

D. temporary limited license, which expires on June 30 of the school year for which the license is issued, except for a temporary limited license issued under part 8710 0400, subpart 4, which expires one year from the June 30 nearest the date the license is issued,

E. limited intern license, which expires on June 30 of the school year for which the license is issued;

F. five-year short call substitute teacher license, which expires five years from the June 30 nearest the date the license is issued,

G. temporary limited short call substitute teacher license, which expires two years from the June 30 nearest the date the license is issued, and

H. life license, which does not expire.

Effective with licenses issued on or after October 16, 2000, no person may hold a license under item C or D, or any combination of licenses under items C and D, for more than three years.

A license shall bear the date of issue and the date of expiration, and, if renewable, may be renewed on or after January 1 in the year of expiration upon application and meeting renewal requirements. A license shall expire if it is not renewed by July 1 in the year of expiration.

Subp. 2 First professional license. The first license which shall be issued in any licensure area to an applicant who meets all requirements of subpart 1 and who completes an approved program leading to licensure in a Minnesota institution which is approved by the Board of Teaching to prepare persons for licensure is a first professional license.

Subp. 2a. Addition of professional license. When a licensure area is added to a professional license in effect, the expiration date is that previously established for the professional license in effect.

Subp. 2b Multiple expiration dates. If the licensee has completed and verified the professional license renewal requirements, a licensee may renew a year early for the purpose of correlating the expiration dates of professional licenses held.

Subp. 3 Renewal of professional license. A professional license shall be renewed upon application according to this chapter and chapter 8700 governing continuing education.

If an applicant has not been employed in a position requiring Minnesota licensure at any time during the school year immediately preceding the date of expiration, the applicant's professional license shall be renewed if one of the following is submitted.

A. verification by a local continuing education committee that the applicant has met renewal requirements for the professional license during the five-year period immediately preceding the application;

B. evidence that the applicant earned at least 12 quarter or eight semester hours of credit, applicable to the licensure fields, during the five-year period immediately preceding the application, or

C. if neither item **A** nor **B** is submitted, a one-year extension of the expired professional license may be granted based on evidence that the applicant has been offered a position contingent upon holding a valid license. This extension expires on June 30 of the school year for which the license is issued and is nonrenewable. In order to qualify for a professional license after the one-year extension, the applicant shall provide evidence that renewal requirements for the professional license have been met under item **A**.

Subp. 4 [Repealed, 25 SR 805]

[For text of subp 5, see M.R.]

Subp. 6 Renewal of previously issued entrance license. An applicant with a current or expired two-year entrance license who has not completed one year of teaching experience while holding a valid license may renew the entrance license for one additional two-year period only, after which time an applicant shall be granted a professional license. The professional license shall be renewed upon application according to the rules of the Board of Teaching governing continuing education. First time entrance licenses shall not be issued on or after October 16, 2000.

Subp. 7 Licensure based on minor preparation. A teacher holding a license that was first issued prior to September 1, 2001, and is valid for teaching in grades 7 through 12 based on Board of Teaching rules authorizing half-time teaching based on minor preparation may teach half time or less during the school day in any secondary school those subjects or fields in which the teacher holds licensure. Notwithstanding subpart 1a, any teacher holding licensure valid for half-time teaching in grades 7 through 12 first issued after September 1, 1966, shall, within seven years after first issuance, acquire the minimum established by the Board of Teaching for major preparation based on rules authorizing the issuance of the original half-time license in order to continue to be licensed to teach in that subject or field.

Subp 8 Validity of licenses held. A teacher holding secondary school licensure valid for teaching in grades 7 through 12 may teach in grades 7 and 8 of any school organizational pattern in those subjects or fields for which valid licensure is held. A teacher holding elementary school licensure valid for teaching in grades 1 through 6 may teach in grades 7 and 8 only if the teacher is providing instruction using a self-contained classroom teaching model. Any other license issued prior to September 1, 2001, is valid only for the grade level, licensure field, and school organizational pattern for which the license was first issued.

Subp 9 Emergencies. If a person documents an emergency that prevents the person from completing rule requirements in order to continue to be licensed in that field, or if a school district or charter school documents an emergency for which no additional temporary limited licenses or personnel variances are permitted by rule, the Board of Teaching may take action to grant an emergency extension of time. Upon receiving an application for an extension of time, the Board of Teaching shall consider whether an extension of time shall be granted based on documentation of the emergency.

Subp 10 Corrections. A license issued in error to a person who does not qualify for the license shall be corrected without charge to the licensee and the corrections shall be made without a hearing under part 8710.0900 and Minnesota Statutes, chapter 14. A license issued in error is not valid.

Subp 11 Annual review. By September 1 of each year, the Board of Teaching shall issue an annual report summarizing the previous fiscal year's temporary limited licenses, personnel variances, waivers, and permissions to hire nonlicensed community experts, organized by licensure field and by school district or charter school.

Statutory Authority: *MS s 122A 09, 122A 18*

History: 25 SR 805

8710.0350 [Repealed, 25 SR 805]

8710.0400 APPLICANTS PREPARED OUTSIDE MINNESOTA.

Subpart 1. In general. A license to teach in Minnesota shall be granted to an applicant who otherwise meets applicable statutory requirements and who completes programs leading to licensure in a teacher preparation institution located outside Minnesota. A license shall be granted only in licensure fields for which the Board of Teaching has rules governing programs leading to licensure. A license shall be issued according to either subpart 2 or 3.

Subp 2 Applicants prepared in states with contracts with Minnesota. An applicant who completes approved programs leading to licensure in teacher preparation institutions within states which have signed contracts with Minnesota according to the interstate agreement on qualification of educational personnel shall be granted a first Minnesota professional license. No license shall be issued on the basis of teaching experience only.

Subp 3 Applicants prepared in states without contracts with Minnesota. An applicant who completes programs leading to licensure in teacher preparation institutions within states which have not signed contracts with Minnesota according to the interstate agreement on qualification of educational personnel shall be granted a first Minnesota professional license when the following criteria are met:

[For text of items A and B, see MR]

C the program leading to licensure completed by the applicant is essentially equivalent in content to approved programs offered by Minnesota teacher preparation institutions according to Board of Teaching rules governing the licensure field and the grade level range of preparation is the same as, greater than, or not more than one year less than the grade level range of the Minnesota licensure field for which application is made,

[For text of item D, see M.R.]

E the applicant has completed a program leading to licensure as verified by an official transcript issued by the institution recommending the applicant for licensure,

F the applicant has completed instruction in methods of teaching in the licensure field and at the licensure level of the program, and

G the applicant has completed student teaching or essentially equivalent experience

Subp 3a Applicants prepared outside United States. An applicant who completes a licensure program from a college or university outside the United States shall be granted a first Minnesota professional license when the following criteria are met.

[For text of item A, see M.R.]

B the licensure program completed by the applicant is essentially equivalent in content to approved programs offered by Minnesota teacher preparation institutions according to Board of Teaching rules governing the licensure field and the grade level range of preparation is the same as, greater than, or not more than one year less than the grade level range of the Minnesota licensure field for which application is made,

C the applicant has completed instruction in methods of teaching in the licensure field and at the licensure level of the program, and

D the applicant has completed student teaching or essentially equivalent experience.

Subp 4 Exception for applicants who have not met part 8700.2700 or 8710.0500.

An applicant who has completed a teacher licensure program outside Minnesota, has met the criteria of subpart 3 or 3a, but has not completed the requirements of part 8700.2700 or 8710.0500, or both, shall be granted a Minnesota temporary limited license based upon the provisions of this part.

An applicant who has completed a teacher licensure program outside Minnesota, has met the criteria of subpart 3 or 3a with the exception of the grade level range of the Minnesota licensure field for which application is made, but has not completed the requirements of part 8700.2700 or 8710.0500, or both, shall be granted a Minnesota temporary limited license based upon the provisions of this part. The license shall be issued for the grade level range of preparation, not to exceed the grade level range of the Minnesota licensure field for which application is made

If part 8710.0500 has not been met upon expiration of the temporary limited license, a person may renew the temporary limited license twice. Each renewal of the temporary limited license requires the applicant to submit an official score report verifying having taken the skills area examination during the period of each temporary limited license and evidence of participating in an approved remedial assistance program provided by a school district or postsecondary institution that includes a formal diagnostic component in the specific areas in which the licensee did not obtain qualifying scores during the period of each temporary limited license.

Upon meeting this part and parts 8700.2700 and 8710.0500, including preparation for the grade level range of the Minnesota licensure field, a first professional license shall be granted.

Subp 5 Exception for elementary education applicants who have not met specialty requirements. An applicant who has completed a teacher licensure program outside Minnesota that meets this part, but has not met the specialty requirements of part 8710.3200, subpart 4, for the license, shall be granted one of the following:

A a nonrenewable license, valid for teaching elementary students in kindergarten through grade 6, if the applicant has met the requirements of parts 8700.2700, 8710.0500, and 8710.3200 for teaching elementary students in kindergarten through grade 6, but has not met the requirements of part 8710.3200, subpart 4; or

B a temporary limited license, valid for teaching elementary students in kindergarten through grade 6, if the applicant has met the requirements of part

8710.3200 for teaching elementary students in kindergarten through grade 6, but has not met the requirements of part 8700.2700, 8710.0500, or 8710.3200, subpart 4

A teacher issued a kindergarten through grade 6 nonrenewable license shall have two years from the expiration date of the first Minnesota license to complete the requirements for a specialty license required by part 8710.3200, subpart 4. A teacher issued a kindergarten through grade 6 temporary limited license may renew the license under subpart 4 if part 8710.0500 has not been met. No person may hold a nonrenewable license, a temporary limited license, or any combination of these licenses for more than three years. Upon meeting the requirements of this part and parts 8700.2700, 8710.0500, and 8710.3200, a first professional license shall be granted

Subp. 6. Exception for applicants who have not met licensure level requirements. An applicant who has completed a teacher licensure program outside Minnesota that meets the requirements of this part, with the exception of the licensure level requirements of subpart 3, item C, or 3a, item B, shall be granted one of the following:

A. a nonrenewable license, in the licensure field at the grade level range of preparation, not to exceed the grade level range of the Minnesota licensure field for which application is made, if the applicant has met parts 8700.2700 and 8710.0500, or

B. a temporary limited license, in the licensure field at the grade level range of preparation, not to exceed the grade level range of the Minnesota licensure field for which application is made, if the applicant has met the requirements of this part, but has not met part 8700.2700 or 8710.0500

A teacher issued a nonrenewable license shall have two years from the expiration date of the first Minnesota license to complete the requirements for teaching at the grade level range of the Minnesota licensure field. A teacher issued a temporary limited license may renew the license under subpart 4 if part 8710.0500 has not been met. No person may hold a nonrenewable license, a temporary limited license, or any combination of these licenses for more than three years. Upon meeting the requirements of this part and parts 8700.2700 and 8710.0500, and the licensure grade level range of the Minnesota licensure field, a first professional license shall be granted

Subp. 7. Exception for applicants who have not met licensure requirements in part 8710.4250, 8710.4300, 8710.4750, or 8710.4800. An applicant for licensure as a teacher of communication arts and literature, a teacher of dance and theatre arts, a teacher of science, or a teacher of social studies who has completed a teacher licensure program outside Minnesota, who meets the requirements of this part with the exception of licensure level requirements of subpart 3, item C, or 3a, item B, shall be granted one of the following:

A. a nonrenewable license, in the licensure field, which shall be restricted for teaching only in the field of major preparation, if the applicant has met the requirements of parts 8700.2700 and 8710.0500, but has not met the requirements of part 8710.4250, 8710.4300, 8710.4750, or 8710.4800, or

B. a temporary limited license, in the licensure field, which shall be restricted for teaching only in the field of major preparation, if the applicant has not met the requirements of parts 8700.2700 and 8710.0500, and part 8710.4250, 8710.4300, 8710.4750, or 8710.4800.

A teacher issued a nonrenewable license shall have two years from the expiration date of the first Minnesota teaching license to complete the licensure requirements of part 8710.4250, 8710.4300, 8710.4750, or 8710.4800. A teacher issued a temporary limited license may renew the limited temporary license under subpart 4 if part 8710.0500 has not been met. No person may hold a nonrenewable license, a temporary limited license, or any combination of these licenses for more than three years. Upon meeting the requirements of this part, parts 8700.2700 and 8710.0500, and part 8710.4250, 8710.4300, 8710.4750, or 8710.4800, a first professional license in the licensure field shall be granted

Subp. 8. Exception for applicants who have completed alternative preparation programs. An applicant who has completed a teacher licensure program outside

Minnesota that meets the requirements of this part, with the exception of having completed the preparation program in a teacher preparation institution accredited by the regional association for the accreditation of colleges and secondary schools, shall be granted a first professional license. To meet the requirements of subpart 3, item D, if the applicant is unable to secure a teacher preparation institution recommendation for licensure, the preparation program that offers the program leading to licensure must verify that the applicant has completed the approved licensure program and must recommend the applicant for a license in the licensure field and at the licensure level. To meet the requirements of subpart 3, item E, if an official transcript verifying completion of the licensure program is not available, the preparation program must provide official documentation of the program leading to licensure and must verify that the applicant has completed the approved licensure program.

If the applicant has not completed the requirements for a first professional license, a temporary limited license or a nonrenewable license may be issued upon meeting the requirements of subpart 4, 5, 6, or 7.

Subp. 9 Exception for national board certified teachers. An applicant who provides evidence of current national board certification, but has not completed the requirements of part 8700.2700 or 8710.0500, shall be granted a temporary limited license. If the requirements of part 8710.0500 have not been met upon expiration, the temporary limited license may be renewed under subpart 4. The Board of Teaching shall accept current national board certification in a licensure field for which the Board of Teaching has established rules governing programs leading to licensure as evidence of having met the criteria of subpart 3, item C, or 3a, item B. If the applicant also provides evidence of current licensure from another state in the same field as national board certification is held, but at a different grade level designation, the Board of Teaching shall accept evidence of licensure and certification together as having met the requirements of subpart 3, item C, or 3a, item B, provided this evidence includes all grade level designations of the Board of Teaching licensure rule. Upon meeting the requirements of parts 8700.2700 and 8710.0500, a first professional license based on this subpart shall be granted.

Statutory Authority: *MS s 122A.09, 122A.18*

History: *25 SR 805*

8710.0500 EXAMINATIONS FOR TEACHER LICENSES.

Subpart 1 Examination requirements.

A. An applicant for a first professional teaching license shall provide official evidence of having successfully completed examinations of skills in reading, writing, and mathematics before being issued an initial Minnesota professional teaching license. The examinations must have been adopted by the Board of Teaching. An applicant who is deaf must fulfill the mathematics requirement of this part by successfully completing the mathematics examination, and must fulfill the reading and writing requirements of this part either by successfully completing the reading and writing examinations or by evaluation by board approved colleges and universities of demonstrated proficiency (Intermediate Plus) in the expressive and receptive use of alternative communication systems including sign language and finger spelling as measured by the Sign Communication Proficiency Inventory (SCPI). This inventory is published by the National Technical Institute for the Deaf in Rochester, New York, and is administered through the College of Education at the University of Minnesota on at least an annual basis. A description of this inventory is available through the Minitex interlibrary loan system in the Journal of Sign Language Studies and American Annals for the Deaf. The inventory is incorporated by reference. It may be periodically changed. An applicant who is blind shall be required to fulfill requirements of this part by successfully completing the examinations with an opportunity to select a reader, to use adaptive visual aids or technology aids, and to complete the testing under adaptive conditions.

B. On or after September 1, 2001, an applicant for a first professional teaching license in any field shall provide evidence of having successfully completed an

examination of general teaching knowledge and the examination required for the teaching field for which licensure is applied under this chapter. The examinations must have been adopted by the Board of Teaching. Teachers applying to add teaching fields to existing licenses must successfully complete the examination required for each teaching field to be added, but are not required to complete an examination of general teaching knowledge.

Subp 2. Selection and adoption. The Board of Teaching shall solicit proposals for the development, validation, and implementation of teacher examinations under subpart 1. The Board of Teaching shall select the proposal of a party whose understanding of the project, statement of work to be performed, management plan, staffing, and related experience demonstrate the ability to develop, validate, and implement a statewide examination system and to conduct subsequent administrations of the adopted examinations. The Board of Teaching shall adopt examinations that have been validated by another state or reputable national testing organization and field tested in Minnesota.

Subp 3 Requirement.

A. An applicant must achieve a minimum passing score on each examination required under subpart 1. The Board of Teaching shall establish a minimum passing score for each examination based on validation for use in Minnesota.

B. Notwithstanding item A, for applications submitted on or before August 31, 2002, examinations required under subpart 1, item B, shall have no minimum passing score. The Board of Teaching shall use test scores achieved by applicants on or before August 31, 2002, to establish minimum passing scores.

Subp. 4 Notification. Minimum passing scores applicants must achieve on the examinations and the identification of the examinations adopted shall be published in the State Register within 60 days of adoption by the Board of Teaching. Before July 2 of each calendar year, the Board of Teaching shall notify the colleges and universities approved by the board to prepare candidates for teacher licensure of the minimum passing score applicants must achieve on the examinations and which examinations are adopted under subpart 2.

Subp 5 Licensure recommendation. In recommending candidates for licensure, Minnesota colleges and universities shall attest that license requirements have been met, including successful completion of all examinations required under this part.

Subp 6. Administration, scoring, and reporting. Administration, scoring, and reporting of examinations shall be conducted by the party whose examinations have been adopted by the Board of Teaching. Applicants may take the examinations on any of the dates that are established by the party for national administration or on dates established by the Board of Teaching for special administration. Examinations shall be administered at least four times a year, in Minnesota. It is the responsibility of the applicant to be informed about the dates and locations of the examinations and to apply for the appropriate examinations. Registration procedures are governed by the party whose examinations have been adopted. Examinees shall authorize the forwarding of their scores to the institutions they attend and to the Board of Teaching. The scores as forwarded are the official evidence required in this part.

[For text of subp 7, see M.R.]

Subp 8 Admission to upper division or graduate coursework. Candidates for an initial license shall provide official evidence to the institutions they attend of having taken the examinations adopted under subpart 1, item A, before enrolling in upper division coursework in the professional education sequence. Candidates for an initial license who have a baccalaureate degree shall provide official evidence to the institutions they attend of having taken the examinations adopted under subpart 1, item A, before enrolling in coursework in the professional education sequence. Candidates who fail to achieve the minimum passing score on one or more of the examinations may enroll in upper division or graduate coursework in the professional education sequence, however, candidates must achieve the passing scores established under subpart 3 before

recommendation for a first professional teaching license. Colleges and universities must provide candidates who fail the examinations access to opportunities to enhance their skills.

Subp. 9 [Repealed, 25 SR 877]

[For text of subp 10, see MR]

Subp. 11 **Applicants prepared outside Minnesota.** Applicants for Minnesota licensure who complete teacher preparation outside Minnesota but who have not met the requirements under subpart 1 and who otherwise meet the applicable statutes and rules shall be granted no more than three one-year temporary licenses. An applicant who has not achieved a minimum passing score on the examinations required under subpart 1, may renew a temporary license under this subpart if the applicant provides evidence of having taken all required examinations under subpart 1 and having enrolled in programs designed to assist the applicant to achieve the minimum passing scores. Applicants prepared outside Minnesota who provide evidence of meeting all examination requirements for professional Minnesota licensure shall be granted the professional teaching licenses for which they qualify.

[For text of subp 12, see MR]

Statutory Authority: MS § 122A 09, 122A 18

History: 25 SR 805, 25 SR 877

NOTE: Subpart 11 was also amended and adopted at 25 SR 805 to read as follows:

"Subp. 11 **Applicants prepared outside Minnesota.** Applicants for Minnesota licensure who are prepared outside Minnesota who otherwise meet the applicable statutes and rules shall be granted a one-year temporary limited license, during which time the applicant must provide official evidence of successful completion of the requirements of this part. Applicants prepared outside Minnesota who provide evidence of meeting requirements of this part for first Minnesota licensure shall be granted a professional license."

8710.0550 ADDITIONAL FIELDS OF LICENSURE.

Subpart 1. **In general.** A person who holds a life license; a current nonvocational entrance, professional, or nonrenewable license, or a current entrance or continuing secondary vocational license based on a degree program in agriculture education, business education, consumer homemaking and family life education, industrial education, or marketing education granted by the Board of Teaching may apply for an additional field of licensure upon meeting the rule requirements for the licensure field and level. A person who holds only a Board of Teaching license as an educational speech-language pathologist, school nurse, school psychologist, school social worker, or school counselor, or a secondary vocational license other than one based on a degree program in agriculture education, business education, consumer homemaking and family life education, industrial education, or marketing education must meet the rule requirements for the licensure field and level and part 8710.2000.

Subp. 2 **Middle level academic specialty.** A person may apply for licensure in a middle level academic specialty upon meeting the requirements of part 8710.3300 provided that the applicant holds one or more of the following classroom teaching licenses issued by the Board of Teaching: a life license, a current nonvocational entrance, professional, or nonrenewable license, or a current entrance or continuing secondary vocational license based on a degree program in agriculture education, business education, consumer homemaking and family life education, industrial education, or marketing education.

Subp. 3 **Kindergarten.** Until June 30, 2005, an applicant holding a current entrance or professional elementary teaching license first granted by the Board of Teaching prior to September 1, 2001, shall be granted kindergarten licensure upon submitting evidence of having completed requirements for methods of kindergarten education in a state-approved teacher preparation program at a college or university that is accredited by the regional association for the accreditation of colleges and secondary schools and a recommendation for kindergarten licensure from that college or university.

Subp 4 **Exemption from teaching experience.** On or before August 31, 2001, the Board of Teaching shall waive the teaching experience requirement for all applicants for licensure as teachers of reading

Statutory Authority: *MS s 122A 09, 122A 18*

History: *25 SR 805*

8710.0600 PROCEDURES FOR ISSUANCE OF LIFE LICENSES.

Any teacher currently holding a valid license to teach granted by the Board of Teaching having a minimum of five years teaching experience in Minnesota, who was actually employed as a classroom teacher or other similar professional employee on a regular contract in any one of three years immediately preceding July 1, 1969, may apply for and receive a life license for those grades, subjects, and fields for which Minnesota licensure was held prior to July 1, 1969, upon payment of a processing fee set by the Board of Teaching.

Statutory Authority: *MS s 122A 09, 122A 18*

History: *25 SR 805*

8710.0700 PROCEDURES FOR VOLUNTARY SURRENDER OF LICENSES.

Subpart 1 **Materials required to surrender license.** A person holding a license granted by the Board of Teaching may voluntarily surrender the license by submitting to the executive director of the Board of Teaching the following.

A. a written request to surrender which specifies the license or licenses to be surrendered;

B. the applicant copy of the license,

C. the school district copy of the license, together with a written statement that the designated administrator of the employing school district or charter school has been notified that the employer's copy of the license has been removed from the school district or charter school files, and

D. the required processing fee in part 8710.0200

Subp. 2. **Surrender date.** When the executive director receives the materials listed in subpart 1 by January 1, the date of surrender is July 1 of that year. When the materials are received after January 1, the date of surrender is July 1 of the following calendar year. An applicant may revoke the request. The revocation must be made in writing to the executive director no later than December 31 of the year in which the request for voluntary surrender is received by the executive director.

Subp 3. **When surrender is prohibited.** A person may not voluntarily surrender a license if any of the following exists:

[For text of items A and B, see MR]

C. any educational agency or board has commenced proceedings which could result in alteration of the status of the license due to the person's conduct.

Subp. 4 **First professional license after surrender.** A person whose Minnesota license has been voluntarily surrendered may apply for first professional licensure in the subject or field for which licensure was previously surrendered. A first professional license shall be granted to the applicant if the following criteria are met.

A. a licensure rule exists in the subject or field for which licensure was previously surrendered,

B. the applicant meets the first professional licensure standards which are in effect in the subject or field at the time of application and meets procedures set forth in Board of Teaching rules applicable to a first professional license, and

C. the required processing fee set forth in part 8710.0200 accompanies the application for first professional licensure.

[For text of subp 5, see MR.]

Statutory Authority: *MS s 122A 09, 122A.18*

History: 25 SR 805

8710.0800 PROCEDURES FOR REVOCATION OR SUSPENSION OF ALL LICENSES.

[For text of subpart 1, see MR.]

Subp 2. Revocation. Revocation shall include the cancellation or repeal of a license or renewal privilege. Revocation shall disqualify a person from teaching, or performing any other function, which is permitted on the basis of holding a license issued pursuant to the rules of the Board of Teaching. Revocation shall be final, except that a person whose license has been revoked may petition the Board of Teaching for a license pursuant to part 8710 0850, subpart 1.

Subp. 3 Suspension. Suspension shall include the temporary withdrawal of a license or renewal privilege. Suspension shall disqualify a person from teaching or performing any other function which is permitted on the basis of holding a license issued pursuant to the rules of the Board of Teaching. The length of each suspension and any terms and conditions attached thereto shall be determined by the Board of Teaching upon the consideration of the following factors.

- A. the activity of the individual which led to the license suspension,
- B. any relevant mitigating factors which the individual may interpose on the individual's behalf,
- C. the prior teaching record of the individual, and
- D. other similar factors

Unless otherwise provided by the Board of Teaching, a revocation or suspension applies to each license or renewal privilege held by the individual at the time final action is taken by the Board of Teaching. A person whose license or renewal privilege has been suspended or revoked shall be ineligible to be issued any other license by the Board of Teaching during the pendency of the suspension or revocation.

Statutory Authority: *MS s 122A 09, 122A.18*

History: 25 SR 805

8710.0850 ISSUANCE OR REINSTATEMENT OF LICENSE AFTER REVOCATION OR SUSPENSION.

Subpart 1 After revocation. A person whose license or renewal privilege has been revoked by the Board of Teaching may apply for and shall be granted a first professional license upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled, and upon meeting current licensure standards.

Subp 2. After suspension. A person whose license or renewal privilege has been suspended by the Board of Teaching may apply for reinstatement of that license in one of the following manners:

A. If the suspended license was a license which expired during the suspension, that license shall be renewed upon proper application after the period of suspension has expired provided that this chapter permits renewal of the license and that all renewal requirements have been met and upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled.

B. If the suspended license was a license which has not expired during the suspension, the person may resume teaching or performing any other function which is permitted on the basis of holding a license granted by the Board of Teaching for whatever period of time remains on that license after the period of the suspension has expired and upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled.

C. If the suspended license was a life license, the person may resume teaching or performing any other function which is permitted on the basis of holding a license granted by the Board of Teaching after the period of the suspension has expired and upon presentation of competent evidence that all terms and conditions which the board may have imposed have been fulfilled.

Statutory Authority: *MS s 122A.09, 122A.18*

History: 25 SR 805

8710.0900 APPEAL TO BOARD OF TEACHING.

All persons denied issuance or renewal of licenses granted by the Board of Teaching, and all Minnesota teacher-preparing institutions denied program or institutional approval, and all persons licensed by the Minnesota Board of Teaching whose appeals are denied by the local committee for continuing education/relicensures, are hereby entitled to a hearing pursuant to Minnesota Statutes, chapter 14, on such denial and to a final decision by the Board of Teaching

A person or an institution entitled to a hearing under the provisions of this part shall file a written request for such hearing with the executive secretary of the Board of Teaching within 30 days from the date of the denial. Failure to file a written request for a hearing within 30 days constitutes a waiver of the individual's right to a hearing.

Statutory Authority: *MS s 122A.09, 122A.18*

History: 25 SR 805

8710.1000 SUBSTITUTE TEACHERS.

Subpart 1 Long call substitute teacher. A long call substitute teacher is one who replaces the same teacher for 15 or more consecutive days. A long call substitute teacher shall hold a Minnesota license valid for the assignment.

Subp 2 Short call substitute teacher. A short call substitute teacher is one who teaches on a day-to-day basis not to exceed 15 consecutive days replacing the same teacher. A short call substitute teacher shall hold a Minnesota license or short call substitute license. These licenses are valid for functioning as a short call substitute teacher at all grade levels in all fields.

Subp 3. Criteria for issuance of five-year short call substitute teacher license. The Board of Teaching shall grant a five-year short call substitute teacher license to an applicant who has completed a teacher preparation program leading to full licensure in the governmental jurisdiction in which the teacher preparation program was completed.

Subp 4. Criteria for issuance of temporary limited short call substitute teacher license. The Board of Teaching shall grant a temporary limited short call substitute teacher license to an applicant if it finds that the following conditions are met:

A. the designated administrator of an employing school district or charter school requests a temporary limited short call substitute teacher license,

B. the designated administrator of an employing school district or charter school verifies in writing that the school, district or charter school is experiencing hardship in securing a sufficient number of licensed teachers to meet the need for short call substitute teachers; and

C. the applicant holds a baccalaureate degree from a United States college or university, or the equivalent.

Statutory Authority: *MS s 122A.09, 122A.18*

History: 25 SR 805

8710.1050 LIMITED INTERN LICENSES.

Subpart 1 Authority to issue limited intern licenses. The Board of Teaching authorizes the issuance of limited intern licenses that permit a person to serve as an intern under the direct supervision of a licensed teacher or other education professional licensed by the Board of Teaching for the equivalent of no more than one school

year while completing a preparation program leading to Board of Teaching licensure. The limited intern license does not authorize the intern to serve as a teacher or other education professional.

Subp. 2. Criteria for issuance. The Board of Teaching shall grant a limited intern license authorized under subpart 1 to an applicant if it finds that the following conditions are met:

A. the designated administrator of the employing school district or charter school requests a limited intern license according to this part,

B. the designated administrator of the employing school district or charter school verifies in writing that:

(1) the intern position is designed to serve as a learning experience for a college or university student who is completing a preparation program leading to Board of Teaching licensure;

(2) the intern will be assigned to assist a licensed teacher or other education professional licensed by the Board of Teaching whose students are the responsibility of the licensed teacher or other licensed professional,

(3) the intern will serve under the direct, day-to-day supervision of a licensed teacher or other education professional licensed by the Board of Teaching, and will not serve as the classroom teacher or other education professional for students; and

(4) the intern will not replace a licensed teacher or other licensed professional, and

C. the applicant is recommended for limited intern licensure by a college or university approved by the Board of Teaching, verifying in writing that:

(1) the applicant is currently enrolled in an approved preparation program leading to Board of Teaching licensure and has completed at least three years of preparation required for licensure, and

(2) the college or university will assist in designing the learning experience and will provide supervision of the intern during the learning experience.

Subp. 3. Validity and duration of limited intern licenses. A limited intern license is issued for one school year or a portion of a school year from the date of issuance to the following June 30 and is valid for use in the requesting school district or charter school only. The license may be renewed once, upon application, if the intern must complete the equivalent of one school year of internship experience during the following school year. The license shall be revoked by the Board of Teaching when it has been demonstrated that the intent and purpose of the licensure have not been fulfilled.

Statutory Authority: *MS s. 122A 09, 122A 18*

History: *25 SR 805*

8710.1100 [Repealed, 25 SR 805]

8710.1200 [Repealed, 25 SR 805]

8710.1250 TEMPORARY LIMITED LICENSES.

Subpart 1. Authority to issue temporary limited licenses. The Board of Teaching authorizes the issuance of temporary limited licenses that permit a person to teach in an area for which the person has not completed an approved preparation program that leads to licensure by the Board of Teaching.

Subp. 2. Criteria for issuance. The Board of Teaching shall grant a temporary limited license authorized by subpart 1 to an applicant if it finds that the following conditions are met:

A. the designated administrator of the employing school district or charter school requests a temporary limited license according to this part,

B the designated administrator of the employing school district or charter school verifies in writing that:

(1) no applicant holding a license in a subject or field for which a temporary limited license is requested can fulfill the requirements of the position,

(2) the position has been advertised, and if the position is one-half time or more, the position has been advertised statewide,

(3) the school district or charter school will provide a mentor to give support and assistance in necessary skill development for the person holding a temporary limited license,

(4) the applicant for whom the temporary limited license is requested holds a baccalaureate degree from a college or university accredited by the regional association for the accreditation of colleges and secondary schools, and

(5) the applicant has completed a college or university degree with at least a minor in the area for which teacher licensure is requested, or a degree directly related to the professional preparation for which educational speech/language pathology, school nurse, school psychologist, school social worker, or school counselor licensure is requested. An applicant for a temporary limited license as a school nurse must also provide evidence of current registration to practice as a licensed registered nurse and current registration as a public health nurse under the Board of Nursing. An applicant for a temporary limited license as a school social worker must also provide evidence of current licensure to practice as a social worker under the Board of Social Work.

Subp. 3. Validity and duration of temporary limited licenses. An application for a temporary limited license must not be submitted prior to August 1 of the school year for which it is requested. A temporary limited license is issued for one school year or a portion of a school year from the date of issuance to the following June 30 and is valid for use in the requesting school district or charter school only. If the requesting school district or charter school offers summer school, a temporary limited license that expires on June 30 is valid for teaching summer school in the year of expiration of the license.

Subp. 4. Number of temporary limited licenses allowed. Beginning with temporary limited licenses issued on or after October 16, 2000, no more than three temporary limited licenses shall be granted to an applicant.

Subp. 5. Exception for applicants prepared in Minnesota teacher preparation institutions. A graduate of a Minnesota teacher preparation institution who has been granted a temporary limited license under subpart 2 but has not successfully completed the skills area examination may renew the temporary limited license two times. To renew a temporary limited license an applicant must:

A. provide an official score report which verifies having taken the examination during the period of each temporary limited license, and

B. provide evidence of participating in an approved remedial assistance program provided by a school district or postsecondary institution that includes a formal diagnostic component in the specific areas in which the applicant did not obtain qualifying scores during the period of each temporary limited license.

Subp. 6. Exception for applicants prepared outside Minnesota. An applicant who has completed a licensure program outside Minnesota may be granted a temporary limited license under part 8710.0400.

Statutory Authority: *MS s 122A.09; 122A.18*

History: *25 SR 805*

8710.1300 [Repealed, 25 SR 805]

8710.1400 PERSONNEL VARIANCES.

Subpart 1. Authority to issue personnel variances. The Board of Teaching hereby authorizes the issuance of personnel variances which permit a teacher to teach in

related subjects or fields for which such teacher is not currently licensed. The designated administrator of a local school district or charter school may request the Board of Teaching to issue a personnel variance which permits a teacher to teach subjects or fields for which that teacher is not currently licensed

Subp 2 Criteria for issuance. A personnel variance authorized by subpart 1 shall be issued to the designated administrator of a school district or charter school if the following conditions are met

A. the designated administrator of the school district or charter school requests a personnel variance according to this part,

B the designated administrator of the school district or charter school verifies in writing that

(1) reasonable efforts have been made to assign existing staff to fill the position with a fully licensed teacher,

(2) no applicant holding a teaching license in a subject or field for which a personnel variance is requested can fulfill the requirements of the position, and

(3) the position has been advertised, and if the position is one-half time or more, the position has been advertised statewide,

C. the teacher for whom the request is made holds a current valid Minnesota entrance, professional, or nonrenewable license granted by the Board of Teaching, and

D. the teacher for whom the request is made is aware of the assignment.

Subp 2a. Exceptions. No personnel variances shall be granted based on holding a current valid Minnesota temporary limited license unless the temporary limited license was granted based on having met all requirements except part 8710 0500. No personnel variances shall be granted for educational speech/language pathologists, school counselors, school nurses, school psychologists, or school social workers

Subp. 3. Duration of personnel variance. An application for a personnel variance must not be submitted prior to August 1 of the school year for which it is requested. A personnel variance is valid for one school year or a portion of a school year from the date of state approval to the following June 30. If the requesting school district or charter school offers summer school, the personnel variance that expires on June 30 is valid for teaching summer school in the year of expiration of the personnel variance

Subp. 3a Number of personnel variances allowed. Beginning with personnel variances issued on or after October 16, 2000, no more than three personnel variances shall be granted for any teacher to teach in subjects or fields for which the teacher is not licensed

Subp 4 Written conditions for granting or denying personnel variance. The Board of Teaching shall state in writing to the designated administrator of the school district or charter school the conditions for granting or denying the personnel variance requested pursuant to this part.

Statutory Authority: *MS s 122A 09, 122A 18*

History: *25 SR 805*

8710.3300 MIDDLE LEVEL LICENSURE IN ACADEMIC SPECIALTY.

Subpart 1 Scope of practice. A teacher with a middle level academic specialty is authorized to teach that academic specialty to students in grades 5 through 8 in any school organizational pattern

Subp. 2 Licensure requirements. A candidate for licensure in a middle level academic specialty shall.

A hold one or more of the following classroom teaching licenses granted by the Board of Teaching: a life license, a current nonvocational entrance, nonrenewable, or professional license; or a current entrance or continuing secondary vocational license based on a degree program in agriculture education, business education, consumer homemaking and family life education, industrial education, or marketing education, and

B. show verification of completing a preparation program approved under part 8700.7600 leading to licensure in a middle level academic specialty in subpart 3. To be licensed to teach a middle level academic specialty in grades 5 through 8, an applicant shall, in addition to meeting the requirements of this part, also meet the requirements for a licensure specialty in part 8710.3200, subpart 4, item A, B, or C; 8710.4750, subpart 3; or 8710.4950, subpart 2, item A, except that an applicant holding a license valid for teaching an academic specialty to students in grades 7 through 12 shall be licensed to teach that academic specialty in grades 5 and 6 upon meeting the requirements of this part.

Subp. 3. Subject matter standard. A candidate for licensure in a middle level academic specialty must complete a preparation program under subpart 2, item B, that includes the candidate's demonstration of the knowledge and skills in items A and B.

A. A teacher of an academic specialty to middle level students understands the nature of early adolescence and the needs of young adolescents. The teacher must understand:

- (1) the research base for and best practices of middle level education,
- (2) the educational principles relevant to the physical, social, emotional, moral, and cognitive development of young adolescents,
- (3) the concepts of "belonging" and "family connectedness" as crucial to the development of young adolescents, and
- (4) the process and necessity of collaboration with families and other adults in support of the learning of young adolescents.

B. A teacher of an academic specialty to middle level students understands the teaching of an academic specialty that integrates understanding of the academic specialty with the teacher's understanding of pedagogy, students, learning, classroom management, and professional development. The teacher of an academic specialty to middle level students in grades 5 through 8 must:

- (1) develop curriculum goals and purposes based on the central concepts of the academic specialty and know how to apply instructional strategies and materials that are appropriate for middle level students and are specific to the academic specialty,
- (2) understand how to integrate curriculum across subject areas in developmentally appropriate ways,
- (3) understand the role and alignment of district, school, and department mission and goals in program planning,
- (4) understand the need for and how to connect student's schooling experiences with everyday life, the workplace, and further educational opportunities,
- (5) know how to involve representatives of business, industry, and community organizations as active partners in creating educational opportunities;
- (6) understand the role and purpose of cocurricular and extracurricular activities in the teaching and learning process,
- (7) understand the impact of reading ability on student achievement in the academic specialty, recognize the varying reading comprehension and fluency levels represented by students, and possess the strategies to assist students to read the academic specialty content more effectively, and
- (8) apply the standards of effective practice in teaching students through a variety of early and ongoing clinical experiences with middle level students within a range of educational programming models. Candidates for licensure who hold a license at the elementary level must complete these experiences with students in grades 7 and 8. Candidates for licensure who hold a license at the secondary level must complete these experiences with students in grades 5 and 6.

Subp. 4: Professional license. A professional license shall be issued and renewed according to this chapter.

Subp 5 **Effective date.** The requirements of this part for licensure as a teacher of an academic specialty to middle level students in grades 5 through 8 are effective on September 1, 2001, and thereafter

Statutory Authority: *MS s 122A 09, 122A 18*

History: 25 SR 805

8710.5250 TEACHERS OF SPECIAL EDUCATION: ORAL/AURAL DEAF EDUCATION.

Subpart 1 **Scope of practice.** A teacher of special education oral/aural deaf education is authorized to provide specially designed instruction, from birth through grade 12, to individuals with a broad range of hearing loss and to collaborate and consult with families, other classroom and special education teachers, and specialized service providers in designing and implementing individualized educational program plans for students only in oral/aural deaf education programs or itinerant services and only for students who do not require American Sign Language or other signed systems for their language of instruction

Subp. 2. **License requirements.** A candidate for licensure as a teacher of oral/aural deaf education, from birth through grade 12, shall meet all requirements of part 8710.5200, subpart 2

Subp. 3 **Subject matter standard.** A candidate for licensure as a teacher of oral/aural deaf education shall demonstrate all knowledge and skills in part 8710.5200, subpart 3, items A to F, except item B, subitems (4) and (5), and item D, subitem (7), and shall demonstrate at least minimum skills in American Sign Language, verified through one of the following:

A. successful completion of at least six semester credits of coursework in American Sign Language, or

B demonstration of at least survival level proficiency in American Sign Language on the Signed Communication Proficiency Interview (SCPI), as incorporated by reference in part 8710 5200, subpart 5

Subp 4 **Continuing licensure.** A continuing license shall be issued and renewed according to the rules of the Board of Teaching governing licensure.

Subp 5 **Effective date.** All requirements in this part for licensure as a teacher of special education oral/aural deaf education are effective on September 1, 2001, and thereafter

Statutory Authority: *MS s 122A 28*

History: 24 SR 1129

8710.6000 EDUCATIONAL SPEECH-LANGUAGE PATHOLOGIST.

Subpart 1 **Scope of practice.** An educational speech-language pathologist is authorized to provide specialized speech-language services to prekindergarten through grade 12 students with identified communication disabilities including those affecting language, articulation, fluency, and voice

Subp 2 **Requirements for first professional license.** A first professional license as an educational speech-language pathologist shall be granted to an applicant who provides evidence of having completed a master's degree in speech-language pathology from a program accredited by the Council on Academic Affairs of the American Speech-Language-Hearing Association or to an applicant who provides evidence of holding a valid certificate of clinical competence from the American-Speech-Language-Hearing Association

Subp 3 [Repealed, 25 SR 805]

Subp 4 **Professional license:** A professional license shall be renewed according to the rules of the Board of Teaching governing professional licensure

[For text of subp 5, see M.R.]

Subp 6 **Effective date.** Requirements in this part for licensure as an educational speech-language pathologist are effective on September 1, 2001, and thereafter

Statutory Authority: *MS s 122A 09; 122A 18*

History: *25 SR 805*

8710.6100 SCHOOL NURSE.

[For text of subpart 1, see M.R.]

Subp 2 **Requirements for first professional license.** A candidate for licensure as a school nurse shall:

[For text of items A to C, see M.R.]

Subp 3 [Repealed, 25 SR 805]

Subp 4 **Professional license.** A professional license shall be renewed according to the rules of the Board of Teaching governing professional licensure. Evidence of current Minnesota Board of Nursing registration as a licensed registered nurse is also required

[For text of subps 5 and 6, see M.R.]

Statutory Authority: *MS s 122A 09; 122A 18*

History: *25 SR 805*

8710.6200 SCHOOL PSYCHOLOGIST.

[For text of subpart 1, see M.R.]

Subp. 2. **Requirements for first professional license.** A candidate for licensure as a school psychologist shall provide evidence of having completed a preparation program in school psychology accredited by the National Association of School Psychologists

Subp 3 [Repealed, 25 SR 805]

Subp. 4. **Professional license.** A professional license shall be renewed according to the rules of the Board of Teaching governing professional licensure.

[For text of subp 5, see M.R.]

Statutory Authority: *MS s 122A 09, 122A.18*

History: *25 SR 805*

8710.6300 SCHOOL SOCIAL WORKER.

[For text of subpart 1, see M.R.]

Subp 2. **Requirements for first professional license.** A candidate for licensure as a school social worker shall

[For text of items A and B, see M.R.]

Subp 3 [Repealed, 25 SR 805]

Subp 4. **Professional license.** A professional license shall be renewed according to the rules of the Board of Teaching governing professional licensure. Evidence of current Board of Social Work licensure is also required

[For text of subps 5 and 6, see M.R.]

Statutory Authority: *MS s 122A 09; 122A.18*

History: *25 SR 805*

8710.6400 SCHOOL COUNSELOR.

[For text of subpart 1, see M.R.]

Subp. 2 **Requirements for first professional license.** A candidate for school counselor licensure shall

[For text of items A and B, see M.R.]

[For text of subp 3, see M.R.]

Subp. 4. [Repealed, 25 SR 805]

Subp. 5 **Renewal of professional license.** A professional license shall be renewed according to the rules of the Board of Teaching governing professional licensure

[For text of subp 6, see MR]

Statutory Authority: *MS s 122A.09, 122A 18*

History: 25 SR 805

8710.7000 DUTY OF LICENSEE TO RENEW.

It shall be the responsibility of the person seeking the renewal of a continuing or professional teaching license to comply with licensure renewal requirements in part 8710 7100 and to submit the application, appropriate verification, and other supporting materials to the local continuing education/relicensure committee, in accordance with procedures and due dates established by that committee under part 8710 7200

Statutory Authority: *MS s 122A 09, 122A.18*

History: 25 SR 588

8710.7100 ISSUANCE AND RENEWAL OF PROFESSIONAL TEACHING LICENSES.

Subpart 1 **Scope.** This part applies to persons who have held entrance licenses and are seeking to obtain first professional licenses or to renew continuing or professional licenses issued by the Board of Teaching, except continuing licenses valid only for substitute teaching.

Subp. 2. **Professional licenses to substitute teach only.** An applicant who holds or has held a valid entrance, continuing, or professional license to teach issued by the Board of Teaching shall be granted a five-year license for short-call substitute teaching. This subpart also applies to an applicant who holds or has held a license to teach issued by another state if that license was issued based on completion of baccalaureate or postbaccalaureate teacher preparation programs

Subp 3 **Renewal of professional license.** A license renewal period begins on July 1 of the year of expiration. An application for renewal is accepted for processing by the Department of Children, Families, and Learning after January 1 of the year of expiration. A valid professional license shall be renewed for a subsequent period of five years when an applicant presents verification by the local continuing education/relicensure committee that the applicant has, within the past five years, successfully completed at least 125 clock hours of professional development as specified in part 8710 7200

Statutory Authority: *MS s 122A 09, 122A 18*

History: 25 SR 588

8710.7200 CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES.

Subpart 1. **Definition.** "Clock hour" means an hour of actual instruction, or planned group or individual professional development activity as approved by the local continuing education/relicensure committee

Subp. 2 **Renewal clock hours.** Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000. Effective for renewal of continuing licenses which expire on June 30, 2001, and after, applicants must include in their 125 clock hours instruction or other professional development activities which address positive behavioral intervention strategies and accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards

Subp 3 **Categories for clock hour allocation.** Verification of completion of experiences must be submitted by the applicant to the local committee. Clock hours must be earned in two or more of the categories in items A to I

- A. relevant coursework completed at accredited colleges and universities,
- B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held,
- C. staff development activities, inservice meetings, and courses;
- D. site, district, regional, state, national, or international curriculum development,
- E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000,
- F. professional service in the following areas
 - (1) supervision of clinical experiences of persons enrolled in teacher preparation programs,
 - (2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards, or
 - (3) participation in national, regional, or state accreditation,
- G. leadership experiences in the following areas
 - (1) development of new or broader skills and sensitivities to the school, community, or profession,
 - (2) publication of professional articles in a professional journal in an appropriate field, or
 - (3) volunteer work in professional organizations related to the areas of licensure held,
- H. opportunities to enhance knowledge and understanding of diverse educational settings in the following areas:
 - (1) experiences with students of another age, ability, culture, or socioeconomic level, or
 - (2) systematic, purposeful observation during visits to schools and to related business and industry, and
- I. preapproved travel or work experience
 - (1) travel for purposes of improving instructional capabilities related to the field of licensure, or
 - (2) work experience in business or industry appropriate to the field of licensure

Subp 4 **Maximum allocation.** Effective for all experiences completed after June 30, 2000, the local continuing education/relicensure committee shall grant clock hours on the following basis:

A. Relevant coursework under subpart 3, item A, must be granted 16 clock hours for each quarter credit earned, and 24 clock hours for each semester credit earned

B. Successful completion of activities under subpart 3, items B to I, must be granted one clock hour for each hour of participation with the following exceptions:

(1) Supervision of clinical experiences of persons enrolled in teacher licensure programs for one quarter equals 16 clock hours or one semester equals 24 clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for supervision.

(2) One week of preapproved travel or work experience for purposes of improving instructional capabilities equals ten clock hours. No more than 30 clock hours may be granted in a five-year relicensure period for travel or work experience. The limit of 30 clock hours may be waived when the local committee determines that the preapproved travel or work experience is critical to the teacher's advanced or current skills for the teacher's assignment, for example, travel to experience language or cultural immersion by a teacher of world language.

Subp 5. Exception for national board certification. A local continuing education committee shall accept verification that a teacher is actively engaged in and making progress toward National Board of Professional Standards Certification or other national professional teaching certification approved by the Board of Teaching at the time of renewal as equivalent to fulfilling all clock hour requirements for continuing license renewal. A local continuing education committee shall accept verification that a teacher has earned National Board or other approved certification as equivalent to all clock hour requirements during the life of the certificate. If the certificate expires during the five-year renewal period, the local committee shall prorate hours completed under this exception and require completion of a prorated number of clock hours for the years the certificate is not in effect.

Subp 6. Exception for local option. The Board of Teaching shall approve requests submitted by local committees that, through their school district master contracts or other official agreements between the local school board and its teachers, wish to substitute development and implementation of individualized professional development plans for some or all of the clock hour requirements for renewal of continuing licenses, provided that each individualized professional development plan

A is designed primarily to enhance the teacher's ability to effect increased student learning,

B focuses on standards in part 8710.2000 and specific content knowledge required for the teacher's assignment,

C includes management and monitoring of student learning, including positive behavioral interventions and adaptation and modification of curriculum, instruction, and assessment to assist varied student learners in achieving graduation standards,

D includes a focus on research-based best practice,

E identifies the procedures and criteria by which successful development and implementation of the individualized professional development plan will be validated and communicated with the local continuing education committee, and

F requires that each teacher's individualized professional development plan equal or exceed 125 hours of professional development activities during the five-year period.

Subp. 7. Experience for clock hour credit. Except for subpart 3, item H, subitem (1), teaching experiences for which licensure is required shall not qualify for clock hour credit.

Subp. 8. Period for earning clock hours. An applicant requesting renewal of a license to teach must earn a minimum of 125 clock hours during each five-year period preceding application for licensure renewal. An applicant may not bank clock hours for purposes of relicensure, but clock hours earned after an application for renewal has been submitted may be applied to the next renewal period.

Subp 9. School staff development. Instruction and professional development activities provided by a school may be included among the clock hours in this part.

Subp 10. Renewal of license for two or more areas. An applicant who seeks renewal of a continuing license for two or more areas should allocate at least 30 clock hours to each of the licensure areas for a total of no fewer than 125 clock hours, with priority given to work in areas where the candidate is employed during the licensure period. An applicant who holds an administrative license or licenses may allocate clock hours for the renewal of teaching licensure under this subpart.

Subp 11. Denial of clock hours. A local committee shall not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value.

Statutory Authority: *MS s 122A 09; 122A 18*

History: 25 SR 588

8710.7300 LOCAL COMMITTEES FOR CONTINUING EDUCATION AND RELI-CENSURE.

Subpart 1 **Membership.** A local committee is established in each Minnesota public school district with membership as follows:

A. Five persons licensed by the Board of Teaching who hold at least a baccalaureate degree, to be elected by the licensed teaching faculty. Nominations may be by building, grade level, or other appropriate categories, provided that all eligible persons have a fair and equitable chance for nomination. Proportionate representation is encouraged.

B. One licensed person who holds an administrator's license, representing the elementary and secondary administration, to be elected by the licensed practicing administrators employed by the district.

C. One resident of the district who is not an employee of the district, to be designated by the local school board. School board members are not considered to be employees of the district.

Subp 2 **Notice of election; election.** All members of an appropriate voting group shall be notified of the date of the election at least five days prior to the election. The election shall be held at a convenient time and place and shall be by secret ballot.

Members of the local committee shall be elected in May of each year for terms to begin no later than the following September 1. The term of office of members of the local committee shall be two years.

Subp 3 **Continuing education committee.** In districts where either teachers or administrators with the specified qualifications are not available for service on the local committee, the superintendent will report the situation to the Board of Teaching who shall make special provisions for establishing a continuing education committee.

Subp 4. **Organizational meeting.** The local committee shall hold its organizational meeting no later than September of each year. At the organizational meeting the local committee shall elect a chair and secretary whose duties shall be established by the local committee.

Subp 5. **School district assistance.** Release time or a per diem stipend may be provided by the local school district to each local committee member to attend local committee meetings.

Clerical assistance and supplies as requested by the local committee may be provided by the local school district in sufficient amount to enable the local committee to comply with the recordkeeping and reporting required.

Subp. 6 **Quorum; calling meetings.** A quorum shall be more than 50 percent of the total voting membership of the committee. A majority vote of those voting members present shall be sufficient to take action. Meetings may be called by the chair of the committee or by written request of three or more of the members. Notice of meetings shall be provided to each member of the committee at least five days prior to the date of the meeting, and shall be posted or otherwise advertised in such a manner as to provide reasonable notice to those teachers subject to the actions of the committee.

Subp 7 **Duties.** The duties of the local committee are as follows:

A. Set procedures for its own operation.

(1) establish written guidelines which include time, place, and procedures for local committee meetings, and procedures for local committee operations, including a procedure for emergency approval during periods when the committee is not regularly meeting;

(2) make the guidelines available to persons interested in or affected by decisions of the local committee, together with a list of the current local committee membership, and

(3) hold a hearing annually to allow the teachers in the district to review proposed or revised guidelines established by the local committee

A working draft of local guidelines and proposed revisions shall be made available prior to the local hearing

The local committee shall schedule the hearing at a time and place which is convenient for those interested in or affected by the guidelines to be able to attend.

Adequate and proper notice shall be given to all such persons within the district.

All local committee members should be present at the hearing

The hearing shall continue until all persons who wish to speak have had an opportunity to do so

Although input received at the hearing is not binding, the local committee is encouraged to modify its guidelines, insofar as modifications are consistent with chapters 8700 and 8710, if the information received during the hearing indicates that changes are necessary or desirable

B. Provide recommendations to the Board of Teaching for the renewal of teaching licenses

(1) Make recommendations regarding the issuance of the first continuing license by verifying one year of successful teaching experience for individuals on an entrance license. Successful teaching shall be determined by satisfying one or more of the following three criteria: a teacher receives an offer of a contract for the ensuing year, a teacher gains tenure or acquires a continuing contract, or supportive evidence is presented from supervisory personnel, professional colleagues, and/or administrators.

This experience shall be verified by the local committee chair or designee, whose name shall be on file with the Board of Teaching

(2) Act, within a reasonable time, upon requests for recommendation for renewal of the continuing license by determining whether the applicant has met the requirements for renewal in part 8710.7100

(3) Endorse the application for first issuance or renewal of the continuing license of each qualified applicant. The applicant shall assume the responsibility for forwarding the endorsed application to the department of children, families, and learning.

(4) Provide supporting evidence to the Board of Teaching when a decision of the local committee is appealed

C. Forward to the Board of Teaching the following information according to the due dates in this rule

(1) Prior to November 1 of each year, verification of the current membership of the local committee

(2) Prior to receiving approval from the Board of Teaching to operate as a local committee, a copy of the published local committee guidelines. At the time that substantial changes are made in local guidelines, a revised copy of these guidelines shall be forwarded to the Board of Teaching

(3) During February of each year, any recommendations for modifications of state continuing licensure renewal requirements, based upon an evaluation of procedures and criteria or granting clock hours.

D. Provide those services and reports that may be required from time to time by the Board of Teaching

E. Provide recommendations to appropriate personnel concerning the in-service needs of the district

Subp. 8 **Transfer of clock hours.** If a licensed person under the jurisdiction of one local committee moves to the jurisdiction of a different local committee during a renewal period, clock hours already earned and granted during that renewal period are transferred to the new local committee. Clock hours shall be accepted by that committee

Subp. 9 **Grantor of clock hours.** Clock hours shall be granted by the committee of the district where the applicant was employed at the time that the experience was completed

Persons who have not been or are not currently employed by a school will be granted clock hours in either of the following ways

A. by the local committee of the district where the applicant was last employed, or

B. by the local committee of the district where the applicant currently resides, if accepted by the local committee.

Subp 10 **Renewal for persons not continually employed in Minnesota.** Persons who have never been employed on a continuing basis by a school district in Minnesota shall affiliate with the local committee in the district in which they reside.

Subp. 11 **Renewal for out-of-state residents.** A person residing out of Minnesota who wishes to maintain continuing Minnesota licensure may make application for renewal to the Board of Teaching according to parts 8710.7100 and 8710.7300

Subp 12 **Rule information.** The board of teaching shall provide each local committee with current Board of Teaching rules which pertain to licensure.

Subp 13. **Option for formation of joint local committees.** Two or more districts, situated in close proximity to each other shall have the option of joining together to establish a joint local committee

A plan for two or more districts to formulate a joint local committee shall be drawn up by a committee consisting of two teachers, one administrator, and one school board member or a designee, from each participating district, and be ratified by at least 70 percent of the licensed personnel employed by each participating district. The plan shall provide for fair representation of all licensed personnel

The ratified plan shall be submitted by the superintendent of the district employing the largest number of licensed personnel to the Board of Teaching.

The joint local committee shall be treated as any local committee and shall comply with parts 8700.0900 to 8700.2000 and 8710.7300 to 8710.7700.

Subp 14 **Local committees in school district consortia and Department of Children, Families, and Learning.**

A Licensed personnel employed by a Minnesota public school district consortium that is authorized by Minnesota statutes or a consortium of charter schools may establish a local committee for the same purpose as local committees established by public school districts. The Department of Children, Families, and Learning may establish a local committee to serve licensed teachers who work for state government

B. When possible, the committees authorized in item A shall be established according to subpart 1. The committees shall function in the same manner as provided for committees of public school districts and in a way that provides fair representation for all licensed personnel and objective evaluation of requests for renewal of licenses. Duties of the committee and criteria for granting clock hours shall be identical to those for committees of public school districts.

Statutory Authority: *MS s 122A 09, 122A 18, 125 05; 125.185*

History: *12 SR 412; 14 SR 165, 7 SR 1279, L 1998 c 397 art 11 s 3, 25 SR 588*

8710.7400 LOCAL COMMITTEES IN NONPUBLIC SCHOOLS.

Subpart 1 **Nonpublic school only.** Licensed personnel in a nonpublic school may establish a local committee for the same purpose as local committees established by public school districts. Licensed personnel in two or more nonpublic schools may combine to form a local committee upon the agreement of 70 percent of the licensed personnel in each school. The chair of the committee shall submit to the Board of Teaching, on an annual basis no later than November 1 of each year, verification of the membership of the committee and verification of the school or schools whose personnel have established the committee

Subp 2 **Nonpublic and public schools.** Licensed personnel in one or more nonpublic schools may join with an appropriate public school district in the establishment of a local committee, provided that 70 percent of the licensed personnel from each nonpublic school and 70 percent of the licensed personnel employed by the public school district agree to such a committee. The superintendent of the district shall submit to the director of licensing verification of the membership of the committee and verification of the nonpublic schools whose personnel have joined in the establishment of the committee.

Subp 3 **Committee conduct.** Insofar as possible, the committees authorized in subparts 1 and 2 shall be established and shall function in the same manner as provided for committees of public school districts and in such way as to provide fair representation for all licensed personnel and objective evaluation of requests for renewal of licenses. Duties of the committee and criteria for granting clock hours shall be identical to those for committees of public school districts.

Statutory Authority: *MS s 122A.09; 122A.18*

History: 25 SR 588

8710.7500 LOCAL COMMITTEE OF COLLEGE OR UNIVERSITY.

A college or university approved to prepare teachers for licensure in education may form a local committee or combine with other approved colleges or universities to form joint committees. Licensed personnel in approved colleges or universities may affiliate with a local committee established in a local school district or nonpublic school. Duties of the committee and criteria for granting clock hours shall be identical to those for committees of public school districts.

Statutory Authority: *MS s 122A.09; 122A.18*

History: 25 SR 588

8710.7600 RIGHT OF APPEAL.

Subpart 1 **Appeal to local committee.** When an applicant has not been granted the requested number of clock hours by a local continuing education/relicensure committee, an appeal may be made to the local committee. An applicant must appeal to the local committee within 20 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 20 working days constitutes a waiver of the individual's right to appeal.

Subp 2 **Appeal to Board of Teaching.** Decisions by a local committee for continuing education/relicensure denying the appeal may be appealed to the Board of Teaching by the applicant according to part 8710.0900.

Subp 3 **Nonendorsement of application by local committee.** In cases where the applicant has not been granted the required number of clock hours for relicensure, local committees shall not endorse the application for renewal of the continuing license.

Subp 4 **Licensure extension during appeal.** The Board of Teaching shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

Statutory Authority: *MS s 122A.09, 122A.18*

History: 25 SR 588

8710.7700 REVIEW OF LOCAL COMMITTEE FUNCTIONS.

The Board of Teaching shall review the compliance of the local committees with parts 8710.7300, 8710.7400, and 8710.7500, as applicable, at least once in each five-year period beginning in the 2000 calendar year.

Statutory Authority: *MS s 122A.09, 122A.18*

History: 25 SR 588