

## Continuing Education Clock Hour Guidelines

The following guidelines are for non-life certificate holders in District #318.

To meet the provisions of 8700.0900, Continuing License, the following categories for allocation have been established.

Note: Clock hours can be considered toward the next renewal starting the day immediately following the MDE renewal date on the last teaching license. Example: Last teaching license was renewed by MDE on 1/31/16. Clock hours toward the NEXT renewal can begin on 2/1/16.

**Required areas** (at least one clock hour in each area):

B = Positive behavior intervention strategies

CI = Modification, accommodation or adaptation of curriculum, instruction for students with special needs

R = Reading

MH = Mental Health

T = Technology

PD = Professional Development

ELL = English Language Learner

S = Suicide Prevention (starting 2017)

<u>AREA</u>	<u>CLOCK HOUR AVAILABLE</u>	<u>5 year max</u>
<b><u>A. College Credit</u></b>	<b>16 clock hours/quarter</b>	
<b><u>graduate college credit</u></b>	<b>24 clock hours/semester</b>	<b>No Maximum</b>

### **B. Non-credit**

1. Personal interest courses which enhance your area(s) of professional licensure. **Up to 1 clock hour of participation**

2. Inservice workshops
  - a. Subject area / grade level workshop
  - b. Coaching clinic
  - c. Educational convention
  - d. Title workshop
  - e. End of quarter workshop

**C. Staff development activities and inservices**

**25 clock hours max. per 5 year period / 5 per year**

**D. Curriculum development at the district, regional, state, national, or international level.**

1. Teaching or presenting workshops or classes to staff, community or others
2. Writing and/or implementing curriculum development
3. Media planning and production for educational purposes
4. Textbook selection committee
5. Grant writing

**E. Professional Service**

1. Supervising Clinical Experiences **(30 clock hours max. per 5 year period)**
  - a. Student Teachers / Interns 16 clock hours/quarter
  - b. High school or college student 24 clock hours/semester
  - c. Parent volunteers
  - d. Mentoring
  - e. Peer evaluation
  
2. Active participation in local, state or national committees and/or meetings involved with professional standards, licensure or teacher-related issues
  - a. Relicensure committee
  - b. Salary negotiations
  - c. State committees
  - d. Local committees (Systems Accountability, Site Base, Staff Development TAT, SST,
  - e. Professional organizations
  - f. School board
  - g. meetings
  - h. (other)\_\_\_\_\_
  
3. Publication of professional article (s) in a professional journal  
*(A copy must be submitted for review by committee)* **10 clock hours per article**

4. Participation / Leadership in an activity that will enhance your community, school or professionalism
  - a. Civic involvement
  - b. Community involvement
  - c. Political involvement
  - d. Church involvement
  - e. Extra curricular involvement  
(chaperone, volunteer, etc.)
  - f. Other \_\_\_\_\_

**F. Opportunities to explore diverse educational settings**

**Up to 30 clock hours per 5 years**

1. Participant in a creative endeavor related to individual licensure
  - a. Art shows
  - b. Musical programs
  - c. Theatrical presentations
  - d. Journalism
  
2. Purposeful observation during visits to classrooms, school, or businesses related to your individual licensure.

**G. Travel, work or additional experience done for the purpose of enhancing professional growth**

(Prior approval required from Recertification Committee) **Up to 10 clock hours per experience with a 30 clock hour Maximum per 5 - year renewal**

**H. Professional development**                    **1 clock hour is needed per 5 year period**

This clock hour can be checked off after your professional development conference with your principal or supervisor. A form that is signed by your principal can be submitted anytime within the 5 year period. (*They have access to this on form.*)

**I. PLC (Professional Learning Communities)**

**6 clock hours per year / or 30  
clock hours per 5 - year period.**

You may receive 6 clock hours per year for the PLC's attended each week. The total limit of PLC's you can use is 30 clock hours.

\*\*\*\*Remember to submit a certificate of attendance, some other form of documentation, or have a form signed by your principal / supervisor for the activity, as proof of participation.

**This document was REVISED in May 2017**