Continuing Education / Relicensure Clock Hour Approval Form
Lutheran Continuing Education Committee

This form is to be forwarded to the Lutheran Continuing Education Committee (LCEC). Upon approval, keep it in your personal or school file. It is not to be forwarded to the State Department, but kept locally for the duration of the licensing period to which it applies. Reproduce this form as needed.

Name _____ Phone _____

Address _____

File Folder Number _____ Year License Expires _____

Grade Level of license held _____ Date of Experience _____

Type(s) of License held _____ (Early childhood, Elementary, Secondary, Administrator)
(See Teaching license - Function Description)

License type for this experience _____

Category of Clock Hours Requested (See letters and numbers from reverse side) _____

Hours involved (if applicable) _____ Number of clock hours requested _____

Indicate which, if any, of the following State mandatory requirements are satisfied through this experience.

- ◯ Positive behavioral intervention strategies
- ◯ Reading preparation
- ◯ Accommodations, modification, and adaptation of curriculum, etc.
- ◯ Understanding the key warning signs of early-onset mental illness

Description of Experience: Documentation is required for approval. For content approval, list specifics of experience such as date, time, materials, instructors, etc. and attach a transcript, certificate, or other documentation as appropriate.

FOR USE BY THE COMMITTEE

_____ is approved for _____ hours _____ is not approved

_____ is prepared for _____ hours of travel _____ is not approved

If not approved, state reason _____

_____

Date _____ Signed _____ (LCEC Chairperson)

-Forward this form to your LCEC Regional representative. Include a copy of your MN teaching certificate. Do not send your original MN teaching certificate.

- Once you have reached 125 clock hours, the LCEC will send you verification of clock hours received, along with directions for applying for online licenser renewal.

- Send forms in at least once a year. Include a self-addressed, adequately stamped envelope for the return of your clock hour forms.