

Lutheran Continuing Education Handbook



**Minnesota South District
Lutheran Education Conference**

Revised August 2011

NAME AND AUTHORITY OF THE COMMITTEE

The name of this committee shall be the “Lutheran Continuing Education Committee” in compliance with the rules of the State of Minnesota, Board of Teaching. Hereafter, in this booklet, it will be referred to as LCEC.

As part of the Continuing Education Rule of the State of Minnesota, Board of Teaching, the LCEC receives its power from the State of Minnesota. The renewal clock hour form and requirements of the LCEC are on file with, and approved by, the Director of Continuing Education in St. Paul.

WHOM DO WE SERVE?

The LCEC serves all teachers of the Minnesota South Lutheran Education Conference. These are teachers who serve the schools of the Lutheran Church—Missouri Synod. The District Office for these schools is located at 14301 Grand Avenue South, Burnsville 55306. Those people not currently teaching or teaching in another state who wish to maintain their Minnesota License, may submit renewal clock hours to the LCEC.

The teacher must take the initiative to make contact with the LCEC when desiring to move from the Entrance License (2 year) to a Continuing License (5 year). It is the obligation of the LCEC to validate one year of successful teaching. The current chairperson of the LCEC will then sign the form to be sent to the State.

RECORDS

Each license holder is expected to maintain a personal file. The LCEC also maintains a cumulative record of approved clock hours. These are kept with the secretary of the LCEC. Sheets are available for your personal file.

2. Systematic, purposeful observation during visits to schools and to related business and industry. **Verified by official representative of the school or business/ industry visited with validation of educational content.** Example - Foreign school study tour, observation of legislature, tour of ceramics plant for art teacher.

I. Pre-approved travel or work experience. One week of pre-approved travel or work experience is 10 hours. Maximum of 30 clock hours in 5 year period.

1. Travel for purposes of improving instructional capabilities related to the field of licensure. **Verified by a detailed itinerary and a justification of how the experience contributed to improve instructional capabilities.** Approval for experiences will take place at the February and June meetings of the LCEC committee.

2. Work experience in business or industry appropriate to the field of licensure. **Verified by written statement from supervisor.** This work experience must consist of more than repetition of what the applicant already knows.

3. Participation in national, regional, or state accreditation. **Verified by chairperson of committee.** Example - MNSAA or Synodical Accreditation.

G. Leadership (not membership) experiences in the following areas:

1. Development of new or broader skills and sensitivities to the school, community, or profession. **Verified in writing by a representative of the agency or organization.** Example - Scouting, 4-H, political leadership, jury duty, community theater.
2. Publication of professional articles in a professional journal in an appropriate field. **Verified by a copy of the article, and a summary of the experience including number of hours and type of research used to develop new knowledge for incorporation into the article.**
3. Volunteer work in professional organizations related to the areas of licensure held (LEA, District Education Conference). **Verified in writing by a representative of the organization as to type of leadership.** Examples – LEA, District Education Conference.

H. Opportunities to enhance knowledge and understandings of diverse educational settings in the following areas:

1. Experiences with students of another age, ability, culture, or socio-economic level. **Verified by a written statement of the administrator of the educational agency.** Example - ESL Instruction, summer school with accelerated or special students for mainstream teacher.

PROCEDURE FOR ACQUIRING INITIAL LICENSES

Graduates of a Minnesota college with a degree in education should apply to the State of Minnesota Board of Teaching for their initial license.

Graduates of colleges out of Minnesota with a degree in education need to have a transcript, a class in Human Relations, and pass the PPST (Pre Professional Schools Test Praxis I).

Address for both applications:

Minnesota Board of Teaching
Teacher Licensing
1500 Highway 36 West
Roseville, MN 55113-4266
(651) 582-8691

EXPECTATIONS OF THE LICENSE HOLDER

It is the responsibility of the license holder

1. to complete continuing education activities that focus on professional development to improve teaching competencies.
2. to make contact with the LCEC when moving from an Entrance License (2 year) to a Continuing License (5 year). Your principal must validate a year of successful teaching. The chairperson of the LCEC will sign your state form. The renewal forms are available from the State Department or from the LCEC chairperson.
3. to make contact with the LCEC by applying for renewal clock hours at least once each year. Forms are

available from any LCEC member or from your local principal. Verification of clock hours should be stapled and sent to the LCEC prior to a meeting date by Feb. 1 or June 1.

4. to make application to the State of Minnesota for renewal of the license. The chairperson of the LCEC will sign the State form if 125 clock hours have been approved.

5. to give a copy of the license to your school office.

6. to maintain a personal file of approved clock hours.

7. to read this booklet and attend open hearings at the District Education Conference in order to become informed of the renewal process.

8. to satisfy the State's requirement for Human Relations.

9. to earn clock hours in more than one area. If license is held in more than one area, at least 30 hours should be in each area (for example: reading, physical education, etc.).

10. to include a stamped, self-addressed envelope large enough to hold the forms and a copy of your Minnesota Teaching License when applying for clock hours. This should be large enough for the forms. It should be folded and inserted with the forms.

11. to forward to the LCEC any clock hours or renewal units accumulated within the renewal period if transferring into the Minnesota South Education Conference.

A. Relevant course work completed at accredited colleges and universities. (16 clock hours per quarter credit and 24 clock hours per semester credit). **Transcript required.**

B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to the licenses held. **Verified by attendance verification.** Example - District Education Conference.

C. Staff development activities, in-service meetings, and courses. (Not regular faculty meeting or preschool workshop) **Verified by inservice sponsor.** Example - Portion of Fall preschool workshop that is structured for learning experiences.

D. Site, district, regional, state, national, or international curriculum development. **Verified by administrator of committee.** Example - Development of new educational materials.

E. Engagement in formal peer coaching or mentorship relationships with colleagues.

F. Professional service in the following areas:

1. Supervision of clinical experiences of persons enrolled in teacher preparation programs (One quarter of student teaching equals 16 clock hours/One semester equals 24 clock hours.) Maximum of 30 clock hours in 5 years. **Verified by local administrator or college supervisor.**

2. Participation on national, state, and local committees involved with licensure, teacher education, or professional standards. **Verified by chair person.** Example - LCEC.

in their license renewal materials. [View Minnesota Statutes Section 122A.18, Subdivision 4b](#)

A written statement prepared by the teacher that demonstrates reflection on his or her professional accomplishment and includes a self-assessment of his or her professional growth using one of the following types of evidence:

- Support for student learning
- Use of best practices techniques and their applications to student learning
- Collaborative work with colleagues that includes examples of collegiality (i.e., attested-to committee work, collaborative staff development programs, professional learning community work)
- Continual professional development (i.e., job-embedded or other ongoing formal professional learning, including coursework)

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.

Verification is needed for each experience, i.e. transcript, verification of attendance, administrator's signature, etc. Successful completion of activities will be granted one clock hour for each hour of participation unless noted. Clock hours must be earned in two or more categories.

Clock hours from a Minnesota Public School will be accepted. Clock hours are granted by the school where the applicant is employed at the time of experience.

12. to complete all requirements and forward them to the LCEC by February of the year in which the license expires. This will insure your having approval for the July 1 renewal date.

13. to verify that experience does provide professional growth.

FORWARDING FORMS

Send forms to the chairperson of the LCEC or to your regional representative of the LCEC. **Do not mail forms to the District Office.**

APPEALS

When it is felt that you have not been granted the requested number of clock hours by the LCEC, an appeal may be made to the LCEC. You must appeal within 20 working days after notification of the decision by the LCEC. Failure to file a written request constitutes as a waiver of your right to appeal.

A decision by the LCEC denying the appeal may be appealed to the Board of Teaching of the State of Minnesota by the applicant within 20 working days after the date the denial is reaffirmed.

In cases where you have not been granted the required number of clock hours for relicensure, the LCEC will not endorse your application for renewal of your continuing license.

In the event that the clock hours under appeal result in the loss of your license, it is the responsibility of the

license holder to inform the manager of licensing of such loss of licensure. The manager of licensing will extend the previous continuing license until all avenues of administrative appeal have been exhausted.

MEETING DATES AND MINUTES

The LCEC will meet in early February, early June, and at the District Education Conference in October. Other meeting dates will be called as necessary. The exact time of meetings will be printed in the Communicator (publication for all churches and schools of the District). Meetings will be held at the District Office in Burnsville unless otherwise noted. If you need to attend any meeting of the LCEC, please contact any member of the committee. Committee members will be notified in writing by the secretary at least 5 days before the meeting. A quorum is 50 percent of the total voting membership of the committee. A majority vote of those voting members present shall be sufficient to take action. Copies of LCEC minutes will be sent to the members. Others may get them and these guidelines from the secretary on request. Guidelines may be obtained at the October Education Conference.

ELECTIONS

Elections are held at the Minnesota South Lutheran Education Conference each October. Terms are two years in length with members eligible for reelection. The LCEC consists of 5 persons licensed by the Board of Teaching who hold at least a baccalaureate degree, one administrator, and one community person appointed by the Schools/Commissioned Ministers Committee. The teachers and administrator are elected by secret ballot. The licensed teachers and administrators take part in the election. Committee members will vote for their own chairperson and secretary each February. Candidates will be nominated by the LCEC at the June meeting.

Professional development activities that will meet this requirement include: workshops, conferences and on-site staff development and/or university courses that reflect comprehensive, scientifically based research in reading instruction, and which may include one or more of the following:

- *Instruction and practice in phonemic awareness*
 - *Phonics and other word-recognition skills*
 - *Guided oral reading for beginning readers*
 - *Vocabulary instruction*
 - *Instruction in fostering understanding and higher-order thinking for readers of all ages and proficiency levels*
 - *Reading in the content areas*
 - *Specific reading strategies to impact comprehension*
- Current research and best practices in reading research and instruction*

Technology

Effective for renewal of professional licenses that expire on June 30, 2012, and thereafter, applicants must also include in their 125 clock hours instruction or other professional development activities that integrate technology effectively with student learning to increase engagement and student achievement.

Reflective Statement of Professional Accomplishment and Assessment of Professional Growth

Beginning July 1, 2012, all individuals who were employed as a teacher during any part of the five year period immediately preceding the license renewal must include *"evidence of work that demonstrates professional reflection and growth in best teaching practices. The applicant must include a reflective statement of professional accomplishment and the applicant's own assessment of professional growth ..."*

applicant in maintaining and improving general, academic, or professional qualifications. Teaching experiences for which licensure is required shall not qualify for clock hour credits.

Positive Behavioral Intervention Strategies

Effective for renewal of professional licenses which expire on June 30, 2001, and after, applicants must include in their professional development activities which address positive behavioral intervention strategies. [View Minnesota Statutes Section 122A.09](#)

Accommodation, Modification, and Adaptation of Curriculum, Materials, and Instruction

Effective for renewal of professional licenses which expire on June 30, 2001, and after, applicants must include in their professional development activities which address accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards (i.e., differentiated instruction) [View Minnesota Statutes Section 122A.09](#)

Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents

Effective for renewal of professional licenses which expire on June 30, 2005, and after, applicants must also include in their professional development activities which provide an understanding of key warning signs for early-onset mental illness in children and adolescents. [View Minnesota Statutes Section 122A.09, 122A.18 amended by Special Session, Chapter 9, Article 2, Section 7](#)

Reading Preparation

Effective for renewal of professional licenses which expire on June 30, 2004, and after, applicants must also include in their professional development activities which evidence further reading preparation, consistent with Minnesota Statutes Section 122A.06, Sub. 4.

These people will be contacted in writing, and elections will be held at the Education Conference in October. One person from each of the four regions and one high school person are elected to the committee.

If someone has a desire to serve on the LCEC, contact any member. The Conference has vested in the LCEC the duty to draw up a slate of candidates to fill expired terms or vacancies. A vacancy on the committee will be filled at the next election in October. That person will fill the remaining year of the term.

The results of the election will be announced at the same conference, printed in the minutes, printed in a supplement to this booklet, and printed on the next conference program. Elected members take office immediately. (This change from the State rule of a Sept. 1 election is allowed)

DUTIES OF THE LCEC

1. Set rules for its own operation that is not in conflict with the State rule. This will include a procedure for emergency approval during periods when the committee is not meeting. Send requests directly to the chairperson and mark for emergency approval. The chairperson and the secretary will handle emergency approvals.

2. The Chairperson shares operational duties with other committee members. The chairperson also calls and conducts meetings, prepares agendas, signs approved renewal applications, provides leadership in orienting new committee members, serves as liaison and contact person in the committee's relationship with outside agencies and individuals, signs renewal clock hour forms, and leads the open hearing. In addition to sharing operational duties with other committee members, the secretary records the minutes of each meeting and distributes them to the committee members

and provides a summary for the District communication, handles committee correspondence and announcements, maintains relicensure records, chairs the committee when the chairperson is absent, informs committee members of meetings at least 5 days prior to meeting, and keeps a list of people who have served the committee. Though the officers may not personally perform all of the assigned duties, they are responsible for their timely and successful performance.

3. Determine clock hours to be allocated for each category.

4. Act within reasonable time on requests for recommendation for renewal of the continuing license by determining whether you have met requirements.

5. Endorse the application for renewal of the continuing license of each qualified applicant.

6. Provide supporting evidence to the Board of Teaching when an appeal is taken from a decision of the LCEC.

7. 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) a teacher receives an offer of a contract for the year following the year of experience; B) a teacher acquires a call or continuing contract following the year of experience; C) supportive evidence is presented from supervisory personnel, professional colleagues, and/or administrators regarding the year of teaching.

8. Forward to the Board of Teaching a verification of local membership prior to November 1 of each year.

9. Forward a copy of the published guidelines every 5 years. When substantial changes are made in guidelines, a revised copy should be forwarded to the Board of Teaching.

10. Provide recommendations to appropriate personnel concerning the in-service needs of the District.

11. Hold an open hearing at the October Education Conference to review guidelines established by the LCEC. This also helps to keep license holders current on guidelines. This will be a sectional at each conference. Exact time will be given in the program for the conference. This is mailed to all schools in September. The committee members will assist. All persons at the hearing who wish to speak will have an opportunity to do so. Although input received at the hearing is not binding, the local committee will consider modifications consistent with licensure rules, if the information received during the hearing indicates that changes are necessary or desirable.

12. Amend committee guidelines when necessary.

13. Keep a file of unusual requests with the minutes.

CLOCK HOURS

In each five-year period 125 clock hours must be earned. No banking of clock hours from one relicensure period to another is allowed. Clock hours are earned from July 1 of the first year to June 30 of the fifth year. Clock hours earned after an application for renewal has been submitted may be applied to the next renewal period.

A clock hour is defined as “an actual hour of instruction, supervised group activities, or planned professional development.” Emphasis is on professional development. Experiences for clock hour credit must aid the