

Clock-Hour Application Form

Kittson Central Schools ISD #2171

Name _____

Elementary License ___ and/or

Secondary License ___

Date Submitted _____

Field(s) of License _____

These renewal clock hours should be applied to the **125 clock hour minimum** requirement in _____ (field of licensure).

Category A. Indicate in the blank the number of hours requested. (**minimum of 90 hours**)

_____ 1. College class. Grade report required.

_____ 2. Attendance at professional inservice meetings and/or workshops. Signed proof of attendance required.

_____ Mental Health (4 required) _____ Curriculum adaptation/accommodation (2 required)

_____ Reading (6 required) _____ Postive Behavioral Interventions (2 required)

_____ Other:

_____ 3. Collaboration with peers to evaluate and improve classroom practices (pedagogy). Video, verbal report during building staff development session, or TALL Learning Log required.

_____ 4. Re-design of curriculum to incorporate best practices: project-based learning, higher level thinking skills, etc. Learning log required.

_____ 5. Study of professional materials leading to classroom improvements. Learning Log required.

Category B. Indicate in the blank the number of hours requested. (**maximum of 35 hours**)

_____ 1. Formal visits to one or more related classes in another district. Learning Log required.

_____ 2. Leadership experiences in a professional organization related to your classroom assignment or in local staff development workshops. Learning Log required.

_____ 3. Publication of an article in a professional newsletter or journal. Copy of publication required.

_____ 4. Other: (**must be pre-approved**) 4H leader, EMT training, Public Library Board, Reading Council, CPI training, Community Education classes in your field of licensure. Learning Log

Number of clock hours approved _____

Date of Approval _____

x _____
Local School Board Representative

x _____
Continuing Education Representative

x _____
Superintendent

The above experience is ___ approved for ___ clock hours ___ is not approved (date _____)
Reason:

Explanations

Category A.

1. What can be counted toward clock hours –

Activities approved for continuing education clock hours must relate directly to the classroom assignment of the staff member.

Licensed teachers not currently holding a teaching position will not be able to put their learning into practice but may still receive credit if on their Learning Log they indicate how they would use the new information if they were in the classroom. They are invited to participate in late start/early out building staff development activities throughout the year and may obtain a schedule by contacting Charlie Lindberg or Cindy Gunnarson each fall. There are also numerous professional development workshops offered through the Service Cooperative in TRF. Arrangements may be made to receive this information.

2. Proof of attendance –

May be an official continuing education form handed out at a workshop **or** a copy of the agenda signed by a presenter. It also may be a pre-prepared form made available at local district staff development workshops.

3. Collaboration with peers to evaluate practices –

This may include items such as

- a. having a peer trained in peer observation skills use a video or in-class observation to assist you to improve some aspect of your teaching;
- b. examining student work to improve a lesson;
- c. reading research and discussing ways to improve classroom discipline;
- d. examining evaluation practices; etc.

4. Redesign of curriculum to incorporate best practices and higher level thinking skills –

- a. see attached sheet, Thirteen Principles of Best Practices
- b. see attached sheet, Bloom's Taxonomy

5. Individual study of professional materials to improve classroom teaching and learning –

- a. read articles in professional journals relating to a topic of interest and use this information to make classroom improvements
- b. use professional web sites for research to improve classroom teaching and learning
- c. use professional books as the basis for your research (search for them in the high school card catalog)
- d. evaluate the impact of implementing new strategies

Category B.

1. Similar to the visit high school staff members made to Red River, arrange to **visit classes in your field**. Prepare topics to discuss and document new ideas and how you implement them in your classroom.

2. **Leadership** may involve holding a position in a regional or state organization, such as Education Minnesota, State Council for Social Studies, Math Educators, Minnesota Reading Association, etc. Locally, you can be part of the planning and presenting team for our late starts, early outs, and full day workshop.

3. **Instructor's article** may appear in a general education publication or in the newsletter or journal published by Education Minnesota, Minnesota Reading Association, or your professional organization.

4. Thenamed activities may be accepted for CEUs if they are **pre-approved by the Continuing Education Committee**. Approval must be obtained prior to submitting a final application form.