



Diocese of Winona Catholic Schools
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**CONTINUING EDUCATION/RELICENSURE
 Clock Hour Approval Application**

This form is to be submitted with each request for clock hours to the local continuing education committee according to rules established by the diocesan CEU committee. Duplicate this form as needed.

File Folder #		Name:	
School:		City:	
Licenses Held:		License Expiration Date:	
Date:		Email:	

Title/Experience: _____

Date: _____ # Clock Hours Requested _____

REQUESTING APPROVAL FOR: CEU Credits Pre-approval (*form will be sent to you if it is pre-approved*)

SELECT CATEGORY:

A B C D* E* F1* F2* F3* G1* G2* G3* H1* H2* I1*, ** I2*, **

** Maximum of 30 clock hours. ** Must be pre-approved. See back of page for details regarding categories.*

SELECT REQUIREMENT – we are only able to apply one requirement per approval application

- Positive behavior intervention strategies
- Accommodation, modification, adaptation of curriculum, materials, etc. for standards
- Further reading preparation* (MN Statute 122A.06, Subd. 4.)
- Key warning signs of early-onset mental illness in children and adolescents
- Suicide Prevention
- Integration of technology with student learning to increase engagement and achievement*
- Reflective statement of professional accomplishment & assessment of professional growth*
- English Language Learners

** School Nurses, counselors, psychologists, social workers, audiovisual directors/ coordinators, and recreational personnel are exempt.*

**If you are requesting approval for a requirement please complete the information below:
 If this is not completed the form will need to be resubmitted.**

Describe how you incorporated this into your classroom: _____

Please include objective, amount of time engaged, and an evaluation of the experience. Attach additional documentation/ explanation and detail as appropriate.

For use by Diocese of Winona CEU committee.

- Approved for _____ clock hours Maximum reached in category Maximum reached for licensure
- Pre-approved to I1 (travel) and I2 (work experience) - *When submitting for final approval, attach this endorsed pre-approval form.*
- Not Approved: No verification Not within 5-year block Max reached in category *or* licensure other

Committee Signature: _____ Date: _____

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.

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;
(1 quarter credit = 16 Clock Hours, 1 semester credit = 24 Clock Hours -- **Maximum: 124 clock hours in a five-year block.**)
- B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held
(1 hour of participation = 1 Clock Hour -- **Maximum: 124 clock hours in a five-year block.**)
- C. staff development activities, inservice meetings, and courses; *does not include regular faculty meetings or beginning of year workshop hours*
(1 hour of participation = 1 Clock Hour -- **Maximum: 124 clock hours in a five-year block.**)
- D. site, district, regional, state, national, or international curriculum development
(1 hour of participation = 1 Clock Hour-- **Maximum of 30 Clock Hours**)
- E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000; (1 hour of participation = 1 Clock Hour-- **Maximum of 30 Clock Hours**)
- F. professional service in the following areas:
 - (1) supervision of clinical experiences of persons enrolled in teacher preparation programs;
(1 quarter = 16 Clock Hours, 1 semester = 24 Clock Hours -- **Maximum of 30 Clock Hours**)
 - (2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards; (1 hour of participation = 1 Clock Hour -- **Maximum of 30 Clock Hours**)
 - (3) participation in national, regional, or state accreditation;
(1 hour of participation = 1 Clock Hour -- **Maximum of 30 Clock Hours**)
- G. leadership experiences in the following areas:
 - (1) development of new or broader skills and sensitivities to the school, community, or profession;
(1 hour of participation = 1 Clock Hour -- **Maximum of 30 Clock Hours**)
 - (2) publication of professional articles in a professional journal in an appropriate field
(Manuscript required -- **Maximum of 30 Clock Hours**)
 - (3) volunteer work in professional organizations related to the areas of licensure held
(Maximum of 30 Clock Hours)
- 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
(1 hour of participation = 1 Clock Hour-- **Maximum of 30 Clock Hours**)
 - (2) systematic, purposeful observation during visits to schools and to related business and industry;
(1 hour of participation = 1 Clock Hour -- **Maximum of 30 Clock Hours**)
- I. preapproved travel or work experience:
 - (1) travel for purposes of improving instructional capabilities related to the field of licensure
(1 week of pre-approved travel = 10 Clock Hours; Maximum -- **Maximum of 30 Clock Hours**)
 - (2) work experience in business or industry appropriate to the field of licensure
(1 week of pre-approved work experience=10 Clock Hours-- **Maximum of 30 Clock Hours**)

Reading Preparation requirements

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

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

Which may include:

Depressed mood
 Excessive fears & anxieties
 Changes in behavior & performance
 Failure to develop peer relationships
 Impaired concentration and thinking
 Suicidal gestures
 Potential connection to substance abuse