

## Viewing Clock hours

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Minnesota teachers can view the number of clock hours they have completed for licensure renewal through the [online licensing system](#).

[Click here](#) to view full instructions with screenshots and follow the steps as if you are renewing your license.

You will need to enter your File Folder Number and License Serial Number under “View my license account” to associate your Google account with your file. If you do not know your serial number, enter your file folder number and select the link to have your serial number emailed to you. Please submit your request only once. A PELSB staff member will contact you with your serial number within two business days.

When you are in your license account, you will be directed to the “Update Demographics” page. Details of all clock hours entered to date can be found by choosing “View Clock Hours” on the navigation panel on the upper left hand side of the screen.

Feel free to email us at [pelsb@state.mn.us](mailto:pelsb@state.mn.us) with questions.