



Diocese of Winona Catholic Schools  
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## CONTINUING EDUCATION/RELICENSURE Reflective Statement Form

### BEST TEACHING PRACTICE/REFLECTIVE PRACTICE RENEWAL REQUIREMENT

#### **WHO must meet this requirement?**

All individuals who hold a five-year professional license and who were employed as a teacher during any part of the five year period immediately preceding the license renewal.

- Full-time classroom teachers
- Long-term substitute teachers, who have taught more than 15 consecutive days in a teaching assignment during any part of the five-year period.

#### **WHO is exempt from meeting this requirement?**

- Classroom teachers who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- Licensed school administrators, including principals, who have not taught for any portion of the five-year renewal period immediately preceding license renewal.
- License related services personnel (school social workers, school psychologists, counselors, speech-language pathologists, schoolnurses).

#### **WHAT criteria meet the requirement?**

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 (✓ which one):

- 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)

*\* If ELL course has been submitted, please provide date of submission: \_\_\_\_\_*

A teacher may submit additional materials (i.e., bulleted lists of experiences or certificates of completion) as supplementary, but there *must be* a written narrative submitted to the committee. There is *no minimum or maximum length* for the reflective statement as long as the statutory requirements (above) are met.

**Narrative- Please attach a typewritten page(s):**

**Please attach this page, approval clock hour form, and reflective statement when submitting for approval.**

**Also if you do not need the reflective statement for your license, please fill in the approval form and write n/a.**

*Further clarification on back of this page.*

*(Over)*

**WHEN should this requirement be met?**

The requirement can be met at any time during the 5-year renewal period immediately preceding license renewal. The reflective statement must be submitted in compliance with the local committee procedures.

*Note: The Board of Teaching encourages teachers to engage in ongoing reflective practices that culminate in a statement used for license renewal.*

**HOW will the requirement be evaluated?**

The relicensure committee is not expected to evaluate the merits of the reflective statement or self-assessment. The committee must verify that a reflective statement has been submitted and that the statement meets the statutory language as described above. A teacher may submit additional materials (i.e., bulleted list of experiences or certificates of completion) as supplementary, but there must be a written narrative submitted to the committee. There is no minimum or maximum length for the reflective statement as long as the statutory requirements are met.

**HOW many clock hours can be assigned for meeting the reflective practice requirement?**

On November 13, 2009, the Board of Teaching authorized a resolution that will allow teachers to earn up to one (1) clock hour per renewal period for meeting the reflective practice requirement.

*Note: Local committees may continue to award additional clock hours for related activities that exceed the statutory requirement.*

**Frequently Asked Questions:**

When is this effective?

For any licensees seeking relicensure on or after July 1, 2012..

Does this apply to teachers who have not taught for any portion of the 5-year renewal period immediately preceding license renewal?

No, but these teachers must still meet the other renewal requirements as per Minnesota statute.

Is there an exemption for National Board Certification?

Yes – If the certification is valid or has been valid during any portion of the 5-year renewal period immediately preceding license renewal. This exemption also applies to teachers who are actively engaged in and making progress toward National Board of Professional Standards Certification.

Does this apply to substitute teachers?

Yes, if the substitute holds a teaching license and has taught as a long-term substitute teacher for at least 15 consecutive days in the same assignment.

*Note: This does not apply to 2-year short-call substitute teachers, as they do not renew this license.*

Does this apply to related services licenses (school social workers, school nurses, school counselors, and school psychologists)?

No.

Does this apply to teachers who hold a Minnesota license but are living out of the state?

Yes, if they have been employed as a teacher during the five years preceding the renewal date.

What is the role of the continuing education committee?

The committee is charged with ensuring that the requirement has been met. It is incumbent upon each teacher to provide a statement and also to designate how the statement meets the statutory requirements (i.e., type of evidence).

What happens to the reflective statement after it is reviewed for license renewal purposes?

The statement belongs to the teacher who wrote it and will be placed in the teacher's file at the Diocese of Winona. Reflective statements should not be shared with other district employees without the teacher's consent.