

Continuing Education Guidelines

Teachers are asked to get clock hours taken care of within each school year. Do not wait! A teacher whose license will expire must have 125 clock hours. Instruction and professional development activities meet requirements to renew licenses only if they address one of more of the standards.

Clock hours must be earned in two or more areas in items A to I

Categories	Description	Hours/Experience
A	College Course	16 hours per quarter credit 24 hours per semester credit
B	Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held	1 clock hour per hour of participation
C	Staff development activities, in-service meetings, and courses	1 clock hour per hour of participation
D	Site, district, regional, state, national or international curriculum development	1 clock hour per hour of participation
E	Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards	1 clock hour per hour of participation
F	Professional service in one or more of the following areas: <ul style="list-style-type: none"> ● Supervision of clinical experiences of persons enrolled in teacher preparation programs ● Participation on national, state and local committees involved with licensure, teacher education, or professional standards ● Participation in national, regional or state accreditation 	1 clock hour per hour of participation Supervision of student teachers: <ul style="list-style-type: none"> ● 16 clock hours per quarter ● 20 clock hours per semester ● 24 clock hours per trimester ● Maximum 30 clock hours in a 5-year period
G	Leadership experiences in one or more of the following areas: <ul style="list-style-type: none"> ● Development of new or broader skills and sensitivities to the school, community, or profession ● Publication of professional articles in a professional journal in an appropriate field ● Volunteer work in professional organizations related to the area of licensure held 	1 clock hour per hour of participation
H	Opportunities to enhance knowledge and understanding of diverse educational settings in the following areas: <ul style="list-style-type: none"> ● Experiences with students of another age, ability, culture or socioeconomic level, or ● Systematic, purposeful observation during visits to schools and to related businesses and industry 	1 clock hour per hour of participation
I	Pre-approved travel or work experience: <ul style="list-style-type: none"> ● Travel for purpose of improving instructional capabilities related to the field of licensure, or ● Work experience in business or industry appropriate to the field of licensure 	1 clock hour per hour of participation