

3512.1300 PROCEDURES FOR VOLUNTARY SURRENDER OF LICENSES.

Subpart 1. **Materials required to surrender license.** A person holding a license granted by the board may voluntarily surrender the license by submitting to the executive director of the board:

- A. a written request to surrender that specifies the license or licenses to be surrendered;
- B. the applicant copy of the license;
- C. the school district copy of the license with a written statement that the employing school superintendent, or in the case of a superintendent license, the school board chair, has been notified that the school district copy of the license has been removed from the school district files; and
- D. the required processing fee under part 3512.2000.

Subp. 2. **Surrender date.** When the board receives the materials listed in subpart 1 by January 1, the date of surrender is July 1 of that year. If the materials are received after January 1, the date of license surrender is July 1 of the following calendar year. An applicant may revoke the request to surrender a license. The revocation must be made in writing to the executive director of the board no later than December 31 of the year in which the request for voluntary surrender is received by the board.

Subp. 3. **When surrender is prohibited.** A person may not voluntarily surrender a license if:

- A. the school board has begun proceedings to terminate the continuing contract, pursuant to Minnesota Statutes, section 122A.40, subdivision 9 or 13, or 122A.41, subdivision 6;
- B. the board has begun proceedings to suspend or revoke the license pursuant to part 3512.5200 and Minnesota Statutes, sections 122A.20 and 214.10; or
- C. any educational agency or board has begun proceedings that could result in alteration of the status of the license due to the person's conduct.

Subp. 4. **Initial license after surrender.** A person whose Minnesota administrative or supervisory license has been voluntarily surrendered may apply for initial licensure in the field for which licensure was previously surrendered. An initial license must be granted to the applicant if:

- A. a licensure rule exists in the field for which licensure was previously surrendered;

B. the applicant meets the initial licensure standards that are in effect in the field at the time of application and meets procedures in board rules applicable to an initial license; and

C. the required processing fee under part 3512.2000 accompanies the application for initial licensure.

Subp. 5. **Disclaimer.** Subparts 1 to 4 do not prohibit a person from holding or applying for a license in any administrative or supervisory field upon surrender of an administrative or supervisory license in another field.

Statutory Authority: *MS s 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14; L 2006 c 263 art 2 s 20*

History: *21 SR 804; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12; 33 SR 658*

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