

3512.2300 CONTINUING LICENSE.

Subpart 1. **Continuing license for those holding initial license.** The board must issue a five-year continuing license to an applicant who completes at least one school year of administrative or supervisory experience in a licensure area while holding an initial license. Supervisory experience includes the tasks listed in Minnesota Statutes, section 179A.03, subdivision 17. When an applicant adds a licensure area to a continuing license already in effect, the board must issue a continuing license with the same expiration date established for the continuing license already in effect.

Subp. 2. **Life license.** The board must issue a five-year continuing license to an applicant who holds a life license and who subsequently completes a board-approved program in an additional licensure area. The board must issue the license for the additional licensure area.

Subp. 3. **Renewal of continuing licenses.** The board must renew the continuing license of an applicant who provides evidence of completing 125 clock hours of approved administrative and supervisory continuing education earned according to part 3512.1200 during the five-year period immediately before renewing the continuing license. The board must approve continuing education programs and the clock hours an applicant may earn in each program according to part 3512.1200. An applicant may apply relevant courses successfully completed at regionally accredited institutions toward the clock-hour requirement. Coursework completed at a regionally accredited institution does not require prior approval. One quarter college credit equals 15 clock hours and one semester college credit equals 20 clock hours. An applicant must meet the renewal requirements during the five-year period of each continuing license, and no clock hours shall carry forward into any subsequent five-year licensure period. The applicant may appeal to the board for a continuing education variance under part 3512.5300 to allow credits the applicant earned outside the five-year period to count toward the 125-clock-hour requirement.

Subp. 4. **Lapsed license.** If an applicant allows a continuing license to lapse for more than 60 days and the applicant is currently employed as an administrator or supervisor, the applicant must obtain a variance from the board while the board renews the license. If the applicant was not employed as an administrator or supervisor during the year immediately before applying to renew the license, the applicant must demonstrate to the board that the applicant:

A. earned 125 clock hours of approved administrative and supervisory continuing education according to this part during the five-year period immediately before applying for a continuing license, in which case the board must issue a five-year continuing license; or

B. was offered a position contingent upon holding a valid license and if the applicant demonstrates there is insufficient time to complete 125 clock hours of approved administrative and supervisory continuing education, in which case the board may issue a one-time nonrenewable one-year license. When the applicant's nonrenewable one-year license expires, the applicant must qualify for a continuing license according to subpart 3.

Statutory Authority: *MS s 122A.14; 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14*

History: *21 SR 804; L 1998 c 397 art 11 s 3; 44 SR 1385*

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