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1 Board of Teaching

2

3 Adopted Rules Governing Procedures for the Revocation or

4 Suspension of Minnesota Teaching Licenses, Letters of Approval

5 for a Teacher to Teach Subjects or Fields for Which Current

6 Valid Minnesota Licensure Is Not Held, the Licensure of Teachers

7 of Adult Basic/Continuing Education, Continuing

8 Education/Relicensure

9

10 Rules as Adopted

11 5 MCAR S 3.004 Procedures for the revocation or suspension of

12 Minnesota teaching licenses.

13 A. Licenses shall be revoked or suspended pursuant to the  
14 provisions of Minn. Stat. SS 125.09, 125.185, or 5 MCAR S 3.130.

15 B. Revocation. Revocation shall include the cancellation or  
16 repeal of a teaching license and/or renewal privilege.

17 Revocation shall disqualify a person from teaching, or  
18 performing any other function, which is permitted on the basis  
19 of holding a license issued pursuant to the rules of the Board  
20 of Teaching. Revocation shall be final, except that a person

21 whose license has been revoked may petition the Board of  
22 Teaching for a license pursuant to paragraph E.1. of this rule.

23 C. Suspension. Suspension shall include the temporary

1 withdrawal of a teaching license and/or renewal privilege.  
2 Suspension shall disqualify a person from teaching, or  
3 performing any other function, which is permitted on the basis  
4 of holding a license issued pursuant to the rules of the Board  
5 of Teaching. The length of each suspension and any terms and  
6 conditions attached thereto shall be determined by the Board of  
7 Teaching upon the consideration of the following factors:

8 1. The activity of the individual which led to the  
9 license suspension, and

10 2. Any relevant mitigating factors which the individual  
11 may interpose on his or her behalf, and

12 3. The prior teaching record of the individual, and

13 4. Other similar factors.

14 D. Unless otherwise provided by the Board of Teaching, a  
15 revocation or suspension applies to each license or renewal  
16 privilege held by the individual at the time final action is  
17 taken by the Board of Teaching. A person whose license or  
18 renewal privilege has been suspended or revoked shall be  
19 ineligible to be issued any other license by the Board of  
20 Teaching during the pendency of the suspension or revocation.

21 E. Issuance or reinstatement of a license after a revocation  
22 or suspension.

23 1. A person whose teaching license or renewal privilege  
24 has been revoked by the Board of Teaching may apply for and  
25 shall be granted an entrance license upon presentation of  
26 competent evidence that all terms and conditions which the board  
27 may have imposed have been fulfilled, and upon meeting current  
28 licensure standards.

29 2. A person whose teaching license or renewal privilege  
30 has been suspended by the Board of Teaching may apply for  
31 reinstatement of that license in one of the following manners:

32 a. If the suspended license was an entrance license  
33 which has lapsed during the suspension, that license will be  
34 reinstated upon proper application after the period of  
35 suspension has expired and upon presentation of competent  
36 evidence that all terms and conditions which the board may have

1 imposed have been fulfilled, provided that the applicant has had  
2 less than one year of teaching experience while holding the  
3 entrance license. If the applicant has gained a year or more of  
4 teaching experience on the entrance license prior to the  
5 suspension and the license has lapsed during the suspension, a  
6 five-year continuing license shall be granted after all other  
7 conditions stated in this provision have been met.

8           b. If the suspended license was an entrance license  
9 which has not lapsed during the suspension, the person may  
10 resume teaching for whatever period of time remains on that  
11 license after the period of the suspension has expired and upon  
12 presentation of competent evidence that all terms and conditions  
13 which the board may have imposed have been fulfilled.

14           c. If the suspended license was a continuing license  
15 which has not lapsed during the period of the suspension, the  
16 person may resume teaching for whatever period of time remains  
17 on the continuing license after the suspension has expired and  
18 upon presentation of competent evidence that all terms and  
19 conditions which the board may have imposed have been fulfilled.

20           d. If the suspended license was a continuing license  
21 which lapsed during the period of the suspension, the person may  
22 apply for another continuing license which shall be granted  
23 provided that the suspension has expired and upon presentation  
24 of competent evidence that all terms and conditions which the  
25 board may have imposed have been fulfilled, and further provided  
26 that current continuing education requirements have been  
27 completed.

28           e. If the suspended license was a life license, the  
29 person may resume teaching after the period of the suspension  
30 has expired and upon presentation of competent evidence that all  
31 terms and conditions which the board may have imposed have been  
32 fulfilled.

33 5 MCAR S 3.006 Letters of approval for a teacher to teach  
34 subjects or fields for which current valid Minnesota licensure  
35 is not held.

1 A. The Minnesota Board of Teaching hereby authorizes the  
2 issuance of letters of approval which permit a teacher to teach  
3 in related subjects or fields for which such teacher is not  
4 currently licensed. The superintendent of schools of a local  
5 school district may request the Manager of the Personnel  
6 Licensing Section of the Minnesota Department of Education to  
7 issue a letter of approval which permits a teacher to teach  
8 subjects or fields for which that teacher is not currently  
9 licensed.

10 B. Letters of approval authorized by provision A. of this  
11 rule shall be issued to superintendents of schools if the Board  
12 of Teaching finds that the following conditions are met:

13 1. The superintendent of schools requests a letter of  
14 approval in accordance with the provisions of this rule, and

15 2. The superintendent of schools verifies that:

16 a. A fully licensed teacher is not available for the  
17 position, and

18 b. No teacher holding a teaching license in the  
19 subject or field for which the letter of approval is requested  
20 has been placed on unrequested leave by the school district who  
21 wishes to resume teaching in that subject or field, and

22 3. The teacher for whom the request is made holds a  
23 current valid Minnesota license granted by the Minnesota Board  
24 of Teaching.

25 C. Duration of letters of approval.

26 1. A letter of approval shall be valid for a period not  
27 to exceed one school year.

28 2. Letters of approval shall be renewed for a period not  
29 to exceed one school year provided that:

30 a. The teacher for whom the request is made has  
31 completed at least six quarter hours of college credit since the  
32 last letter of approval was granted in an approved licensure  
33 program in the subject or field for which the approval letter  
34 was issued, and

35 b. The superintendent of schools requests a letter of  
36 approval in accordance with provision B. of this rule.

1 D. The Manager of the Personnel Licensing Section of the  
 2 Minnesota Department of Education shall state in writing to the  
 3 superintendent of schools the reasons for granting or denying  
 4 the letter of approval requested pursuant to the provisions of  
 5 this rule.

6 5 MCAR S 3.087 Adult basic/continuing education.

7 A. For the purpose of this rule, adult basic/continuing  
 8 education shall consist of programs, other than vocational, to  
 9 provide educational opportunities for adults who have  
 10 educational needs below the twelfth grade completion level.

11 B. Nothing in this rule shall prohibit a local school board  
 12 from hiring teachers who hold valid Minnesota classroom teaching  
 13 licenses and who are not licensed as teachers of adult  
 14 basic/continuing education to serve as teachers of adult  
 15 basic/continuing education under the direction of the  
 16 superintendent of schools. Except, in the case of high school  
 17 diploma programs for adults, staffing criteria established by  
 18 the State Board of Education ~~rules for granting high school~~  
 19 ~~credits~~, as set forth in Edu 46 B. or successor rule, shall be  
 20 applied.

21 C. All candidates recommended for licensure as teachers of  
 22 adult basic/continuing education shall:

23 1. Hold a baccalaureate degree, and  
 24 2. Hold a valid Minnesota teaching license, and  
 25 3. Satisfactorily complete a program approved by the  
 26 Minnesota Board of Teaching leading to the licensure of teachers  
 27 of adult basic/continuing education, consisting of a minimum of  
 28 15 quarter hours or the equivalent. Such program shall include,  
 29 but is not limited to, the following areas:

30 a. The application of current research, learning  
 31 theory, and practice consistent with current definitions of  
 32 functional literacy.

33 b. Classroom methods, materials, and practices  
 34 necessary to assist adults in achieving personal goals,  
 35 acquiring skills needed to function in society, continuing

1 education to high school completion level, securing training to  
2 become more employable, acquiring health information, and  
3 acquiring independence.

4 c. Curriculum development in the basic skills  
5 necessary to function in society:

6 (1) Academic: reading, writing, computing.

7 (2) Coping: problem solving, decision making, self  
8 responsibility.

9 (3) Adapting: intra-personal, inter-personal, group  
10 membership, group leadership.

11 D. An institution applying to the Board of Teaching for  
12 approval of its preparation program leading to the licensure of  
13 teachers of adult basic/continuing education shall meet the  
14 provisions of 5 MCAR S 3.141.

15 E. Persons holding a valid Minnesota teaching license and  
16 who have at least two years of part-time or full-time, or 500  
17 hours, of paid employment as a teacher of adult basic/continuing  
18 education prior to July 1, 1983, verified by an employing  
19 official, upon application shall be issued a license to teach  
20 adult basic/continuing education.

21 F. Continuing licensure. The continuing license shall be  
22 issued and renewed according to rules of the Board of Teaching  
23 pertaining to continuing education/relicensure.

24 G. This rule is effective July 1, 1983, for all applicants  
25 for licensure as teachers of adult basic/continuing education.

26 5 MCAR S 3.005 Continuing education/relicensure.

27 A. The provisions of this rule apply only to persons  
28 licensed by the Board of Teaching.

29 B. An applicant who is not eligible for a continuing license  
30 or an applicant whose continuing license has lapsed shall meet  
31 the provisions of 5 MCAR S 3.001 for issuance of a license.

32 C. A continuing license, valid for five years, shall be  
33 issued to an applicant who holds a valid entrance license and  
34 who has met the requirements for the issuance of the continuing  
35 license as set forth in rules of the Board of Teaching.

1 D. Pursuant to procedures specified in this rule, a valid  
2 continuing license shall be renewed for a subsequent period of  
3 five years when an applicant presents evidence of having been  
4 granted 120 renewal units during the five-year period  
5 immediately preceding the date on which the required renewal is  
6 to be made effective.

7 E. Renewal units. The renewal unit is based on the college  
8 credit. Ten hours of classroom instruction are equivalent to  
9 one quarter hour of college credit and 10 renewal units.  
10 Therefore, one renewal unit is equal to one hour of college  
11 classroom instruction and the work and expectations associated  
12 with the classroom. One hour of college instruction usually  
13 carries with it two additional hours of related work. The  
14 allocation of one renewal unit per college credit "hour" is  
15 based, then, on the assumption of this investment of three hours  
16 of actual time.

17 This equation of three hours of actual time for one renewal  
18 unit may be used by the local committee for determination of the  
19 allocation of renewal units in all categories. Except as  
20 provided in E.2. of this rule, the local committee may make  
21 exceptions to this ratio. The local committee, in making such  
22 exceptions, shall consider such criteria as the quality of the  
23 professional growth experiences and the relationship of such  
24 experiences to maintaining and improving general, academic, or  
25 professional qualifications. Decisions shall not be based  
26 solely on the number of hours involved.

27 1. Categories for which renewal units shall be allocated  
28 by the local committee, and for which renewal units may be  
29 granted to applicants, are listed below. Verification of  
30 completion of experiences must be submitted by the applicant to  
31 the local committee. Renewal units must be earned in two or  
32 more of the following categories.

- 33 a. College courses and related work.
- 34 b. Supervision of clinical experiences.
- 35 c. Attendance at professional meetings, workshops,  
36 conferences, and seminars.

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1 d. Attendance at lectures by persons with expertise in  
2 the areas for which licensure is requested.

3 e. Systematic, purposeful observation during visits to  
4 schools and to related business and industry.

5 f. Volunteer work in professional organizations or  
6 situations related to the areas for which licensure is requested.

7 g. Development of demonstrations or curriculum  
8 innovations for use with student teachers or in-service programs.

9 h. Creative endeavor (art, music, writing) related to  
10 the individual's licensure.

11 i. Publication of professional articles in a  
12 professional journal in an appropriate field.

13 j. Travel related to the professional licensure  
14 areas. Prior approval of this experience shall be obtained.

15 k. Maintenance and evaluation of an annotated log or  
16 record of activities with a class or group.

17 l. Exchange situations to gain experience with  
18 students at another age, ability, culture, socio-economic level  
19 or in another subject for which the teacher is qualified.

20 m. Attendance at and participation in in-service  
21 meetings with opportunity for staff members in various roles  
22 (college faculty, community persons) to work together.

23 n. Participation in in-service meetings to include  
24 active staff planning and involvement (demonstrations with  
25 student exhibits, explanation of special or new techniques).

26 o. Direct involvement, individually or within a group,  
27 to research, plan, and implement innovative educational  
28 practices.

29 p. Planning and production of television or other  
30 special programs for use in the schools.

31 q. Leadership experiences, which involve the exercise  
32 and/or development of new or broader skills and sensitivities to  
33 the school, community, and profession.

34 r. Membership on national, state, and local committees  
35 involved with licensure, teacher education, or professional  
36 standards, and participation in national, regional, or state



1 accreditation.

2 s. Additional kinds of experiences may be approved.  
3 These experiences shall be experiences especially appropriate  
4 for a particular school district or a particular education area.

5 2. The local committee shall grant renewal units and  
6 allow accumulation of renewal units according to the provisions  
7 of this rule. Maximum renewal unit allocations for specific  
8 experiences identified below are to be used as a guide for  
9 allocating renewal units for other experiences.

10 a. One quarter credit (when related to professional  
11 growth) equals ten renewal units.

12 b. One semester credit (when related to professional  
13 growth) equals fifteen renewal units.

14 c. Supervision of the clinical experiences of a  
15 college student for one quarter or one semester equals ten  
16 renewal units, provided that no more than thirty such renewal  
17 units may be granted in any five-year period.

18 d. One week of approved travel equals ten renewal  
19 units, provided that no more than thirty such renewal units may  
20 be granted in any five-year period.

21 e. A one-day workshop, seminar, or conference equals  
22 up to five renewal units based on type of experience,  
23 involvement, and outcome product.

24 3. Experiences for renewal unit credit must aid the  
25 applicant in maintaining and improving general, academic, or  
26 professional qualifications. Except for provision E.1.1.,  
27 teaching experiences for which licensure is required shall not  
28 qualify for renewal unit credit.

29 4. An applicant requesting renewal of a license to teach  
30 must earn a minimum of 120 renewal units during each five-year  
31 licensure period from July 1 of the year of issuance to June 30  
32 of the year of expiration. An applicant may not bank renewal  
33 units for purposes of relicensure.

34 5. In cases where local school board policies require  
35 further education on a periodic basis, such education shall be  
36 evaluated in the same manner as other experiences and may apply

1 as renewal units.

2           6. An applicant who seeks renewal of a continuing license  
3 for two or more areas should allocate at least 30 renewal units  
4 to each of the licensure areas for a total of no fewer than 120  
5 units, with priority given to work in areas where the candidate  
6 is employed during the licensure period. Those candidates  
7 possessing administrative licensure may allocate units for the  
8 renewal of teaching licensure in this same manner.

9           F. Local committees for continuing education/relicensure.

10           1. A local committee as authorized by Minn. Stat. S  
11 125.185, subd. 4 shall be established in each Minnesota public  
12 school district with membership as follows:

13           a. Five persons licensed by the Board of Teaching who  
14 hold at least a baccalaureate degree, to be elected by the  
15 licensed teaching faculty. Nominations may be by building,  
16 grade level, or other appropriate categories, provided that all  
17 eligible persons have a fair and equitable chance for nomination.  
18 Proportionate representation is encouraged.

19           b. One licensed person who holds an administrator's  
20 license, representing the elementary and secondary  
21 administration, to be elected by the licensed practicing  
22 administrators employed by the district.

23           c. One resident of the district who is not an employee  
24 of the district, to be designated by the local school board.  
25 School board members are not considered to be employees of the  
26 district.

27           2. All members of an appropriate voting group shall be  
28 notified of the date of the election at least five days prior to  
29 the election. The election shall be held at a convenient time  
30 and place and shall be by secret ballot.

31           3. In districts where either teachers or administrators  
32 with the specified qualifications are not available for service  
33 on the local committee, the superintendent will report the  
34 situation to the Board of Teaching who shall make special  
35 provisions for establishing a continuing education committee.

36           4. Members of the local committee shall be elected in May

1 of each year for terms to begin no later than the following  
 2 September 1. The term of office of members of the local  
 3 committee shall be two years.

4 5. The local committee shall hold its organizational  
 5 meeting no later than September of each year. At the  
 6 organizational meeting the local committee shall elect a  
 7 chairman and secretary whose duties shall be established by the  
 8 local committee.

9 a. Up to three days per month may be provided by the  
 10 local school district to each local committee member to attend  
 11 local committee meetings.

12 b. Clerical assistance and supplies as requested by  
 13 the local committee may be provided by the local school district  
 14 in sufficient amount to enable the local committee to comply  
 15 with the recordkeeping and reporting required by the rule.

16 6. A quorum shall be more than fifty percent of the total  
 17 voting membership of the committee. A majority vote of those  
 18 voting members present shall be sufficient to take action.  
 19 Meetings may be called by the chairman of the committee or by  
 20 written request of three or more of the members. Notice of  
 21 meetings shall be provided to each member of the committee at  
 22 least five days prior to the date of the meeting, and shall be  
 23 posted or otherwise advertised in such a manner as to provide  
 24 reasonable notice to those teachers subject to the actions of  
 25 the committee.

26 7. The duties of the local committee are as follows:

27 a. Set procedures for its own operation:

28 (1) Establish written guidelines which:

29 (a) Set time, place, and ~~precedure~~ procedures for  
 30 local committee meetings.

31 (b) Set procedures for local committee operations

32 7.  
 33 -

34 (c) Determine renewal units to be allocated for  
 35 each category enumerated in provision E.1. in accordance with  
 36 the maximum renewal unit allocations stipulated in this rule.

(2) Make the guidelines available to persons

1 interested in or affected by decisions of the local committee,  
2 together with a list of the current local committee membership.

3 (3) Hold a hearing annually to allow the teachers in  
4 the district to review proposed or revised guidelines  
5 established by the local committee. It is recommended that this  
6 hearing be held in the fall.

7 (a) A working draft of local guidelines and  
8 proposed revisions shall be made available prior to the local  
9 hearing.

10 (b) The local committee shall schedule the  
11 hearing at a time and place which is convenient for those  
12 interested in or affected by the guidelines to be able to attend.

13 (c) Adequate and proper notice shall be given to  
14 all such persons within the district.

15 (d) All local committee members ~~shall~~ should be  
16 present at the hearing. -----

17 (e) The hearing shall continue until all persons  
18 who wish to speak have had an opportunity to do so.

19 (f) Although input received at the hearing is not  
20 binding, the local committee is encouraged to modify its  
21 guidelines, insofar as modifications are consistent with this  
22 rule, if the information received during the hearing indicates  
23 that changes are necessary or desirable.

24 b. Provide recommendations to the Board of Teaching  
25 for the renewal of teaching licenses as provided in Minn. Stat.  
26 S 125.185, subd. 4:

27 (1) Make recommendations regarding the issuance of  
28 the first continuing license by verifying one year of successful  
29 teaching experience for individuals on an entrance license.  
30 Successful teaching shall be determined by satisfying one or  
31 more of the following three criteria:

32 (a) A teacher receives an offer of a contract for  
33 the ensuing year.

34 (b) A teacher gains tenure or acquires a  
35 continuing contract.

36 (c) Supportive evidence is presented from

1 supervisory personnel, professional colleagues, and/or  
2 administrators.

3 This experience shall be verified by the local committee  
4 chairman or designee, whose name shall be on file with the  
5 manager of licensing.

6 (2) Act, within a reasonable time, upon requests for  
7 recommendation for renewal of the continuing license by  
8 determining whether the applicant has met the requirements of  
9 this rule.

10 (3) Endorse the application for renewal of the  
11 continuing license of each qualified applicant. The applicant  
12 shall assume the responsibility for forwarding the endorsed  
13 application to the manager of licensing.

14 (4) Provide supporting evidence to the Board of  
15 Teaching when an appeal is taken from a decision of the local  
16 committee.

17 c. Forward to the Board of Teaching the following  
18 information in accordance with due dates set forth in this rule:

19 (1) Prior to November 1 of each year, verification  
20 of the current membership of the local committee.

21 (2) Prior to November 1, 1980, and every five years  
22 thereafter, a copy of the published local committee guidelines.  
23 At such time that substantial changes are made in local  
24 guidelines, a revised copy of these guidelines shall be  
25 forwarded to the Board of Teaching.

26 (3) During February of each year, any  
27 recommendations for modifications in this rule, based upon an  
28 evaluation of procedures and criteria for granting renewal units.

29 d. Provide those services and reports that may be  
30 required from time to time by the Board of Teaching.

31 e. Provide recommendations to appropriate personnel  
32 concerning the in-service needs of the district.

33 8. It shall be the responsibility of the person seeking  
34 the renewal of a continuing license to submit the application,  
35 appropriate verification, and other supporting materials to the  
36 local committee of the employing school district, in accordance

1 with procedures and due dates established by that committee.

2 9. If a licensed person employed by one school district  
3 becomes employed by a different district during a renewal  
4 period, units already earned and granted during that renewal  
5 period shall forthwith be transferred to the local committee for  
6 the new district. Such units shall be accepted by that  
7 committee.

8 10. Renewal units shall be granted by the committee of  
9 the district where the applicant was employed at the time that  
10 the experience was completed.

11 a. Persons who have not been employed by a school  
12 district for a period of time will be granted renewal units in  
13 either of the following ways:

14 (1) By the local committee of the district where the  
15 applicant was last employed, or

16 (2) By the local committee of the district where the  
17 applicant currently resides, if accepted by the local committee.

18 b. Persons who have never been employed on a  
19 continuing basis by a school district in Minnesota shall  
20 affiliate with the local committee in the district in which they  
21 reside.

22 c. Persons residing out of the State of Minnesota who  
23 wish to maintain continuing Minnesota licensure may make  
24 application for renewal to the Board of Teaching in accordance  
25 with provisions of this rule.

26 11. Each local committee shall be provided with current  
27 information regarding changes in Board of Teaching rules which  
28 pertain to licensure in education by the director of licensing.

29 12. Option for formation of joint local committees.

30 a. Two or more districts situated in close proximity  
31 to each other shall have the option of joining together to  
32 establish a joint local committee.

33 b. A plan for two or more districts to formulate a  
34 joint local committee shall be drawn up by a committee  
35 consisting of two teachers, one administrator, and one school  
36 board member or a designee, from each participating district,

1 and be ratified by at least seventy percent of the licensed  
2 personnel employed by each participating district. The plan  
3 shall provide for fair representation of all licensed personnel  
4 and insofar as possible, shall be consistent with F.1. and other  
5 provisions of this rule.

6 c. The ratified plan shall be submitted by the  
7 superintendent of the district employing the largest number of  
8 licensed personnel to the Board of Teaching.

9 d. The joint local ~~committees~~ committee shall be  
10 treated as any local committee and shall comply with all  
11 provisions of this rule.

12 13. Nonpublic schools.

13 a. Licensed personnel in a nonpublic school may  
14 establish a local committee for the same purpose as local  
15 committees established by public school districts. Licensed  
16 personnel in two or more nonpublic schools may combine to form a  
17 local committee upon the agreement of seventy percent of the  
18 licensed personnel in each school. The chairman of the  
19 committee shall submit to the director of licensing, on an  
20 annual basis no later than November 1 of each year, verification  
21 of the membership of the committee and verification of the  
22 school or schools whose personnel have established the committee.

23 b. Licensed personnel in one or more nonpublic schools  
24 may join with an appropriate public school district in the  
25 establishment of a local committee, provided that seventy  
26 percent of the licensed personnel from each nonpublic school and  
27 seventy percent of the licensed personnel employed by the public  
28 school district agree to such a committee. The superintendent  
29 of the district shall submit to the director of licensing,  
30 verification of the membership of the committee and verification  
31 of the nonpublic schools whose personnel has have joined in the  
32 establishment of the committee.

33 c. Insofar as possible, the committees authorized in  
34 a. and b., above, shall be established and shall function in the  
35 same manner as provided in this rule for committees of public  
36 school districts and in such way as to provide fair

1 representation for all licensed personnel and objective  
2 evaluation of requests for renewal of licenses.

3 14. Vocationally licensed teachers. The criteria for  
4 licensure renewal of vocationally licensed teachers are set  
5 forth in the Board of Education rule 5 MCAR S 1.0786 Continuing  
6 Education Requirements for Relicensure of Vocational  
7 Instructional and Supportive Personnel.

8 G. A college or university which is approved to prepare  
9 teachers for licensure in education may form a local committee  
10 or combine with other approved colleges or universities to form  
11 joint committees. Licensed personnel in approved colleges or  
12 universities may, in accordance with F.10. of this rule,  
13 affiliate with a local committee established in a local school  
14 district or nonpublic school.

15 H. Right of appeal.

16 1. When an applicant has not been granted the requested  
17 number of renewal units by a local continuing  
18 education/relicensure committee, an appeal may be made to the  
19 local committee. An ~~application~~ applicant must appeal to the  
20 local committee within twenty working days after notification of  
21 the decision of the local committee. Failure to file a written  
22 request with the local committee for an appeal within twenty  
23 working days constitutes a waiver of the individual's right to  
24 appeal.

25 2. Decisions by a local committee for continuing  
26 education/relicensure denying the appeal may be appealed to the  
27 Board of Teaching by the applicant according to the provisions  
28 of 5 MCAR S 3.020.

29 3. In cases where the applicant has not been granted the  
30 required number of renewal units for relicensure, local  
31 committees shall not endorse the application for renewal of the  
32 continuing license.

33 4. In the event that the renewal units under appeal  
34 result in loss of licensure, it shall be the responsibility of  
35 the appellant to inform the manager of licensing of such loss of  
36 licensure. The manager of licensing shall extend the previous



1 continuing license until all avenues of administrative appeal  
2 have been exhausted.

3 I. Evaluation. The functions of the local committees shall  
4 be evaluated by the Board of Teaching during each calendar year  
5 which is divisible by five.