



## Submitting your personal reflection



If you have taught at any time within your five-year renewal, you must write a reflection as a requirement to renew your license.



Anytime within the year of your renewal, you need to write a **one-page** reflection on one or more of the training opportunities you have attended and how it has impacted your time with students or student achievement. Once you have completed it follow the directions below.

- **Log in to Keep Certified**
- **Complete a CEU request form**
- **Choose the Category “Z no CEU credit”**
- **Check the box for “Reflection Statement”**
- **Title: Reflection for Name**
- **Hours attended numeric zero**
- **CEU hours attended numeric zero**
- **Copy and paste your reflection into the course description box**
- **Submit request**



## CEU Committee Notes 2015-2016

Committee Members and Site Reps:  
 District Chair: Tania Drexler-Gutierrez  
 High School: Dusty Schroepfer  
 East JH: Liesl Bell-Fleming  
 West JH: Emily Laughlin  
 Pearson: Myrlene Schenck  
 Eagle Creek: Kathy Johnson  
 Jackson: Barbi Studtmann  
 Red Oak: Sarah Hughes  
 Sun Path: Kristin Kovic  
 Sweeney: Joy Ayu  
 CFC/Community: Karen Erdahl  
 TLC/DO Town Square: Tania Drexler

### **New MDE renewal requirement**

Everyone renewing after August 1, 2015 must now complete a minimum of one hour of training in working with English Language Learners.

Education Minnesota is offering 3 different courses at the MEA professional conference October 15 and 16.

## Keep Certified and General CEU Information

### Keep Certified

Keep Certified is our electronic CEU tracking system. It is used for approving and tracking hours, requesting CEUs, as well as a registration for district in-services and Professional Growth Opportunities (PGO). You need to use your entire district email as the username and the password of your choice. If you are unable to log in or have questions about Keep Certified please see your site rep.

You are responsible for tracking your own hours. Because Keep Certified is an electronic system, you can do that from anywhere. As the committee we are responsible for the approval of hours and MDE submissions. However, in the end, it is your professional responsibility to know what you need to complete for license renewal.

If you renew in 2016 now is the time to double check to make sure you have everything completed. Do not wait until the spring to complete requirements you could be fulfilling now.

Remember for hours to be approved you must submit your outside the district hours with **evidence attached in PDF format**. Without evidence your request will not be approved.

Specialty areas must be pre-marked on the evidence document to be approved for specialty hours. If they are not marked, they will be approved for hours only.

To renew your MN professional license you must complete the following:

#### 125 total Continuing Education Hours

- From two different types (college, district in-service, and, outside the district workshops are the most common)
- Specialty areas must also be fulfilled with a minimum of one hour of each
- Working with EL students
- Behavior Modification
- Mental health
- Using technology with students
- Curriculum differentiation
- Literacy (See Below)

#### Shakopee Literacy Requirements:

- 15 hours for anyone holding a license in Elementary, English, Language Arts, Reading, Special Education, and ESL
- 10 hours for anyone holding a license in secondary
- 5 hours for anyone holding a license in specialist FACS, PE, Art, Technology Education, Music

These are all dependent on your highest requirement. For example if I have an elementary and a secondary Social Studies, I need 15 hours of literacy

