

Documentation Required for Continuing Education Credit From the Waconia Public Schools

Experience:	Documentation needed:
A. Accredited college or university coursework (16 hrs/qtr credit, 24 hrs/semester credit)	<ul style="list-style-type: none"> • Transcript (unofficial) or copy of grade report
B. Workshops, Conferences, Institutes, Seminars, Lectures	<ul style="list-style-type: none"> • CEU Certificate provided
C. Staff Development Activity, In-service	<ul style="list-style-type: none"> • Certificate of Continuing Ed. with Administrator signature
D. Curriculum Development	<ul style="list-style-type: none"> • Certificate of Continuing Ed. with Director of Curriculum and Instruction signature
E. Formal Peer Coaching or Mentorship Experience	<ul style="list-style-type: none"> • Certificate of Continuing Ed. with Director of Curriculum and Instruction signature
F. Clinical Experience Supervision (16 clock hrs/quarter or 24/semester – maximum of 30)	<ul style="list-style-type: none"> • Certificate from the College or University of the Student Teacher
F. Licensure Committee, Teacher Education, or Professional Standards	<ul style="list-style-type: none"> • Certificate from local, state or national organization with signature
F. Accreditation Committee (i.e. North Central)	<ul style="list-style-type: none"> • Certificate from local, state or national organization with signature
G. Leadership Experience (see guidelines)	<ul style="list-style-type: none"> • Appropriate certificate with signature
G. Volunteer work in professional organizations (see guidelines)	<ul style="list-style-type: none"> • Appropriate certificate with signature
H. Experience with students of a different age, ability, culture, or socio-economic level	<ul style="list-style-type: none"> • Appropriate certificate with signature
H. Observation visit to school and related business or industry	<ul style="list-style-type: none"> • Appropriate certificate with signature
I. Travel related to area of licensure (10 hrs/week – maximum of 30)	<ul style="list-style-type: none"> • Clock hour Approval form with pre-approval and Final Approval of Recertification Committee Chairperson
I. Work experience in business industry	<ul style="list-style-type: none"> • Appropriate certificate with signature

If the experience meets any of the additional licensure requirement (Positive behavior accommodations, Accommodations/modifications for diverse learners, Reading instruction, Recognizing signs related to mental health issues in students and Technology) and is not a district certificate provided by the Director of Curriculum and Instruction or a Building Administrator you then must include the clock hour approval sheet with clarification of the experience.

