

# HOW-TO CEU's/Lane Change

A visual guide to filling out your CEU and Lane Change forms!

# 1<sup>st</sup> Step

- Obtain the right form for you-(in the office or the MVED website)

Clock Hour Approval Application Form  
(white)

Or

Lane Change Clock Hours Form (green)

## 2<sup>nd</sup> Step for Clock Hour Approval

- Fill out the form: (white)
- Name, Address, Licenses Held, License Expiration, Signature and Date
- Activity Category and Clock hours requested
- Check off any of the activities that address Specific Professional Development Requirements
- Description of the Experience
- Date Attended

(Infinitec hours should be combined into one form)

# 2<sup>nd</sup> Step for Lane Change

- Fill out the form: (green)
- Name, Address, School District, Teaching Position, Licensure Area
- Number of Clock Hours requested
- Specific Category
- Professional Development, Description, Evaluation

# 3<sup>rd</sup> Step for both forms

- Attach Documentation proving attendance:
  - Agenda's do not count!
  - Flyers advertising the event do not count!
  - Course offering booklets do not count!
  - Anything that someone could obtain w/o attending, etc.
  - Documentation should be a certificate of attendance, transcript or other official document (often given at the end of a workshop or conference).

# 4<sup>th</sup> Step for CEU

- Make copies of all completed paperwork.

## **What you should have at the end is-**

1. Two copies of the Clock Hour Approval Application Form (white) with two copies of the documentation.
2. If applying for a lane change at the same time you will need one copy of the Lane Change Clock Hours Form with one copy of documentation in addition to the two sets of copies listed above.

## 4<sup>th</sup> Step for Lane Change

- If applying for a lane change you will need one copy of the Lane Change Clock Hours Form with one copy of documentation.

# 5<sup>th</sup> Step for both forms

- Turn in all copies to the CEU Committee In-box (completed CEU box) at the MVED Office.
- The Committee will sign off on your paperwork if it is in order.
- You will get one copy of the Clock Hour Approval Form (white) with the corresponding documentation back. This is your copy to keep.
- The committee will also return to you the Lane Change Clock Hours Form (green) with the corresponding documentation. You turn this in to the Director for final approval of lane change.



# Last

- You must meet the Specific Professional Development Requirements, complete 125 hours of continuing education and complete the on-line application at MDE by June 30 of your license expiration year.

<https://mn.gov/pelsb/current-educators/renew/>

Lane Change paperwork must be turned in to the Director by September 15 for first semester or January 30 for second semester.

- The CEU Committee will only accept paperwork that is less than two years old.
- The CEU committee meets every other month. Beginning in September and ending in May.

# Questions?

- Contact the committee by email.  
(Phone calls only between 7:30-8 am or 3:15-3:30 pm)  
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