



Fiscal Year 2026 Career/Technical Faculty Credentialing and Renewal Handbook

Please read and retain for the 2026 fiscal year

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New faculty will be contacted by the regional committee representative to assist in the credentialing process. Questions regarding information contained in this handbook may be directed to any committee member.

I. Introduction to Career/Technical Faculty Credentialing

- A. This booklet was created by the local Career/Technical Credentialing Committee to assist with the credentialing process for Career/Technical faculty at the Department of Corrections Minnesota Correctional Education Center (MCEC).
- B. All Career/Technical faculty must be initially credentialed and work toward a 5-year credential.
- C. Credentials are effective on the day of approval and will expire on June 30 of the expiration year.
- D. Faculty with a 5-year credential are required to complete 125 continuing education clock hours within the 5-year credentialing period.
- E. The Department of Corrections Minnesota Correctional Education Center (MCEC) parallels the Minnesota State guidelines for instructor credentialing. Each credential field shall be based on minimum qualifications that include educational requirements and teaching and learning competency requirements and may also include related occupational experience, state and/or national industry licensure/certification, and other requirements as appropriate for each credential field.

II. Committee Membership

- A. FY24 Members:

	Name	Facility Region	Member Since	Term Ends
Faculty	Eric Fisher	Faribault	5/9/19	6/30/26
	Jon Garbacz	Rush City/Moose Lake	7/1/11	6/30/25
	AnDee Flohr	Shakopee/Lino Lakes	7/1/10	6/30/25
	Joseph Wenning	St. Cloud/Red Wing	7/1/22	6/30/26
	Troy Vincent	Stillwater	4/1/25	6/30/26
Administrator	Jake Bonnerup	Facilities	12/1/24	

- B. Five members of the Career/Technical credentialed faculty (who have an active 5-year credential) and are employed by the Department of Corrections (DOC) holding two year terms. These five members will represent the facilities (Faribault, Rush City/Moose Lake, Shakopee/Lino Lakes, St. Cloud/Red Wing, and Stillwater). Representatives from Shakopee/Lino Lakes, Rush City/Moose Lake will be elected on odd years. Representatives from Faribault, St. Cloud/Red Wing, Stillwater will be elected on even years.
- C. The Administrator will conduct the facility representatives' election process. In the event of a tie, a coin flip will determine the next representative. If a representative is unable to complete the membership term, the committee may appoint a representative to complete the term. The newly elected representatives will begin July 1 of the year they were elected.

- D. One DOC Education Administrator from the facilities to be appointed by the Director of Education.
- E. Committee chair will be elected on a yearly basis by the committee members at the first meeting of the fiscal year.

III. Meeting Schedule

- A. Career/Technical Faculty Credentialing Committee meetings will be held two times per year. (Tentatively first Wednesday in December and first Wednesday in May). A notice will be sent to all Career/Technical faculty one month prior to the scheduled meeting.
- B. The committee chair or a quorum of committee members may call special meetings.
- C. A quorum shall consist of any four members of the committee.

IV. Committee Responsibilities

- A. Determine the number of continuing education clock hours to be granted for professional growth activities.
- B. Process applications for clock hours.
- C. Process applications for 5-year renewal credentials.
- D. Review Handbook annually and revise as needed.

V. Application Procedure for Initial Career/Technical Credentialing

- A. Prior to hire, the faculty candidate will submit necessary documentation to show eligibility for credentialing. See faculty credentialing requirements for applicable field.
- B. Facility education directors will work with new Career/Technical faculty to complete the Credential Application form.
- C. New faculty will complete the teaching and learning competency requirements.
 - 1. New faculty will complete one teaching and learning competency requirement within their State of Minnesota employee probationary period.
 - 2. All remaining teaching and learning competency requirements will be completed within two years of hire date.

3. An extension of one year may be requested by faculty to complete the teaching and learning competency requirements if extenuating circumstances arise, e.g. course registered for is cancelled, lengthy illness.

VI. Application Procedures for first 5-year Career/Technical Credentialing

- A. In order to be granted a 5-year credential, faculty members shall successfully complete teaching and learning competency courses in the following required content areas:

1. course construction (credit course)
2. teaching/instructional methods (credit course)
3. student outcomes/assessment/evaluation (credit course)
4. philosophy of community and technical college education (credit or non-credit course)

The above courses may be taken in any order, and faculty members must earn a letter grade of "C" or higher in each course.

- B. The teaching and learning competency requirements in *course construction*, *teaching/instructional methods*, and *student outcomes/assessment/evaluation* set forth above shall be waived for individuals who at the time of hire have a degree in education, or will have individual content requirements waived with documented evidence of successful completion of equivalent coursework in one or more of the specified teaching and learning content areas.
- C. The teaching and learning competency requirement in *philosophy of community and technical college education* shall be waived for individuals who, at the time of hire, have documented evidence of successful completion of equivalent coursework.
- D. Upon completion of the teaching and learning competency requirements, faculty will complete the Credential Application form and submit the form to their regional faculty representative. Faculty may apply for 5-year credential prior to the expiration of the initial credential.
- E. Faculty will attach a copy of the college transcript(s) or other official documentation of the course completion to the renewal form.

VII. Clock Hour Requirements for 5-year Renewal

- A. **Period for earning clock hours.** An applicant requesting renewal of a 5-year credential must earn a minimum of 125 clock hours during each five-year period preceding application for credential renewal. An applicant may not bank clock hours for purposes of credential renewal.

Your 5-year renewal may be submitted at the December meeting prior to the year of expiration. Clock hours may begin accruing for the next 5-year credential after your renewal has been submitted and after January 1.

- B. **Denial of clock hours.** The committee shall **not** grant clock hours for experiences that are primarily for **personal** rather than professional improvement **or** for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value. The committee shall not grant hours for experiences that are primarily **corrections/security** focused.

VIII. Application Procedures for Continuing Education Clock Hours

- A. Request for clock hour approval shall be submitted on the Clock Hour Application form. This form is available on the iShare/BusinessUnit/Education site and from each regional faculty representative.
 - 1. Clock hours for travel or work experience (category H) must be pre-approved by the Career/Technical Credentialing Committee. Faculty will submit the Pre-approval of Travel and/or Work Experience form to their regional faculty representative prior to the experience.
 - 2. Pre-approval will be requested by contacting the regional representative who will contact the rest of the credentialing committee.
- B. Faculty will attach a copy of the college transcript(s) or other official documentation of participation to the Clock Hour Application form. A Clock Hour Application form must be attached to each submitted experience.
- C. Faculty will submit clock hours for actual participation time in each experience; travel time, breaks, lunch, etc. should not be included.
- D. Requests for clock hour approval should be submitted within one year of completion of the experience.
- E. Faculty are responsible for keeping copies of all information submitted to the committee.
- F. All clock hour application forms shall be turned in to the regional faculty representative of the Career/Technical Credentialing Committee.
- G. After the committee processes Clock Hour Application requests, approved application forms and supporting documentation will be kept at the Department of Corrections Central Office.
- H. Denied clock hours may be resubmitted with further clarification that includes more detailed relevance and summary of experience.
- I. Each Career/Technical faculty professional is responsible for maintaining a current credential.

IX. Categories for clock hour allocation.

The applicant must submit verification of completion of experiences. Clock hours must be earned in **two or more of the categories A to H.**

Twenty-five clock hours specific to credentialed field. It is recommended that five hours be completed each year during the credentialing period.

A. Relevant coursework completed at accredited colleges and universities;

1 quarter credit = 16 clock hours 1 semester credit = 24 clock hours

Verification: *Transcript or credit documentation from instructor, college, or university and college course syllabus or college course description.*

If coursework is completed as an “audited” college class, clock hours equaling the time spent *in class* will be approved for successfully audited classes taken at accredited colleges or universities. If the requesting teacher submits documentation from the college/university and/or the instructor indicating work/assignments and/or test scores that would meet the requirements for a letter grade of “C” or higher, then clock hours will be awarded per Category A guidelines in the handbook.

B. Experiences specific to credential field such as educational workshops, conferences, institutes, seminars, industry visits, work experience, trade shows, lectures, or advisory committee meetings;

Verification: *Verification of participation indicating date, hours, specific experience, location and signature of sponsor. For conferences/workshops which encompass breakout sessions, the titles of breakout sessions attended must be included. Examples of verification include program, sales, brochure, written description of experience written statement from employer*

Examples: *Conferences and workshops outside of the district*

Note: *Clock hours are earned for actual workshop time; travel time, breaks, lunch, etc. should not be included.*

Note: *Work experience must be more than repetition of work using skills, materials/equipment, etc. with which the applicant is already familiar. Clock hours will be dependent on documentation of actual hours spent on work that involves new skills, work using new materials/equipment, etc.*

C. Staff development activities, in-service meetings, and courses relevant to teaching position;

Verification: *Verification of participation indicating date, hours, and signature of sponsor, DOC Employee Training Record*

Examples: *District-sponsored workshops and in-services, CEA, SRSEA, Education Minnesota, CTE, MCA*

Note: *Clock hours are not earned for faculty meetings or individual preparation time*

Note: *DOC training hours may be approved if the hours prove relevant to the individual’s licensure/current assignment. Each DOC training course will be credited up to once per 5-year period. If training is complete on the same topic with new material, applicant may submit clock hours indicating new material and adjusted hours.*

- D. Site, district, regional, state, national, or international curriculum development; (Maximum of 30 clock hours per 5 year period)

Verification: *Validation of date and hours by curriculum development coordinator*

Examples: *District-sponsored curriculum development projects*

- E. Engagement in formal peer coaching or mentorship relationships with colleagues; (Maximum of 30 clock hours per 5 year period)

Verification: *Written statement of director or administrator of program*

Examples: *Participation in facility sponsored mentorship program*

- F. Professional service in the following areas (Maximum of 30 clock hours per 5 year period):

- 1) Supervision of clinical experiences of persons enrolled in teacher preparation programs;

1 quarter supervision = 20 clock hours; 1 semester = 30 clock hours

Verification: *Written statement of administrator or college representative*

- 2) Participation on national, state, and/or local committees involved with credentialing, teacher education, or professional standards;

Verification: *Written statement of committee chairperson or agency representative*

Examples: *MCEC Career/Technical Credentialing Committee*

- 3) Participation in national, regional, or state accreditation;

Verification: *Written statement of accrediting agency representative*

Example: *North Central Accreditation team*

- G. Leadership experiences in the following areas (Maximum of 30 clock hours per 5 year period):

- 1) Development of new or broader skills and sensitivities to the school, community, or profession;

Verification: *Written statement of the director of the agency or organization*

Examples: **Leadership position or responsibilities** in scouting, 4-H, church committee, school board, CEA, SRSEA, athletics

Note: *Activity experience must be leadership; beyond membership or participation; head coach, association director, etc.*

- 2) Publication of professional articles in a professional journal in an appropriate field;

Verification: Copy of the article and description of the experience

- 3) Volunteer work in professional organizations; **must be** related to the areas of credential held;

Verification: Written statement of official representative of organization

Examples: **Leadership** position in American Welding Society, presenter at education conference

- H. Preapproved travel or work experience (Maximum of 50 clock hours per 5 year period):

- 1) Travel for purposes of improving instructional capabilities **related** to the field of credentialing;

1 week = 10 clock hours

Verification: Detailed trip itinerary, education objectives, summary of experience, relevance to teaching assignment

- 2) Work experience in business or industry appropriate to the field of credentialing.

1 hour of work = 1 clock hour

Verification: Written statement from employer

Note: Work experience must be more than repetition of work using skills, materials/equipment, etc. with which the applicant is already familiar. Clock hours will be dependent on documentation of actual hours spent on work that involves new skills, work using new materials/equipment, etc.

X. Appeal Procedure

- A. Decisions made by the credentialing committee are final.

XI. Procedure for Credential Renewal

- A. Applications for renewal are accepted after January 1 of the year of expiration. Applicants are encouraged to submit applications no later than March 1.
- B. Submit the renewal forms to the regional faculty representative of the Career/Technical Credentialing Committee.
- C. After verification of the 125 hours, the credential application will be signed and returned to the applicant.
- D. Inquiries regarding the processing of the application should be directed to the committee chair.
- E. Upon receiving the new credential, faculty will submit a copy to the Appointing Authority or Designee.

- F. Faculty may begin submitting clock renewal hours for their next credential after submitting credential renewal paperwork. Clock hours requested must be after the last clock hours submitted for the previous credential.

XII. Failure to Comply with Credential Renewal

- A. The committee must receive and accept the required 125 hours prior to the expiration date. If the credential has not been renewed by the expiration date, the instructor will be considered an instructor without a valid Minnesota Career/Technical Instructor's credential. This may result in a salary reduction, effective the first day of the new pay period after the credential has expired, to Lane 1V in the SRSEA contract.

XIII. Retention of Information

- A. All paperwork related to the instructor credential will be retained in the designated DOC education file area for six years. All electronic documents will be retained indefinitely.