

## RENEWAL UNITS FOR SERVICE IN AN EDUCATOR PREPARATION PROGRAM

For licensure renewal in Iowa, licensed teachers and administrators must earn renewal units as determined by their licensure type. Renewal units may be in the form of college credits (undergraduate or graduate) earned through a regionally-accredited institution, or units from an approved provider.

Educators who hold a standard license need to earn six renewal units every five years, and educators who hold the master educator license need to earn four renewal units every five years. Cooperating teachers may receive **a maximum of two** of the required units to be completed in the form of documented professional activities that relate directly to the training/development of educators.

Renewal units must be earned within the term of the license being renewed, or be no more than 5 years old if the license has expired. *It should be noted that cooperating teachers will continue to be compensated monetarily for serving as a cooperating teacher for a student teacher (as directed by state code), and that renewal units would be applied for independently by those teachers wishing to receive them.*

Documented participation in any of the following may be used toward the maximum of two renewal units:

- Serving as a cooperating teacher for a 14 week or more student teaching experience and completing requirements as defined by the higher education institution is worth **one renewal** unit.
- Serving as a cooperating teacher for a 7-13 week student teaching experience and completing requirements as defined by the higher education institution is worth **one-half renewal** unit.
- Serving as a cooperating teacher for **90 hours** of clinical experiences (pre-student teaching field experiences where the candidate is involved in the classroom beyond observation, e.g., methods, practicum or internship experiences) is worth **one-half renewal** unit and **180 hours** is worth **one renewal** unit.

Cooperating teachers will be expected to retain a record of their own professional activities for each renewal cycle. Each educational institution will continue to maintain their standard supervision records for verification of service. The forms that are to be used to document each professional activity are provided below.

At the time of licensure renewal, the cooperating teacher will submit a copy of the Worksheet for Renewal Units to the appropriate institution(s) for a signed Certificate of Professional Activities for Renewal Units documenting the professional services completed. This form should be submitted by the individual seeking renewal, which documents each renewal unit, along with other licensure renewal materials to the Iowa Board of Educational Examiners.

\* Should a student be removed from a student teaching or field experience placement, the cooperating teacher may maintain unit eligibility as determined by the IHE based on length of service and individual circumstances.

## Luther College Cooperating Teacher Worksheet Renewal Unit Calculation

To be completed by applicant for record keeping of service. This cannot be submitted directly to the BoEE for renewal.

Legal Name: Last, First Middle	Iowa License File Number
Mailing Address	Email Address
City                      State                      Zip	Telephone

This form is to be sent by the applicant to the higher education institution(s) to request a Certificate of Professional Activities for Renewal Unit at the beginning of the license renewal process. Educators may only submit experiences that total whole units for licensure renewal through this process. You may work with more than one Iowa college or university as a cooperating teacher to achieve whole units.

Documented participation in any of the following activities may be used toward the maximum of two renewal units. These experiences must be accrued during the term of the current license or be no more than 5 years old if the license is expired.

- Serving as a cooperating teacher for a 14 week or more student teaching experience and completing requirements as defined by the higher education institution is worth **one renewal** unit.
- Serving as a cooperating teacher for a 7-13 week student teaching experience and completing requirements as defined by the higher education institution is worth **one-half renewal** unit.
- Serving as a cooperating teacher for **90 hours** of clinical experiences (pre-student teaching field experiences where the candidate is involved in the classroom beyond observation, e.g., methods, practicum or internship experiences) is worth **one-half renewal** unit and **180 hours** is worth **one renewal** unit.

### Student Teaching:

Semester	Candidate	Placement Length (Weeks)
		7-13 (or) 14 or more
		7-13 (or) 14 or more
		7-13 (or) 14 or more
		7-13 (or) 14 or more

### Clinical Supervision (Pre-student teaching):

Semester	Candidate	Luther College Course Name and Scheduled # of Hrs.

Please return this form to Kristin Bigler, in the Field Placement Office, at [biglkr01@luther.edu](mailto:biglkr01@luther.edu) or fax it to 563-387-1107.