

# KeepCertified for Community Members



Community members who reside in the Robbinsdale School District are welcome to renew their licenses through our Continuing Education Committee. You will need to have an account in our online CEU recording system, KeepCertified: <http://keepcertified.ties.k12.mn.us>  
Please contact Jane Janda at [jane\\_janda@rdale.org](mailto:jane_janda@rdale.org) to have an account created with a login and password.

CEUs should be requested under "Submit CEU Request". Once the online form has been filled out, copies of the certificate/verification should be sent to the Continuing Education Committee at the ESC, 4148 Winnetka Avenue N, New Hope MN 55427. The committee meets approximately once a month during the school year to approve hours.

**IMPORTANT:** All approval requests must be entered into KeepCertified and the paperwork turned in **before the last meeting in May**. The Continuing Education Committee does not meet during the summer – the next meeting to approve hours is in September.

License renewals can begin on or after January 1 of the year of renewal. Once you have all of your hours and required areas completed, the Continuing Education Committee will approve your hours on the MDE website, and you will receive an email with instructions for renewing your license online. It's very fast and easy now! Here is what is required for renewal:

- CEUs in at least two different categories for a total of **125**.
- At least one hour in each of the state-required areas: differentiation, positive behavior, technology, literacy and early onset mental illness.
- A Reflective Statement is required by the state if you have taught in the classroom during the past five years. Contact Jane Janda [jane\\_janda@rdale.org](mailto:jane_janda@rdale.org) if you need more information about completing this requirement.

Robbinsdale Area Schools also offers Academy classes during the year (these classes begin with "RPLA" in KeepCertified). Community members may enroll in Academy classes. The fee is \$30 for 3 hour classes and \$60 for 6 hour classes, payable to District 281 at the time of the class. **Please note the following details regarding these classes:**

- Most of the technology Academy classes require a district Novell login. Please read the course description carefully. If it states that you must have a district login to attend, please do not enroll in the class.
- **If a wait list forms for an Academy class, teachers currently employed by the district will have priority.** You will be notified by email if you should not attend a class you enrolled in.
- Please note in the class titles that some are building specific. Only regular teachers from those buildings should attend those classes.
- Classes will be added to KeepCertified throughout the year – so keep checking back to see what's new!