



MN Association of
Charter Schools

MACS RELICENSURE COMMITTEE

PRE-APPROVAL TRAVEL OR WORK EXPERIENCE FORM

One week of pre-approved travel or work experience in an industry appropriate to your licensure field equals ten (10) clock hours, provided that the objectives for educational and personal growth have been stated on the travel approval form and approved by the MACS Relicensure Committee. The Professional Education Licensing rules allow for a maximum of thirty (30) hours for pre-approved travel or work experience within a five-year licensure period.

Please submit this form at least one (1) month in advance of your travel or work experience to allow time for review and processing by the Committee.

TRAVEL OR WORK EXPERIENCE INFORMATION			
APPLICANT NAME:		FILE FOLDER #:	
APPLICANT EMAIL:		TYPE OF LICENSE:	<input type="checkbox"/> Tier 3
SCHOOL NAME:			<input type="checkbox"/> Tier 4
DATE(S) OF TRAVEL OR WORK EXP:		# OF HOURS:	
DESTINATION(S) OR PLACE OF WORK EXP:			
EDUCATIONAL OBJECTIVES TO BE TAUGHT OR RELATED TO CLASSROOM ACTIVITIES:			
AND/OR PERSONAL GROWTH GAINED BY TRAVEL OR WORK EXPERIENCE:			
"I REQUEST PRE-APPROVAL FOR <input type="text"/>		RENEWAL CLOCK HOURS FOR THIS TRAVEL OR WORK EXPERIENCE"	

APPLICANT

SIGNATURE: _____

Note: If completing this form electronically, please enter your full legal name.

DATE: _____

COMMITTEE

SIGNATURE: _____

Note: If completing this form electronically, please enter your full legal name.

DATE: _____

Upon completion of travel, submit a signed verification letter from your school administrator along with this approved form as documentation of the experience. Work experience completion should be submitted with a signed verification letter from your employer.



Minnesota Association of Charter Schools
ATTN: Relicensure Committee
161 St. Anthony Ave., Suite 1000, St. Paul, MN 55103
P: 651-789-3090 | F: 651-789-3093
relicensure@mncarterschools.org

Note: The 30 hour limit may be waived when the MACS Relicensure Committee determines that the pre-approved travel or work experience is critical to the teacher's advanced or current skills for the teacher's assignment – for example, travel to experience language or cultural immersion by a teacher of World Language.