

Application Instructions

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Overview

Applications for an initial license in Minnesota are submitted through our online licensing system. The following items should be submitted to our office along with the document coversheet provided at the end of your online transaction.

BEFORE YOU BEGIN YOUR FIRST-TIME LICENSE APPLICATION

The checklist shown below is meant to help first-time applicants complete the online application and to make you aware of the supplemental information that may be required. During the application process you will be asked to provide the following information:

- ✓ Name and location of all postsecondary institutions attended, degree(s) granted and date(s) awarded.

- ✓ Conduct Review Statement – All applicants are required to fully complete the Conduct Review screens. If you have existing or pending convictions, complete the following information for each instance:
 - Convicted or currently charged with
 - Level of offense
 - Date of offense
 - Name of arresting agency
 - Court jurisdiction

If you are now or were ever on probation as part of the sentence imposed in this matter, the following information is needed:

- Plea and conditions of probation, if any
 - Date of release from probation
 - If still on probation, name of probation officer
 - If still on probation, telephone number of probation officer
 - Details of the incident
- ✓ Visa or MasterCard number and the three-digit security code from the back of the card.

Step 1: Set up your user profile required to access the online licensing system.

Step 2: Follow the screen prompts to complete online application and submit the processing fee.

Step 3: View the application cover sheet provided at the end of the online application for a list of the supplemental information you will be required to submit to our office before the processing of your application can begin. Please be sure to include the document cover sheet with your materials because it will help us identify the information as yours.

Step 4: Make your payment using VISA or MasterCard through a secure site at US Bank. You will also be required to provide the three-digit security number which can be found on the signature strip on the back of the credit card.

Processing of your application will not begin until online payment has been made and confirmed as processed by US Bank and all materials indicated on your checklist have been mailed or delivered to Educator Licensing.

General License Requirements

VERIFICATION OF A STATE-APPROVED PROGRAM

Verification of a state-approved preparation program is required for applicants who have completed an approved college/university-based teacher or administrative licensure program. The completed Verification of Completion of State-Approved Licensure Program form signed by the certification officer or registrar at the college/university at which the preparation program was completed must be included in your application packet.

Verification of a state-approved preparation program is required for school counselor applicants only if the preparation program was not accredited by the Council for the Accreditation of Counseling and Related Educational Personnel (CACREP).

Verification of a state-approved preparation program is not required for those applying for licensure as a speech-language pathologist (SLP), school psychologist, school social worker or school nurse. See Special Education section for more information about SLP and school psychologist licensing requirements.

OFFICIAL TRANSCRIPTS

Transcripts from all non-Minnesota graduate or undergraduate institutions attended must be submitted in a sealed college/university envelope. **Minnesota-prepared graduates are not required to submit official transcripts unless they are applying for the first-time five-year substitute, limited or administrative license.**

FINGERPRINTING

Minnesota Statutes Section 122A.18, subd. 8 requires that all applicants, applying for their initial Minnesota teaching license, undergo a criminal background check including a fingerprint check. Contact your local law enforcement agency for hours and any fees they may charge for this service.

Only fingerprint cards containing the Minnesota Department of Education (MDE) return address provided by Educator Licensing will be accepted. Digital fingerprinting and cards provided by another entity will not be accepted and applicants may be required to pay an additional submission fee. To avoid having your fingerprint card rejected, complete all requested identification information using black ink. Please do not write in the boxes marked "leave blank" or "OCA," "FBI," or "Miscellaneous."

Applicants may request a fingerprint card by contacting Educator Licensing at 651/582-8691 or by emailing our office at mde.educator-licensing@state.mn.us with your name and mailing address. The completed fingerprint card must be submitted with the licensure application packet. This background check is for state use only.

MINNESOTA TEACHER LICENSURE EXAMINATIONS (MTLE)

Beginning in September 2010, the MTLE became the sole means of assessing the basic skills, pedagogical and content-area knowledge of Minnesota K-12 teacher candidates. All candidates for initial license are required to pass the MTLE basic skills test as well as pedagogy and content-area tests. If you are already licensed and adding another license, you only have to take the content knowledge test in the new licensure field.

[The MTLE website contains information including registration information, test frameworks and study guides](http://www.mtle.nesinc.com/) (<http://www.mtle.nesinc.com/>).

If you have taken the required tests in another state and have achieved Minnesota's minimum passing scores, please submit the score report at the time of application.

[Note: Out-of-state applicants who have not met the testing requirements may be issued a one-year license. Testing requirements will appear as a renewal condition on the license, and the required test(s) must be taken during that year in order to renew the license.]

Related services personnel (school counselors, school nurses, school psychologists, school social workers and speech-language pathologists) are not required to complete these tests.

HUMAN RELATIONS VERIFICATION

The Minnesota Human Relations Program content addresses components related to racial, cultural and economic groups and interpersonal communications. Minnesota has reciprocity arrangements with Iowa, Nebraska, Ohio, South Dakota and Wisconsin, in accepting human relations programs for licensure purposes. In addition, a human relations program completed in another state may be accepted if it was taken as part of a recent teacher education program and is comparable to Minnesota requirements. *Peace Corps and Teacher Corps experiences meet the Minnesota human relations requirements, when documented.

*Some that are not year-long do not qualify.

[View the Human Relations Verification Chart](#) on the MDE website. This chart may be submitted with your application documents if your degree was not completed in Minnesota, Iowa, Nebraska, Ohio, South Dakota or Wisconsin. Preparation for licensure as a school counselor, school nurse, school psychologist, school social worker, or speech-language pathologist satisfies Minnesota's human relations requirement.

[Note: Out-of-state applicants who have not met the human relations requirement may be issued a one-year license. The human relations requirement will appear as a renewal condition on the license, and this requirement must be met during that year in order to renew the license, either through the verification chart or completion of an approved human relations course.]

OUT-OF-STATE TEACHING LICENSES

Minnesota does not have licensure reciprocity with other states, but a copy of your out-of-state teaching license may be helpful in the review of your application. A Minnesota teaching license is based on the completion of a state-approved preparation program. A full professional license can be granted only in licensure fields for which Minnesota has established rules.

Teacher preparation completed outside of Minnesota must be essentially equivalent in content to approved programs offered by Minnesota institutions. If the preparation is essentially equivalent but is more limited in authorization or age/grade range, an applicant may be granted a nonrenewable restricted license for the purpose of providing the licensee time to complete the preparation necessary to meet Minnesota subject/content or age/grade range requirements.

FOREIGN CREDENTIAL EVALUATION

If you were prepared as a teacher outside the United States or its territories, you may be eligible for a license to teach in Minnesota; however, your training must be evaluated first. This process assures MDE that you have completed the equivalent of a bachelor's degree in teacher education and identifies the grade levels and major/minor subjects you have been prepared to teach. [Visit the National Association of Credential Evaluation Services website](#) for a list of authorized providers, choose one, then submit the following material to that provider:

- Transcripts of credits
- Pattern of training
- Degrees awarded

The provider can answer any questions you have about the evaluation materials and/or process. Once you receive an evaluation (detailed, course-by-course evaluation of your training), include the original summary in your license application packet to MDE.

Application Requirements

FIRST-TIME, FULL PROFESSIONAL TEACHING LICENSE

The following documentation is required for a first-time, full professional teaching license. Out-of-state applicants who have not met the testing and human relations requirements may be issued a one-year license:

- Submit online application and processing fee.
- Verification of completion of a state-approved program form completed, signed and dated by the certification officer or registrar at regionally accredited state-approved licensure program. (The required form is available for download at the end of the online application.)
- Fingerprint card
- Official transcripts
- Required teacher licensure tests
- Human relations

FIRST-TIME, FULL PROFESSIONAL RELATED SERVICES LICENSE

The following documentation is required for a first-time, full professional related services license:

- Verification of completion of a state-approved program form completed, signed and dated by the certification officer or registrar. (See below for this requirement as it relates to the related services license you are applying for.)

School Counselors -Verification of a state-approved preparation program **is required** for school counselor applicants only if the preparation program completed was not accredited by the Council for the Accreditation of Counseling and Related Educational Personnel (CACREP).

School Psychologists, School Social Workers, School Nurses, and Speech-Language Pathologists - The Verification of Completion of a State-Approved Program form is not required.

- State board licenses or professional organization certification requirements:

School nurse – Submit copies of your Minnesota Registered Nurse licensure and your Minnesota Public Health Nurse registration.

School social worker – Submit a copy of your wallet-sized Minnesota Board of Social Work license.

Speech-language pathologist – Submit a Certificate of Clinical Competency and official transcripts

FIRST-TIME, FULL PROFESSIONAL ADMINISTRATIVE LICENSE

A full professional Minnesota administrative license is available to individuals who provide:

- Online application and processing fee.
- Verification of completion of a state-approved program form completed, signed and dated by the certification officer or registrar at regionally accredited state-approved licensure program. (The required form is available for download at the end of the online application.)
[View a listing of state-approved education administration licensing programs.](#)
- Fingerprint card
- Official transcripts
- Human relations
- Employment requirements (See below for this requirement as it relates to the administrative license you are applying for.)

Superintendent or principal licensure – Verification of three years of successful classroom teaching experience while holding a classroom teaching license valid for the position(s) in which the experience was gained.

Local vocational director licensure – Verification of three years of licensed experience in vocational/career and technical education in Minnesota. Two of the three years must have been spent in teaching or in work experience coordination. One of the three years may have been earned as a licensed Local Vocational Program Supervisor, or earned while holding a variance as a Local Vocational Program Director.

Director of special education licensure – Verification of three years of licensed full-time special education teaching or special education employment while holding a classroom teaching license valid for the position(s) in which the experience was gained.

[Note: For all administrative license applications – do not include student teaching/practicum experiences or experiences gained while not properly state-authorized or licensed for the position. Leaves-of-absence should also not be included.]

LIMITED AND SUBSTITUTE LICENSES

LIMITED FULL-TIME TEACHING LICENSE

Applications will be accepted on or after August 1 for the next school year.

A limited, full-time license permits an individual to teach or provide related service in an area for which the person has not fully completed an approved preparation program.

A limited, full-time license may be granted or renewed twice if the designated administrator of the employing public school district or charter school signs the Limited Full-Time License

Information/District Information form, which requests a limited, full-time license and verifies that:

- a. no applicant holding a license in the subject or field for which the temporary license is requested can fulfill the requirements of the position;
- b. the position has been advertised (if the position is one-half time or more, the position has been advertised statewide);
- c. the school district or charter school will provide a mentor to give support and assistance in necessary skill development;
- d. the applicant holds a baccalaureate degree from a college or university accredited by the regional association for the accreditation of colleges and secondary schools; and,
- e. the applicant has completed a college/university degree with at least a minor in the area for which teacher licensure is requested, or a degree directly related to the professional preparation for which a speech-language pathologist, school psychologist, or school counselor limited licensure is requested.

[Note: For an initial limited license in any career and technical field, the requirements stated above must also be met; however, if the applicant does not have a baccalaureate degree and is seeking licensure under Minnesota Rules 8710.8010 through 8710.8080, an initial limited license may be issued. The hiring district or charter school must provide verification that the applicant has completed specific related training and has four years of employment or experience that is applicable to the field of licensure. Under this option, the signed form plus provisions (a-c) above must also be met. The form titled "Employment/Experience for Limited Career and Technical Licensure" must be completed and submitted with the application packet. This form is available for download as part of the online application process.

Applications for limited licenses are accepted on or after August 1 for the coming school year. A limited license is valid for use in the requesting school district or charter school only and is issued for one school year or a portion of a school year from the date of issuance to the following June 30. If the requesting school district or charter school offers summer school or extended school year services, a limited license that expires on June 30 is valid for the summer in the year of expiration of the license. Minnesota Rules 8710.1250 specifies that no more than three limited licenses can be granted to an individual, except under subpart 2a, that pertains to specific career and technical licensure fields as follows:

Those who hold a limited license in a career or technical field that was initially granted based on a baccalaureate degree may renew up to two times by following steps stated above. Those who hold a limited license based upon the provisions of Minnesota Rules 8710.1250, Subpart 2a. ([View Rule](#)) may renew up to four times and must attach an original (no photocopies) transcript showing completion of eight (8) semester credits earned in the last year in an approved licensure program. Provisions a-c above must also be met.

Minnesota teacher education graduates who have completed a baccalaureate degree and have met all requirements for full licensure except for achieving passing scores on the required tests are eligible for limited full-time licensure. The application materials must include either an original score report or written confirmation from the dean/chair of teacher education that all requirements for full licensure have been met and confirmation of all tests taken and scores. Official transcripts must also be included. Section 5 of the District

Verification for a Limited Full-time License must be completed, signed and dated by the district superintendent or charter school administrator, only if basic skills test was not passed. (the form with the original signature is required – a copy will not be accepted.)

A limited full-time license is available to individuals who provide:

- Online application and processing fee.
- Limited full-Time License Information/District Information form completed, signed and dated by the designated administrator of the employing public school district or charter school. For graduates of an approved Minnesota teacher preparation program, this form is only required if you have not passed the basic skills test and provide your score reports. (The required form is available for download at the end of the online application.)
- Fingerprint card
- Official transcripts

LIMITED INTERN LICENSE

A limited intern license permits a person to serve as an intern under the direct supervision of a licensed teacher or, for a related service, an educational professional licensed in that field by the Board of Teaching, for the equivalent of no more than one school year while completing an internship in a preparation program leading to Board of Teaching licensure. The limited intern license does not authorize the intern to serve as a teacher or other authorized professional. (May not fill a vacancy.)

The intern must be currently enrolled in an approved preparation program leading to Board of Teaching licensure and have completed at least three years of the preparation required for the license. The college/university must assist in designing the learning experience and provide supervision of the intern during the learning experience.

A limited intern license may be renewed once, upon application, if additional time is needed for the intern to complete the equivalent of one school year of internship experience.

The Limited Intern License Information/District and College/University form must be completed, signed and dated by the school district superintendent/charter school administrator and the certification officer/registrar of the college or university through which the applicant is completing the state approved licensure program and which will subsequently be providing the required supervision throughout the internship experience. These two signatures verify that:

- the intern position is designed to serve as a learning experience for a college or university student who is completing a preparation program leading to Board of Teaching licensure;
- the intern will be assigned to assist a licensed teacher or other education professional licensed by the Board of Teaching whose students are the responsibility of the licensed teacher or other licensed professional;
- the intern will serve under the direct day-to-day supervision of a licensed teacher or other education professional licensed by the Board of Teaching, and will not serve as the classroom teacher or other education professional for students; and,

- the intern will not replace a licensed teacher or other licensed professional.

A limited intern license is available to individuals who provide:

- Online application and processing fee.
- Limited Intern License Information/District and College/University form completed, signed and dated by the school district superintendent/charter school administrator and by the certification officer/registrar of the college or university. (The required form is available for download at the end of the online application.)
- Fingerprint card
- Official transcripts

TWO-YEAR, SHORT-CALL SUBSTITUTE TEACHER

A short-call substitute teacher is one who teaches on a day-to-day basis, not to exceed 15 consecutive days replacing the same teacher. The license is valid for two years from the June 30 nearest the date the license is issued and may be used in any subject and/or grade level.

[Note: A long-call substitute teacher is one who replaces the same teacher for 16 or more consecutive days. A long-call substitute teacher must hold a full professional license or Board of Teaching permission to teach in each licensure area taught.]

A limited, short-call substitute teacher license is granted to an applicant who holds a baccalaureate degree from a United States college or university or equivalent as determined by an approved foreign credential evaluation service, when the designated administrator of the employing school district or charter school signs the Limited, Short-call Substitute Teacher License District Verification form, which:

- requests the temporary, short-call substitute teacher license; and,
- verifies the school district or charter school has advertised for and is experiencing hardship in securing a sufficient number of licensed teachers to meet the need for short-call substitute teachers.

A limited two-year, short-call substitute license is available to individuals who provide:

- Online application and processing fee.
- The Limited, Short-call Substitute Teacher Licensure District Verification form completed, signed and dated by the designated administrator of the employing public school district or charter school. (The required form is available for download at the end of the online application.)
- Fingerprint card
- Official transcripts or foreign evaluation report

FIVE-YEAR, SHORT-CALL SUBSTITUTE LICENSE

To be granted a five-year, short-call substitute license, the applicant must have completed a college or university-based teacher preparation program that led to full licensure in the

governmental jurisdiction in which the teacher preparation program was completed, and the applicant either does not want or does not meet the standards for a regular full-time teaching license.

An application for a five-year short-call substitute license does not require a college or university recommendation or the signature of the designated public school district or charter school administrator but official transcripts must be submitted to verify a teacher education program was completed.

A five-year, short-call substitute license is available to individuals who submit:

- Online application and processing fee
- Fingerprint card
- Official transcripts or foreign evaluation report

LIFETIME QUALIFIED SHORT-CALL SUBSTITUTE TEACHER

A lifetime qualified, short-call substitute license, is available to applicants who are receiving a retirement annuity as a result of the applicant's teaching experience. The applicant must have been a qualified teacher under Minnesota statutes while holding a continuing five-year teaching license.

The applicant must submit the original Verification of Teacher Retirement form, signed by the appropriate Teacher Retirement Association official, with the completed application. [Download verification form](#). A person holding a lifetime qualified short-call substitute teaching license is not required to complete continuing education clock hours.

A lifetime, short-call substitute license is available to individuals who submit:

- The Verification of Teacher Retirement form signed by the appropriate Teacher Retirement Association official. This form is available on the Educator Licensing home page.
- Processing fee

Please note: Out-of-state applicants may need to submit additional information.

Additional Information Regarding Minnesota Licensing

ACCEPTANCE OF LICENSURE PROGRAMS FROM OUT OF STATE AND ONLINE TEACHER PREPARATION PROGRAMS FOR LICENSURE

The Minnesota Board of Teaching is an autonomous licensing board and is the legislated authority to approve Minnesota colleges and universities to offer approved teacher preparation programs that lead to a Minnesota teaching license. The Board of Teaching cannot approve out-of-state or online teacher preparation programs whose home office or campus is not based in Minnesota.

1. Applicants prepared outside of Minnesota:

An applicant who has completed an approved program leading to licensure in teacher preparation institutions in another state may be granted a Minnesota professional license when the following criteria are met:

- A. the teacher preparation institution is accredited by the regional association for the accreditation of colleges and secondary schools;
- B. the program leading to licensure has been recognized by the other state as qualifying the applicant completing the program for current licensure within that state;
- C. the program leading to licensure completed by the applicant is essentially equivalent in content to approved programs offered by Minnesota teacher preparation institutions according to Board of Teaching rules governing the licensure field and the grade level range of preparation is the same as, greater than, or not more than one year less than the grade level range of the Minnesota licensure field for which application is made;
- D. the teacher preparation institution which offers the program leading to licensure verifies that the applicant has completed an approved licensure program at that institution and recommends the applicant for a license in the licensure field and at the licensure level;
- E. the applicant has completed a program leading to licensure as verified by an official transcript issued by the institution recommending the applicant for licensure;
- F. the applicant has completed instruction in methods of teaching in the licensure field and at the licensure level of the program; and
- G. the applicant has completed student teaching or essentially equivalent experience.

2. Applicants who complete online preparation programs:

Individuals may submit a licensure application, which will be evaluated in the same manner as any other out-of-state preparation program to determine if the program is essentially equivalent to Minnesota requirements. The guidelines listed below are used to make the determination.

In order to be eligible for a Minnesota license, out-of-state teacher preparation programs, including online programs, must:

- be regionally accredited** and approved by the state in which the program is offered
- be in a licensure field for which [Minnesota has licenses and rules](#).
- be essentially equivalent in content and scope to approved programs offered by Minnesota institutions
- qualify the graduate for full licensure in the state in which the program was offered
- include supervised clinical experiences, part of which are ten weeks of full-time student teaching in the subject and grade level of licensure requested
- include instruction in methods of teaching in the licensure field and at the licensure level
- evidence that the applicant has a baccalaureate degree with a major, or the equivalent as determined by a foreign evaluation report, in the field of intended licensure

If the online preparation program meets the above requirements, then the applicant should submit a licensure application for evaluation to the Educator Licensing in the Minnesota Department of Education.

If the above requirements are met, a temporary limited teaching license may be issued providing the applicant time to complete licensure requirements of a human relations program and/or examinations.

****Regional accreditation is provided by associations of schools and colleges.**

There are six recognized regional associations:

- Middle States Association of Colleges and Schools of Higher Education
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

For additional information about these associations consult [The Higher Learning Commission](#).



Online Licensing System

Frequently Asked Questions (FAQ)

Contact Educator Licensing for additional information:

- mde.educator-licensing@state.mn.us
- 651-582-8691

First-time license -- can I apply online?

- You can apply for a first-time license or renew an existing license.
- Requests for endorsements, duplicates, name/address changes and surrenders are not available online.

Renew my license -- can I renew online?

- You can apply for a first-time license or renew an existing license.
- Requests for endorsements, duplicates and surrenders are not available online.

How long will it take to get my license?

- The application processing time for an initial license or an endorsement to an existing Minnesota license normally takes three to four weeks once all supporting documentation has been received in the licensing office. However, the processing time can take up to 12-16 weeks for applications received during our busy months of July, August and September.

Can I teach while I'm waiting for my license to be issued?

- No, you must have a valid Minnesota license or a valid permission from the Minnesota Board of Teaching in order to teach in Minnesota.

User ID and password -- why do I need these?

- Your user ID and password provide you with sole access to your license account.
- Keep your user ID and password in a safe place for future logins.
- After your account setup, your user ID and password will take you directly to your license account.

Forgotten user ID and password -- what do I do?

- The licensing system login page has options to retrieve forgotten passwords.
- From the forgotten password option you can retrieve a forgotten user ID.
- Need more help, email us at: mde.educator-licensing@state.mn.us

File folder number and serial number -- how do I find them?

- Both numbers are displayed on your printed license.
- Use the [View an Individual Educator's License](#) to find your file folder number.
- After you login, you can look up your file folder number and view a picture that shows the location of your serial number on your printed license.

Serial number -- the application is telling me my serial number is incorrect.

- Be sure your serial number is the one from your most recent license. Contact Educator Licensing at 651-582-8691 for assistance.

Pay application processing fee -- how do I do that?

- Online payment is accepted at the end of the application process.
- Online payment is required for all online applications.
- You cannot send a check or money order for an online application. You must pay online using VISA or MasterCard.

Pay online -- is it safe?

- Access to the US Bank ePayment site is fully secure.
- None of your credit card or private information is transmitted between MDE and US Bank.

Clock hour requirement is incomplete although all of my clock hours have been entered by my continuing education committee.

- Your committee needs to approve the mandatory requirements before clock hours are considered complete.

Application status -- how do I find out my application status after applying online?

- Login using your user ID and password.
- Your license account will display the status of all your licenses and applications.

Endorsements to an existing license -- can I apply for an endorsement online?

- At this time, endorsements to existing licenses are requested via a paper application which is located on the Educator Licensing homepage.

Checklist of required documents -- how do I go back and print it?

- If you have logged out of the licensing system, log back in and your license account will display a link to your checklist.
- If you are still in the licensing system and have submitted your application there is a link in the left menu for your checklist.

Short Call Substitute -- I have a five-year short call substitute license, can I apply for a standard teaching license online?

- At this time, you will need to apply for your standard license using a paper application.

Continuing Education Clock Hours -- how do I look up the number of clock hours the district reported online for me?

- Login to the online licensing system.
- If you are setting up your account you will need your file folder number and the serial number from the last printed license.
- Once you're in your license account the link for clock hours is in the left menu bar.

Verification of college recommendation form -- how do I get one?

- You will be able to download the form once you start the online process.
- All licensing forms are available on the Educator Licensing Web page using the license documents link.

Name and address change -- how do I update my license?

- Submit the Duplicate form.
- All licensing forms are available on the Educator Licensing Web page using the license documents link.

Apply online -- where are the instructions?

- Educator Licensing website has instructions for the online licensing system.