MINNESOTA TEACHER LICENSURE INSTRUCTIONS

Online (Note: subject to change at any time)

First-time teacher licensure applicants will need to apply and pay online at www.education.state.mn.us

Please read all the Application Instructions before you LOGIN to the online licensing system.

Please Note: Minnesota operates on a single packet submission basis. A partial or incomplete submission (pages, signatures, transcripts, fees or other relevant information missing) will be returned to the applicant for completion and resubmission. It is the applicant’s responsibility to submit the required items in one envelope to Educator Licensing. Original transcripts must be submitted in a college/university-sealed envelope. Do not request that items (transcripts, test score reports, etc.) be sent directly to Educator Licensing. To ensure the submission of a complete packet, review and follow the checklist items.

Once you start the online application you have a total of sixty (60) days from the date your online application is submitted to mail all required materials to the Minnesota Department of Education. If supporting documents (i.e., tests, fingerprint cards, transcripts, etc.) are not received at MDE within the 60 days, your application may be deleted from the online system, and you will need to reapply and pay the fee again. Remember that the MDE wants all material sent together in one package.

Grades are not due until December 23rd. The earliest that degrees (BSED) in the College of Education will be posted is about 2-3 weeks after graduation. There is no guarantee on the date that your degrees will be posted. Students in other Colleges should contact their Deans Office and request that their degrees get posted as soon as possible after graduation.

Under quick links on the home page Click Licensing.

Click on Online Licensing System and create your account. You will need to pay the license fee with a Visa or Master Card.

After accepting the agreement you are ready to set up your MDE user profile. Complete the MDE Web Site Profile with your First name, last name, etc. Remember, this is used for first time license application. Once you have established an account, the security site will remember you by your login name and password. This allows the system to take you to your online application. No one else is able to view your information online.

You are now ready to Apply for License -- follow the step-by-step online instructions. You will need to provide the information requested on each page. It is best to use the NEXT button to move from screen to screen.

Forms

1. Fingerprint Card – The Minnesota Department of Education Fingerprint card needs to be filled out correctly and completely or they will not accept it. You can request a fingerprint card from MDE.
   ► do not fill out until you go to be fingerprinted and use black ink when filling it out, filling in all the required personal information
   ► do not make other marks or highlight your card
   ► do not bend or fold your card, or smudge the prints

2. Verification of Completion of a State-Approved Licensure Program Form - This form is downloaded via the online application process, which will include the applicant’s name, address, date of birth, phone number and processing number. The Teacher Certification Officer in the College of Education and Human Development (Eric Tweton) will complete this form. This form must have your Minnesota process number on it. When the form comes up you may save it as a PDF document and you can email it to me. Once your degree is posted I will complete the form and mail it back to you.

3. MDE Checklist – This form is also downloaded via the online application process. The items on this form indicate what information is required by the Minnesota Department of Education for each applicant.
4. TESTING: Beginning September 1, 2010, all teachers must take and pass the Minnesota Teacher Licensure Examinations (MTLE). This includes the Basic Skills tests in Reading, Writing, and Mathematics, a pedagogy test consisting of two subtests, and the content knowledge subtests specific to the licensure field.

The following exceptions from the MDE: Teachers applying for a first license in Minnesota who completed an out-of-state licensure program may be granted a one-year temporary license for the 2013-2014 school year in order to allow time to attempt and pass the MTLE Basic Skills tests during that year.* A teacher who does not pass the MTLE Basic Skills tests during that year may renew the temporary license for the 2014-2015 school year.

* Note: Passing scores from Pre-Professional Skills Test (PPST) Praxis I tests taken prior to September 1, 2010, will be accepted if they met Minnesota’s former passing score requirements. (Mathematics – 171, Reading – 173, Writing – 172)

Testing Update from MDE: ACT Plus Writing or SAT Exemption for Basic Skills Test
Though not yet in effect, a passing score on the ACT Plus Writing test or SAT test may be substituted for the Basic Skills Test once the Board of Teaching determines a passing score. We anticipate this will be effective prior to January 1, 2015. Please monitor the MDE website for effective dates and passing score information as it becomes available.

You will find MTLE information and testing center locations online at: http://www.mtle.nesinc.com

Any questions about the application process, please call the Minnesota Educator Licensing Department at 651-582-8691; email; mde.educator-licensing@mnstate.mn.us

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<tr>
<th>Background Investigation/Fingerprinting Requirements:</th>
<th>The University Campus Police perform finger printing (Auxiliary Services Building 3851 Campus RD, Phone: 777-3491) Fingerprint cards must me requested from the MDE</th>
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<th>Minnesota Human Relations (HR) Requirement -</th>
<th>Currently the MDE has accepts UND’s Multicultural Education coursework (T&amp;L 433) as meeting the HR requirement. However this is subject to change at any time without notice.</th>
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<th>Transcript Requirements:</th>
<th>If you have any transfer coursework you will need to have an official copy of that schools transcript sent to you for each license application. You should request an official sealed transcript from your previously attended schools sent directly to you. Once you receive that copy, leave it sealed and put it with your application package. Please remember that the MDE wants all of your application materials sent together in one singe package.</th>
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<tr>
<td>UND Transcripts -</td>
<td>You must have an official transcript with a degree posted on it. You should fill a transcript request form (Campus Connection ON-LINE) and have it sent to you. Make sure you order an official copy with degree posted and leave it unopened.</td>
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<td>For information on transcript ordering see:</td>
<td><a href="http://www.und.edu/dept/registrar/trans/requestonline.htm">http://www.und.edu/dept/registrar/trans/requestonline.htm</a></td>
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Teacher Certification Office address is: Teacher Certification
College of Education and Human Development
231 Centennial DR Stop 7189
Grand Forks, ND 58202-7189

Checklist
☐ 1. Completed On-Line Application for First Time Full Professional Minnesota Education License – Teaching
   Start the on-line process after degree is posted
☐ 2. Completed Conduct Review - Complete as part of online process when beginning the application
☐ 3. Processing Fee - Complete as part of online process when beginning the application
☐ 4. Official Transcripts - Order Official UND transcript with degree posted and official copies from all previously attended Universities & Colleges
☐ 5. BCA Fingerprint Card - Obtain from MDE
☐ 6. Verification of Licensure Program Form - Print off online when you complete your online application.
☐ 7. Test Scores – If Taken, make sure that copies of your test scores are submitted in your application package.

Helpful Links
Certification in all 50 States: http://www.uky.edu/Education/TEP/usacert.html
North Dakota Education Standards and Practices Board: www.state.nd.us/espb
Minnesota Teacher Licensing: http://education.state.mn.us

Updated November 14, 2014