

UND College of Education and Human Development **MINNESOTA TEACHER LICENSURE PROCEDURES**

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.

Graduation is May 13th, but grades are not due until the 16th. The earliest that degrees (BSED) in the College of Education will be posted is the about 2-3 weeks after graduation. There is no guarantee on the posting date of your degree. Students in the College of Arts & Sciences should contact their Deans Office and request that their degrees get posted as soon as possible after graduation.

TESTING: MINNESOTA TEACHER LICENSURE TESTING INFORMATION

For a teacher applying for a first license in Minnesota who completed an out-of-state licensure program, a one-year license will be granted to allow time to attempt and pass the MTLE Pedagogy, Content-Area and Basic Skills Test.

All teachers must take the MTLE tests. This includes a pedagogy test consisting of two subtests, and the content knowledge subtests specific to the licensure field. Minnesota Teacher Licensure Exams Website (<http://www.mtle.nesinc.com/>).

In July 2016, the Minnesota Board of Teaching adopted the National Evaluation Series (NES), as the Basic Skills Test. Other options could include ACT, SAT, Praxis I, Praxis CORE, GRE or NES.

<u>Praxis I</u>	<u>Praxis CORE</u>	<u>MTLE Basic Skills</u>	<u>MN NES Est Academic Skills</u>	<u>ACT Plus Writing</u>	<u>SAT 1600(New)</u>	<u>SAT 2400 (Old)</u>
Reading: 173	Reading: 156	Reading: 240	Reading: 520	Combined: 22	R+W: 550	R: 510
Writing: 172	Writing: 162	Writing: 240	Writing: 520	Cmb Engl/Writing or ELA: 21	Math: 570	W: 510
Math: 171	Math: 150	Math: 240	Math: 520			M: 520

Note: The Praxis CORE writing score is 2 points higher than what we require and Minnesota does not use a composite score. The MTLE Basic Skills test is no longer offered, but passing scores will still be accepted.

Minnesota Human Relations (HR) Requirement - Currently the MDE accepts UND's Multicultural Education coursework as meeting the HR requirement. However this is subject to change at any time without notice.

Transcript Requirements: 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.

UND Transcripts - 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.

For information on transcript ordering see: <http://und.edu/academics/registrar/transcript-request.cfm>



Since the application expires after 60 days you should not start the process too early or your application may be forfeited by the State. It is recommended that you wait until a week before graduation to start the online process. The MN license process can take 6-12 weeks.

Step 1 Apply for your MN license with the Minnesota Department of Education (MDE)

Please read all the MDE online Application Instructions before you LOGIN to the online licensing system. Once you fully understand the expectations and procedures you can begin the application process.

NOTE: A North Dakota license is not required to get your Minnesota license. Due to MN Legislative changes during the 2015 Special Session it may be easier to get one if you send in a copy of your North Dakota License.

Applicants need to apply and pay online at: <http://education.state.mn.us>

1. Under quick links on the home page Click Licensing <http://education.state.mn.us/MDE/Lic/lic/index.htm> and click on “Apply for a License”.
2. Click on **Online Licensing System** and create your account. <https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html>
3. 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.
4. 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. Use the **NEXT** button to move from screen to screen. From this point, you will follow the screen prompts as you submit information. If problems occur contact the MDE at 651-582-8691.
5. Upon completion of the online application, the MDE will have received your initial application, your conduct review statement, and your fees. You have **sixty (60) days** from this point to submit the remaining materials (the license application cover page, the verification page, the fingerprint card, and transcripts). **Remember: All materials must be submitted in one package.**

Step 2 Print out the following two documents off of your MDE online application account

1. License **Application Cover Page/Document Checklist** – Download this form via the online application process – this is a checklist with your processing number, which is a confirmation that your application has been submitted to the MDE. This form will indicate the applicant information required by the MDE.
2. **Verification of Completion of a State-Approved Licensure Program Form (ED# 02414-04)** – Locate this form at the bottom of the checklist on the Cover Page. Download this form [[Click to Download Form ED # 02414- 04](#)] – it will indicate the applicant’s name, address, date of birth, phone number and a processing number. When the form comes up you may print it off or save it as a PDF document. The Teacher Certification Officer (Eric Tweton) will complete this form. Do not write on this page. You may fax, mail or email the form to Eric Tweton. Once your degree is posted the form will be completed and the original copy will be mailed back to you.

Step 3 Get your fingerprints taken using an MDE issued fingerprint card

The Minnesota Department of Education Fingerprint card needs to be filled out correctly and completely or they will not accept it. **You must request a fingerprint card from MDE.** Phone: 651-582-8691 email: mde.educator-licensing@state.mn.us

Do not fill out until you go to be fingerprinted and use black ink, do not make other marks or highlight your card and do not bend or fold your card, or smudge the prints. The University Campus Police perform finger printing (Phone: 777-3491).

Step 4 Submit your application packet

Once your degree is posted and you have all of your materials you will need to mail them in all together in a single package to MDE.

Minnesota Department of Education
Educator Licensing
1500 Highway 36 West
Roseville, MN 55113-4266

Your application packet should contain the following items:

1. License Application Cover Page/Document Checklist from MDE online application. (Form indicates what information is required by the MDE for each applicant.)
2. Completed Verification of Completion of the Program form (MDE Form: ED # 02414-04).
3. MDE Fingerprint card
4. Official Transcripts (UND and all other attended Universities and Colleges)
5. Test Scores (if completed). The MDE has access to anyone's scores for the MTLE. If you have taken the MTLE attach a note to your application so that the MDE will know to look up your scores.

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

UND Teacher Certification Office Contact Information:

Teacher Certification College of Education and Human Development 231 Centennial DR Stop 7189 Grand Forks, ND 58202-7189	Email eric.tweton@und.edu
	FAX Number 701-777-3581

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/esp
 Minnesota Teacher Licensing: <http://education.state.mn.us>
 Minnesota Teacher Licensure Examinations (MTLE) Information: <http://www.mtle.nesinc.com/>
 UND Transcripts: <http://und.edu/academics/registrar/transcript-request.cfm> or www.getmytranscript.com

Minnesota Department of Education		1500 Highway 36 West Roseville, MN 55113-4206		VERIFICATION OF COMPLETION OF A STATE-APPROVED LICENSURE PROGRAM		ED#02414-04	
Applicant Name:		Applicant Address:		Sample MDE Form ED#2414-04			
City:		State/Province/Region:					
Zip/Postal Code:		Country:					
Date of Birth:		Phone Number:					
Process Number:		And/Or File Folder Number:					
This section is to be completed by the state-approved licensure program Certification Officer.							
The completed programs: (check all that apply)							
<input type="checkbox"/> is a regionally accredited program <input type="checkbox"/> is a state approved program <input type="checkbox"/> is an alternative preparation program <input type="checkbox"/> includes specific multicultural/human relations coursework or it is embedded within the program.							
Student Teaching / Practicum / Internship Experience (If the recommendation is for special education, include specific disability categories, ages/grades and severity – mild/moderate/severe – of students taught. License issuance may be delayed without this information.)							
School/District		Licensure Field		Grade Level		Date Ranges	
RECOMMENDATION FOR LICENSURE							
Subject/Licensure Field		Grade Level(s)		Date Program Completed			
Print Name of Certification Officer or Registrar				Name of Institution			
Original Signature of Certification Officer or Registrar (copies not accepted)				Address			
Date		City		State		Zip Code	
Telephone Number		Email Address					

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