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 22nd. 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 date that your degrees will be posted. Students in the College of Arts and 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**

Due to the passage of the Ominbus E-12 Education bill during the 2015 Special Session the ACT/SAT test score acceptance may be changing.

For a teacher applying for a first license in Minnesota who completed an out-of-state licensure program, a one-year license may be granted for the 2015-2016 school year to allow time to attempt and pass the MTLE Basic Skills tests.

Minnesota Teacher Licensure Exams Website ([http://www.mtle.nesinc.com/](http://www.mtle.nesinc.com/)).

Beginning September 1, 2010, all teachers must take the MTLE tests. Praxis II (content or pedagogy) test scores are no longer accepted. This includes a pedagogy test consisting of two subtests, and the content knowledge subtests specific to the licensure field. To meet the requirement of passing “a skills exam in reading, writing and math”, teachers may present passing scores on the MTLE Basic Skills exam, ACT plus Writing, SAT, or a Minnesota passing score on the Praxis I (basic skills) tests (taken prior to September 1, 2010). Passing scores from 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.

In 2014 the Minnesota Board of Teaching adopted the following passing scores for these exams:

<table>
<thead>
<tr>
<th>ACT Plus Writing</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composite Score ≥ 22 and Combined English/Writing ≥ 21</td>
<td>Reading ≥ 510 Writing ≥ 510 Mathematics ≥ 520</td>
</tr>
</tbody>
</table>

ACT/SAT scores presented for the purpose of licensing must be the result of exams taken within the last 10 years. Scores older than 10 years will not be accepted to meet licensure requirements.

The ACT Plus Writing must be taken as a complete exam. Those who have previously taken the standard version of the ACT must take the new ACT Plus Writing in its entirety, should they choose this option.

Request a score report for the ACT Plus Writing: [www.actstudent.org/scores/send/](http://www.actstudent.org/scores/send/)

ACT Frequently Asked Questions: [www.actstudent.org/faq/](http://www.actstudent.org/faq/)

Request a score report for the SAT: [sat.collegeboard.org/register/us-services-fees](http://sat.collegeboard.org/register/us-services-fees)

SAT Frequently Asked Questions: [sat.collegeboard.org/about-tests/sat/faq](http://sat.collegeboard.org/about-tests/sat/faq)

**Minnesota Human Relations (HR) Requirement** - Currently the MDE accepts UND’s Multicultural Education coursework (T&L 433) as meeting the HR requirement. However this is subject to change at any time without notice.

**Minnesota Reading Strategies/Methods Requirement** - Minnesota has a reading course requirement for Elementary, Early Childhood, Secondary and K-12 Teachers. If you do not have a course that meets this requirement you will be given 1 year to complete one. If you believe that one or more courses that you have completed for your program meet this requirement you should include copies of the course syllabi with your application package. Such courses may be: T&L 409 Reading in the Content Area, T&L 413/414 Assessing and Correcting Reading Difficulties/Corrective Reading Practicum, T&L 410 Teaching Reading in the Elementary School, etc… Course syllabi may be obtained from the Teaching and Learning Department.
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. Please remember that the MDE wants all of your application materials sent together in one single 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](http://und.edu/academics/registrar/transcript-request.cfm)

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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.

Applicants need to apply and pay online at: [http://education.state.mn.us](http://education.state.mn.us)

1. Under quick links on the home page Click Licensing, [http://education.state.mn.us/MDE/EdExc/Licen/index.html](http://education.state.mn.us/MDE/EdExc/Licen/index.html)

2. Click on Online Licensing System and create your account. [https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html](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.

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

1. License Application Cover Page/Documents 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.

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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 (Auxiliary Services Building 3851 Campus RD, 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.

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:

<table>
<thead>
<tr>
<th>Teacher Certification</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Education and Human Development</td>
<td><a href="mailto:eric.tweton@email.und.edu">eric.tweton@email.und.edu</a></td>
</tr>
<tr>
<td>231 Centennial DR Stop 7189</td>
<td>FAX Number</td>
</tr>
<tr>
<td>Grand Forks, ND 58202-7189</td>
<td>701-777-3581</td>
</tr>
</tbody>
</table>

Helpful Links

Certification in all 50 States: [http://www.uky.edu/Education/TEP/usacert.html](http://www.uky.edu/Education/TEP/usacert.html)
North Dakota Education Standards and Practices Board: [www.state.nd.us/espb](http://www.state.nd.us/espb)
Minnesota Teacher Licensing: [http://education.state.mn.us](http://education.state.mn.us)
UND Transcripts: [http://und.edu/academics/registrar/transcript-request.cfm](http://und.edu/academics/registrar/transcript-request.cfm) or [www.getmytranscript.com](http://www.getmytranscript.com)

Sample MDE Form ED#2414-04