Instructions for a Tier 1 or Tier 2 Minnesota Educator License

It is the applicant’s responsibility to submit the required items in ONE completed packet to PELSB. To ensure the submission of a complete packet, review and follow the below instructions AND the checklist at the end of the application.

*A check or money order payable to “PELSB” must be included. This is a non-refundable processing fee.*

- Initial/First Time Minnesota Educator License Application Fee: $89.00 (this includes the fingerprint card processing fee)
- All Other Application Fees: $57.00

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Telephone Number</th>
<th>Web Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>PELSB</td>
<td>651-539-4200</td>
<td><a href="https://mn.gov/pelsb/">https://mn.gov/pelsb/</a></td>
<td><a href="mailto:pelsb@state.mn.us">pelsb@state.mn.us</a></td>
</tr>
<tr>
<td>1500 Highway 36 West, Suite 300 Roseville, MN 55113-4055</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE: A job offer from a Minnesota public or charter school district is required in order to qualify for a Tier 1 or 2 license.**

Section 1: Applicant Information

- Name: Provide the legal name as it appears on your social security card.
- Social Security Number: *Minnesota Statute 270C.72, Subdivision 4* requires all agencies that issue licenses to collect Social Security Numbers as part of the application. Your application will be deemed incomplete if not provided.
- Email: It is important to provide an email address that you have access to throughout the year. Important information will be sent to this email address, including instructions on how to print the e-license.
- Ethnicity/Race: This section is optional and will not affect the decision of the application.

Section 2: Application Type

- If you are unsure as to which tier you should apply, complete Section 4 to assist with determination or use the flow chart provided on the next page.
- If you hold an existing Minnesota license and are adding a new licensure field with this application, be sure to indicate this by checking the statement in this section.
- If you are enrolled in a Minnesota state-approved teacher licensure program, the documentation you can use as evidence are a copy of your acceptance letter, an unofficial copy of your transcript showing the coursework, or a letter on college letterhead stating the program in which you are enrolled.
- List under Content area(s) or Career and Technical Education area(s) (CTE)/Career Pathways the name of the licensure field you are seeking.
- Be sure to review and complete the indicated sections.

Section 3: Educational Background

- All individuals must complete this section. If you do not have a degree (applying for a CTE or Career Pathways license) you will choose degree code 0 or write NO DEGREE.
- Sealed official transcripts must be included with the rest of the required application materials for licensure. All mailed materials must be submitted in one completed packet.
Section 4: Tier 2 Licensure Requirements
- If you are unaware if you qualify for a Tier 1 or Tier 2, you can complete this section to assist with the determination.
- If you know for sure that you are applying for a Tier 1 license, you can skip this section.

Section 5: Conduct Review
- All applicants are required to complete Section 5 A.
- If this is not your first application for a Minnesota education license, your answers on the conduct review statement apply only to the period since your last application.
- If you answer yes to any of the questions, please provide the additional materials requested.
- If you answer yes to question 1 or 4, you are required to complete Section 5 B.

Section 6: Verification of Completion of a State-Approved Licensure Program
- If you have NOT completed a state-approved teacher preparation program for the licensure field for which you are applying, you do not need to complete this form.
- This verification form is required if you have completed a state-approved teacher preparation program and have NOT passed the required pedagogy and content examinations of the Minnesota Teacher Licensure Examinations (MTLE). Refer to the Minnesota Teacher Licensure Testing Information document for specific testing information. (https://mn.gov/pelsb/assets/Teacher%20Licensure%20Testing%20Information_tcm1113-321360.pdf)
- This verification form must be completed by the official certification officer at the recommending college, university, or institution.
- All signatures must be original. We cannot accept photocopy or emailed signatures.

Section 7: Teaching Experience
- Complete this section if you are providing teaching experience as a qualification for Tier 2 licensure.

Section 8: Career and Technical Education/Career Pathways Licensure
- If you are applying for a CTE or Career Pathways licensure you must complete this section.
- If you are using an associate’s degree as qualification for licensure, please provide official, sealed transcripts.
- If you are using a professional certification as qualification for licensure, please provide a copy of the certification.

Section 9 and 10: District Verification
- If you are still unsure if you will qualify for a Tier 1 or Tier 2 and the district has advertised the position, the district may choose to complete the Tier 1 verification form to prevent a delay in processing the application.
- For question number 1 the licensure area should be identified. If the area is special education or CTE, please specify which area.

Important Additional Notes
- To request a fingerprint card, please email PELSB staff at pelsb@state.mn.us. In the email include your name, licensure application type, and current mailing address. The subject line of the email should be “fingerprint card request.”
- If you are adding a new licensure field to an existing Minnesota license, you do not need to send documentation that relates to your existing license. You will ONLY send documentation that is new since your last application AND pertains to the licensure field for which you are requesting on this application.
How do I determine which tier to request?

**TIER 1: Content Licensure Fields**

- I have a job offer from a Minnesota public or charter school district.
- I hold a Bachelor’s degree.

**TIER 1: Career and Technical Education (CTE) or Career Pathways License**

- I have a job offer from a Minnesota public or charter school district.
- I have at least one of the following in a relevant content area to the license for which I am applying:
  a. Associate’s degree
  b. Professional certificate
  c. Five years of relevant work experience

**TIER 2: Content Licensure Fields**

- I have a job offer from a Minnesota public or charter school district.
- I hold a Bachelor’s degree
- I also meet one of the following criteria:
  a. Enrolled in a Minnesota state-approved teacher preparation program within the content area requested
  b. Hold a master’s or higher degree in content area of the license for which I am applying
  c. Have completed two of the following aligned to the content area requested:
     - eight upper division or graduate level credits
     - field-specific methods of training
     - passed the MTLE pedagogy and content specific examinations
     - completed a state-approved teacher preparation program
     - at least two years of teaching experience

**TIER 2: Career and Technical Education (CTE) or Career Pathways License**

- I have a job offer from a Minnesota public or charter school district.
- I have at least one of following in a relevant content area to the license for which I am applying:
  a. Associate’s degree
  b. Professional certificate
  c. Five years of relevant work experience
- I also meet one of the following criteria:
  a. Enrolled in a Minnesota state-approved teacher preparation program within the content area requested
  b. Hold a master’s or higher degree in content area of the license for which I am applying
  c. Have completed two of the following aligned to the content area requested:
     - eight upper division or graduate level credits
     - field-specific methods of training
     - passed the MTLE pedagogy and content specific examinations
     - completed a state-approved teacher preparation program
     - at least two years of teaching experience

---

Minneapolis Statutes 122A.181 Tier 1 License

https://www.revisor.mn.gov/statutes/cite/122A.181

Minneapolis Statutes 122A.182 Tier 2 License

https://www.revisor.mn.gov/statutes/cite/122A.182
Application for a Tier 1 or Tier 2 Minnesota Educator License

General Information and Instructions: A partial or incomplete application packet 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 PELSB. To ensure the submission of a complete packet, review and follow the attached checklist. If you have questions, call 651-539-4200 or go to the website at https://mn.gov/pelsb/

A check or money order payable to “PELSB” must be included: $89.00 for an initial application and fingerprint card processing fee or $57.00 for all other applications. This is a non-refundable processing fee.

A completed Conduct Review Statement must accompany every application.

### Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Previous Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Social Security Number (required)  
Birthdate: mm/dd/yyyy  
Gender (optional)  
- Male  
- Female

Ethnicity/Race (optional)  
- American Indian  
- Asian  
- Black  
- Hawaiian/Pacific Islands  
- Hispanic/Latino  
- White

Contact Information:  
Daytime Telephone Number  
Email Address

Home Address:  
Street  
City  
State  
Zip

### Section 2: Application Type

Licensure type and field applying for (if unsure, complete Section 4 first):  
- Tier 1 license: Content area(s)  
- Tier 2 license: Content area(s)

<table>
<thead>
<tr>
<th>Licensure Type</th>
<th>Content Area(s)</th>
<th>Career and Technical Education area(s)/Career Pathways</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 license</td>
<td></td>
<td>3, 5, 9</td>
</tr>
<tr>
<td>Tier 2 license</td>
<td></td>
<td>3, 5, 8, 9</td>
</tr>
</tbody>
</table>

Contact PELSB for applications for a non-tiered licensure area of administrative or short call substitute.

### Section 3: Educational Background

Use the Following Degree Codes:  
0 – No Degree  
1 – Associate’s Degree  
2 – Bachelor’s Degree  
3 – 5th Year Program  
4 – Master’s Degree  
5 – Specialist  
6 – Doctorate

<table>
<thead>
<tr>
<th>College or University</th>
<th>Located at (city and state)</th>
<th>Degree Code</th>
<th>Year of Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOR STATE USE ONLY:  
College Code  
Degree

Application for Tier 1 or Tier 2 Minnesota Educator License (revised 6.22.18)
Section 4: Tier 2 Licensure Requirements

1. The applicant meets the educational or professional requirements (check one):
   - [ ] Holds a bachelor’s degree
   - [ ] Applying for a Career and Technical Education license

2. AND the applicant meets one of the following criteria (check one):
   - [ ] Is enrolled in a Minnesota approved teacher preparation program (submit documentation of enrollment)
   - [ ] Holds a master’s degree in the specified content area
   - [ ] Demonstrates completion of two of the following:
       - [ ] at least eight upper division (college junior or senior level courses) or graduate level credits in the relevant content area
       - [ ] field-specific methods of training, including coursework (submit transcript or letter from organization that provided the methods training)
       - [ ] a passing score on the MTLE pedagogy AND content examinations
       - [ ] completion of a state-approved teacher preparation program
       - [ ] at least two years of teaching experience in a similar content area in any state

What License do I apply for?

- If you have checked 1 and one of the first three options under 2 (the third option requires checking two to use) you will apply for a Tier 2 license.
- If you have checked 1, but no option under 2 you will apply for a Tier 1 license.
Section 5 A: Conduct Review Statement  
(required for ALL applications)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Previous Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>File Folder Number</th>
<th>Social Security Number (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Birthdate: mm/dd/yyyy

<table>
<thead>
<tr>
<th>FOR STATE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

You must answer all questions completely and provide all requested information. Failure to answer any of the questions in a truthful manner or failure to provide the information requested could lead to denial of any educator license. If you are completing the conduct review for a renewal of or addition to an existing Minnesota license your answers should reflect the time period since your most previous application.

Check the appropriate boxes below. If there is any writing on this form, it cannot be scanned properly and your application will be delayed. If you are submitting additional information, you must use either THE Supplemental Information form or other sheets of paper.

1. Have you ever been convicted of a crime?
   - Yes
   - No

   A “crime” means conduct which is prohibited by statute and for which the actor may be sentenced to imprisonment, with or without a fine. Crimes include misdemeanors, gross misdemeanors, and felonies. DWIs and DUIs are included in this definition and must be disclosed. Do NOT include petty misdemeanors in your disclosures as these are not crimes.

   The term “conviction” includes a finding of guilt by a jury or judge, an admission of guilt or a plea of guilty, an Alford plea (a plea without admission of guilt), a plea of “no contest,” and/or charges that have resulted in a stay of imposition of sentence. If your criminal conviction has been expunged by a court order, you do NOT need to disclose the conviction; however, you may first wish to verify if your conviction is subject to full expungement versus a court records expungement (“inherent authority expungement”). Inherent authority expungement orders do not prohibit convictions from showing up on a background check. Convictions subject to an inherent authority expungement need to be disclosed.

   If you answered “yes,” complete and include the Supplemental Information form (Section 7 B).

2. Have you ever been referred to a pre-trial diversion program after being arrested?
   - Yes
   - No

   If you answered “yes,” you must attach material explaining the action, location(s), date(s), and the agency involved.

3. Have you ever been acquitted or found not guilty of a criminal offense involving sexual conduct, homicide, assault, or any other crime involving violence?
   - Yes
   - No

   If you answered “yes,” you must attach material explaining the offense, date, location, and the law enforcement agency involved.

4. Are any criminal charges currently pending against you in Minnesota or any other state?
   - Yes
   - No

   If you answered “yes,” you must complete the Supplemental Information form (Section 7 B) and attach it to this page.
CONDUCT REVIEW STATEMENT continued

☐ Yes  ☐ No  5. Have you ever had an education or other occupational license revoked, suspended, or denied in Minnesota or any other state?
   If you answered “yes,” you must attach material explaining the type of license, the date action was taken, and the agency involved.

☐ Yes  ☐ No  6. Have you ever voluntarily surrendered an education or other occupational license?
   If you answered “yes,” you must attach material explaining the action, location, date, and agency involved.

☐ Yes  ☐ No  7. Is disciplinary action against your teaching, administrative, or other occupational license currently pending in another state?
   If you answered “yes,” you must attach material explaining the action or charges, location, date, and employer involved.

☐ Yes  ☐ No  8. Have you ever resigned from or otherwise left an employment after allegations of misconduct were made against you or when an investigation into those allegations was pending?
   If you answered “yes,” you must attach material explaining the action or charges, location, date, and employer involved.

☐ Yes  ☐ No  9. Have you or a school district in which you were employed ever been a party to a civil settlement, award, or agreement of any kind that involved an allegation that involved YOUR sexual conduct?
   If you answered “yes,” you must attach material explaining the situation including the date and location of the school district.

WARNING: FAILURE TO ANSWER ANY OF THE ABOVE QUESTIONS IN A TRUTHFUL MANNER OR FAILURE TO PROVIDE THE INFORMATION REQUESTED COULD LEAD TO DENIAL OR DISCIPLINARY ACTION BEING TAKEN AGAINST ANY EDUCATOR LICENSE.

Certification of Information

I certify the foregoing information true and correct. I hereby authorize any listed courts and law enforcement agencies identified in this application to release any information concerning me to the Minnesota Professional Licensing and Standards Board (PELSB).

Signature of Applicant (ORIGINAL signatures only, copies and electronic signatures NOT accepted)  Date
Section 5 B: Supplemental Information Form
(required only if you answered “YES” to questions 1 or 4)

Please photocopy and complete a separate form for each conviction or outstanding charge.

1. Convicted or currently charged with:

2. Level of offense (check one): ☐ Felony ☐ Gross Misdemeanor ☐ Misdemeanor

3. Date of Offense:

4. Name of arresting agency (police, county sheriff, etc.):

5. Court jurisdiction (i.e., Hennepin County District Court, Minneapolis, Minnesota):

6. Plea and conditions of probation, if any:

7. Date of release from probation:

8. If still on probation, name and telephone number of probation officer:

9. Details of Incident:

Verification/Authorization of Information

I verify the foregoing information is true and correct. I hereby authorize the above listed courts and law enforcement agencies to release any information concerning me to the Minnesota Professional Educator Licensing and Standards Board.

File Folder Number | Printed Name | Date of Birth
--- | --- | ---
Signature of Applicant (ORIGINAL signatures only, copies and electronic signatures NOT accepted) | Date

Application for Tier 1 or Tier 2 Minnesota Educator License (revised 6.22.18)
**Section 6: Verification of Completion of a State-Approved Licensure Program**

This section is to be completed by the state-approved licensure program Certification Officer.

The state-approved teacher preparation program is from OUTSIDE of Minnesota AND (check all that apply):

- [ ] a regionally accredited program
- [ ] an alternative preparation program

The state-approved teacher preparation program is:

- [ ] a Minnesota state-approved program

---

**Student Teaching/Practicum/Internship**

*For special education*, include the ages/grade levels AND specific disability categories (with the severity levels: mild, moderate, and/or severe) of students served in each placement. License issuance may be delayed without this information.

<table>
<thead>
<tr>
<th>School/Organization</th>
<th>Licensure Field(s)</th>
<th>Grade Level(s)</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start</td>
</tr>
</tbody>
</table>

---

**Licensure Program Completed**

*For special education licenses, please identify the specific disability category.*

<table>
<thead>
<tr>
<th>Subject/Licensure Field</th>
<th>Grade Levels</th>
<th>Date Preparation Program Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Print Name of Certification Officer or Registrar

Title

Email Address for Certification Officer or Registrar

Telephone Number for Certification Officer or Registrar

Name of Institution

Location (city, state, zip)

Signature of Certification Officer or Registrar (ORIGINAL signatures only, copies and electronic signatures NOT accepted)

Date

Application for Tier 1 or Tier 2 Minnesota Educator License (revised 6.22.18) Page 6 of 10
Section 7: Teaching Experience

If you are using teaching experience in a similar content area to qualify for a Tier 2 license, please complete this section.

<table>
<thead>
<tr>
<th>Teaching Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District/School Name</strong></td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Name of District or Charter School** (Minnesota schools: include six-digit district number)

**Mailing Address (city, state, zip code)**

**Printed Name of Authorized Official**

**Email Address**

**Signature of Authorized Official** (ORIGINAL signatures only, copies and electronic signatures NOT accepted)

**Date**

**Ten-Digit Telephone Number**
### Section 8: Career and Technical Education/Career Pathways Licensure

A candidate must have one of the following credentials in a relevant content area to teach a class in career and technical education or a career pathways course of study. Check one of the following:

- [ ] an associate’s degree (submit official transcripts)
- [ ] a professional certification (submit a copy of the certification)
- [ ] five years of relevant work experience (complete the below Work Experience section)

### Work Experience

If you are using five years of work experience in a relevant content area to qualify for a CTE or Career Pathways license, please provide the work experience information.

<table>
<thead>
<tr>
<th>Place of Employment</th>
<th>Location (city, state)</th>
<th>Dates of Employment</th>
<th>If not fulltime, indicate percentage</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Start</td>
<td>End</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Mailing Address (city, state, zip code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name of Authorized Official</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Authorized Official (ORIGINAL signatures only, copies and electronic signatures NOT accepted)</th>
<th>Date</th>
<th>Ten-Digit Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 9: District Verification for a Tier 1 License

If the district is unsure of what tier the teacher will receive AND the position has been advertised, the district may use the Tier 1 verification form to prevent a delay in the processing of the application.

1. The candidate is requested for Tier 1 Content or CTE Licensure area(s):

   Grade level:  
   School year:  

2. As the designated administrator of the employing school district or charter school, my signature verifies the district or charter school (check the requirements for the requested tier):
   - [ ] is able to affirm that the candidate has the necessary skills and knowledge to teach in the specified content area
   - [ ] is able to demonstrate the teacher position has been posted, and the district was unable to hire an acceptable teacher with a Tier 2, 3, or 4 license for the position. Please answer the below questions.

   How many licensed applicants applied for this position?  
   Of those licensed applicants, how many were offered the position?  
   Where was the position posted?  
   How long was the position posted?  
   Explain why the licensed applicants were not acceptable for the position:
   - [ ] the license is limited to the content matter indicated on the application and to the district or charter school requesting the license
   - [ ] this teacher will participate in a mentorship program
   - [ ] this teacher will participate in an evaluation

3. I verify that the information provided on this application is correct.

Print Full Name of District or Charter School  
Six-Digit District Number (XXXX-XX)

Human Resource Contact Name  HR Contact Email Address  HR Contact Telephone Number and Extension

Printed Name of the Superintendent, Director, or Charter School Administrator

Signature of the Superintendent, Director, Charter School Administrator, or HR Director (ORIGINAL signatures only, copies and electronic signatures NOT accepted)  Date
1. The candidate is requested for Tier 2 Content or CTE Licensure area(s):

   Grade level: ___________________________  School year: ___________________________

2. As the designated administrator of the employing school district or charter school, my signature verifies the district or charter school (check the requirements for the requested tier):
   - [ ] the license is limited to the content matter indicated on the application and to the district or charter school requesting the license
   - [ ] this teacher will participate in an evaluation

3. I verify that the information provided on this application is correct.

<table>
<thead>
<tr>
<th>Print Full Name of District or Charter School</th>
<th>Six-Digit District Number (XXXX-XX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource Contact Name</td>
<td>Human Resource Contact Email Address</td>
</tr>
<tr>
<td>Human Resource Contact Telephone Number and Extension</td>
<td></td>
</tr>
<tr>
<td>Printed Name of the Superintendent, Director, or Charter School Administrator</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of the Superintendent, Director, Charter School Administrator, or HR Director (ORIGINAL signatures only, copies and electronic signatures NOT accepted)</th>
<th>Date</th>
</tr>
</thead>
</table>
Review and Checklist

Partial or incomplete packets will be returned to the applicant for completion and resubmission. Review each of the following questions to ensure you have completed the required paperwork and included all required materials in the envelope.

1. Have you completed all required sections?
   a. Tier 1 Content License: sections 1, 2, 3, 5, 9
   b. Tier 1 Career and Technical (CTE) or Career Pathways License: sections 1, 2, 3, 5, 8, 9
   c. Tier 2 Content License: sections 1, 2, 3, 4, 5, 6, 7, 9
   d. Tier 2 Career and Technical (CTE) or Career Pathways License: sections 1, 2, 3, 4, 5, 6, 8, 10

2. Have you included in your package all official transcripts in sealed envelopes?
   a. Required if you indicated degrees or courses on sections 3, 4, 8
   b. If you are adding a new licensure field to an existing Minnesota license, the only transcripts required would be any not previously submitted and related to the licensure field being sought.
   c. For individuals with preparation completed outside of the United States or its territories, transcripts must be evaluated by a foreign credential evaluation service. The National Association of Credential Evaluation Services (NACES) has a list of approved providers. Please forward the original course-by-course evaluation of your foreign preparation once completed.

3. Have you obtained the appropriate verification and signatures or documentation for the following you completed?
   a. Section 4: Tier 2 Licensure – documentation verifying enrollment in a Minnesota state-approved teacher preparation program (a copy of your acceptance letter, an unofficial copy of your transcript showing the coursework, or a letter on college letterhead stating the program in which you are enrolled) OR completion of a field-specific methods training (transcripts or a letter from the organization that provided the training).
   b. Section 6: Verification of State-Approved Licensure Program
      i. If you are adding a new licensure field to an existing Minnesota license, you are only required to complete this form IF you have completed a state-approved teacher preparation program for the licensure field being requested in this application.
   c. Section 7: Teaching Experience
   d. Section 8: Work Experience
   e. Section 9: District Verification for a Tier 1 License
   f. Section 10: District Verification for a Tier 2 License

4. Have you completed Section 5 A: Conduct Review Statement? AND
   a. If you answered YES to questions 1 or 4, have you completed Section 5 B
   b. If you answered YES to questions 2, 3, 5, 6, 7, 8, or 9, have you included the additional materials requested

5. Have you signed and dated Section 5 A (and 5 B, if you are required to complete that section)?

6. Have you included a check or money order payable to PELSB?
   a. Initial application and fingerprint card processing fee: $89.00 (fingerprint card required)
   b. Additional license application: $57.00 (does not need a fingerprint card)

7. Have you obtained a fingerprint card and included it in the package? Be sure NOT to fold or bend the card.
   a. To request a fingerprint card, please email PELSB staff at pelsb@state.mn.us. In the email include your name, licensure application type, and current mailing address. The subject line of the email should be “fingerprint card request.”

Tier 1 or 2 License Application Checklist (revised 6.22.18)