



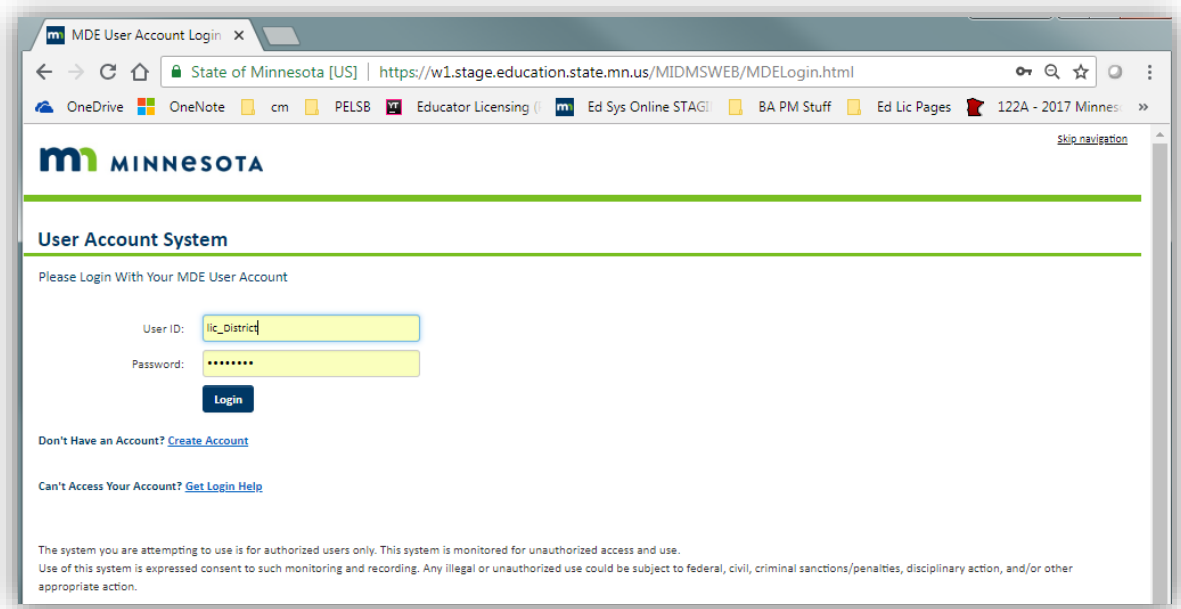
Directions for District Login and Verify

District users of the Educator Licensing system, who will verify a new educator applicant's teaching experience and/or job offer must apply for secured access to the Educator Licensing system. See Directions for District user Account information.

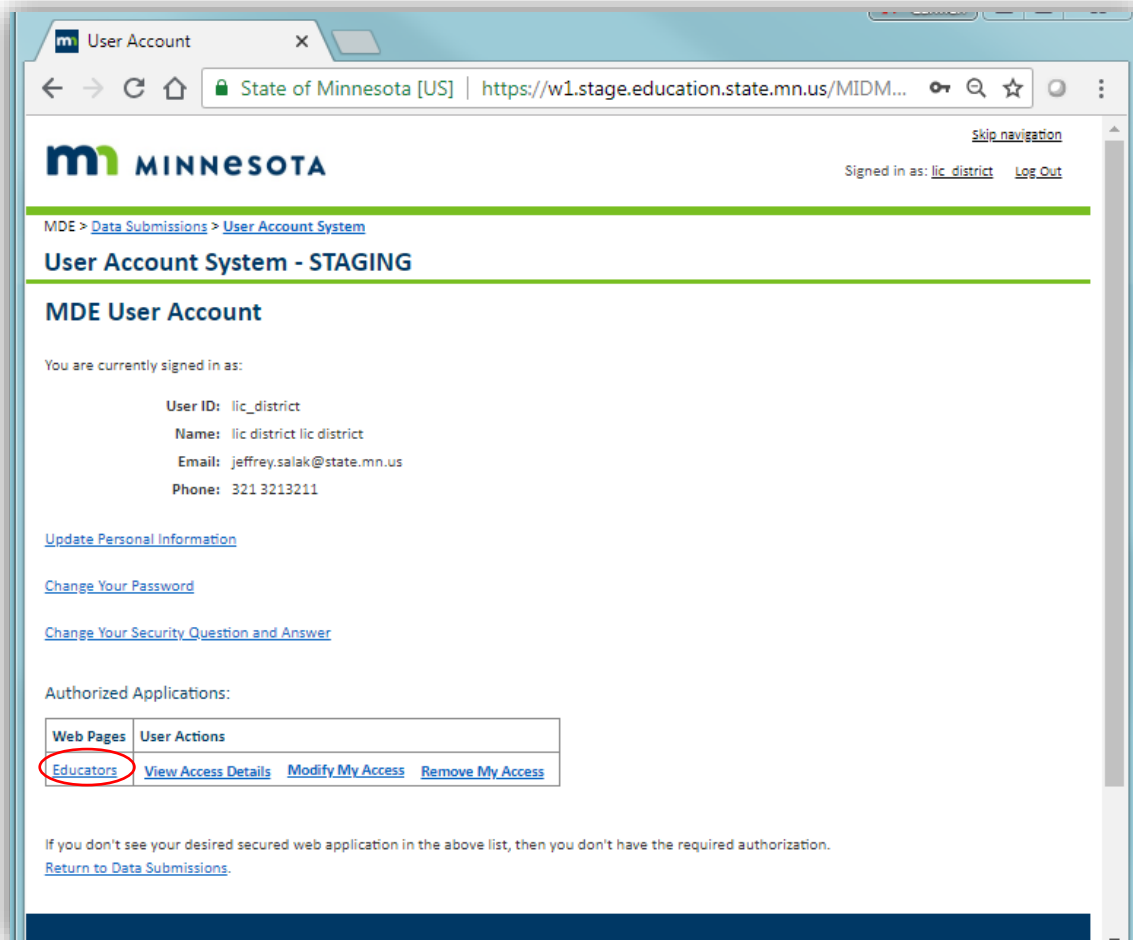
Once a District user has created a user account, they can log into the account and verify job offers.

Educator Licensing District View Login

1. To log into the Educator Licensing system, go to the User Account System page and use your credentials to Login.
<https://w1.education.state.mn.us/educators> (link not active until the system goes live)

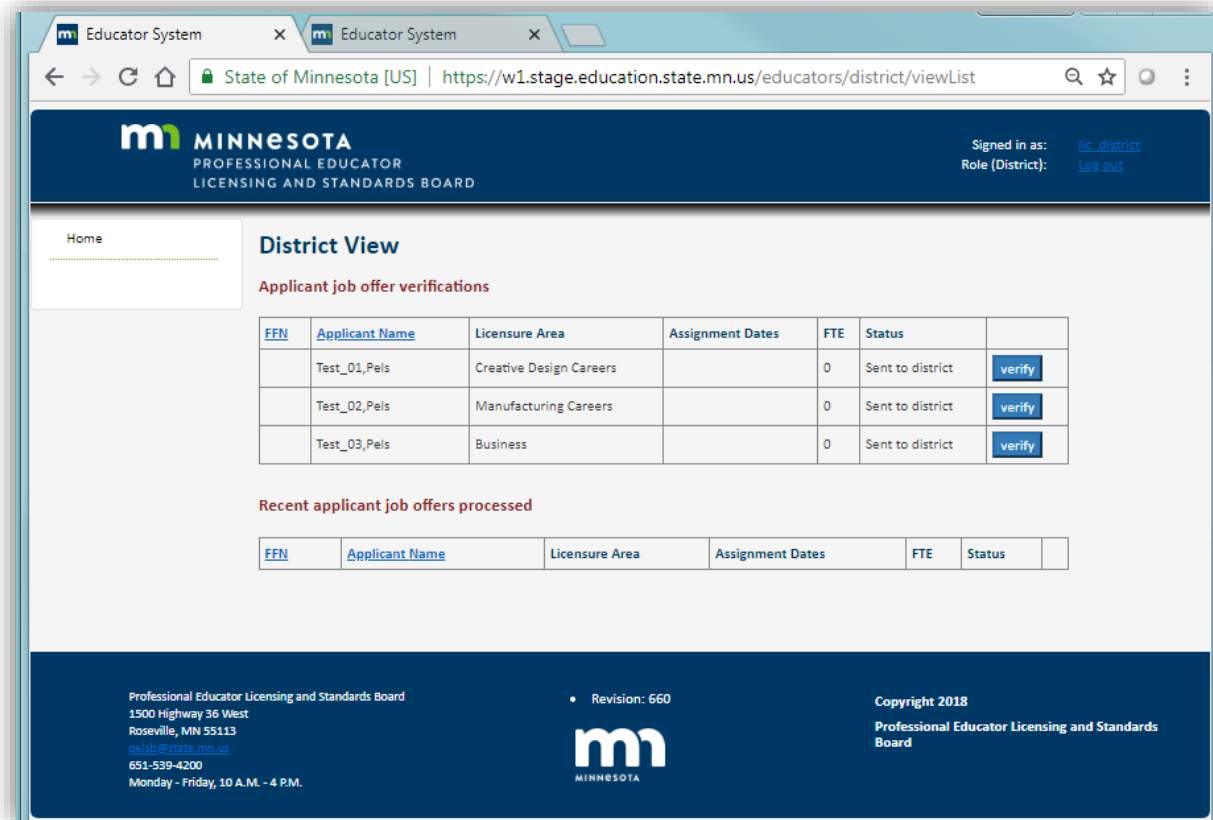


2. Select the Authorized Application: [Educators](#)



3. You have now entered the Educator Licensing System’s District View where you will review and verify applicant submissions.

Select the applicant to review by clicking the verify button.



- Based on the information provided by the applicant Test_01, Pels, the applicant is oriented toward a Tier 1 license.
Fill in the information regarding this applicant’s job offer and hiring process.

Review applicant employment offer

Applicant: **Test_01, Pels B**

- Did you offer this applicant a position? Yes No
- How many days did you post the position on the statewide job board?
Enter Statewide Job Post Identification Number?
- How many licensed applicants applied for the position?
- Of those licensed applicants, how many were offered the position?
- Did a licensed teacher accept the position and then decline after the offer? Yes No
How many?
- Explain why a licensed applicant did not accept or was not offered the position.
- Will you offer mentorship based on board-adopted criteria? If yes, upload mentorship documents in the upload section. [see statute](#) Yes No
 - Licensure Area:
 - School Year: *FTE:
 - Employment Start/End Date: -

- Select [add attachments](#) to attach supporting documentation as necessary.

Attach job offer documentation

Applicant: **Test_01, Pels B**

Upload an Attachment

- Attachment Type:
- * File:
- Description (optional):

6. Save and validate

Review applicant employment offer

Applicant: **Test_01, Pels B**

Employment offer data has been saved

* Did you offer this applicant a position?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
* How many days did you post the position on the statewide job board?	15		
Enter Statewide Job Post Identification Number?	2345		
* How many licensed applicants applied for the position?	12		
* Of those licensed applicants, how many were offered the position?	2		
* Did a licensed teacher accept the position and then decline after the offer?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
How many?	1		

***** Explain why a licensed applicant did not accept or was not offered the position.

Accepted an offer from a different school.

***** Will you offer mentorship based on board-adopted criteria? If yes, upload mentorship documents in the upload section. [see statute](#) Yes No

***** Licensure Area: Creative Design Careers

***** School Year: 2017-2018 *FTE 1

Employment Start/End Date: 08/23/2018 - 06/30/2019

save/validate
return
add attachments

7. Applicant’s view of information prior to verification.

[Home](#) / [I'm Applying For](#) / [Education](#) / [Apply](#) / [Add Prep Program](#) / [Scores](#) / Job Offer /

District Job Offers

District: **Bloomington Public School District** District verified

1350 W 106th St
Bloomington 55431-4152

Licensure Area: **Business**
SchoolYear: **2017-2018** FTE: **0**
Employment Dates: **mm/dd/yyyy - mm/dd/yyyy**

District: **Forest Lake Public School District** Sent to district

6100 210th St N
Forest Lake 55025-9796

Licensure Area: **Business**
SchoolYear: **FTE: 0**
Employment Dates: **mm/dd/yyyy - mm/dd/yyyy**

I have completed eight upper-division credits in subject area.
 I have completed training in subject-specific teaching methods.
 I have completed two years teaching in the subject/licensure area.

previous page

- The Applicant’s application status view during the verification process. Note that the applicant has job offers from two districts. It is likely that an applicant has multiple job offers especially if they are working a portion of and FTE.

The screenshot shows the user interface of the Minnesota Professional Educator Licensing and Standards Board. At the top, there is a dark blue header with the logo 'm MINNESOTA' and the text 'PROFESSIONAL EDUCATOR LICENSING AND STANDARDS BOARD'. A 'Sign out' button is visible in the top right corner. Below the header, the breadcrumb trail reads 'Home / [**\(evaluate tier\)**](#)'. A navigation menu includes 'What to do', 'My Data', 'Education', and 'Job Offer'. The main content area is titled 'Please select an action:' and lists options: 'Apply for a new license' (with sub-options: First Time Full Professional, Career and Tech Ed (CTE), Portfolio) and 'continue application'. Below this, a list of application details is shown:

- Application start date: 06/15/2018 Status: *Application entry*
- Conduct review complete: Yes [\(view\)](#)
- Finger Print status: [Request a finger print card](#)
- College/University: BEMIDJI STATE UNIVERSITY Degree: *Bachelor's Degree* [\(view\)](#)
- Preparation Program status: I am currently enrolled in a MN teacher preparation program. [\(view\)](#)
- Have passed content testing: true [\(view\)](#)
- Have passed pedagogy testing: true [\(view\)](#)
- Job offer: Bloomington Public School District Status: *District verified* [\(view\)](#)
- Job offer: Forest Lake Public School District Status: *Sent to district* [\(view\)](#)

9. District view after applicant has been verified.

Applicant job offers will remain visible through the term of the assignment.

m1 MINNESOTA
PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

Signed in as: [lic_district](#)
Role (District): [Log out](#)

Home

District View

Applicant job offer verifications

FFN	Applicant Name	Licensure Area	Assignment Dates	FTE	Status	
	Test_02,Pels	Manufacturing Careers		0	Sent to district	verify
	Test_03,Pels	Business		0	Sent to district	verify

Recent applicant job offers processed

FFN	Applicant Name	Licensure Area	Assignment Dates	FTE	Status	
	Test_01,Pels	Creative Design Careers	08/23/2018 - 06/30/2019	1	District verified	update

end