

Frequently Asked Questions

July 2, 2018

Below is a list of categories of our frequently asked questions. Each category contains specific questions. If you have additional questions or would like to see additional information added, please [send an email](#) to pelsb@state.mn.us. All information on this document is subject to change.

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General Tier Licensure Questions

1. For which tier do I qualify?

To assist in determining which tier you should request, you can look in several spots:

- The [PELSB website](#):
 - Both the “[Tier 1 and Tier 2 Application](#)” and “[Tier 3 and Tier 4 Application](#)” have a chart on page 3 of their instructions to assist with determination of appropriate tier.
- The Office of the Revisor of Statutes:
 - [Tier 1 License](#)
 - [Tier 2 License](#)
 - [Tier 3 License](#)
 - [Tier 4 License](#)
- Education Minnesota:
 - Education Minnesota has provided a [Tiered Licensure Infographic](#)

2. Can a teacher hold multiple tier licenses?

- Until the board is able to adopt rule providing a pathway for an individual to teach in another licensure area without leaving their tier (the old variances), the board will allow an individual and a district to request a Tier 1 or Tier 2 (based on the teacher’s qualifications) to a teacher with a full-professional license to teach in a field outside of their licensure area.
- Once the board is able to adopt rules, a Tier 3 or Tier 4 would not be allowed to also hold a Tier 1 or Tier 2 license as well. If a teacher were to add a licensure to their Tier 3 or Tier 4, the additional licensure field would be issued at the teacher’s current tier.

3. Can a teacher apply for multiple licensure fields for Tier 1 or Tier 2?

Until rules are adopted, if a teacher qualifies for a Tier 2 license in multiple licensure fields (including a job offer in each field), that individual can apply for multiple areas. Until rule is adopted, if a teacher would qualify for a Tier 2 license in one field, but is also needed to teach a field for which they would not qualify for Tier 2, they can apply for a Tier 1.

PLEASE NOTE: Rulemaking is in process to provide a more long term answer to this question. This is under consideration by multiple stakeholders and board members.

4. Who is responsible to submit the completed application for a Tier 1 or Tier 2? Is it the district or the individual?

- For paper applications, the individual should submit their completed application in one package to PELSB either through mail or by dropping the package off at the PELSB office.
- When the online system is available, the individual will start the application and the district will log in with a district access to complete their portion of the application.

5. **I see that under a Tier 1 and Tier 2 license, a job offer is required from a Minnesota public or charter school district. I currently have been offered a position in a Minnesota private school. Can a private school request a Tier 1 or Tier 2 license?**
- Since private or non-public school teachers are not required by the state to hold a license, Tier 1 and Tier 2 licensure type do not apply to private or non-public school settings.
 - Understanding that there are unique situations in which a private or non-public school teacher would desire to hold licensure, the board has placed this topic on their list of issues to discuss with legislators next session.

General Questions about Becoming a Minnesota Educator

1. **I am looking to see if a teacher preparation program is approved in the state of Minnesota. How can I determine if a specific program is approved in your state? Do you currently approve online programs?**

To find [Minnesota state-approved programs](#) you can visit the PELSB website. The website address is <https://mn.gov/pelsb/>. Once on the website you will choose “Aspiring Educators” and then “Find a Preparation Program” and then “Approved Preparation Programs.” Please note that there is another option for “Related Services Licensure Programs” if you are looking for information on programs for School Counselor, School Nurse, School Psychologist, School Social Workers, or Speech-Language Pathologist programs.

Currently, the list of programs does not differentiate between classroom-based programs and online programs. While PELSB continues to gather this information, staff have learned that the delineation is not strictly one or the other, as many programs use hybrid models to various degrees. We recommend contacting teacher preparation providers to learn how their programs can fit your needs.

2. **I am interested in applying for a Minnesota teaching license but do not have a bachelor’s degree. However, I am currently enrolled in a teacher preparation program. Do I qualify for a Minnesota teaching license?**

- General or Special Education Licensure Fields: As of July 1, 2018, it is a statutory requirement to hold at least a bachelor’s degree to qualify for any educator license in Minnesota, except in the following areas:
 - American Indian Language and Culture Education Teachers: for further information on this licensure field, please send an [email](#) to pelsb@state.mn.us or check [Minnesota Statutes 124D.75](#).
 - Career and Technical Education (CTE) or Career Pathways Licensure Fields: If you are applying for a licensure to teach a CTE or Career Pathways course, you need one of the following:
 - An associate’s degree in a relevant area to the licensure field requested
 - A professional certification in a relevant area to the licensure field requested
 - Five-year work experience in a relevant area to the licensure field requested

3. I am looking to apply for licensure via portfolio. How does the portfolio process work?

To learn more about the [Licensure via Portfolio](#) option, you can visit the PELSB website. The website address is <https://mn.gov/pelsb/>. Once on the website you will choose “Aspiring Educators” and then “Licensure via Portfolio.”

To receive more detailed information, you can send an email to portfolio.PELSB@state.mn.us.

I Need Assistance with Choosing a Tier Level

1. I am a looking to apply for a related services licensure field (Speech-Language Pathologist, School Nurse, School Counselor, School Psychologist, and School Social Worker). What licensure Tier will I fall under?

- To identify qualifications for an individual candidate on any tier, PELSB staff would need to review full application material.
- The question of how related services fit into tiered licensure is being processed through rulemaking.

2. I have a job offer from a Minnesota public or charter school district. I currently hold a bachelor’s degree and I am currently enrolled in a teacher preparation program outside of the state of Minnesota. Does this count in meeting the preparation program enrollment option under Tier 2?

- State-Approved preparation programs outside of Minnesota do not qualify an applicant for [Tier 2](#) as statute states that the program must be a Minnesota-approved teacher preparation program.
- If you enroll in a Minnesota-approved teacher preparation program, it must be in the content area of the requested licensure field. You will need to provide documentation with your application to verify your enrollment in the form of your acceptance letter, a letter from the preparation program on letterhead, or an unofficial copy of your transcript showing the coursework.

3. I have a job offer from a Minnesota public or charter school district. I currently hold a bachelor’s degree and a master’s degree. However, my master’s degree is not in the licensure field that I have been hired. Do I qualify for a Tier 2 license under the master’s degree option?

To qualify for a Tier 2 using a master’s degree as your qualification, the master’s degree must be aligned to the requested licensure field. However, there are other ways to meet the qualifications for a Tier 2 license. Please review the answer to [question number one](#) under “General Tier Licensure Questions.”

Currently Licensed Teachers and the Transition to Tiered Licensure

1. I am a licensed teacher who received an extension on my active 5-year teaching license. I see that my license has been extended within my account, however, the extension is not showing on the PDF physical license. Is this an error?

Due to a statutory requirement, many licenses were extended by one year. Please refer to the Educator License Lookup DETAILS section for the most current expiration date. The expiration date on the license PDF may not have updated, as the PDF must be manually “reprinted.”

2. I currently hold a teaching license. What tier will I fall under when the PELSB transitions to tiered licensure?

The answer depends on what current teaching license is held and how your qualifications match the tiered licensure qualifications. The two most common Minnesota license examples are:

Five-year Fulltime Standard License:

- If you held an active five-year fulltime license on January 1, 2018 the expiration date was extended for one year and your license will move to a Tier 4 when you renew it OR automatically on July 1, 2019.
- If you hold an expired five-year standard license on June 30, 2018, your license will move to a Tier 4 when you renew it. Since you were

One-Year Standard License:

- If you hold an active one-year standard license AND MET the renewal requirements by June 30, 2018, you must provide the evidence to PELSB as soon as possible to convert your license to a five-year standard license prior to June 30, 2018.
- If you hold an active one-year standard license and DID NOT meet the renewal requirements by June 30, 2018 your license expiration date will be extended to June 30, 2019. When you renew your license, you will need to meet a requirement of one of the tiered licenses.
- If you hold an expired one-year standard license, you will need to apply for a tiered license.

3. I hold an expired, five-year license. When I received the license the pedagogy and content tests did not exist. Do I have to take and pass the pedagogy and content tests in order for my current license to transition to a Tier 4?

If you received a five-year license prior to the licensure examinations required today, you will NOT be required to complete those exams for you license to transition to a Tier 4.

Updating my Current Information with PELSB

1. I recently had a name change. How do I change my name on my teaching license(s)? Also, is there a charge?

The [Name Change Authorization](#) form can be found on the [PELSB website](#) at <https://mn.gov/pelsb>. You will click on “Current Educators” and “License Requirements and Forms.” Then click the plus sign in front of “Forms.” You will need to print the name change form, complete ALL the requested information, and mail the form and a COPY of the documentation to PELSB.

Mailing address: PELSB
1500 Highway 36 West, Suite 300
Roseville, MN 55113-4055

2. I recently had a mailing address change. How do I change my mailing address on my teaching license(s)? Also, is there a charge?

The Name Change Authorization form can be used to make address changes. On the top of the form write "Address Change Only." See the answer for question number one in this section for location of the form and mailing address.

Online Licensing System

- Starting on July 1, 2018 the new online system to accommodate tiered licensure will not be available.
 - Please process all application materials via paper application until further notice. The paper applications can be found on the [PELSB website homepage](#) under "Apply".
- Administrative and substitute licenses are non-tiered licenses and will be applied for on the "old" licensing system.
 - Please refer to question number two and six under "[Questions about my Application](#)" for further information on non-tiered licenses and how to apply.

Questions about my Application

1. I am completing a Tier 2 application. Do I need to complete the "Verification of State-Approved Licensure Program?"

- If you have NOT completed a teacher preparation program for the licensure field you are requesting, you do NOT need to complete the Verification of State-Approved Licensure Program.
- If you HAVE completed a teacher preparation program for the licensure field you are requesting, but you are applying for a Tier 2 license because you do not meet all the qualifications for Tier 3, you NEED to complete and include the Verification of State-Approved Licensure Program.
- If you are currently enrolled in a Minnesota state-approved teacher preparation program for the content area of the licensure field being requested, you MUST provide documentation of enrollment with either a copy of your acceptance letter listing the licensure program, a letter from the teacher preparation program on letterhead listing the licensure program, or a copy of your unofficial transcripts. You should NOT complete the "Verification of Stated-Approved Licensure Program" form.

2. I am an out-of-state licensed administrator. I am looking to apply for an administrative license in Minnesota. How do I apply and what are the requirements?

- You can apply for an administrative license by going to the [PELSB website](https://mn.gov/pelsb) at <https://mn.gov/pelsb> and click on "Aspiring Educators" and "Apply for a License." Once on this webpage, you will click on the tab titled "Current." You will then use the Online Licensing System under option 1. Administrative licenses are a non-tiered license.
- If you are applying for both a Tier 3 or Tier 4 AND an administrative license at the same time, you can use the [Tier 3 and Tier 4 Application](#) and check the box indicating you are also applying for an administrative license.

3. I recently submitted my licensure application. I want to expedite. Is there an expedite process? If not, how long does the review process usually take?

The expedite request form can be found on the [PELSB website](https://mn.gov/pelsb) at <https://mn.gov/pelsb>. When on the homepage you will click on “Districts” and “License Forms.” The form you will use is “Request to Expedite a First-Time or Endorsement Application.”

PLEASE NOTE:

- Due to the transition to tiered licensure, PELSB is unsure how the expedite process will proceed. We recommend getting all application materials into PELSB as early as possible. A REQUEST FOR AN EXPEDITED APPLICATION MAY NOT BE POSSIBLE.
- Only the district can use this form. Individual teachers CANNOT request to expedite their license.
- Only expedite the license if it is needed immediately. If there is more than four weeks before the teacher needs to be fully licensed for the classroom, please do not request to expedite the license.

4. I am applying for a Minnesota license. How do I request a fingerprint card?

To request a fingerprint card, [email](mailto:pelsb@state.mn.us) pelsb@state.mn.us or call 651-539-4200 (option 1) and include your full name and mailing address in your message. If you use a fingerprint card from a local police station, make sure it has the sky blue border.

5. I currently hold a Minnesota teaching license, do I need to complete another fingerprint card?

If you hold a Minnesota Educator license, you do not need to complete another fingerprint card.

PLEASE NOTE: If you only hold or have held a Community Expert Permission, this is NOT a license and you will be required to complete a fingerprint card.

6. I am looking to apply for a short call substitute teaching license, but I am not prepared as a teacher. How can I apply for a license?

If you hold a bachelor’s degree or higher, you can go to the [PELSB website](https://mn.gov/pelsb) at <https://mn.gov/pelsb> and click on “Aspiring Educators” and “Apply for a License.” Once on this webpage, you will click on the tab titled “Current.” You will then use the Online Licensing System under option 1. Substitute licenses are a non-tiered license.

7. What is the verification of approved licensure program form and how do I have it completed?

- The verification of approved licensure program form is a form required for individuals who have completed a state-approved teacher preparation program (within or outside of Minnesota). This form is how the organization where the program was completed can make a licensure recommendation, confirming that you have met all the requirements of the licensure program and qualify for a license within the state where you completed the program.
- This form can currently be found in the [Tier 1 and Tier 2 Application](#) Section 6, or the [Tier 3 and Tier 4 Application](#) Section 8.
- Please note, if you have not completed a state-approved teacher preparation program for the licensure field you are applying, you do NOT need to complete this document.

8. I answered “Yes” on a conduct review question. Will this delay the processing of my licensure application?

- The teacher ethics division of PELSB will need to review your conduct review statement. The timing of your application, of the committee’s review, and the type of misconduct will all influence the timeliness of the process.
- If you do not disclose misconduct on your record, the board considers both the misconduct AND the failure to disclose, greatly delaying the processing of your licenses and potentially leading to denial of your license.

Licensure Renewal

1. My license is currently expired. When I renew it, how will it be determined what tier I will receive?

- If your expired license was a five-year standard license, you will automatically qualify for a Tier 4 license.
- All other cases are dependent on the individual qualifications and will need to be reviewed on a case-by-case basis.

2. My Minnesota teaching license(s) lapsed and I am not currently employed by a Minnesota school district, what do I need to do to renew it?

You can work with one of the following continuing education committees:

- The committee of the last district where you were employed
- The committee of the district in which you reside

Please [email PELSB](mailto:pelsb@state.mn.us) at pelsb@state.mn.us with additional questions regarding licensure renewal.

3. I recently switched school districts and my license(s) is up for renewal. Who do I work with when submitting clock hours and mandatory requirements?

You will work with the continuing education committee for the district in which you are employed.

4. I have more than one licensure field in Minnesota. I see that I need to submit 125 clock hours to renew. Is it 125 clock hours total or 125 clock hours for each licensure field?

You need only 125 clock hours and to meet all the mandatory requirements total, no matter how many licensure fields you hold.

5. I am looking to renew my administrative teaching license which is due for renewal. However, I have not attained one year of administrative experience. Can I apply for licensure renewal?

You can renew your administrator license for another two-year license. The one-year experience is only required to move to a five-year administrator license.

Adding a Licensure Field to an Existing Minnesota License

- 1. I am licensed in Science 5-8, but do not currently hold a 9-12 or 7-12 science licensure field. Can I add a 9-12 science licensure field via MTLE testing?**

It is a requirement to hold a 9-12 or 7-12 science license to add another 9-12 science licensure field via MTLE testing.

- 2. I currently hold a Minnesota teaching license. I am looking to add an additional licensure field on my license. Can I simply take and pass the MTLE content exams to add the additional licensure field? If not, how do I add an additional licensure field?**

If you hold a five-year standard, one-year standard, a Tier 3, or a Tier 4 license:

- Minnesota does not allow adding a new licensure field to an existing license via testing, with the exception of science.
- ONLY teachers who hold a 7-12 science or 9-12 science license, have taught science for three years, and passes the Minnesota Teacher Licensing Examination content tests for one of the 9-12 science licensure fields (Life Science, Chemistry, Physics, or Earth and Space Science) can add that licensure field to their existing license.
- This CANNOT be used to add science 5-8.

Out-of-State Applicants

- 1. I am an out-of-state applicant. Do I need to take exams prior to applying for a Minnesota teaching license? If so, which ones?**

- If you do not take Minnesota specific exams, you will likely qualify for a Tier 2 license and need a job offer to receive Minnesota licensure.
- To receive a Tier 3 license, which does not require a job offer, you will need to take and pass the Minnesota Teacher Licensure Examinations in the pedagogy and content area that align to your licensure field.
- To find information regarding MTLE testing, please see the "[Minnesota Teacher Licensure Testing Information.](#)"

- 2. I am an out-of-state applicant who completed testing in another state. Do you accept the Praxis exams? If so, what are the minimum passing scores in Minnesota?**

- In most cases, Praxis exams are not accepted. For basic skills, many different exams can be used to evidence meeting this requirement. For pedagogy and content exams, you must take and pass the Minnesota Teacher Licensure Examinations. The one exception is in low incident special education fields.
- To find information regarding MTLE testing, please see the "Minnesota Teacher Licensure Testing Information."

Variations

1. We have a fully licensed teacher that is needed for a content area outside of their licensure. Since variations are no longer permitted, can we have this teacher work outside of their licensure field?

- Until the board is able to adopt rule providing a pathway for an individual to teach in another licensure area without leaving their tier (the old variations), the board will allow an individual and a district to request a Tier 1 or Tier 2 (based on the teacher's qualifications) to a teacher with a full-professional standard license to teach in a field outside of their licensure area.
- Review the "[Immediate Impact of Tiered Licensure](#)" on the PELSb website homepage for more information.

2. Why wasn't a variance extended?

If a variance start date was not on or before January 1, 2018, the board was not able to extend it. Until the board is able to adopt rule providing a pathway for an individual to teach in another licensure area without leaving their tier (the old variations), the board will allow an individual and a district to request a Tier 1 or Tier 2 (based on the teacher's qualifications) to a teacher with a full-time professional standard license to teach in a field outside of their licensure area.

3. How do we get the start date of the extended variance adjusted?

The start date does not need to be updated for the 2018-2019 school year. It is understood that this permission is for the school year. If you need the start date to be changed for a specific reason, please send an email to star.pelsb@state.mn.us with the file folder number, the district number, the new start date, and the reason you need the start date changed.

4. We need one of our related service staff (School Nurse, School Social Worker, School Counselor, School Psychologist, or Speech-Language Pathologist) to teach a class. Is this permitted?

- Until the board is able to adopt rule providing a pathway for an individual to teach in another licensure area without leaving their tier (the old variations), the board will allow an individual and a district to request a Tier 1 or Tier 2 (based on the teacher's qualifications) to a teacher with a full-time professional standard license to teach in a field outside of their licensure area.
- Once the board is able to adopt rules, the districts will continue to use the discretionary variance requests for related service staff to work as a teacher.

Waivers

1. How was the extension dates chosen?

- How was the January 1, 2018 date chosen? The PELSb board was given statutory authorization to extend community experts, personnel variations, and waivers that were active on January 1, 2018 for a year to assist with the transition into tiered licensure.
- When extending the community expert, personnel variance, and waivers, the date range was extended to match what was requested for the 2017-2018 school year.

- 2. We have teachers whose waivers were extended, but one of them was not applied for until October 2017. Can we have the start date for 2018-2019 changed to the beginning of the school year?**

The start date does not need to be updated for the 2018-2019 school year. It is understood that this permission is for the school year. If you need the start date to be changed for a specific reason, please send an email to star.pelsb@state.mn.us with the file folder number, the district number, the new start date, and the reason you need the start date changed.

- 3. How do I apply for a waiver for the 2018-2019 school year?**

To apply for an Experimental Waiver, the district will need to complete a paper application. This application will be available on July 2, 2018.

Minnesota Teacher Licensing Examination (MTLE) Questions

To find information regarding MTLE testing, please see the [“Minnesota Teacher Licensure Testing Information”](#) document found on the PELSBS website at <https://mn.gov/pelsb> under “Aspiring Educators” and “Licensure Requirements”. Click the plus sign in front of “Testing” to open to the link leading to the document.

How Can I Verify my Minnesota Educator License

- 1. I am looking to apply for a license at a different state or agency. The state or agency is requesting a form or letter from the PELSBS. How can I submit a formal request?**

- A request for a letter can be [emailed](mailto:verificationletters.pelsb@state.mn.us) to verificationletters.pelsb@state.mn.us. Be sure to include your name, Minnesota file folder number, all information that is required in the letter, and where the letter should be sent. If you would like a copy emailed to you, please include that request.
- Forms can be emailed or mailed. Please be sure to include your name, Minnesota File Folder number, any additional information that is needed (including where the completed form should be sent), and if you would like a copy sent to you.

Mailing address: PELSBS
1500 Highway 36 West, Suite 300
Roseville, MN 55113-4055