

License Status Changes for Renewal Applications

Current License	Date Issued	Change
Active 5-year Standard Licenses	On or before 01/01/18	1) Licenses will extend expiration date by one year, effective 01/01/18, for all active 5-year Standard licenses. Refer to the Expiration Extension Chart on page 3. 2) Licenses with new expiration date of 06/30/19 will renew as a Tier 4 license through the normal renewal process. 3) On 07/01/19, any license expiring after 06/30/19 is automatically converted to a Tier 4 license. 4) All clock hours accrued within the original five years of the license, plus hours in the additional year will be applied to the extended renewal date.
Expired 5-year Standard Licenses	N/A	1) From 01/01/18 through 06/30/18: renew through the normal renewal process for a 5-year Standard license. 2) On or after 07/01/18: renew through the normal renewal process. Depending on requirements met, a Tier 3 or 4 license will be issued.
Both Active 2-year and Active 5-year Short-Call Substitute Licenses	On or before 01/01/18	1) Licenses will extend the expiration date by one year, effective 01/01/18, for all active substitute licenses. Refer to the Expiration Extension Chart on page 3. 2) Licenses with new expiration date of 06/30/19 will need to be renewed as "Short-Call Substitute License" under tiered licensure rules to be adopted, AND 3) On 07/01/19, any license expiring after 06/30/19 are automatically converted "Short-Call Substitute License" under tiered licensure rules to be adopted.
Active 1-year Standard Licenses	On or before 01/01/18	1) Licenses will extend expiration date by one year, effective 06/30/18. 2) Licenses will convert to appropriate tier upon renewal by 06/30/19.

Current License	Date Issued	Change
Active 1-year Standard Licenses	On or before 01/01/18	<p>Note: If requirements are met and a completed application for a 5-year standard is received on or prior to 06/30/18, the license will convert to a 5-year standard. On 06/30/19, the license will automatically convert to Tier 4 license.</p> <p>Note: If requirements are met and a completed application for a 5-year standard is not received by 06/30/18, applicant will remain on a 1-year standard or can apply after 07/01/18 for a Tier 3 license.</p> <p>Note: If requirements are not met, applicant will remain on a 1-year standard until 06/30/19. On 07/01/19, the applicant will need to apply for a license under tiered licensure rules to be adopted.</p> <p>A completed application often includes a certified recommendation, official test scores, a completed fingerprint card, official transcripts in a sealed envelope from the provider, and licensing fee(s). Refer to the checklist provided in your application to identify the required pieces needed for a completed application.</p>
Lifetime Qualified Short-Call Substitute Licenses	On or before 06/30/18	License converts to “Lifetime Long-Call Substitute License” under tiered licensure rules to be adopted on 07/01/18 with no expiration date.
Active Provisional Licenses and Nonrenewable Licenses	On or before 01/01/18	<ol style="list-style-type: none"> 1) Licenses will extend by one year, effective 01/01/18. 2) Licenses with new expiration date of 06/30/19 will need to be renewed as an Out-of-Field Permission under tiered licensure rules to be adopted, unless license type is no longer needed. 3) On 07/01/19 any license expiring after 06/30/19 will automatically convert to an Out-of-Field Permission under tiered licensure rules to be adopted if the applicant remains in the district where the permission was granted. Time left on license before expiration is not counted towards limit of out of field permission.
Temporary Limited License, Variance, Non-Licensed Community Expert, Experimental Waiver, and Intern	On or before 01/01/18	At the March 9, 2018 Professional Educator Licensing and Standards Board meeting, the board voted to extend these 1-year license types, active on or before 01/01/18. The extensions will be valid until 06/30/19 and candidates will be notified once the extension has processed.

Current License	Date Issued	Change
Temporary Limited License, Variance, Non-Licensed Community Expert, Experimental Waiver, and Intern	On or after 01/02/18	These 1-year license types will need to be applied for under tiered licensure rules to be adopted.
5-Year Administrative Licenses	On or before 01/01/18	<ol style="list-style-type: none"> 1) Licenses will extend expiration date by one year, effective 01/01/18, for all active 5-year administrative licenses correlated to a Minnesota teaching license. Refer to the Expiration Extension Chart on page 3. 2) 5-year administrative licenses without a teaching license or not correlated to a Minnesota teaching license will have no change.
2-Year Professional and Provisional Administrative License	N/A	No change.

Expiration Extension Chart

Current Expiration Date	New Expiration Date
06/30/18	06/30/19
06/30/19	06/30/20
06/30/20	06/30/21
06/30/21	06/30/22
06/30/22	06/30/23

Unique situations that do not align with these instructions are expected.

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