

# Licensure Guidance Manual

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Minnesota Professional Educator Licensing and Standards Board  
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[STAR Webpage](#)

(<https://mn.gov/pelsb/districts/data-submissions/star/>)

Send all STAR related communications to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

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## Frequently Used Acronyms

The acronyms listed on this page are frequently used throughout the manual or in communications with PELSB staff.

Acronym	Definition
ABE	Adult Basic Education
ALC	Alternative Learning Center
ALP	Alternative Learning Program
AOSA	Administrator on Special Assignment
BOSA	Board of School Administrators
CCDP	Cross-Curricular Delivery Permission
CTE	Career and Technical Education
EDIAM	Education Identity and Access Management
ESSA	Every Student Succeeds Act
FACS	Family and Consumer Sciences
FFN	File Folder Number
FTE	Fulltime Equivalency
IEP	Individual Education Plan
IOwA	Identified Official with Authority
ITV	Interactive Television
LA	Employment records or Licensed Employment Files
LB	Assignment records or Licensed Assignment Files
MDE	Minnesota Department of Education
NA	Non-Licensed records or files
OFP	Out-of-Field Permission
OLL	Online Learning
PELSB	Professional Educator Licensing and Standards Board
PSEO	Post-Secondary Education Options
STAR	Staff Automated Report
TOSA	Teacher on Special Assignment

# Definitions

Many definitions can be found in [Minnesota Rules 8710.0310 Definitions and General Rules for Teaching Licenses](#). This section contains additional terminology or definitions as they relate to licensure compliance.

**Assignment:** The position in which an individual is placed in a Minnesota public school or charter school. This may include instructional positions which require a PELSB license, non-instructional positions which may or may not require a PELSB license, or administrative positions which require a PELSB license.

**Employee Classification:** The position in which an individual is placed in a Minnesota public school or charter school which does not require a PELSB license. These would also be known as non-licensed employees. These positions may have licensure requirements outside of PELSB.

**Permission:** Authorization granted by PELSB to a district or charter school allowing a licensed teacher to work outside of their license field or grade level (called an Out-of-Field Permission [Minnesota Rules 8710.0320](#)) or to teach in multiple fields (called a “Cross-Curricular Delivery Permission”).

**Professional license:** A teaching license that is transferable to any school district. This includes tier 3, tier 4, or a 5-year non-tier license ([Minnesota Rules 8705.0200, subpart 7c](#)).

**Reserve Teacher:** A Reserve Teacher is a substitute that is an employee of the district and reports for work each day. This person is usually considered a district employee and typically has an assignment each day.

**Resolution:** A decision based under the authority of the PELSB board making adjustments to existing rules. These may be a one-time adjustment, a limited time adjustment, or an ongoing adjustment. Resolutions will outline requirements and stipulations as well as a general timeline. These can be found on the [Resolutions](#) webpage.

**Teacher of Record:** The individual responsible for planning, instruction, and assessment of students in a classroom and authorized to grant students credits or grades to meet academic standards or graduation credits ([Minnesota Administrative Rules 8710.0310](#)).

# What is the Licensure Guidance Manual?

The Licensure Compliance Manual provides information about licensure requirements for teachers, related service providers, and administrators serving in public school districts and charter schools in Minnesota. The information found within this document is based on either questions received by PELSB staff and on violations discovered during the Staff Automated Report (STAR) sessions.

The manual addresses different subjects in alphabetical order (for example, Special Education, Title 1, School Nurse, etc...). Some sections will be general information while others may be more detailed, depending on the nature of the questions. When possible PELSB has identified additional information and resources from the Minnesota Department of Education (MDE) and Board of School Administrators (BOSA) in an effort to address related programming or funding information. Links to rules, statutes, or PELSB Board resolutions will be included within the text of the section. Links to references available through MDE or BOSA may be included in each section.

If a question is not answered within this document, please let Licensure Compliance staff know what the question is by emailing [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us). The staff will review the question, respond to your query, and update the manual, as needed.

# Educator Responsibilities

## Administrator Responsibilities

### Employ, Recommend, and Assign Appropriately License Personnel

The [Code of Ethics for School Administrators](#) states that a school administrator must employ, recommend for employment, or assign appropriately licensed or permissioned personnel. If the person does not have the appropriate license, then the district or charter school must apply for a permission from either the [Professional Educator Licensing and Standards Board \(PELSB\)](#) for teachers and related service personnel or the [Board of School Administrators \(BOSA\)](#) for administrators. If a person does not qualify for a license or permission, the person cannot be placed in a position requiring a Minnesota educator license. If a teacher holds an expired license, the teacher cannot be placed in a position requiring a Minnesota educator license until their license is renewed. When there is an urgent need that is not able to be filled, please contact PELSB to determine how to legally fill this need for teaching and related services positions or BOSA for administration positions.

### Verify All Educators Hold a Valid License for Assignment

A district or charter school must verify an educator holds a valid Minnesota educator license or has been approved for a requested permission. To do this, please visit PELSB [License Lookup](#), using the “Details” button to find information about the issuance of the license or approval of permission.

It is the responsibility of the administrator to ensure all staff employed are correctly licensed or that the appropriate permission is received before placing the person in the assignment. If there are questions in regards to licensure requirements, send an email to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

## Teachers and Related Service Providers Responsibilities

### Hold License for the Assignment

State law requires that all teachers hold a valid Minnesota teaching license aligned to the field and grade level of their assignment ([Minnesota Statutes 120A.22, subdivision 10](#)). The [Code of Ethics for Minnesota Teachers](#) further elaborates that a teacher must only accept assignments for which they are licensed or hold a permission.

Teachers and districts or charter schools can verify the status of the application for an initial application or renewal of license through PELSB [License Lookup](#).

### Obtain a Permission to Teach Outside of Content or Scope of License

Educators assigned to assignments for which they are not licensed for the content or the grade level, will need to obtain a permission (OFP or CCDP). Teachers who have signed a permission signature page should verify the permission was approved through the Educator License Lookup “Details” button (permissions may take up to a month to grant).

If the permissions is not listed on License Lookup, teachers should contact their employer for information. If the district has submitted the paperwork and the permission is not on license lookup, the district should email [special.permission.pelsb@state.mn.us](mailto:special.permission.pelsb@state.mn.us) (include the permission type, file folder number, and district on the email).

## **Additional Resources**

Districts, charter schools, administrators, teachers, and the general public can find information on which licenses are required for particular assignments on the [STAR webpage](#) using the Licensure Assignment Table (organized by license) or the Assignment Licensure Table (organized by assignment). The Assignment Licensure Table includes a description of the assignment. Any courses that can fall within this description would then be identified as that assignment code.

## **How Can I Receive PELSB Updates or Become More Active?**

Individuals who would like to receive emailed updates can [subscribe to the PELSB website](#).

The [News and Updates webpage](#) (located under the Board bucket) contains previously emailed announcements.

Individuals can find board meetings, committee meetings, information sessions, and other PELSB events on the [PELSB Meeting webpage](#) (located under the Board bucket).



# Frequently Asked Questions

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## Adult Basic Education (ABE)

More information regarding ABE programs can be found on the [MDE Adult Basic Education \(GED\) webpage](#).

### Does an ABE teacher need a teacher license?

If a teacher is providing instruction as part of an Adult Basic Education program that is receiving ABE funding pursuant to [Minnesota Statute 124D.52](#), that teacher must be licensed ([Minnesota Statutes 122A.26](#)). While Minnesota does have an ABE-specific teaching license, a teacher may serve as an ABE teacher so long as they hold any classroom teaching license ([Minnesota Rule 8710.4000, subpart 1](#)). Note: If the ABE program is being used for the purposes of obtaining a high school diploma or to teach English as a second language, other licensure requirements may apply.

### Does an ESL teacher in an ABE program need a teacher license?

If a public school district is hiring ABE teachers, the teacher must hold a valid Minnesota teaching license. However, state law provides an exception to the licensure requirement in the case of English as a Second Language (ESL) ABE classes. [Minnesota Statutes 124D.52](#) subdivision 4 and [Minnesota Statutes 122A.26](#) subdivision 3 states that an individual who holds a bachelor's or higher degree in ESL, applied linguistics, or bilingual education may teach an ESL ABE class, even if they do not hold a teaching license. These situations are reported in the NA or Non-Licensed Files (classification code 999969).

If unable to locate the person's degree on either of the following lists, please email the ABE department at [mde.abe@state.mn.us](mailto:mde.abe@state.mn.us) for additional information.

The following are examples of degrees that do and do not qualify for this exception based on information provided by MDE's [Adult Basic Education](#) department. Please note that while licensure may not be required, individuals with a bachelor's or master's degree may qualify for a Tier 1 or Tier 2 license.

- Individuals with the following bachelor's or master's degrees are permitted to teach English as a second language in an adult basic education program:
  - English as a second language (ESL, TESOL)
  - Applied linguistics
  - Bilingual education
  - Linguistics degree plus Adult ESL or other teaching certificate
  - Bachelors or masters in teaching a language (other than English)
- The following degrees or certificates do not meet the qualifications of this exception (if no other relevant degree/training):
  - Adult ESL Certificate
  - TEFL Certificate
  - ABE Certificate
  - Master's in Education (if only credential)
  - Master's in Teaching (if only credential)
  - English (literature) degree

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## Career and Technical Education (CTE)

Please visit the MDE [Career and Technical Education](#) webpages for additional information about programming or funding.

Career and Technical Education (CTE) programs are a sequence of courses that integrates core academic knowledge with technical occupational knowledge and skills to provide students a pathway to postsecondary education and careers. MDE is responsible for approving CTE programs. Because CTE programs can leverage certain federal funds, CTE programs may have additional federal requirements that affect which licenses are required of the teachers participating in the programs. These programs generally receive CTE Levy or Perkins funding.

Further information about licensure can be found on the [Career and Technical Education Teacher Licensing](#) webpage. The CTE Table C document contains program course information and identifies what licenses can do each of the courses.

**Important:** *PELSB can answer questions about the license application process and what assignment codes are used to report these assignments on the STAR report, PELS cannot answer questions directly related to CTE programming or funding.*

### Which licenses are CTE licenses?

The following is a list of the licensure area code and licensure description for the content areas identified as CTE licenses. Please note, old vocational licenses may also qualify for CTE funding. Please check on the CTE webpage for additional information regarding legacy licenses.

#### **CTE Licensure Fields**

- 010100 Agriculture – grades 5-12
- 090100 Family and Consumer Sciences – grades 5-12
- 140050 Business – grades 5-12
- 160000 Work-Based Learning – grades 9-12
- 300000 Communications Technology Careers – grades 7-12
- 300100 Construction Careers – grades 7-12
- 300200 Manufacturing Careers – grades 7-12
- 300300 Medical Careers – grades 7-12
- 300400 Creative Design Careers – grades 7-12
- 300500 Early Childhood Careers – grades 7-12
- 300600 Hospitality Service Careers – grades 7-12
- 300700 Transportation Careers – grades 7-12

#### **Career Pathways Licensure Fields**

- 092602 Cosmetology – grades 9-12
- 092603 Law Enforcement – grades 9-12

## Can my Industrial Arts/ Technology teacher teach a CTE course?

While a Technology/ Industrial Arts teacher may have some of the same training and ability to teach similar courses, the Technology/ Industrial Arts license is NOT an approved CTE license and cannot be used to receive CTE Levy or Perkins funding. For further information as to why, you will need to contact the CTE Department at MDE.

## Can my CTE teacher grant math, science, or art credit?

Yes, a Career and Technical Education may

- Fulfill a mathematics or art credit requirement (Minn. Stat. 120B.024, subdivision 2, paragraph c).
- Fulfill the elective science credit, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic as approved by the district (Minn. Stat. 120B.024, subdivision 2, paragraph b).
- Fulfill the credit in chemistry or physics, if the credit meets the state chemistry or physics academic standards as approved by the district. A student must satisfy either all the chemistry academic standards or all the physics academic standards prior to graduation (Minn. Stat. 120B.024, subdivision 2, paragraph b).
- Not fulfill the required biology credit (Minn. Stat. 120B.024, subdivision 2, paragraph b).

Minnesota Rules 3505.1150 further outlines specific requirements that must be met to award math, science, and art credit through a CTE course.

- The instructor must be appropriately licensed for the CTE course. According to the Credit Equivalency document this translates as holding a Tier 3 or Tier 4 CTE license, it cannot be an out-of-field permission, a tier 1 license, or a tier 2 license.
- The instructor has passed the tests required for Minnesota licenses in science, mathematics, or arts area. This would currently be the Minnesota Teacher Licensing Examinations (MTLE) content tests (there are two tests). It is the responsibility of the district to maintain this information, neither PELSB nor MDE maintains test scores.
- The district identifies that the academic standards will be met through a Career and Technical Education program. This means the district must have a state approved Career and Technical Education program and can ensure course is meeting all required academic standards for the course.

Please send any questions about credit equivalency through a CTE course to the MDE Career and Technical Education department at [mde.cte@state.mn.us](mailto:mde.cte@state.mn.us).

## Resources

- [Minnesota Statutes 120B.024 Credits](#)
- [Minnesota Administrative Rules 3505.1150 Awarding Science, Mathematics, or Arts Credits through Career and Technical Education](#)
- MDE [Career and Technical Education \(CTE\) Credit Equivalency](#) document can be found on the Career and Technical Education webpage. This document provides information regarding what types of credit can be awarded and under what circumstances.

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## College Credits Earned in High School

There are two main programs where high school students earn college credit: PSEO and College in the Classroom or Concurrent Enrollment.

### What are PSEO licensure requirements?

- PSEO classes are taught off the high school campus (generally on the college campus) by a college professor. The partnering college, university, or institution is required to provide the staff and will follow requirements for higher education teachers. A valid Minnesota teaching license, issued by PELSB, is not required as the instructor meets requirements by the partnering college, university, or institution and is providing services outside of the public school campus.
- Students participating in online college courses (opened to all college students) and using a study hall period to complete the course are considered off campus and the professor of the online course does not require a license issued by PELSB.

### What license does a teacher need for College in the Classroom or Concurrent Enrollment?

- College in the Classroom or Concurrent Enrollment are college classes taught by a high school teacher as a part of the high school curriculum, taking place on the high school campus, and is only opened for the students enrolled in the high school.
- The teacher must hold the appropriate licensure field or permission for the course. Determination of a teacher's qualification, beyond licensure, to teach these classes are done by the cooperating college.

### Resources

- [Minnesota Statutes 124D.09 Postsecondary Enrollment Options Act](#)
- Additional information regarding college credits earned in high school can be found on the MDE webpage [Career and College Success](#).

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## Community Education

### Can a Superintendent be a Community Education Director?

[Minnesota Statutes 124D.19, subdivision 3.c](#) states that a superintendent can fill the position of Community Education Director when the district has fewer than 6,000 residents (all persons living in the district, not just the K-12 population). This could include a Community Education Program Coordinator that works under the superintendent, assisting with the day-to-day duties.

Contact the [Board of Administrators \(BOSA\)](#) for additional information.

For questions on how to report this on the Staff Automated Report (STAR) contact PELSB staff at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

### Is a Community Education Teacher required to hold an active PELSB license?

[Minnesota Statutes 122A.26](#) (Community Education Teachers; Licensure Requirements) states that a person teaching in a community education program is exempt from all licensure requirements except a program which qualifies for aid in these programs must continue to meet licensure requirements as a teacher:

- Adult Basic Education ([Minnesota Statute 124D.52](#))
- Early Childhood and Family Education (Minnesota Statutes [124D.20](#) and [124D.135](#))
- Driver's Education ([Minnesota Statutes 171.35](#))
- A course offering graduation credit to persons under 18 years of age

## Computer Science

The Computer Science Education Advancement Act includes the creation of a Computer Science Working group made up of K-12 education, industry, state government, and higher education members. The group is charged with developing a strategic plan to increase access to K-12 computer science education across Minnesota. The group will look at topics such as teacher licensure, standards, and graduation requirements, among others to address the lack of access to K-12 computer science education across the state. Additional information can be found on the [MDE webpage Computer Science](#), located the Academic Standards department. Work completed by this group may result in changes of this section.

### What license can teach computer science?

The licenses that can teach computer courses is dependent on the academic standards covered within the curriculum and/ or the intention of the course. This table can be used to assist in determining the license needed for the course. If still unsure, please send a course description to STAR staff via email at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

Types of Licenses	Types of Computer Courses
Visual Arts and Performing Arts licenses	Visual and Performing arts teachers can do media arts and graphic arts that focus on the arts standards, these are considered art classes that use computer software as an artistic tool. This can include courses such as Music Production or Film Making. These are not computer science courses, these would be courses that use technology as a tool, but they may include lessons on the computer science and technology being used.
Industrial Arts/ Technology licenses	Industrial Arts/ Technology teachers can teach courses that include Computer Assisted Design (CAD), Media Arts and Production, Principals of Technology or Tech Systems, Communication Technology, and Computer Programming.
Mathematics license	Mathematics teachers can teach Computer Programming and coding courses.
Business licenses	Business teachers can teach any business related computer courses, basic computer operation courses, keyboarding courses, computer programming, hardware technology, network technology, media arts, and web page designs.
Teachers of Computer, Keyboarding, and Related Technology Applications	Teachers of Computer, Keyboarding, and Related Technology Applications can teach keyboarding and basic computer courses as well as web page design.
Elementary Education	An elementary education teacher may include computer science courses within their self-contained classroom or teach keyboarding part time.
CTE licenses: <ul style="list-style-type: none"> <li>• 140050 Business</li> <li>• 300000 Communications Technology Careers</li> </ul>	These two CTE licenses are the closest licenses we have to a computer science license. Each have specific computer courses they can teach. Please visit the MDE <a href="#">Career and Technical Education Teacher Licensing</a> to find additional information. The most useful document is their Table C, which identifies what licenses are required by CTE course.
Library Media Specialist	A library media specialist is authorized to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction; to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching; and to administer media center operations, programming, and resources. This includes basic computer skills and coding.

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## Credit Recovery

### What license must a teacher hold to award credit for a credit recovery course?

If the school receives specific funding for credit recovery, or is part of an approved program, please check with the funding source/ program approval source for additional licensure requirements. For instance, State Approved Alternative Programs (SAAP) require the teacher to hold the appropriate license or permission while teaching credit recovery courses, regardless of who is awarding the credit. Follow these guidelines for licensure:

- A credit recovery class where the teacher in the classroom is providing all the instruction and awarding credit requires an appropriately licensed teacher regardless of funding or program type.
- A study hall type class where the student brings work from another teacher. The student completes the work in the class and turns it into the content teacher who then awards credit.
  - The content teacher awarding credit requires the content license or permission.
  - Any staff can monitor the study hall class.
- A credit recovery class which involves students completing independent study through an online or computer program, the monitoring teacher is not instructing. Credit is awarded based on students' completion and all assessment is completed by the online or computer program.
  - Licensure depends on funding or program type. For instance, MDE requires SAAPs to have an appropriately licensed teacher in this position.
  - If the class is similar to a study hall or independent study class where a content teacher is assessing and awarding credit, any licensed teacher can monitor.
  - Please see the Online Learning Section of this manual for further information regarding online learning and licensure requirements.
- A credit recovery class is occurring through an online learning program that provides the instructor. Please check the Online Learning section for details on this option.
- Please check the State Approved Alternative Programs (SAAP) for information about licensure requirements for credit recovery programs within a SAAP.

#### ***MDE resources for specific programs:***

- [Alternative Learning](#)
- [Charter Schools](#)
- [Online Learning Providers](#)
- [Graduation Requirements](#)

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## Driver's Education

### Can an OFP be received for Driver's Education?

It may be possible to receive an OFP for the classroom portion of Driver's Education, but NEVER for the Behind-the-Wheel section.

### Can a retired teacher provide Behind-the-Wheel training?

Updates in 2014 to [Minnesota Statutes 122A.48](#) brought along the interpretation that if a retired teacher held a full, professional Driver's Education license AND current holds a lifetime substitute license (which has an expiration date of 6/30/9999 or LIFE), then the teacher can provide Behind-the-Wheel training for a Driver's Education class.

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## Early Childhood/ Pre-Kindergarten

Additional information about early childhood education programs, funding sources, and resources can be found on the MDE [Early Learning webpage](#). The Early Learning department can provide more in-depth information about the programs.

### Does a preschool teacher require a license?

It depends on the program requirements of the funding source. The Early Childhood Programs list below provides further details.

#### **Early Childhood Programs**

- **Early Childhood Special Education (ECSE)** programs: requires an Early Childhood Special Education license.
- **Early Childhood Family Education (ECFE)** program: requires an early childhood license to teach young children and a parent educator license to teach adults/ parents.
- **School Readiness** program: while licensure in early childhood is recommended, it is not required. The educator in this program is required to be knowledgeable in early childhood curriculum content, assessment, native and English language development programs, and instruction.
- **School Readiness Plus** Program: while licensure in early childhood is recommended, any teaching license is acceptable provided the teacher is knowledgeable in early childhood curriculum content, assessment, native and English language development programs, and instructions.
- **Voluntary Pre-Kindergarten** Program: while licensure in early childhood is recommended. The educator in this program is required to be knowledgeable in early childhood curriculum content, assessment, native and English language development programs, and instruction.
- **Program funded entirely through private funding or tuition** (no state or federal funding): while licensure in early childhood is recommended, the requirement of licensure is at the discretion of the district or charter school.

#### **The Early Childhood licenses are:**

- **Current Licenses**
  - 180150 Early Childhood Education (birth to grade 3)
  - 180105 Pre-Primary (age 3 to pre-kindergarten)
  - 180401 Parent and Family Education (adult)
  - 190500 Early Childhood Special Education (birth to age 6)
- **Legacy Licenses:**
  - 180102 Pre-kindergarten
  - 180103 Pre-Kindergarten and Kindergarten
  - 180401 Family Education/ Parent Educator
  - 180402 Family Education/Early Childhood

## Was there a recent change in legislation regarding a requirement of licensure?

The following is direct citation from [Laws of Minnesota 2023, Chapter 54, Section 5](#):

Sec. 5. [122A.261] PREKINDERGARTEN, SCHOOL READINESS, PRESCHOOL, AND EARLY EDUCATION PROGRAMS; LICENSURE REQUIREMENT.

Subdivision 1. Licensure requirement. (a) A school district or charter school must employ a qualified teacher, as defined in section 122A.16, to provide instruction in a preschool, school readiness, school readiness plus, or prekindergarten program or other school district or charter school-based early education program.

(b) This subdivision does not apply to individuals providing instruction in a child care center licensed under Minnesota Rules, chapter 9503, or in a certified license-exempt child care center under chapter 245H.

Subd. 2. Exemptions. Any teacher who has taught in a preschool, school readiness, school readiness plus, or prekindergarten program, or other early learning program for at least five years prior to September 1, 2028, may continue to teach without obtaining a license. Notwithstanding this exemption from the licensure requirement, these individuals are teachers under section 179A.03, subdivision 18.

EFFECTIVE DATE. This section is effective July 1, 2028.

## What license is required to provide specialty classes for pre-kindergarten students?

It depends on the funding source of the program. Some programs do not require licensure.

For programs requiring licensure:

- In [June 2017, the Board of Teaching resolved](#) that K-12 Music, Art, Physical Education, and ESL teachers can provide instruction in their specialty area for pre-kindergarten (ages 3-5) until the Board of Teaching enters into rulemaking to determine the best solution for pre-kindergarten specialties.
- In [February 2022, the PELSB Board resolved](#) to add the following K-12 content areas to this list (the teacher must hold a K-12 license in order to qualify): Dance, Theater Arts, Library Media Specialist, Reading, World Language and Culture, and American Indian Language, History, and Culture.

The K-12 licenses that are now allowed to serve pre-kindergarten students until the PELSB Board completes rulemaking for each of the licensure areas are:

- Music
- Visual Art
- Physical Education
- ESL
- Dance
- Theater Arts
- Library Media Specialist
- Reading
- World Language and Culture
- American Indian Language, History, and Culture



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## Elementary Education

### Can an elementary licensed teacher teach specialty classes?

A licensed elementary teacher may teach performing arts, visual arts, media arts, keyboarding, and physical education part-time outside of a self-contained classroom when the district is unable to obtain an appropriately licensed teacher for these courses.

Districts are advised to consult with STAR staff to determine the best license.

### Can an elementary licensed teacher teach a core content all day to multiple classes?

Yes, an elementary teacher can teach core content areas outside of the self-contained classroom (mathematics, communication arts and literature, social studies, and science). For full-day reading assignments, PELSB encourages schools to assign a licensed reading teacher when possible.

### Can an elementary licensed teacher teach 5th and 6th grade in a middle school?

Yes, an elementary teacher can provide instruction in core content areas (mathematics, communication arts and literature, social studies, and science) within the appropriate grade levels for any school setting. PELSB encourages districts to obtain teachers with a 5-8 middle school license within the subject area.

In the case of a tier 1 or tier 2 teacher, districts are encouraged to consult with STAR staff as a content specific license may be the best option.

### Can an elementary licensed teacher teach a self-contained 7th and 8th grade class?

No, a teacher holding only an elementary education license cannot teach a self-contained 7<sup>th</sup> or 8<sup>th</sup> grade class without obtaining an appropriate permission. Prior to 2018, elementary teachers were allowed (by Minnesota Rules) to teach middle school classrooms that were self-contained if the school was officially designated by MDE as a K-8 school. When PELSB adopted new rules this allowance was repealed.

Teachers who will be providing instruction in multiple content areas within a secondary classroom should obtain a Cross-Curricular Delivery Permission (CCDP).

If a school has questions about how it can utilize a licensed teacher to fill multiple assignments for a given group of students, the school should consult with STAR staff to determine the best license.

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## English Language Learner

### Can ESL teachers provide core content instruction for graduation credit?

It depends. ESL teachers who are teaching core content classes and awarding credit for that content area to ESL students must hold both an ESL license and content license (or permission).

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## Highly Qualified Teacher

### How do I become a Highly Qualified teacher?

In 2015, when the Every Student Succeeds Act (ESSA) replaced the No Child Left Behind Act (NCLB) Highly Qualified teacher status became obsolete. Each state was required to define what a qualified teacher would be under their own ESSA plan. [Minnesota Statutes 122A.16](#) defines a qualified teacher as one who is holding a valid license to perform a particular service for which the teacher is employed in a public school or charter school. Due to this change, there is no need to provide evidence of being a Highly Qualified teacher and there is no longer a pathway to become a Highly Qualified teacher. If you hold a Minnesota teacher license, you are considered a qualified teacher in the area of your license.

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## Independent Studies

### What license is required for independent study?

If the school receives specific funding for independent study, or is part of an approved program, please check with the funding source or program approval source for additional licensure requirements. Follow these guidelines for licensure:

- A study hall class where the student brings work from another teacher. The student completes the work in the class and turns it into the content teacher who then awards credit.
  - The content teacher awarding credit requires the content license or permission.
  - Any staff can monitor the study hall class.
- The student completes independent study outside of the regular school day, but meets with the advising teacher at least one hour a week. The advising teacher requires the appropriate content license or permission.
- A specialty teacher providing private lessons as a part of the students' academic day, but may not occur every day. The specialty teacher must hold the appropriate content license or permission.
- For independent study classes that do not fit into these three cases, email STAR staff at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

### ***MDE resources for specific programs:***

- [Alternative Learning](#)
- [Charter Schools](#)
- [Online Learning Providers](#)
- [Graduation Requirements](#)

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## Library/ Media Center

### Does a Person Need a License to be in charge of the Library?

Recent changes from the 2023 legislation session regarding Library Media Specialists and public school libraries can be found in the [Laws of Minnesota 2023, chapter 55, article 9, section 6](#). According to these updates, a school district or charter school library or media center must provide equitable and free access to resources to students, teachers, and administrators. **A library or media center must be served by a licensed school library media specialist or a licensed school librarian.**

Examples of duties that require a Library Media Specialist or Librarian license are:

- Instructing students in information and technological literacy skills
- Leading, collaborating, and consulting with other classroom teachers for the purpose of integrating their classroom curriculum with information and technological literacy skills
- Administering or Managing the Media Center operations, programming, and resources which may include:
  - Managing the library or media center budget
  - Monitoring needs, usage, and trends to structure and justify budgets
  - Evaluating the program, facilities, and resource collections
  - Evaluating, selecting, and applying appropriate hardware, software, and other resources for the media center
  - Evaluating, selecting, and purchasing appropriate technological and print materials for the library or media center

### Can a paraprofessional or teacher run the library?

Recent changes from the 2023 legislation session regarding Library Media Specialists and public school libraries can be found in the [Laws of Minnesota 2023, chapter 55, article 9, section 6](#). According to these updates, a school district or charter school library or media center must be served by a licensed school library media specialist or a licensed school librarian.

Individuals who do not hold a license may work as a clerk who can assist staff and students with checking materials in and out of the media center, locating materials, and using materials. They can also assist in monitoring the use of the library or media center and with the inventory of the resources.

### Can my Library Media Specialist be a Technology Integration Specialist?

Yes. A library media specialist has been trained to be a technology integration specialist.

### Resources

[Minnesota Rules 8710.4550 Library Media Specialists](#)

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## Online Learning

### What resources about Online Learning available?

Information about online and digital instruction is available on MDE's website: [Online Learning Providers](#) or [Online Learning](#).

### What license is required for Online Learning?

The licensure requirements for online and in-person instruction are the same. [Minnesota Statutes 120A.22, subd.10](#) requires that teachers providing instruction in a public school or charter school hold the appropriate Minnesota license for the assignment.

- **Full-time online school or programs:**
  - These are Minnesota public school districts and charter schools who enroll students and provide online instruction. Online instruction may be provided by a district or charter school to their own enrolled students.
  - All educators providing services in these programs are required to have the appropriate license or permission for their assignment.
- **Online Courses Offered by State-Approved Supplemental Online Course Providers:**
  - Supplemental online courses can be provided to students enrolled in their regular school. Supplemental courses replace courses at the regular school and are applied to the transcript.
  - These providers can partner with local districts or charter schools to provide course options the schools couldn't otherwise offer.
  - All educators providing services in these programs are required to have the appropriate license or permission for their assignment. If providing services to multiple districts AND the educator is on a permission, a permission is required for each district receiving services.
- **Blended Learning Programs or Courses:**
  - Any district or charter school may offer blended learning options to their own enrolled students. Blended courses are where students learn partly in a school building and partly online.
  - All educators providing services in these programs are required to have the appropriate license or permission for both the in-person and the online assignment.
- **Online Courses by Third Party (not State-Approved providers)**
  - Online courses that utilize a vendor or other third party curriculum can be used IF both conditions are met:
    - The curriculum is aligned with Minnesota Academic Standards and Benchmarks, AND
    - The school's Teacher of Record is providing the instruction.
  - All educators providing services in these programs are required to have the appropriate license or permission for their position.
- **Additional Programs:**
  - Education is an ever growing and changing creature. This list is not an exhaustive list.
  - For online learning that do not fit into this list, please email STAR staff at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

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## Permissions

### What are Permissions and where can I find information about them?

A permission is authorization to teach in an assignment outside of the scope or content area of the teacher's existing license(s). Information about the different types of permissions can be found on the PELSB [Tier 1, Tier 2, and Permissions](#) webpage.

There are two types of permissions: Out-of-Field Permission (OFP) and Cross-Curricular Delivery Permission (CCDP). There is also a discretionary variance application which asks the PELSB board to disregard a rule when the rule is creating undue burden. A discretionary variance can be used to receive either a permission or a license if good cause is presented by the district and/ or applicant.

### What is an Out-of-Field Permission (OFP)?

[Minnesota Administrative Rules 8710.0320](#)

An Out-of-Field Permission (OFP) is a permission given to a district allowing a teacher to work in an assignment outside of the scope or content of their license. In order to apply for an OFP, the teacher must hold a tier 2, tier 3, or tier 4 license and the district must co-apply for the permission. An OFP is valid for one school year.

Prior to tiered licensure, teachers were eligible for a personnel variance. OFPs replaced the personnel variance beginning the end of October 2018. At that time, all Minnesota educators started with zero OFPs. Previous personnel variances do not count to the overall total of OFPs.

Please note, beginning with the 2023-2024 school year, a teacher holding a Tier 2 license is eligible to teach up to 50% of their daily assignment using an OFP. The remainder of the Tier 2 teacher's assignment must be within the content area of their Tier 2 license. Individuals teaching more than 50% of their assignment outside of the Tier 2 licensure area will need to seek a Tier 1 or Tier 2 licensed aligned to that assignment.

OFPs can only be used within the district requesting the permission.

OFPs cannot be shared EXCEPT in the case where a Host district or Co-op holds the permission. The member districts can then receive services from the person holding the permission. If multiple districts outside of this model need to share a staff on a permission, all districts must receive a permission.

OFPs in special education low incidence areas can be shared by any districts within a region.

OFPs can be renewed up to four additional years beyond the initial year.

## What is a Cross-Curricular Delivery Permission (CCDP)?

A Cross-Curricular Delivery Permission (CCDP) authorizes a Tier 3 or Tier 4 teacher to teach multiple content areas and multiple grade levels. Schools or programs that utilize this permission tend to address the needs of students that cannot be met in a standard school setting.

- Beginning August 1, 2023, CCDP replaced the Innovative Program Permissions (IPP) which had replaced the experimental, or board, waivers in October 2018.
- Tier 1 and tier 2 teachers do not qualify for a CCDP.
  - If a tier 1 teacher is needed, multiple tier 1 licenses will be needed.
  - If a tier 2 teacher is needed, multiple OFPs will be needed.
- CCDPs can only be used within the district requesting the permission.
- CCDPs cannot be shared EXCEPT in the case where a Host district or Co-op holds the permission. The member districts can then receive services from the person holding the permission. If multiple districts outside of this model need to share a staff on a permission, all districts must receive a permission.
- CCDPs do not have a limitations on renewal.
- Please check the CCDP FAQ document for additional information.

## What is a Discretionary Variance?

In accordance with [Minnesota Statutes 14.055, subdivision 4](#) and [Minnesota Statutes 14.056](#), a person or entity may request a variance from a rule or portion of a rule by seeking a discretionary variance. PELSB will examine each request on an individual basis. A discretionary variance will only be granted in cases of extreme hardship.

For additional information or assistance, please email [special.permission.pelsb@state.mn.us](mailto:special.permission.pelsb@state.mn.us).

## Are there any resolutions regarding permissions we should be aware of?

The PELSB board resolved the following three actions to assist districts in navigating the teacher shortage for the school years of 2022-2023 and 2023-2024.

- The 15-day advertising requirement for initial Out-of-Field Permissions (ONLY OFPs) was waived.
- OFPs received for 2022-2023 and 2023-2024 will not count towards an educators allowable limits.

[August 2022 resolution for 2022-2023](#)

[April 2023 resolution for 2023-2024](#)

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## Personal Finance

[Laws of Minnesota 2023, Chapter 55, Article 2, Section 7](#) states that beginning in the school year 2024-2025 the students in 9<sup>th</sup> grade and beyond will need to complete a course for credit in personal finance in grades 10, 11, or 12. This section also states that the following licenses can teach these courses: agricultural education, business, family and consumer science, social studies, or mathematics.

Personal finance classes can be reported with the following assignment codes:

License	Assignment Code
Agricultural Education	<ul style="list-style-type: none"><li>• 200410 – Agricultural Economics – for courses that have embedded the personal finance standards</li><li>• 160100 – Self-Management or Life Skills</li></ul>
Business	<ul style="list-style-type: none"><li>• 149922 – Consumer Economics or Personal Financial Management</li><li>• 160100 – Self-Management or Life Skills</li></ul>
Family and Consumer Science	<ul style="list-style-type: none"><li>• 090104 – Family Resources Management, Consumer Economics, Personal Finance</li><li>• 160100 – Self-Management or Life Skills</li></ul>
Social Studies	<ul style="list-style-type: none"><li>• 150600 – Economics – for courses that have embedded the personal finance standards</li><li>• 160100 – Self-Management or Life Skills</li></ul>
Mathematics	<ul style="list-style-type: none"><li>• 110502 – General or Consumer Math</li><li>• 119991 – Other Math Classes not listed</li><li>• 160100 – Self-Management or Life Skills</li></ul>

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## School Counselor

### Can a School Counselor do the work of a School Social Worker?

No, a school counselor and a school social worker are not interchangeable. While these two positions may share similar duties, their focus is different. A school counselor focuses more on the academic success of a student and most of their duties are encompassed within the school. A school social worker focuses on the student within their family and community and their duties may encompass the family and community. School social workers also fill Special Education IEP requirements that school counselors are not licensed to do.

### Can a School Counselor serve pre-kindergarten students?

Yes, in [January 2019, the PELSB Board resolved](#) that school counselors who hold a K-12 license can provide counseling service to pre-kindergarten students until the board is able to enter rulemaking for school counselors.

## **Can my School Counselor Teach a Career and College Readiness Class?**

No, while career and college readiness falls under the duties of a school counselor, a person only holding a school counselor license cannot serve as the teacher of record. To be the teacher of record for a Career and College Readiness class, the instructor must hold at least one non-expired teacher license in any content area, preferably within the grade level of the students being served.

A school counselor can team teach with a classroom teacher (the classroom teacher must be in the classroom and cooperating with the instruction and curriculum). A school board can also choose to allow a school to award an elective credit for students who participate in Career and College Readiness activities and these activities may be monitored by the school counselor. A school counselor can also lead a team of staff in managing a Career and College Readiness Center.

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## **School Nurse**

### **Is a school required to have a licensed school nurse?**

Districts and charter schools that have 1000 or more students are required to have a fulltime Licensed School Nurse holding a PELSB license or a Certified Public Health Nurse, or enter into another arrangement approved by the Commissioner of Education (MDE) ([Minnesota Statutes 121A.21](#)).

While a district or charter school with less than 1000 students are not required to have a licensed school nurse, they are required to meet the health needs of their students.

### **What if a school cannot find a licensed school nurse?**

Schools that have more than 1000 students and are unable to locate a Licensed School Nurse or Certified Public Health Nurse should contact the Minnesota Department of Education (MDE) to explore the Alternative Health Plan option. More information can be found on MDE's webpage [School Health Services](#).

### **Can a licensed school nurse supervise a nurse who does not hold the PELSB license?**

LPNs and RN's who do not hold the PELSB School Nurse license (usually those who do not hold a 4-year degree) are allowed to work under the supervision of an individual who holds a PELSB School Nurse license.

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## **School Social Worker**

### **Can a School Social Worker provide School Counselor services?**

No, a school counselor and a school social worker are not interchangeable. While these two positions may share similar duties, their focus is different. A school counselor focuses more on the academic success of a student and most of their duties are encompassed within the school. A school social worker focuses on the student within their family and community and their duties may encompass the family and community. School social workers also fill Special Education IEP requirements that school counselors are not licensed to do.



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## Science

### How do we handle staffing for the new science academic standards?

The 2019 Minnesota Academic Standards in Science were adopted by the MDE in 2021. Full implementation is scheduled for the 2024-2025 school year. Given these changes, in [March 2021, the PELS Board resolved:](#)

- A school district is not required to post a science position before offering the position to a science teacher who is directly impacted by the changes to Physical Science and Earth and Space Science standards and would require an out-of-field permission to fill the assignment.
- Out-of-field permissions used by a science teacher, who holds a Tier 3 or Tier 4 license, that is directly impacted by the changes to Physical Science and Earth and Space Science standards, to fill science assignments outside the scope or grade level of their license, will not count against the teacher's lifetime total of five OFPs.

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## Science, Math, and Technology Integrated Curriculum

### What type of classes fall into this assignment code?

Assignment code 890450 Science, Math, and Technology Integrated Curriculum has been created for positions such as Project Lead the Way, Maker's Space, Fab Lab, or STEM. This code is not required to be used if the district feels it is not appropriate. For example, if the district feels the class is focused more on mathematics, the district has the choice of using the Integrated Curriculum code or a mathematics code for reporting. If you have questions about what licenses can teach the course, send an email to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

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## Special Assignments (TOSA or AOSA)

### What is a TOSA or AOSA?

The definition of a Teacher on Special Assignment (TOSA) or Administrator on Special Assignment (AOSA) for districts is different from a licensure compliance spectrum. This means that a district TOSA or AOSA position may not be considered a special assignment for licensure compliance purposes.

To determine if your TOSA or AOSA is required a specific license, the district or charter school must submit a job description with a list of job duties, grade level, and any credit awarded for the assignment to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

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## Special Education

[Minnesota Administrative Rules 3525.2350](#) explains the multidisciplinary or multidisability team teaching model.

### Can a Special Education teacher work with students outside of their categorical area?

Yes, a special education teacher can provide services to students outside of their categorical area if they are a part of a Multidisciplinary or Multidisability Team. In this model at least one of the teachers on an IEP team must hold the appropriate license for the special education category of the student being served, but any licensed special education teacher or related service provider on the team can provide services to the student as determined by the team.

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## State Approved Alternative Programs (SAAP)

Additional information about SAAPs can be found on the MDE [Alternative Learning webpage](#).

### What license does a SAAP teacher need to hold?

Teachers in a SAAP program are required to be appropriately licensed for the content in which they are instructing. For individuals who are providing services outside of their licensure field, a permission is required.

When a teacher is providing instruction outside of their license content in a single field or outside of their license grade level, an Out-of-Field Permission (OFP) is required.

When a teacher is providing instruction outside of, or in addition to, their license field in multiple content areas, multiple grade levels, in a non-traditional or innovative setting, or using a non-traditional or innovative curriculum, the teacher may qualify for a Cross-Curricular Delivery Program Permission (CCDP).

Further information about the OFP and CCDP can be found at [Tier 1, Tier 2, and Permission Requests](#).

### What license is required for a SAAP to provide Independent Study classes?

A teacher must hold the appropriate content license for an independent study course. Students work independently and receive instruction as needed from the licensed content teacher.

Revenue from MDE is based on the percentage of direct instruction between the student and teacher. For more information about the amount of direct instruction, please contact the MDE specialist at [mde.alternativelearning@state.mn.us](mailto:mde.alternativelearning@state.mn.us).

This direct instruction time is a function of attendance (instruction) and completed coursework. See the [State-Approved Alternative Programs Resource Guide](#) for additional information.

### What license is required for a SAAP to offer credit recovery classes?

Similar to independent study classes, a credit recovery teacher within a SAAP is required to be appropriately licensed, no matter the format of the credit recovery class.

### What license is required for SAAP using online curriculum, classes, or software?

For class settings that are not describe in the previous section and include online or digital curriculum, classes, or software, please see the [Online Learning section](#) in this document for additional information.

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## Substitute Teachers

### Short-Term or Short Call Substitute

A short-term substitute can replace the same teacher-of-record or a vacancy for up to 20 consecutive days. A short-term substitute teacher is not the Teacher of Record as defined by [Minnesota Administrative Rules 8710.0310](#).

#### ***What license does a short-term substitute need?***

- An individual who holds one of the following licenses that are not expired, can do short-term subbing:
  - Short Call Substitute License
  - Lifetime Substitute License
  - Any Teacher License
  - Related Service licenses (counselor, social worker, nurse, psychologist, Speech-Language Pathologist)
- An individual who holds ONLY one of the following license, must obtain a short call substitute license:
  - Administrative license
  - Only holds expired licenses or the above choices are expired and the only active license is administrative
- Individuals who hold a Tier 1 or Tier 2 license:
  - These teachers can short call sub in ANY district, not just the one listed on their license
  - As long as the license is valid (unexpired), the teacher does not need a short call substitute license
  - A tier 1 or tier 2 licensed teacher can be a reserve teacher in any district as this is only short-term subbing. This may generate a violation. If it does, there will be an override done.

#### ***Can a teacher with a short-term substitute license teach in the following models?***

- **A class that does not meet consecutive days of the week?**

If a class meets Monday, Wednesday, and Friday this is considered three consecutive days. The days the class does not meet do not count when determining the 20 days. Weekends and non-school days are also not counted. If the teacher has taught 19 consecutive days before a week long school vacation, then they can only return for one day.
- **A class that meets irregularly?**

If the class is scheduled for 20 days or less (a class that meets once a week for a certain amount of time) during a grading session, a short-term substitute *CANNOT* fill this assignment. A teacher holding the appropriate license or permission must fill this assignment.

#### ***Provide home bound services?***

- A short-term substitute cannot be a Home bound teacher unless the time period is 20 days or less.

#### ***Teach 20 days, take a day off, and then return to the position for another 20 days?***

- A short call substitute cannot teach for 20 days, take a day off, and then return to the same position for another 20 days. In this situation, the short call substitute would be considered the Teacher of Record.
- If it is determine that a short call substitute is needed for longer, the teacher should either pursue a tiered licensure (if they do not currently hold one) or renew their teacher license if it has expired.

## Long-Term Substitute

A long-term substitute is an individual filling the same position for more than 20 consecutive days and/or a teacher who will replace the Teacher of Record while they are on a leave of absence. These individuals must be reported. These individuals need to hold the appropriate license or permission to fill the position.

### ***What if our school requires more than 20 days to be considered a long-term substitute?***

The rule for licensure and the school's decision of when someone moves from short term substitute status to long-term substitute status are two different items. When determining if a person needs to obtain a license or permission, any assignments lasting longer than 20 consecutive class days requires a license for the content and grade level of students being served.

### ***Can a Tier 1 or Tier 2 licensed teacher be a long-term substitute?***

If a teacher holding a tier 1 or tier 2 license is needed for a long-term subbing license, follow these guidelines:

- Their tier 1 or tier 2 license is for the district and within the same licensure field, they are valid for the long-term position.
- Their tier 1 license is for the district, but NOT the licensure field, the teacher would need to obtain a new tier 1 license in the required licensure field.
- Their tier 2 license is for the district, but NOT the licensure field, the teacher would need to obtain an out-of-field permission (OFP) for the required licensure field.
- Their tier 1 or tier 2 license are in the same licensure field but NOT for the same district, the teacher would need to obtain a new license for the new district.

## Lifetime Substitute License

A retired teacher may be eligible for a lifetime short-term substitute license, which is a substitute license that never needs to be renewed. [Minnesota Administrative Rules 8710.0326](#) provides details about the purpose, the requirements, and additional limitations of the license.

### ***What are the qualifications for a lifetime substitute license?***

To qualify for a lifetime substitute license a teacher must meet the following requirements:

- Holds or held a Tier 3 or 4 license, a Minnesota five-year standard license or equivalent, or a professional license from another state
- Must be receiving retirement payments as a result of teaching experience. In Minnesota this would be from the Teacher Retirement Association (TRA).

### ***What can a teacher holding a lifetime short term substitute license do?***

The teacher can provide short term substitute work, reserve teacher work, and possibly long-term substitute work. In order for a teacher holding a lifetime substitute license to provide long-term substitute services in a classroom (without renewing their expired teaching license) both of the following conditions MUST be met:

- The classroom teacher is on an approved leave of absence. The lifetime substitute is replacing a teacher who will be returning to the position. This means that if a position is not filled, if it is new or an employee has not yet been hired, it does not qualify for this exception.
  - During the April 2023 board meeting, the PELSB Board resolved that for the 2023-2024 school year, lifetime substitutes can fill vacancy positions.
- The substitute's previous license was a full-time license within the grade level and content of the assignment.

## Reserve Teacher

A reserve teacher (assignment code 899999) is a substitute that is hired full time by a district to fill daily positions as needed. These individuals should be reported, even though they often fill only short-term positions, because they are employed by the district. They will have an LA file and an LB file.

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## Teacher of Record

### What does Teacher of Record mean?

[Minnesota Administrative Rules 8710.0310](#) defines the teacher of record is the individual responsible for planning, instruction, and assessment of students in a classroom and authorized to grant students credits to meet academic standards or graduation credits.

A Teacher of Record must hold the appropriate license for the content and grade level of the course.

#### ***Examples of Teacher of Record:***

- An online teacher provides instruction. The classroom teacher assists in planning of curriculum, providing support to the instruction, assessing the students, and determining grades or standards met. In this example both teachers are teacher of record.
- A class has two instructors. One focuses all the curriculum, instruction, and assessing of students. The second teacher provides support and assists with grading the students. In this example both teachers are teacher of record.
- The class has an online teacher and classroom teacher but only the online teacher works with curriculum and instructing. Only the classroom teacher assesses and grades the students. In this example, both are Teacher of Record.
- An online class is developed, taught, assessed, and graded fully by an online teacher. The school has a classroom teacher who monitors the class during lab time. In this example only the online teacher is Teacher of Record.
- An online class occurs 100% online, the student is never in a school building. Only the online teacher is fully responsible for curriculum, instruction, assessing, and awarding grades. In this example, only the online teacher is the Teacher of Record.
- A class has one teacher who developed the curriculum, provides the majority of the instruction, and assesses and grades the student. Once a week an expert in a content area of the class joins as a guest speaker. In this example the teacher is Teacher of Record.

If you have questions about who is the Teacher of Record, please reach out to STAR staff via email at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

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## Teacher Shortage

The PELSB board resolved the following three actions to assist districts in navigating the teacher shortage for the school years of 2022-2023 and 2023-2024.

- The 15-day advertising requirement for initial Out-of-Field Permissions (ONLY OFPs) was waived.
- OFPs received for 2023-2024 will not count towards an educators allowable limits.
- Lifetime Substitutes can long-term substitute for teachers on a leave of absence OR for vacant positions.

[August 2022 resolution for 2022-2023](#)

[April 2023 resolution for 2023-2024](#)

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## Technology Integration Specialist

### What is a Technology Integration Specialist?

A Technology Integration Specialist is an individual who assists schools and their staff with technological education. This may occur in many different forms, such as, but not limited to, providing staff development, coaching teachers, assisting teachers with curriculum development, researching software to assist in software, assisting teachers within technological classrooms, etc...

### Does a Technology Integration Specialist Require a License?

It depends.

If the person is not providing any instruction to students, then they generally do not need a license.

If the position has other duties that would require a license, then the license the person holds should be to match those duties. For example, a person may be a Technology Integration Specialist may also be in charge of the Library Media Center. In this case, they would be required to have a Library Media Specialist license.

If the person is providing instruction they must hold the appropriate teacher license for the content being taught and grades being served. For example, if your Technology Integration Specialist works 50% in this role and 50% teaching mathematics, they must hold a mathematics license.

A Technology Integration Specialist may assist in a classroom if the classroom teacher needs. The requirement of a license would be dependent on the instruction they are providing. If only assisting a teacher a license is not required. If the duties would include assessing student learning to determine if they meet the academic standards or to provide a grade, then this person is now working as Teacher of Record (as a co-teacher) and would be required to hold the appropriate license for the field for which they are the assessing students.

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## Tiered Licensure

Additional information regarding licenses can be found on the PELSB website. Each tier level has a separate application that contains information pertaining to that tier.

- First time applicants can find information on the [Apply for a License](#) webpage.
- Applicants who hold a current MN educator license and are looking to add a license can find information on the [Apply for Additional License](#) webpage.

Teacher licensure examination information can be found on the [Testing webpage](#).

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### Tier 1 License

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[Minnesota Statutes 122A.181](#)

[Minnesota Administrative Rules 8710.0311](#)

A tier 1 license is a one-year license that allows the teacher to work within the district requesting the tier 1 license, in the content area of the license.

A tier 1 license is not considered a professional license as defined by [Minnesota Administrative Rules 8705.0200, subpart 7c](#). This is because a tier 1 license is granted to an individual based on minimum requirements to be used only within a specific district or charter school and cannot be transferred to another district or charter school without applying for an additional license.

- **Qualifications to obtain:** an individual must
  1. Hold a bachelor's degree or fall under the exemption from the bachelor's degree requirement and
  2. Have a job offer from a Minnesota public school or charter school.
- **Sharing tier 1 teachers:**
  - A host district or Co-op that employs a teacher with a tier 1 license assigned to the host district or Co-op, any member district may receive services from that teacher. In the new STAR system this will create a discrepancy until we are able to add the edit to the violation. STAR staff will do an override when finalizing the report.
  - If multiple districts need to share a tier 1 teacher and do not qualify for the previous situation, the teacher needs to hold multiple tier 1 licenses assigned to each district.
- **Adding to a tier 1 license:** If a teacher is applying for an additional tier 1 license, please have the applicant indicate on the application whether this position is in addition to the existing district or if their position with the existing district has ended.
- **Permissions:** Tier 1 licenses do not qualify for any permissions. If a tier 1 teacher is needed in multiple areas the teacher will need to apply for multiple subject areas. All licensure areas can be listed on the same application. Please ensure the district verification form also includes all the required licensure fields.

## Tier 2 License

[Minnesota Statutes 122A.182](#)

[Minnesota Administrative Rules 8710.0312](#)

A tier 2 license is a two-year license that allows the teacher to work within the district requesting the tier 2 license, in the content area of the license.

A tier 2 license is not considered a professional license as defined by [Minnesota Administrative Rules 8705.0200, subpart 7c](#). This is because a tier 2 license is granted to an individual based on specific content related requirements to be used only within a specific district or charter school and cannot be transferred to another district or charter school without applying for an additional license.

- **Qualifications to obtain:** An individual must:
  1. Hold a bachelor's degree or fall under an exemption from the bachelor's degree requirement,
  2. Have a job offer from a Minnesota public school or charter school, and
  3. Meet one of the following qualification requirements
    - a. Be enrolled in a Minnesota teacher preparation program
    - b. Hold a master's degree in the content area
    - c. Completed a state-approved teacher preparation program aligned to the licensure area; or
    - d. Two of the following (these qualifications will no longer be accepted beginning July 1, 2024):
      - i. Have completed at least eight upper division or graduate-level credits aligned to the assignment
      - ii. Have completed field specific methods in a state-approved teacher preparation program aligned to the assignment
      - iii. Have at least two years of experience teaching as the Teacher of Record aligned to the assignment
      - iv. Obtained passing scores on applicable pedagogy and content examinations aligned to the licensure area. Any licensure area that does not have a board-approved content examination is exempt from the content examination requirement.
- **Sharing tier 2 teachers:**
  - A host district or Co-op employs a teacher with a tier 2 license assigned to the host district or Co-op, any member district may receive services from that teacher. In the new STAR system this will create a discrepancy until we are able to add the edit to the violation. STAR staff will do an override when finalizing the report.
  - If multiple districts need to share a tier 2 teacher and do not qualify for the previous situation, the teacher needs to hold multiple tier 2 licenses assigned to each district.
- **Adding to a tier 2 license:** If a teacher is applying for an additional tier 2 license, please have the applicant indicate on the application whether this position is in addition to the existing district or if their position with the existing district is over.
- **Permissions:**
  - Tier 2 licenses do qualify for an Out-of-Field Permission (OFP).
  - Tier 2 do not qualify for Innovative Program Permissions (IPP), so multiple OFPs will be needed in place of an IPP.



## Tier 3 License

[Minnesota Statutes 122A.183](#)

[Minnesota Administrative Rules 8710.0313](#)

A tier 3 license is a three-year license. The teacher holding the license has either completed teacher preparation program or was recommended for licensure through the portfolio process.

A tier 3 license is considered a professional license as defined by [Minnesota Administrative Rules 8705.0200, subpart 7c](#).

- **Qualifications to obtain:** An individual must
  1. Hold a bachelor's degree or fall under an exemption from a bachelor's degree and
  2. One of the following:
    - a. Completed a state-approved teacher preparation program
    - b. Complete licensure via portfolio
    - c. Held a professional license from another state, aligned to the licensure area sought; the license was in good standing; and the teacher has at least two years of teaching experience in the licensure area sought
    - d. Completed three years of experience teaching on a Tier 2 license
- **Sharing tier 3 teachers:** The tier 3 license is not specific to a district and can be shared.
- **Adding to a tier 3 license:** Information to add another tier 3 license can be found on the [Apply for Additional License](#) webpage.
- **Permissions:** Tier 3 licenses qualify for OFPs and IPPs.

## Tier 4 License

[Minnesota Statutes 122A.184](#)

[Minnesota Administrative Rules 8710.0314](#)

A tier 4 license is a five-year license. The teacher holding the license has completed a teacher preparation program or was holding a full professional license on July 1, 2018 when tiered licensure came into effect.

A tier 4 license is considered a professional license as defined by [Minnesota Administrative Rules 8705.0200, subpart 7c](#).

- **Qualifications to obtain:** An individual must
  1. Hold a bachelor's degree or fall under an exemption from the bachelor's degree requirement;
  2. Completed a teacher preparation program
  3. Has at least three years of teaching experience
- **Sharing tier 4 teachers:** The tier 4 license is not specific to a district and can be shared.
- **Adding to a tier 4 license:** Information to add another tier 3 license can be found on the [Apply for Additional License](#) webpage.
- **Permissions:** Tier 4 licenses qualify for OFPs and IPPs.

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# Title 1

## What license does my Title 1 teacher need?

For additional information in regards to Federal Title programs, please visit the MDE [Elementary and Secondary Education Act \(ESEA\)/ Federal Title](#) webpage.

### ***Initial Instruction Classes in a Title 1 Program***

If the class is providing initial instruction, the appropriate license is required. For example, a 6<sup>th</sup> grade social studies class that includes Title 1 services would require either an elementary license or a social studies license grades 5-8 or 5-12.

This is a list of licenses that are required for initial instruction in reading or mathematics (the license must contain the grade level of the students being served).

- Elementary (grades K-6) Reading – Elementary License or Reading License
- Elementary (grades K-6) Math – Elementary License
- Secondary (grades 5-12) Reading – Reading License
- Secondary (grades 5-12) Math – Math License

### ***Interventions or Supplementary Services in a Title 1 Program***

In cases where Title 1 services are being provided as interventions, supplementary, or tutoring services (initial instruction is provided by the appropriately licensed classroom teacher), the following licenses can provide these services (the license must contain the grade level of the students being served).

- Communication Arts (reading)
- Early Childhood Education (reading and math)
- Elementary license (reading and math)
- Mathematics license (math)
- Reading License (reading)
- Special Education license (reading and math)

## List of Web Links

This is a list of the website addresses for links found in this manual.

### Minnesota Laws, Rules, and Statutes

Name of Link	Topic	Web Address
Bill HF2292	Laws of Minnesota 2023, Chapter 54	<a href="https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/54/">https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/54/</a>
Bill HF2497	Laws of Minnesota 2023, Chapter 55	<a href="https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/55/">https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/55/</a>
Minnesota Rules 3505.1150	Awarding Credits through CTE	<a href="https://www.revisor.mn.gov/rules/3505.1150/">https://www.revisor.mn.gov/rules/3505.1150/</a>
Minnesota Rules 3512.5200	Code of Ethics for School Administrators	<a href="https://www.revisor.mn.gov/rules/3512.5200/">https://www.revisor.mn.gov/rules/3512.5200/</a>
Minnesota Rules 3525.2350	Multidisability Team Teaching	<a href="https://www.revisor.mn.gov/rules/3525.2350/">https://www.revisor.mn.gov/rules/3525.2350/</a>
Minnesota Rules 8705.0200	Definitions	<a href="https://www.revisor.mn.gov/rules/8705.0200/">https://www.revisor.mn.gov/rules/8705.0200/</a>
Minnesota Rules 8710.0310	Definitions	<a href="https://www.revisor.mn.gov/rules/8710.0310/">https://www.revisor.mn.gov/rules/8710.0310/</a>
Minnesota Rules 8710.0311	Tier 1 License	<a href="https://www.revisor.mn.gov/rules/8710.0311/">https://www.revisor.mn.gov/rules/8710.0311/</a>
Minnesota Rules 8710.0312	Tier 2 License	<a href="https://www.revisor.mn.gov/rules/8710.0312/">https://www.revisor.mn.gov/rules/8710.0312/</a>
Minnesota Rules 8710.0313	Tier 3 License	<a href="https://www.revisor.mn.gov/rules/8710.0313/">https://www.revisor.mn.gov/rules/8710.0313/</a>
Minnesota Rules 8710.0314	Tier 4 License	<a href="https://www.revisor.mn.gov/rules/8710.0314/">https://www.revisor.mn.gov/rules/8710.0314/</a>
Minnesota Rules 8710.0320	Out-of-Field Permissions	<a href="https://www.revisor.mn.gov/rules/8710.0320/">https://www.revisor.mn.gov/rules/8710.0320/</a>
Minnesota Rules 8710.0326	Lifetime Substitute License	<a href="https://www.revisor.mn.gov/rules/8710.0326/">https://www.revisor.mn.gov/rules/8710.0326/</a>
Minnesota Rules 8710.2100	Code of Ethics for Minnesota Teachers	<a href="https://www.revisor.mn.gov/rules/8710.2100/">https://www.revisor.mn.gov/rules/8710.2100/</a>
Minnesota Rules 8710.4000	Adult Basic Education	<a href="https://www.revisor.mn.gov/rules/8710.4000/">https://www.revisor.mn.gov/rules/8710.4000/</a>
Minnesota Rules 8710.4550	Library Media Specialist	<a href="https://www.revisor.mn.gov/rules/8710.4550/">https://www.revisor.mn.gov/rules/8710.4550/</a>
Minnesota Statutes 120A.22	Instruction	<a href="https://www.revisor.mn.gov/statutes/cite/120A.22">https://www.revisor.mn.gov/statutes/cite/120A.22</a>
Minnesota Statutes 120B.024	Credits	<a href="https://www.revisor.mn.gov/statutes/cite/120B.024#stat.120B.024.2">https://www.revisor.mn.gov/statutes/cite/120B.024#stat.120B.024.2</a>
Minnesota Statutes 121A.21	School Health Services	<a href="https://www.revisor.mn.gov/statutes/cite/121A.21">https://www.revisor.mn.gov/statutes/cite/121A.21</a>

<b>Name of Link</b>	<b>Topic</b>	<b>Web Address</b>
Minnesota Statutes 122A.16	Qualified Teacher	<a href="https://www.revisor.mn.gov/statutes/cite/122A.16">https://www.revisor.mn.gov/statutes/cite/122A.16</a>
Minnesota Statutes 122A.181	Tier 1 License	<a href="https://www.revisor.mn.gov/statutes/cite/122A.181">https://www.revisor.mn.gov/statutes/cite/122A.181</a>
Minnesota Statutes 122A.182	Tier 2 License	<a href="https://www.revisor.mn.gov/statutes/cite/122A.182">https://www.revisor.mn.gov/statutes/cite/122A.182</a>
Minnesota Statutes 122A.183	Tier 3 License	<a href="https://www.revisor.mn.gov/statutes/cite/122A.183">https://www.revisor.mn.gov/statutes/cite/122A.183</a>
Minnesota Statutes 122A.184	Tier 4 License	<a href="https://www.revisor.mn.gov/statutes/cite/122A.184">https://www.revisor.mn.gov/statutes/cite/122A.184</a>
Minnesota Statutes 122A.26	Community Education	<a href="https://www.revisor.mn.gov/statutes/cite/122A.26">https://www.revisor.mn.gov/statutes/cite/122A.26</a>
Minnesota Statutes 122A.48	Driver's Education	<a href="https://www.revisor.mn.gov/statutes/cite/122A.48">https://www.revisor.mn.gov/statutes/cite/122A.48</a>
Minnesota Statutes 124D.09	Postsecondary Enrollment	<a href="https://www.revisor.mn.gov/statutes/cite/124D.09">https://www.revisor.mn.gov/statutes/cite/124D.09</a>
Minnesota Statutes 124D.135	Early Childhood	<a href="https://www.revisor.mn.gov/statutes/cite/124D.135">https://www.revisor.mn.gov/statutes/cite/124D.135</a>
Minnesota Statutes 124D.19	Community Education	<a href="https://www.revisor.mn.gov/statutes/cite/124D.19">https://www.revisor.mn.gov/statutes/cite/124D.19</a>
Minnesota Statutes 124D.20	Community Education	<a href="https://www.revisor.mn.gov/statutes/cite/124D.20">https://www.revisor.mn.gov/statutes/cite/124D.20</a>
Minnesota Statutes 124D.52	Adult Basic Education	<a href="https://www.revisor.mn.gov/statutes/cite/124D.52">https://www.revisor.mn.gov/statutes/cite/124D.52</a>
Minnesota Statutes 14.055	Discretionary Variances	<a href="https://www.revisor.mn.gov/statutes/cite/14.055">https://www.revisor.mn.gov/statutes/cite/14.055</a>
Minnesota Statutes 14.056	Discretionary Variances	<a href="https://www.revisor.mn.gov/statutes/cite/14.056">https://www.revisor.mn.gov/statutes/cite/14.056</a>
Minnesota Statutes 171.35	Community Education	<a href="https://www.revisor.mn.gov/statutes/cite/171.35">https://www.revisor.mn.gov/statutes/cite/171.35</a>

## PELSB Webpages

Topic	Web Address
Board Resolutions Webpage	<a href="https://mn.gov/pelsb/board/resolutions/">https://mn.gov/pelsb/board/resolutions/</a>
STAR Webpage	<a href="https://mn.gov/pelsb/districts/data-submissions/star/">https://mn.gov/pelsb/districts/data-submissions/star/</a>
License Lookup Webpage	<a href="https://public.education.mn.gov/LicenseLookup/educator">https://public.education.mn.gov/LicenseLookup/educator</a>
Tier 1, Tier 2, and Permissions webpage	<a href="https://mn.gov/pelsb/districts/requests/">https://mn.gov/pelsb/districts/requests/</a>
Apply for a License Webpage	<a href="https://mn.gov/pelsb/aspiring-educators/apply/">https://mn.gov/pelsb/aspiring-educators/apply/</a>
Apply for an Additional License Webpage	<a href="https://mn.gov/pelsb/current-educators/additional-license/">https://mn.gov/pelsb/current-educators/additional-license/</a>
Testing Webpage	<a href="https://mn.gov/pelsb/aspiring-educators/testing/">https://mn.gov/pelsb/aspiring-educators/testing/</a>
Subscribe to the PELSB website	<a href="https://public.govdelivery.com/accounts/MNPELSB/subscriber/qualify">https://public.govdelivery.com/accounts/MNPELSB/subscriber/qualify</a>
News and Updates webpage	<a href="https://mn.gov/pelsb/board/news/">https://mn.gov/pelsb/board/news/</a>
PELSB Meeting Calendar webpage	<a href="https://mn.gov/pelsb/board/meetings/">https://mn.gov/pelsb/board/meetings/</a>

## MDE Webpages

Name of Link in Manual	Web Address
Adult Page Education webpage	<a href="https://education.mn.gov/MDE/dse/abe/">https://education.mn.gov/MDE/dse/abe/</a>
Career and Technical Education webpage	<a href="https://education.mn.gov/MDE/dse/cte/">https://education.mn.gov/MDE/dse/cte/</a>
Career and Technical Education Teacher Licensing webpage	<a href="https://education.mn.gov/MDE/dse/cte/lic/">https://education.mn.gov/MDE/dse/cte/lic/</a>
Career and College Success webpage	<a href="https://education.mn.gov/MDE/dse/ccs/">https://education.mn.gov/MDE/dse/ccs/</a>
Computer Science webpage	<a href="https://education.mn.gov/MDE/dse/stds/ComputerScience/">https://education.mn.gov/MDE/dse/stds/ComputerScience/</a>
Alternative Learning webpage	<a href="https://education.mn.gov/MDE/dse/altlrn/">https://education.mn.gov/MDE/dse/altlrn/</a>
Charter School webpage	<a href="https://education.mn.gov/MDE/dse/chart/">https://education.mn.gov/MDE/dse/chart/</a>
Online Learning Providers webpage	<a href="https://education.mn.gov/MDE/dse/online/">https://education.mn.gov/MDE/dse/online/</a>
Graduation Requirements webpage	<a href="https://education.mn.gov/MDE/dse/gradreq/">https://education.mn.gov/MDE/dse/gradreq/</a>
Early Learning Webpage	<a href="https://education.mn.gov/MDE/dse/early/">https://education.mn.gov/MDE/dse/early/</a>
Online Learning webpage	<a href="https://education.mn.gov/MDE/fam/oll/">https://education.mn.gov/MDE/fam/oll/</a>
School Health Services webpage	<a href="https://education.mn.gov/MDE/dse/health/svcs/">https://education.mn.gov/MDE/dse/health/svcs/</a>
Elementary and Secondary Education Act (ESEA)/ Federal Title webpage	<a href="https://education.mn.gov/MDE/dse/esea/">https://education.mn.gov/MDE/dse/esea/</a>