

# Licensure via Portfolio: Eligibility Form

## Eligibility Information

Note: This eligibility form is valid for one year. After one year, a teacher must check to see whether requirements or processes have changed.

### Eligibility requirements:

(1) Educational requirements: One of the following:

- A. holds a minimum of a regionally accredited baccalaureate degree, or
- B. holds a credential from outside the United States that is equivalent to the U.S. bachelor's degree ([Foreign Credential Evaluation \(mn.gov\)](#)), or
- C. falls under the exemption from holding a bachelor's degree:
  - a. Seeking a license in Career and Technical Education or Career Pathways and has one of the following:
    - i. Five years of relevant work experience aligned to the licensure area sought;
    - ii. An associate's degree aligned to the licensure area sought; or
    - iii. A professional certification aligned to the licensure area sought from an approved certifying organization.
  - b. Seeking a license in World Language and Culture and is a native speaker of the language.
  - c. Seeking a license in Visual Arts, Dance, Theatre, or Music and has five years of relevant work experience in the licensure area sought.

(2) Experience requirements: One of the following:

- A. Hold a Tier 3 or 4 license; *or*
- B. Completed a year-long mentorship program that includes all the following:
  - a. Yearlong collaborative relationship with an experienced Tier 3 or 4 mentor teacher who voluntarily agrees to mentor the mentee teacher;
  - b. The mentor has access to resources or training, develops common expectations for the mentorship experience, and encourages the mentee to select areas of growth over the course of the year;
  - c. Consists of sessions no less than once per month that focus on building a collaborative relationship with a focus on the exchange of knowledge, skills, and experiences, including the needs and questions of the mentee; and
  - d. The sessions include discussion of effective strategies to engage students; classroom management strategies that reflect an understanding of the stages of child development; the educational rights of students and their diverse needs and experiences; school policies and practices, including appropriate boundaries and data privacy; and how student learning data can be used to improve classroom planning and instruction; or
- C. Two years of experience teaching as the teacher of record in the licensure area sought.

### **Fees:**

- There are no fees associated with submitting this eligibility form.
- Portfolio review fee is non-refundable.

### **Portfolio Requirements:**

- Portfolio Requirements: A portfolio must provide evidence that demonstrates that the intent, depth and breadth, and all parts of standards are met.
- Portfolio requirements for teachers seeking to apply for an initial Tier 3 or Tier 4 license:
  - Pedagogy Portfolio (Required): Standards demonstrating the essential knowledge and skills a teacher needs in order to be effective from “Day 1” in the classroom (often referred to as the “Standards of Effective Practice.”)
  - Content-specific Portfolio (Required): The knowledge and skills a teacher of a particular subject or field (such as elementary education or math) needs in order to be effective.
  - Core Skills Portfolio: Required for licensure fields in Career and Technical Education and Special Education.
- Portfolio requirements for teachers seeking to add a license to an existing Tier 3 or Tier 4 license:
  - Pedagogy: Required if the teacher has not previously completed a state approved program or licensure via portfolio for an initial license.
  - Content-specific (Required): The knowledge and skills a teacher of a particular subject or field (such as elementary education or math) needs in order to be effective.
  - Core Skills: Required for licensure fields in Career and Technical Education and Special Education if the teacher has not previously completed a state-approved program of licensure via portfolio for a license in CTE or special education.

### **Exam Requirements:**

- Effective August 1, 2023, a teacher who is recommended for licensure via portfolio is no longer required to pass content and pedagogy exams.

**Form and documentation must be uploaded to "Approve Eligibility" section of your Proseva account.**

## Licensure via Portfolio: Eligibility Form

Form and Documentation must be uploaded to "Approve Eligibility" section of your Proserva account.

- Completed Eligibility Form
- PDF of license(s) held
- College transcripts (unofficial are accepted)

Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Do you have a Minnesota License File Folder Number?** Yes No

If yes, enter your file folder number: \_\_\_\_\_

**Have you ever held a license in another state or country?** Yes No

If yes, list below each state or country in which you hold a license, the field(s) of the license, and the license number:

---

---

---

**Have you ever completed a teacher preparation program?** Yes No

If yes, list which licensure area(s): \_\_\_\_\_

List college/university/teacher preparation provider: \_\_\_\_\_

Did you complete 12 weeks of student teaching in the licensure area(s)? Yes No

**Have you enrolled or completed a teacher preparation program aligned to the licensure area sought?** No Yes, enrolled Yes, completed

If yes, list what licensure program(s): \_\_\_\_\_

List college/university/teacher preparation provider: \_\_\_\_\_

Did you complete 12 weeks of student teaching in the licensure area(s)? Yes No

Name	File Folder Number
------	--------------------

**Education**

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Institution: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Institution: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Institution: \_\_\_\_\_

*If you do not hold a bachelor’s degree and are seeking a license in visual or performing arts, please submit evidence of 5 years of relevant work experience. For Career and Technical Education, submit evidence of professional certification aligned to the licensure area, evidence of 5 years of relevant work experience, or an associate’s degree aligned to the licensure area sought. For World Languages and Cultures candidates without bachelor’s degrees, submit evidence of being a native speaker.*

- **For teachers without a bachelor’s degree seeking a World Languages and Cultures license, submit the “Verification of Native Language Speaker” section.**
  
- **For teachers without a bachelor’s degree who are seeking a Career and Technical Education, Visual Arts, Dance, Theatre, or Dance/Theatre license, please complete the “Verification of Work Experience” section (CTE teachers may submit professional certifications instead).**

**What teaching assignment(s) would you like to be able to do?**

---



---



---



---



---



---



---



---

Name	File Folder Number
------	--------------------

<b>What field(s) do you hope to add via Portfolio?</b>
--

**Terminology Key:** CTE: Career and Technical Education license

**Endorsement:** Can only be added to an existing license.

- Unsure, advice needed
- Adult Basic Education
- Agriculture Education (CTE license)
- Bilingual/Bicultural (endorsement – requires an elementary license or mathematics, science, social studies, or health license grades 5-12 or 7-12)
- Business Education (CTE license)
- Communication Arts and Literature, grades 5-12
- Communication Arts and Literature, grades 5-8 (endorsement – requires teacher license)
- Computer, Keyboarding, and Related Technology Applications (endorsement – requires teacher license for same grade levels)
- CTE: Communications Technology Careers
- CTE: Construction Careers
- CTE: Manufacturing Careers
- CTE: Hospitality Careers
- CTE: Creative Design Careers
- CTE: Early Childhood Careers
- CTE: Medical Careers
- CTE: Transportation Careers
- Dance
- Dance and Theatre Arts
- Developmental Adapted Physical Education (DAPE) (endorsement – requires physical education license)
- Early Childhood Education
- Elementary Education
- English as a Second Language (ESL)
- Family and Consumer Science (CTE license)
- Health Education
- Library Media Specialist

- Mathematics, grades 5-12
- Mathematics Middle Level, grades 5-8 (endorsement – requires teacher license)
- Music: Instrumental and Classroom Music
- Music: Vocal and Classroom Music
- Parent and Family Education
- Physical Education
- Pre-primary (endorsement – requires elementary K-6 license)
- Reading (endorsement – requires teacher license)
- Reading Leader (endorsement – requires reading license)
- Science: Chemistry, grades 9-12
- Science: Earth and Space, grades 9-12
- Science: General Science, grades 5-8
- Science: Life Science, grades 9-12
- Science: Physics, grades 9-12
- Social Studies, grades 5-12
- Social Studies, grades 5-8 (endorsement – requires teacher license)
- Special Education: Academic and Behavioral Strategist (cross-categorical mild to moderate license)
- Special Education: Autism Spectrum Disorders
- Special Education: Blind or Visually Impaired
- Special Education: Deaf or Hard of Hearing
- Special Education: Developmental Disabilities
- Special Education: Early Childhood
- Special Education: Emotional Behavioral Disorders
- Special Education: Learning Disabilities
- Special Education: Oral/ Aural Deaf Education
- Special Education: Physical and Health Disabilities
- Technology
- Theatre Arts
- Visual Arts
- Work Based Learning (endorsement – requires teacher license holding grades 9-12)
- World Languages and Cultures: Language: \_\_\_\_\_

Name	File Folder Number
------	--------------------

**(Birth through grade 12) Teaching Experience**

For individuals seeking their FIRST Tier 3 or professional license: This form must be completed by an authorized official at the Minnesota school district or charter school where the candidate has taught.

District/School Name	Location (city, state)	Dates of Employment		Percentage Full Time	Specific Subject Taught	Grade Level
		Start	End			

Required for portfolio candidates seeking a *first* Tier 3 or professional license.

Name of District or Charter School (Minnesota schools: include six-digit district number)		Mailing Address (city, state, zip code)	
Printed Name of Authorized Official		Email Address	
Signature of Authorized Official		Date	Ten-Digit Telephone Number
Did this include a yearlong mentorship program aligned to board criteria? (see <a href="https://www.revisor.mn.gov/rules/8710.0310/">definition</a> at <a href="https://www.revisor.mn.gov/rules/8710.0310/">https://www.revisor.mn.gov/rules/8710.0310/</a> )			<input type="checkbox"/> YES <input type="checkbox"/> NO
Is a description of the mentorship program attached to this form as required?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Name	File Folder Number
------	--------------------

<b>Life/ Professional Experience</b>
--------------------------------------

Complete this section for guidance on whether licensure via portfolio is a reasonable path for you.

What are the primary professional and life experience you plan to provide to demonstrate standards (beyond what you have already indicated with teaching and educational experience)? You may include experiences you have already had or a plan of how you will gather evidence to demonstrate all of the standards.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



Name	File Folder Number
------	--------------------

<b>Verification of Native Language Speaker</b>
--

If verification as a native language speaker is being used to qualify for a Tier 1 or Tier 2 PELSB World Language and Culture licensure field, this form must be used to verify speaker and language.

This form must be completed by an authorized official at the Minnesota public school district or charter school where the applicant will be teaching.

<b>This applicant is a native speaker of (list the language that is being requested):</b>	
---	--

**I confirm this information is correct.**

<b>Print Full Name of District or Charter School</b>		<b>Six-Digit District Number (XXXX-XX)</b>	
<b>Human Resources Contact Name</b>	<b>HR Contact Email Address</b>		<b>HR Contact Telephone Number/Ext</b>
<b>Printed Name of the Superintendent, Director, or Charter School Administrator</b>			
<b>Signature of the Superintendent, Director, Charter School Administrator, or HR Director</b>			<b>Date</b>

Name	File Folder Number
------	--------------------

<b>Verification of Work Experience</b>
--

If you are using five years of work experience in a dance, music, theater, or visual arts field, an authorized official must complete the below work experience information.

<b>Work Experience</b>					
Place of Employment	Location (city, state)	Dates of Employment		Percentage Fulltime	Position Title
		Start	End		

**I confirm this information is correct.**

<b>Name of Employer</b>	<b>Mailing Address (city, state, ZIP code)</b>		
<b>Printed Name of Authorized Official</b>		<b>Email Address of Authorized Official</b>	
<b>Signature of Authorized Official</b>	<b>Date</b>	<b>Ten-Digit Telephone Number</b>	