

Minnesota Educator License Application Instructions

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Overview

The first step in submitting an application for an initial license in Minnesota is through our electronic online licensure processing system: parts of the application process are completed through an electronic transaction, other parts will require submission of hard copies of documents that you download, print and then mail. You will be prompted throughout the process by the system. All hard copies of the documents you mail to our office should include a copy of the document cover sheet provided at the end of your online transaction. Please gather and mail all documents at the same time in a single packet, "stray" documents will be returned to you. If you need assistance at any time contact the licensing Customer Service staff at 651-539-4200.

CHECKLIST: BEFORE YOU BEGIN YOUR FIRST-TIME LICENSE APPLICATION

The checklist shown below is meant to help first-time applicants prepare to complete the electronic online application and to make you aware of the supplemental information that you may be required to mail. During the application process you will be asked to provide the following information:

Note: A series of frequently asked questions begins on page 14 of this document.

- Name and location of all postsecondary institutions attended, degree(s) granted and date(s) awarded.
- *Conduct Review Statement* – All applicants are required to fully complete the Conduct Review screens. If you have existing or pending convictions, complete the following information for each instance:
 - Convicted or currently charged with
 - Level of offense
 - Date of offense
 - Name of arresting agency
 - Court jurisdiction

If you are now or were ever on probation as part of the sentence imposed in this matter, the following information is needed:

- Plea and conditions of probation, if and
 - Date of release from probation
 - If still on probation, name of probation officer
 - If still on probation, telephone number of probation officer
 - Details of the incident
- Visa or MasterCard number and the three-digit security code from the back of the card.

Step 1: Set up your user profile required to access the electronic online licensing system.

Step 2: Follow the screen prompts to complete the appropriate electronic online application and to submit the processing fee.

Step 3: View the application cover sheet provided at the end of the electronic online process for a list of the supplemental documentation you will be required to submit to our office, by mail, before the processing of your application can begin.

Mail in one packet; the document cover sheet with all materials. Separate mailings may delay processing.

Step 4: Make your payment of \$90.70 for an initial license or \$58.70 for the renewal of a license using VISA or MasterCard through a secure site at US Bank. Please note that making application for more than one type of license may result in additional fees. You will also be required to provide the three-digit security number which can be found on the signature strip on the back of the credit card. (Please note that the processing fee portion of the payment is non-refundable).

Processing of your application will not begin until online payment has been made and confirmed as processed by US Bank and all materials indicated on your checklist have been mailed or delivered to the Professional Educator Licensing and Standards Board. **Completing the first step through the electronic online system does not permit you to legally work in a Minnesota public/charter school until you have been issued the necessary license or permission;** simply applying and receiving a File Folder Number (FFN) is not sufficient to legally be authorized to teach or work. Also, possession of a license from another state does not substitute for obtaining and possessing a Minnesota license. You must be in possession of a Minnesota license the first day you work in a Minnesota school, otherwise you will be in violation.

General License Requirements

VERIFICATION OF A STATE-APPROVED PROGRAM

Verification of a **state-approved** (Minnesota and out-of-state) preparation program and appropriate documentation is required for applicants who have completed an approved college/university-based or alternative **teacher or administrative** licensure program. The completed original (i.e., hard copy) "Verification of Completion of State-Approved Licensure Program" form signed by the certification officer or registrar at the college/university/alternative program at which the preparation was completed must be included in your application packet. This form is downloaded from the electronic online application system. We must receive the original signed document; photocopies are not accepted.

Verification of a state-approved preparation program is required for **school counselor** applicants only if the preparation program was not accredited by the

Council for the Accreditation of Counseling and Related Educational Personnel (CACREP).

Official verification via a signature of a state-approved preparation program is not required for those applying for licensure as a **speech-language pathologist (SLP), school psychologist, school social worker or school nurse**; however, graduates of both Minnesota and non-Minnesota programs must submit official transcripts. Also, see the Related Services section for more information about SLP, school nurse, school social worker and school psychologist licensing requirements.

OFFICIAL TRANSCRIPTS

Official transcripts from all graduate or undergraduate institutions attended must be submitted in a sealed college/university envelope.

FINGERPRINTING

Minnesota Statutes Section 122A.18, subd. 8 requires that all applicants, applying for their initial Minnesota teaching license, undergo a criminal background check including a fingerprint check. Contact your local law enforcement agency for hours and any fees they may charge for this service.

Only fingerprint cards provided by and containing the Minnesota Professional Educator Licensing and Standards Board (PELSB) return address will be accepted. Digital fingerprinting and cards provided by another entity will not be accepted and applicants may be required to pay an additional submission fee. To avoid having your fingerprint card rejected, complete all requested identification information using black ink. Please do not write in the boxes marked "leave blank" or "OCA," "FBI," or "Miscellaneous." The process number is not required on fingerprint cards.

Fingerprint cards are requested through the online application system by selecting "request a fingerprint card" in the checklist at the end of the application. The completed fingerprint card must be submitted with the licensure application packet. This background check is for state use only.

MINNESOTA TEACHER LICENSURE EXAMINATIONS (MTLE)

All candidates for initial Minnesota classroom teaching license are required to pass the Board adopted basic skills test as well as pedagogy and content-area tests. If you already possess a standard license and are adding another license, you only are required to take the content knowledge test in the new licensure field.

The [MTLE website](http://www.mtle.nesinc.com/) contains information including registration information, test frameworks and study guides: (<http://www.mtle.nesinc.com/>).

Note: Out-of-state applicants may be issued a one-year license even if they have not taken and passed the required testing requirements, if applicable, such as the basic skills, pedagogy and/or content-area test(s) will appear as a renewal condition on the one-year license, and the required test(s) must be taken during that year in order to renew the license.

Related services personnel (school counselors, school nurses, school psychologists, school social workers and speech-language pathologists) are not required to complete the MTLE.

HUMAN RELATIONS VERIFICATION

The Minnesota Human Relations Program content addresses components related to racial, cultural and economic groups and interpersonal communications. Minnesota has reciprocity arrangements with Iowa, Nebraska, Ohio, South Dakota and Wisconsin in accepting human relations programs for licensure purposes. In addition, a human relations program completed in another state may be accepted if it was taken as part of a recent teacher education program and is comparable to Minnesota requirements, and is verified as having been completed by the program recommending you for licensure. Peace Corps and Teacher Corps experiences may meet the Minnesota human relations requirements, when documented.

Preparation for licensure as a school counselor, school nurse, school psychologist, school social worker, or speech-language pathologist automatically satisfies Minnesota's human relations requirement.

Note: Out-of-state applicants who have not met the human relations requirement may be issued a one-year license. The human relations requirement will appear as a renewal condition on the license.

OUT-OF-STATE TEACHING LICENSES

Minnesota does not have licensure reciprocity with other states (the NASDTEC "Interstate Agreement" facilitates transfer of licensure by providing a database of information and does not automatically guarantee reciprocity), but a copy of your out-of-state teaching license may be helpful in the review of your application. A Minnesota teaching license is based on the completion of a state-approved preparation program and evidence of meeting field specific licensure requirements. A full professional license can be granted only in licensure fields for which Minnesota has established rules. If Minnesota does not offer an equivalent license to the one you obtained in another state, it is likely that we will not be able to issue a standard license.

Applicants applying from an out-of-state teacher preparation program must hold at least a baccalaureate degree from a regionally accredited college or university and holds or held an out-of-state teaching license that requires the applicant to successfully complete a teacher preparation program approved by the issuing state, which includes either:

- Field-specific teaching methods OR
- Student teaching, or equivalent experience, OR
- At least two years of teaching experience as the teacher of record in a similar licensure field.

If the preparation is more limited in authorization or age/grade range, an applicant may be granted a restricted license. Other temporary permissions may be available for other cases in which preparation is not equivalent, to allow time to complete Minnesota requirements.

FOREIGN CREDENTIAL EVALUATION

If you were prepared as a teacher outside the United States or its territories, you may be eligible for a license to teach in Minnesota; however, your training must be evaluated first. This process assures PELSB that you have completed the equivalent of a bachelor's degree in teacher education and identifies the grade levels and major/minor subjects you have been prepared to teach. [Visit the National Association of Credential Evaluation Services website](#) for a list of authorized providers and chose one.

The provider can answer any questions you have about the evaluation materials and/or process. Once you receive a **course-by-course** evaluation (subject analysis report of your training), include the original summary in your license application packet to PELSB.

Application Requirements

FIRST-TIME, FULL PROFESSIONAL TEACHING LICENSE

The following documentation is required for a first-time, full professional teaching license. In certain cases, applicants who have not met the testing and/or human relations requirements may be issued a one-year license:

- Submit an online application and processing fee.
- Original Verification of Completion of a State-approved Program form completed, signed and dated by the certification officer or registrar at regionally accredited state-approved licensure program. (The required form is available for download at the end of the online application.)
- Completed fingerprint card
- Official transcripts in a sealed envelope from the college/university or foreign evaluation service
- Evidence of human relations training if not verified by recommending institution on the state-approved program form

FIRST-TIME, FULL PROFESSIONAL RELATED SERVICES LICENSE

The following documentation along with the online application and fee, completed fingerprint card, official transcripts in a sealed envelope from the college/university or foreign evaluation service, is also required for a first-time, full professional related services license:

- Original Verification of Completion of a State-approved Program form completed, signed and dated by the certification officer or registrar. (See below for this requirement as it relates to the related services license you are applying for.)

School Counselors -Verification of a state-approved preparation program **is required** for school counselor applicants only if the preparation program completed was not accredited by the Council for the Accreditation of Counseling and Related Educational Personnel (CACREP).

School Psychologists, School Social Workers, School Nurses, and Speech-Language Pathologists - The Verification of Completion of a State-Approved Program form is not required.

- State board licenses or professional organization certification requirements:

School nurse – Submit copies of your Minnesota Registered Nurse licensure and your Minnesota Public Health Nurse registration.

School social worker – Submit a copy of your Minnesota Board of Social Work license.

Speech-language pathologist – A Certificate of Clinical Competency is optional.

FIRST-TIME, FULL PROFESSIONAL ADMINISTRATIVE LICENSE

A full professional Minnesota administrative license application review is available to individuals who submit:

- Online application and processing fee.
- Original Verification of Completion of a State-approved Program form completed, signed and dated by the certification officer or registrar of a regionally accredited state-approved licensure program. (The required form is available for download at the end of the online application.)
- Completed fingerprint card
- Official transcripts in a sealed envelope from the college/university or foreign evaluation service
- Employment requirements (See below for this requirement as it relates to the administrative license you are applying for.)

Superintendent or principal licensure – Verification of three years of successful classroom teaching experience while holding a classroom teaching license valid for the position(s) in which the experience was gained.

Local vocational director licensure – Verification of three years of licensed experience in vocational/career and technical education in Minnesota. Two of the three years must have been spent in teaching or in work experience coordination. One of the three years may have been earned as a licensed Local Vocational Program Supervisor, or earned while holding a variance as a Local Vocational Program Director.

Director of special education licensure – Verification of three years of licensed full-time teaching or special education employment while holding a classroom teaching license valid for the position(s) in which the experience was gained.

Note: For all administrative license applications – do not include student teaching/practicum experiences or experiences gained while not properly state-authorized or licensed for the position. Leaves-of-absence and substitute teaching experiences should not be included either.

LIMITED AND SUBSTITUTE LICENSES

PLEASE NOTE: Limited licenses are not available in the areas of school nurse, school social worker, school psychologist, speech-language pathologist, or school counselor.

LIMITED FULL-TIME TEACHING LICENSE

By statute, applications will be accepted only on or after July 1 for the next school year.

A limited, full-time license may be granted or renewed twice if the designated administrator of the employing public school district or charter school signs the Limited Full-Time License Information/District Information form, which requests a limited, full-time license and verifies that:

- a. no applicant holding a license in the subject or field for which the temporary license is requested can fulfill the requirements of the position;
- b. the position has been advertised (if the position is one-half time or more, the position has been advertised statewide);
- c. the school district or charter school will provide a mentor to give support and assistance in necessary skill development;
- d. the applicant holds a baccalaureate degree from a college or university accredited by the regional association for the accreditation of colleges and secondary schools; and,
- e. the applicant has completed a college/university degree with at least a minor in the area for which teacher licensure is requested, or a degree directly related to the professional preparation for which a speech-language pathologist, school psychologist, or school counselor limited licensure is requested.

Note: For an initial limited license in any career and technical field, the requirements stated above must also be met; however, if the applicant does not have a baccalaureate degree and is seeking licensure under Minnesota Rules 8710.8010 through 8710.8080, an initial limited license may be issued. The hiring district or charter school must provide verification that the applicant has completed specific related training and has four years of employment or experience that is applicable to the field of licensure. Under this option, the signed form plus provisions (a-c) above must also be met. The form titled "Employment/Experience for Limited Career and Technical Licensure" must be completed and submitted with the application packet. This form is available for download as part of the online application process.

Applications for limited licenses are accepted on or after July 1 for the coming school year. A limited license is valid for use in the requesting school district or charter school only and is issued for one school year or a portion of a school year from the date of issuance to the following June 30. If the requesting school district or charter school offers summer school or extended school year services, a limited license that expires on

June 30 is valid for the summer in the year of expiration of the license. Minnesota Rules 8710.1250 specifies that no more than three limited licenses can be granted to an individual, except under subpart 2a, that pertains to specific career and technical licensure fields as follows:

Those who hold a limited license in a career or technical field that was initially granted based on a baccalaureate degree may renew up to two times by following steps stated above. Those who hold a limited license based upon the provisions of Minnesota Rules 8710.1250, Subpart 2a. (View Rule) may renew up to four times and must attach an original (no photocopies) transcript showing completion of eight (8) semester credits earned in the last year in an approved licensure program. Provisions a-c above must also be met.

A limited full-time license is available to individuals who submit:

- Online application and processing fee.
- Original Limited Full-Time District Verification form completed, signed and dated (the required form is available for download at the end of the online application.)
- Completed fingerprint card
- Official transcripts in a sealed envelope from the college/university or foreign evaluation service verifying the bachelor's degree and minor in the licensure area being requested

LIMITED INTERN LICENSE

A limited intern license permits a person to serve as an intern under the direct supervision of a licensed teacher or, for a related service, an educational professional licensed in that field by the Professional Educator Licensing and Standards Board, for the equivalent of no more than one school year while completing an internship in a preparation program leading to Professional Educator Licensing and Standards Board licensure. The limited intern license does not authorize the intern to serve as a teacher or other authorized professional (may not fill a regular vacancy.)

The intern must be currently enrolled in an approved preparation program leading to Professional Educator Licensing and Standards Board licensure and have completed at least three years of the preparation required for the license. The college/university must assist in designing the learning experience and provide supervision of the intern during the learning experience.

A limited intern license may be renewed once, upon application, if additional time is needed for the intern to complete the equivalent of one school year of internship experience.

The Limited Intern License Information/District and College/University form must be completed, signed and dated by the school district superintendent/charter school administrator and the certification officer/registrar of the college or university through

which the applicant is completing the state approved licensure program and which will subsequently be providing the required supervision throughout the internship experience.

These two signatures verify that:

- the intern position is designed to serve as a learning experience for a college or university student who is completing a preparation program leading to Professional Educator Licensing and Standards Board licensure;
- the intern will be assigned to assist a licensed teacher or other education professional licensed by the Professional Educator Licensing and Standards Board whose students are the responsibility of the licensed teacher or other licensed professional;
- the intern will serve under the direct day-to-day supervision of a licensed teacher or other education professional licensed by the Professional Educator Licensing and Standards Board, and will not serve as the classroom teacher or other education professional for students; and,
- the intern will not replace a licensed teacher or other licensed professional.

A limited intern license is available to individuals who submit:

- Online application and processing fee.
- Original Limited Intern License Information/District and College/University form completed, signed and dated by the school district superintendent/charter school administrator and by the certification officer/registrar of the college or university. (The required form is available for download at the end of the online application.)
- Completed fingerprint card
- Official transcripts in a sealed envelope from the college/university or foreign evaluation service

TWO-YEAR, SHORT-CALL SUBSTITUTE TEACHER

A short-call substitute teacher is one who teaches on a day-to-day basis, not to exceed 15 consecutive days replacing the same teacher. The license is valid for two years from the June 30 nearest the date the license is issued and may be used in any subject and/or grade level.

A limited, short-call substitute teacher license is granted to an applicant who holds a baccalaureate degree from a United States college or university or equivalent as determined by an approved foreign credential evaluation service, when the designated administrator of the employing school district or charter school signs the Limited, Short-call Substitute Teacher License District Verification form, which:

- requests the temporary, short-call substitute teacher license; and,
- verifies the school district or charter school has advertised for and is experiencing hardship in securing a sufficient number of licensed teachers to meet the need for

short-call substitute teachers. A limited two-year, short-call substitute license application review is available to individuals who provide:

- Online application and processing fee.
- The Limited, Short-call Substitute Teacher Licensure District Verification form completed, signed and dated by the designated administrator of the employing public school district or charter school. (The required form is available for download at the end of the online application.)
- Completed fingerprint card
- Official transcripts in a sealed envelope from the college/university or foreign evaluation service verifying a bachelor's degree

Note: A long-call substitute teacher is one who replaces the same teacher for 16 or more consecutive days. A long-call substitute teacher must hold a full professional license or Professional Educator Licensing and Standards Board permission to teach in each licensure area taught.

FIVE-YEAR, SHORT-CALL SUBSTITUTE LICENSE

To be granted a five-year, short-call substitute license, the applicant must have completed a college or university-based teacher preparation program that led to full licensure in the governmental jurisdiction in which the teacher preparation program was completed, and the applicant either does not want or does not meet the standards for a regular full-time teaching license.

An application for a five-year short-call substitute license does not require a college or university recommendation or the signature of the designated public school district or charter school administrator but official transcripts must be submitted to verify a teacher education program was completed.

A five-year, short-call substitute license application review is available to individuals who submit:

- Online application and processing fee
- Completed fingerprint card
- Official transcripts in a sealed envelope from the college/university or foreign evaluation service verifying a bachelor's degree and teacher preparation coursework completion

LIFETIME QUALIFIED SHORT-CALL SUBSTITUTE TEACHER

A lifetime qualified, short-call substitute license, is available to applicants who are receiving a retirement annuity as a result of the applicant's teaching experience. The applicant must have been a qualified teacher under Minnesota statutes while holding a continuing five-year teaching license.

The applicant must submit the original Verification of Teacher Retirement form, signed by the appropriate Teacher Retirement Association official, with the completed application. [Download verification form](#). A person holding a lifetime qualified short-call substitute teaching license is not required to complete continuing education clock hours. A lifetime, short-call substitute license is available to individuals who submit:

- The original Verification of Teacher Retirement application signed by the appropriate Teacher Retirement Association official. This form is available on the Professional Educator Licensing and Standards Board home page under Current Educators; Apply for an Additional License.
- Completed fingerprint card (for first-time Minnesota license applicants only)
- Processing fee

Please note: Out-of-state applicants may need to submit additional information.

Additional Information Regarding Minnesota Licensing

ACCEPTANCE OF LICENSURE PROGRAMS FROM OUT OF STATE, INCLUDING ONLINE OR ALTERNATIVE TEACHER PREPARATION PROGRAMS FOR LICENSURE

The Minnesota Professional Educator Licensing and Standards Board is an autonomous licensing board and is the legislated authority to approve Minnesota colleges and universities to offer approved teacher preparation programs that lead to a Minnesota teaching license. .

1. **Applicants prepared outside of Minnesota through a college or university:** An applicant who has completed an approved program leading to licensure in teacher preparation institutions in another state may be granted a Minnesota professional license when the following criteria are met:
 - a) the teacher preparation institution is accredited by the regional association for the accreditation of colleges and secondary schools;
 - b) the program leading to licensure has been recognized by the other state as qualifying the applicant completing the program for current licensure within that state;
 - c) the program leading to licensure completed by the applicant includes field specific methods, or student teaching (or equivalent experience), or the applicant has at least two years of teaching experience while holding an out-of-state license valid for the experience. The grade level range of preparation is the same as, greater than, or not more than two years less than the grade level range of the Minnesota licensure field for which application is made;
 - d) the teacher preparation institution which offers the program leading to licensure verifies that the applicant has completed an approved licensure program and recommends the applicant for a license in the licensure field and at the licensure level;
 - e) the applicant has completed a program leading to licensure as verified by an official transcript issued by the institution recommending the applicant for licensure;
2. **Applicants who complete online preparation or alternative preparation programs:** Individuals may submit a licensure application, which will be evaluated in the same manner as any other out-of-state preparation program to determine if the program meets Minnesota requirements. The guidelines listed below are used to make the determination.

In order to be eligible for a Minnesota license, out-of-state teacher preparation programs, including online programs, must:

- a) be regionally accredited** and approved by the state in which the program is offered
- b) be in a licensure field for which Minnesota has licenses and rules (For a listing consult: <http://www.revisor.leg.state.mn.us/arule/8710/>)
- c) the program leading to licensure completed by the applicant includes field specific methods, student teaching (or equivalent experience), or the applicant has at least two years of teaching experience while holding an out-of-state license valid for the experience. The grade level range of preparation is the same as, greater than, or not more than two years less than the grade level range of the Minnesota licensure field for which application is made;
- d) qualify the graduate for full licensure in the state in which the program was offered

If the online preparation program meets the above requirements, then the applicant should submit a licensure application for evaluation to the Professional Educator Licensing and Standards Board. The applicant is responsible to submit program information and other evidence (equivalent to a transcript) in support of meeting Minnesota requirements. A temporary limited teaching license or other special permission may be available in situations where certain requirements are missing, providing the applicant time to complete licensure requirements. Check with Professional Educator Licensing and Standards Board, as policies limit the conditions under which a temporary limited teaching license or other special permissions may be issued.

****Regional accreditation is provided by associations of schools and colleges.**

There are six recognized regional associations:

- Middle States Association of Colleges and Schools of Higher Education
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

For additional information about these associations consult the [Higher Learning Commission](http://www.hlcommission.org/) website at <http://www.hlcommission.org/>

Online Licensing System

Frequently Asked Questions (FAQ)

Contact Educator Licensing for additional information:

- pelsb@state.mn.us
- 651-539-2400

First-time license -- can I apply online?

- You can apply for a first-time license or renew an existing license.
- Requests for endorsements, duplicates, name/address changes and surrenders are not available online.

Renew my license -- can I renew online?

- You can apply for a first-time license or renew an existing license.
- Requests for endorsements, duplicates, name/address changes and surrenders are not available online.

How long will it take to get my license?

- The application processing time for an initial license or an endorsement to an existing Minnesota license normally takes three to four weeks once all supporting documentation has been received in the licensing office. However, the processing time can take up to 12-16 weeks for applications received during our busy months of July, August and September.

Can I teach while I'm waiting for my license to be issued?

- No, you must have a valid Minnesota license or a valid permission from the Minnesota Professional Educator Licensing and Standards Board in order to teach in Minnesota.

User ID and password -- why do I need these?

- Your user ID and password provide you with sole access to your license account.
- Keep your user ID and password in a safe place for future logins.
- After your account setup, your user ID and password will take you directly to your license account.

Sign in with Google – How does this work?

To login to the online Licensing System, you must identify yourself using your Gmail address:

- Gmail addresses always end with "@gmail.com"

Gmail account: What if I don't already have one?

You must log into the Minnesota Professional Educator Licensing and Standards Board Online Licensing System using a Google email (Gmail) account. If you already have a Google email account, you can immediately log in to the Online Licensing System using your existing Gmail address and password.

Gmail addresses always end with."@gmail.com", for example, "youruserid@gmail.com". If you do not already have a Gmail account, you must create one to obtain access to the Online Licensing System.

Here is a link to step-by-step instructions on creating a Gmail account. [How to Create a Google Gmail](#)

[Account](#)

I Forgot my Gmail Address or Password – what do I do?

If you forget your Gmail address or password, from the Google sign in screen click on “Find my account”. Google will ask questions to help retrieve your email address and/or password. Do not contact the Minnesota Professional Educator Licensing and Standards Board (PELSB) to help you recover your Gmail address or password. PELSB cannot help you with this. Only Google can help you recover your Gmail address.

Social Security Number – why must I enter this?

MN statute 270C.72 requires all agencies that issue licenses to collect Social Security Numbers as part of the application. The application will be deemed incomplete if not provided. The Professional Educator Licensing and Standards Board maintains your social security number in a highly secure, encrypted manner.

File folder number and serial number -- how do I find them?

- Both numbers are displayed on your PDF license in your license account
- Use the View an Individual Educator’s License to find your file folder number. [Educator License Lookup](http://mn.gov/pelsb) (<http://mn.gov/pelsb>)
- Contact the [Professional Educator Licensing and Standards Board](http://mn.gov/pelsb) at peslb@state.mn.us for your serial number if you do not have a copy of your license.

Serial number -- the application is telling me my serial number is incorrect.

- Contact [Licensing](mailto:LicenseEmail.PELSB@state.mn.us) at LicenseEmail.PELSB@state.mn.us for assistance.

Pay application processing fee -- how do I do that?

- At the end of your online application you will be directed to the US Bank payment server to submit your processing fee using a Visa or MasterCard.
- Do not send a check or money order for an online application: you must pay online using VISA or MasterCard.

Pay online -- is it safe?

- Access to the US Bank ePayment site is fully secure.
- None of your credit card or private information is transmitted between PELSB and US Bank.

Clock hour requirement is incomplete although all of my clock hours have been entered by my continuing education committee.

- Check with your local continuing education committee to ensure that the 125 clock hours and all mandatory requirements have been reported as complete.

Application status -- how do I find out my application status after applying online?

- Login using your user ID and password.
- Your license account will display the status of all your licenses and applications.

Endorsements to an existing license -- can I apply for an endorsement online?

- At this time, endorsements to existing licenses are requested via a paper application which is located on the Professional Educator Licensing and Standards Board homepage in the section: “Current Educators; Apply for an Additional License.”

Checklist of required documents -- how do I go back and print it?

- If you have logged out of the licensing system, log back in and your license account will display a link to your checklist.
- If you are still in the licensing system and have submitted your application, there is a link in the left menu for your checklist.

Short Call Substitute (SCS) -- I have a 5-Year SCS license, can I apply for a standard teaching license online?

- At this time, you will need to apply for your standard license using a paper application which can be obtained under "Current Educators; Apply for an Additional License."

Continuing Education Clock Hours -- how do I look up the number of clock hours the district reported online for me?

- Login to the online licensing system.
- If you are setting up your account, you will need your file folder number and the serial number from the last printed license.
- Once you are in your license account, the link for clock hours is under "Available on-line license transactions."

Verification of college recommendation form -- how do I get one?

- You will be able to download the form at the end of the online application process.
- All licensing forms are available on the Professional Educator Licensing and Standards Board Web page.

Name and address change -- how do I update my license?

- Submit the form that is available on the Professional Educator Licensing and Standards Board Web page. [Name Change Form](https://mn.gov/pelsb/current-educators/requirements/) (https://mn.gov/pelsb/current-educators/requirements/) Select "Forms" and "Name Change Form."