

# Notice of Intent to Submit

## Licensure via Portfolio Evaluation Application

**THIS NOTICE MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE SENDING YOUR PORTFOLIO**

**\*PLEASE SEE INFORMATION ON PAGE 2**

**Send the following information: (1) this Notice of Intent to Submit form; (2) a copy of your college transcripts; (3) a written description of your teaching or related experiences; and (4) your resume to the Minnesota Professional Educator Licensing and Standards Board.**

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

If yes, enter your File Folder # \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Education

Degree: \_\_\_\_\_ Major(s): \_\_\_\_\_ Institution: \_\_\_\_\_

Degree: \_\_\_\_\_ Major(s): \_\_\_\_\_ Institution: \_\_\_\_\_

Degree: \_\_\_\_\_ Major(s): \_\_\_\_\_ Institution: \_\_\_\_\_

### Teaching Experience

Teaching Assignment: \_\_\_\_\_ School: \_\_\_\_\_ Years of Teaching Experience: \_\_\_\_\_

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**Portfolio Application Submitted for (check all that apply):** \*Further instructions on page 2

- Standards of Effective Practice  Special Education Core Skills  
 Career and Technical Education Core Skills  Subject Matter Standards and Content Specific Pedagogy (list below)

Field: \_\_\_\_\_ Field: \_\_\_\_\_

Field: \_\_\_\_\_ Field: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### For Office Use Only:

Official Transcripts  Description of Teaching Experience  Resume Date Info Verified: \_\_\_\_\_

## Notice of Intent to Submit

### Licensure via Portfolio Evaluation Application Information

- This notice must be submitted at least 30 days before sending your portfolio.
- Any individual who has a minimum of a baccalaureate degree, and has teaching and/or related experiences (non-traditional) may be able to use the licensure via portfolio process as an alternative pathway to a professional (five-year) license.
- Initial licensure requires a content portfolio and a standards of effective practice portfolio.
- Minnesota teachers holding a professional (five-year) license who want to expand the grade level of the current license or add an additional field to the current license may use the licensure via portfolio process as an alternative pathway to a professional (five-year) license.
- Minnesota teachers holding a limited license may be able to use the licensure via portfolio process as an alternative pathway to a professional (five-year) license.
- **All testing must be completed before license is issued.**
- **Portfolio review fee is non-refundable.**

### \*Content Standard Grids for Educator Licenses via Portfolio

#### Standards of Effective Practice Grid

*A Standards of Effective Practice (SEP) portfolio is a requirement for a first time, five year license.*

#### Core Skills for Teachers of Career and Technical Education Grid

*A Core Skills for Teachers of Career and Technical Education portfolio is required for a first time, five year license in the Career and Technology Education fields such as; Communication Technology Careers, Construction Careers, Manufacturing Careers, Medical Careers, Creative Design Careers, Early Childhood Careers, Hospitality Service Careers, and Transportation Careers.*

#### Core Skills for Teachers of Special Education Grid

*A Core Skills for Teachers of Special Education portfolio is required for a first time, five year license in the Special Education fields such as; Academic and Behavioral Strategist, Blind or Visually Impaired, Deaf or Hard of Hearing, Oral/Aural Deaf Education, Developmental Adapted Physical Education, Developmental Disabilities, Early Childhood Special Education, Emotional or Behavioral Disorders, Learning Disabilities, Physical and Health Disabilities, and Autism Spectrum Disorders.*