

Out-of-State and Lapsed License Renewal Information

February, 2024

Out-of-State Renewals Only

If you are currently living and working outside of Minnesota, you may submit your clock hours directly to the Professional Educator Licensing and Standards Board for review. Please read and complete the Clock Hour Submission Master Record Summary and Mandatory Requirements Grid for individuals who live outside of Minnesota. Mail the form and all documents to the address provided.

Do not submit your materials until you have completed all renewal requirements (75 hours for a Tier 3 or 125 clock hours for a Tier 4 license, along with all mandatory requirements) and not before January 1 of the year your license expires. Once your materials have been reviewed, you will be instructed to submit your online application and fee.

Lapsed Licenses

Teaching/Related Services Licenses

- **Is there a penalty if my license expires?** There is no penalty if your license has expired. However, anyone who substitutes or has a teaching or related services position in a Minnesota public or charter school must hold a valid Minnesota teaching license.
- **What are my options if my license is expired?** If your five-year teaching, three-year teaching or related services (non-teaching) professional license has lapsed AND you live in Minnesota, you have the following options:
 - **Short Call Substitute –**
 - Apply for a three-year short call substitute license, valid to teach no more than 20 consecutive days in a single classroom assignment. When submitting the online renewal application, please deselect your licensure field(s) and select the three-year short-call substitute option.
 - **Work with Continuing Education Committee –**
 - Contact your school district office for information concerning the Relicensure Committee/Continuing Education Committee. Provide the committee with evidence that you have completed 75 clock hours for a Tier 3, or 125 clock hours for a Tier 4, license of approved continuing education and all mandatory requirements currently in rule (at the time of renewal). Clock hours may be earned during the three-year period immediately preceding the renewal application (for a three-year license) or the five-year period immediately preceding the renewal application (for a five-year license). Your clock hours will be verified and submitted to your Continuing Education Clock Hour System by your relicensure committee. Once the committee

has notified you that your hours have been completed, you will complete an online renewal application and pay the renewal fee.

- If you have not been employed by a Minnesota school district in the past year, you can submit to the Relicensure Committee/Continuing Education Committee of either your previous employing district or the district in which you live a copy of official transcripts verifying completion of eight (8) semester or twelve (12) quarter credits in education or related to the teaching field earned in the five-year period immediately preceding the application. Graduate credits taken may be earned as part of professional development or a master's degree program. You are also responsible for any mandatory requirements in effect at the time of renewal. DO NOT send these to Minnesota Professional Educator Licensing and Standards Board.
- **What if I have been offered a job but do not have all the requirements to renew my license?** An extension for the balance of the school year may be issued if you provide evidence that you have been offered a position in Minnesota contingent upon holding a valid license and you have not been working in a Minnesota school district in the year preceding the extension request. At the end of the extended licensure period, you must meet renewal requirements for the continuing license. This option is available **only once during your teaching career**.

Administrative/Supervisory Licenses

- There is no penalty if your license has expired. However, anyone who serves in an administrative position in a Minnesota elementary, middle or secondary public school must hold a valid Minnesota administrative license.
- If your continuing license has lapsed and you have not been employed as an administrator or supervisor during the year immediately preceding the application for renewal, you have the following options:
 - For a five-year license, provide evidence to your local relicensure committee that you have completed 125 clock hours of pre-approved administrative and supervisory continuing education earned during the five-year period immediately preceding your application for renewal.
 - If you have not been employed by a Minnesota school district in the past years, you can submit an official transcript verifying college/university credits (1 quarter credit equals 15 clock hours and 1 semester credit equals 20 clock hours) in the five year period immediately preceding the application for renewal.
 - An extension for the balance of the school year may be issued if you provide evidence that you have been offered a position in Minnesota contingent upon holding a valid license. At the end of the extended licensure period, you must meet renewal requirements for the continuing license.
 - For an initial two-year license, if one school year of administrative or supervisory experience is not completed before the two year expiration, another entrance license in that licensure area must be issued. If an entrance license in any licensure area is allowed to lapse, it shall be renewed, upon application, until the applicant has had one school year of administrative or supervisory experience while holding a valid entrance license. Once the applicant has completed one year of experience, the applicant must meet qualifications for a continuing five-year license.