

# Out-of-Field Permission Quick Tips

## Out-of-Field Permissions

### Who qualifies for an OFP?

1. Teachers who hold a Tier 2, 3, or 4 license
2. People who hold a Tier 1 or Related Services are not eligible for an OFP — unless they go the route of Discretionary Variance. Look at the Discretionary Variance form on the website and reach out using the special permission email address for assistance, if needed.

### Advertising

1. Initial request vs. Renewal request  
**Initial** (15 day) requirement for 24-25 was waived due to teacher shortage **until December 31, 2024. Advertising rules return effective as of January 1, 2025.**  
*Initial* = has not held an OFP in the district in the field being requested previously.  
**Renewal** (60 days) requirement.  
*Renewal* =has had an OFP in the same field being requested in the same district
2. Science standards changes  
If the teacher is an internal hire and needs an OFP because of changes to the MN Science Standards the district does NOT need to advertise for an initial or a renewal request.
3. Less than .25 FTE  
If the position is for less than .25 FTE, the district does NOT need to advertise
4. Enrollment in a Teacher Preparation Program  
If the teacher is enrolled in a teacher prep program for the field being requested on the OFP and is making adequate progress, the district does NOT need to advertise. BUT districts do need to submit page 8 with the OFP application — Verification of Enrollment and Meaningful Licensure Program Progress. This is to be filled out by the institution where the applicant is enrolled. **Applicants pursuing Licensure via Portfolio are not considered enrolled in a teacher preparation program, therefore, advertising requirements must be met.** The OFP will not be processed without this page attached to the permission.

### Tier 2 license holders

1. The OFP request cannot be for more than .50 FTE (starting July 1, 2023)

### OFP's issued in these years DO NOT count toward the five an applicant may hold:

- 2020-2021 do not count due to Covid-19 circumstances
- 2022-2023 do not count due to teacher shortage
- 2023-2024 do not count due to teacher shortage
- 2024-2025 do not count due to teacher shortage