MINNESOTA
PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

Minnesota Out-of-Field Permission Request

Minnesota Rule 8710.0320

General Information and Checklist

General Information: An out-of-field permission (OFP) authorizes a teacher, who holds a Tier 2, 3, or 4 license, to teach in an assignment outside the scope or field of the license held. Related service providers are not eligible for an OFP. An OFP is valid for one academic school year.

Terms: A teacher may be granted a total of five out-of-field permissions in a lifetime. OFPs issued prior to 2017-2018 and in the 2020-2021, 2022-2023, 2023-2024, and 2024-2025 school years DO NOT count towards the five allowable permissions permitted.

If the teacher only holds a **Tier 2** license, the full-time equivalency (FTE) being requested **cannot exceed more than 50% (0.50)**.

Posting Requirements: Before offering a position to a teacher who would require an out-of-field permission, the district must advertise the position. All initial OFPs must be posted for a minimum of 15 days. If the teacher has held an OFP in the same assignment in the same district/charter school the previous year, the district/charter school must advertise the position for a minimum of 60 days on a board-approved statewide job board. **Positions must be posted on the Minnesota state-wide job board, MNSchoolJobs.org.** Note: the hiring district must repost a position for an additional 15 days if an applicant accepts the position but later turns it down.

Exemptions to Posting Requirements: There are a limited number of exemptions to the posting requirements and advertising. A district does not need to advertise if at least one of these criteria apply:

- A Tier 3 or Tier 4 licensed science teacher who qualifies as an "internal hire" impacted by the science standards changes
- The position is for 0.25 FTE or less
- The teacher is enrolled in a teacher preparation program to attain the licensure field being requested on the OFP form and is making adequate progress, as defined by the provider, in the preparation program.
    - **NOTE: Eligibility for Licensure via Portfolio does NOT qualify as an enrollment program and cannot be used for the advertising exemption.**

Submission Timelines: Out-of-field permission requests may be submitted at any time during the school year for the current school year. The OFP is valid from the date received at PELSB until June 30 of the expiration school year and may include summer or extended school year, if requested, as long as the teacher's license has not expired. If an OFP needs to be extended to include summer school after original submission, a new OFP must be submitted to extend coverage. OFP requests must be completed and submitted to PELSB by the district and not by the teacher. For the upcoming school year, an OFP may be submitted on or after July 1.

ALL REQUESTS MUST INCLUDE THE FOLLOWING TO BE CONSIDERED

Partial or incomplete packets will be returned to the district/charter school for completion and resubmission. Review and check each of the following sections to ensure you have completed the paperwork accurately. Please ensure that the request is legible to avoid delays. If possible, entries should be typed.

Please email one PDF OFP request per teacher.

☐ **Section 1: District Identification Information**

- Complete all fields to allow for efficient communication.

☐ **Section 2: Teacher information & Out-of-Field Permission Request**

- Include all information about the teacher's current license including teacher name, file folder number, current licensure field(s) with grade level, and expiration date.
- Indicate the licensure field, grade level and the percentage fulltime (FTE) for each licensure field requested.
    - If you are unsure of the name of the licensure field, please see the Minnesota Licensure Fields document.
    - The total FTE should not exceed 100%.
    - ***Note – if the teacher only holds a Tier 2 license, the field being requested cannot exceed 50% (0.50) FTE.***
- Complete submission period school year, with beginning and end dates. The start date is the date the OFP is submitted to PELSB. Permissions cannot be backdated.
- Indicate if the OFP is being requested for summer school or extended school year.

☐ **Section 3: District Verification for an Out-of-Field Permission**

- Indicate internal or external hire status – follow prompts from there.
- Fill in number of days of advertising on the board-approved statewide job board.
    - For OFP renewals: the position must be posted for a minimum of **60 days** before submitting the OFP.
- Indicate if the teacher meets one of the exemptions to advertising rules *(see Exemptions to Posting Requirements)*
- Complete Question 3 or Question 4.
  Please note: *in answering 3a and 3b, only include applicants that are licensed in the licensure field requested in Question 2, not the total number of applicants who applied.*
  For example, if the OFP request is for Autism Spectrum Disorders (ASD), only include applicants that are licensed in ASD. If none of the applicants are licensed in the requested field, enter zero.
    - **Question 3: For an external hire - if you complete Question 3 and the number in 3a equals the numbers in 3b and/or 3c, the OFP will be issued by PELSB staff expediting processing.**
    - **Question 4: For an external hire – provide a detailed description. This request will go before the Licensing Committee for review at their next scheduled meeting (TBD) and a decision will be made.**
- Signatures and dates by the district and teacher must be included. Typed signatures will not be accepted.

PARTIAL OR INCOMPLETE REQUESTS WILL BE RETURNED

MINNESOTA PROFESSIONAL EDUCATOR LICENSING AND STANDARDS BOARD

Out-of-Field Permission (OFP) Request

PELSB
1021 Bandana Blvd. East,
Suite 222
Saint Paul, MN 55108-5111

GENERAL INFORMATION AND INSTRUCTIONS: An out-of-field permission (OFP) authorizes a teacher, who holds a Tier 2, 3, or 4 license, to teach in an assignment outside the scope or field of the license held. No more than five out-of-field permissions shall be granted in a lifetime. An OFP is valid for up to one school year. Requests for the upcoming school year may be submitted on or after July 1. Before submitting the request, ensure the request form is fully completed according to the instructions. Incomplete requests will be returned and delay the PELSB review process. All requests must be legible. If possible, please type information into the form to avoid delays.

Please submit one PDF request per teacher by emailing the request to **SPECIAL.PERMISSION.PELSB@STATE.MN.US**.

More information can be found on the PELSB website at https://mn.gov/pelsb/.

Section 1: District Identification Information

District Name:	**District Six-digit Number (xxxx-xx):**
District Contact Name and Title:	**District Contact Telephone Number:**
District Contact Email Address:	

Section 2: Teacher Information & Out-of-Field Permission Request

Teacher's Name:	**File Folder Number:**	**Current Tier License & Licensure Field:**	**Grade level(s):**

General Education Out-of-Field Permission			Special Education Out-of-Field Permission	
License Field(s)	Grade Level	% FTE*	License Field(s)	% FTE*
			☐ Academic and Behavior Strategist (ABS)	
			☐ Autism Spectrum Disorder (ASD)	
			☐ Blind/Visual Impaired (BVI)	
			☐ Deaf/Hard of Hearing (DHH)	
			☐ Oral/Aural Deaf Education	
			☐ Developmental Adaptive Phy Ed (DAPE)	
			☐ Developmental (*Cognitive)* Disabilities (DD)	
			☐ Early Childhood Special Education (ECSE)	
			☐ Emotional Behavior Disorders (EBD)	
			☐ Learning Disabilities (LD)	
			☐ Physical and Health Disabilities (PHD)	

** The total FTE of the request cannot exceed 100%.* ***Tier 2 teachers cannot exceed 50% in any licensure area.***

Term of Request*: Requests cannot exceed one school year. Indicate if the assignment includes summer school/extended school year (ESY) by checking the box below.*

School Year:	Start Date:	End Date:	☐ Request includes summer school/ESY ☐ Request is **ONLY** for summer school/ESY

OFP Exemptions for Science Licensed Teachers ONLY

An OFP will NOT count toward the five a teacher may hold in a lifetime if it is needed for a Tier 3 or Tier 4 licensed science teacher, who qualifies as an internal hire (90 student contact teaching days with the district), to teach outside of their science licensure area and/or grade level due to the changes to the science standards.

In order for this OFP to be exempt from the five total an educator may hold, verify the following:

The teacher qualifies as an internal hire - *An "internal hire" is defined as someone who has been working as the teacher of record in the district for at least 90 student contact days of a school year and has not been out of the district for more than one year.*

- ☐ Yes (advertising rules are waived in this situation)
- ☐ No (advertising rules apply – 15 days if initial request; 60 days with a renewal)

The teacher currently holds an active Tier 3 or 4 science license

Applicable licenses include: Earth and Space Science, Physics, Chemistry, Life Science, Middle Level Sciences

- ☐ Yes
- ☐ No

Check the science field this teacher is requested to teach - check the appropriate box(es) to indicate which exemption(s) applies.

☐ 6th grade Earth and Space	Request OFP for General Science 5-8
☐ 7th grade Life Science	Request OFP for General Science 5-8
☐ 8th grade Physical Science	Request OFP for General Science 5-8
☐ 9th grade Earth and Space	Request OFP for Earth and Space Science 9-12
☐ 9th grade Integrated Science	Request OFP for General Science 5-8 or request two science fields 9-12

Other: Please explain how the science teacher is/has been impacted by the changes to the science standards if none of the above apply.

Section 3: District Verification for an Out-of-Field Permission

1. Is the request for an internal hire? (Check one) *An "internal hire" is defined as someone who has been working in the district for at least 90 student contact days and has not been out of the district for more than one year.*

   ☐ Yes Has been with this district for 90 days or more – Complete #2, #3, and #6.

   ☐ No Has been with this district less than 90 days – Complete #2, #3, #4, #5, and #6.

2. Statewide Job Board ID number:

3. Number of **DAYS** the position was posted on the approved Statewide Job Board:

   With a renewal request (same district/charter school and same position), the position must be posted for at least 60 days on the approved statewide job board.

This OFP does not need to disclose advertising days due to (check which apply):

☐ Science standards changes

☐ Position is 0.25 FTE or less

☐ Applicant is enrolled in and making meaningful progress, as defined by the provider, in a teacher preparation program aligned to the assignment – *Must submit Verification of Enrollment and Meaningful Program Process form – see last page of this document. Send verification form along with this OFP request form in one email submission.* ***This OFP will not be processed without the Verification of Enrollment form***
NOTE: Eligibility for Licensure via Portfolio does NOT qualify as an enrollment program and cannot be used for the advertising exemption.

4. For external hires, answer the following questions in a, b, and c OR provide a detailed description in #4.

   While Question 3 is optional, if left blank or if (8) Other is filled in, the OFP will be submitted to the Board Licensing Committee for review and will delay processing. PELSB staff may also reach out for more information from the district as to why a properly licensed candidate was not chosen.

   a. How many of the applicants who applied were licensed in the **specific content area(s)** requested?

   b. How many of the **content** licensed applicants in question a. chose not to continue the hiring process?

   c. If a. **AND** b. are equal, STOP HERE and complete number 5.

   If a. **AND** b. are not equal, answer the following questions with the number of applicants that were licensed in the **specific content area** requested: *(the sum of numbers 1-8 below should equal the difference between a. and b above.)*

   1) Applicants not fluent in the language required for the position _____ Language: _____
   2) Applicants not willing or unable to apply pedagogical model _____ Model: _____
   3) Applicants that have had disciplinary action with PELSB _____
   4) Applicants that have had disciplinary action with the district _____
   5) Applicants that are unwilling to apply culturally responsive teaching principles _____
   6) Applicant's references, including the applying district, indicate unwilling or ineligible to rehire _____
   7) Applicants that applied but accepted other positions within the district _____

8) Other: (Provide detailed information here as it will go before the Board Licensing Committee for decision):

5. Explain in detail the qualifications the applicant has that align with the position (include information such as experience related to the position, coursework taken related to the field being requested, and supports provided by the district).

6. In accordance with MN rule 8710.0320, subpart 2, as the designated administrator of the employing school district or charter school, my signature verifies the district or charter school:

- is able to demonstrate the teacher position has been posted and the district was unable to hire an acceptable teacher with a Tier 2, 3, or 4 license in the specific content area for the position (posting not needed for an initial request),
- understands the license is limited to the content matter indicated on the application and to the district or charter school requesting the license, **and**
- is able to affirm that the candidate has the necessary skills and knowledge to teach in the specified content area.

Signatures must be wet (traditional) or electronically signed and stamped. Typed signatures are not accepted.

Printed Name of the Superintendent, Director, Charter School Administrator, or HR Director:	
Signature of the Superintendent, Director, Charter School Administrator, or HR Director:	**Date:**

My signature indicates that I approve this Out-of-Field Permission request for me to teach in the above content field(s) for which I am not currently licensed and in the school district listed above.	
Teacher Signature:	**Date:**

Section 4: State Action (for PELSB use only)

OFP for teacher assignment shown above is granted from: _____ to _____

Reminder: OFPs granted for the 2020-2021, 2022-2023, 2023-2024, and 2024-2025 school years do not count towards the five total in a career.

This OFP does not count toward the five total due to:

☐ Science Standards exemption

1st OFP ☐ 2nd OFP ☐ 3rd OFP ☐ 4th OFP ☐ 5th OFP ☐

PELSB Authorized Signature and Date:

Name	File Folder Number

Verification of Enrollment and Meaningful Licensure Program Progress

If enrollment in an approved teacher preparation program is being used to bypass advertising requirements for an out-of-field permission, this form must be used to verify enrollment. **NOTE: Eligibility for Licensure via Portfolio does NOT qualify as enrollment or meaningful licensure program progress.**

This form must be completed by the certification officer at the teacher preparation program where the applicant is enrolled.

Enter the Licensure Field in which the applicant is currently enrolled: (for special education, indicate the specific SPED category, i.e. ABS)	

Check one of the following:

- ☐ The student is enrolled and is making meaningful progress in the approved teacher preparation program in the above licensure field(s).
- ☐ The student is enrolled, but has not made meaningful progress in the approved teacher preparation program in the above licensure field(s).
- ☐ The student is no longer enrolled in the approved teacher preparation program in the above licensure field(s).

I confirm this information is correct.

Print Name of Certifying Officer	**Title**
Email Address for Certifying Officer	**Telephone Number** (including area code)
Name of Teacher Preparation Program	**Location (city, state, ZIP code)**
Signature of Certifying Officer	**Date**