

Tier 1 Renewal Guide for Employing Districts and Charter Schools

Beginning July 1, Tier 1 teachers may renew their license for the upcoming school year. PELSB has created a [Tier 1 License Renewal Requirements Fact Sheet](#) and [Tier 1 Renewal Process for Teachers and Districts](#) guidance document to provide an overview of the Tier 1 license renewal requirements and the renewal application process.

This guide provides additional information about the employing district's or charter school's responsibilities in the Tier 1 renewal process. This document also contains a sample copy of the "District Verification for Renewal of a Tier License" form on page 3 that districts and charter schools will be required to complete for Tier 1 renewals.

Posting Requirements

- Districts and charter schools must post the Tier 1 teacher's position on [EdPost](#), which is the only state-approved job board.
 - The District Verification for Renewal of a Tier 1 License form requires you to provide the EdPost ID number.
- The Tier 1 teacher's position must have been posted for at least 60 days if the renewal is in the same district or school where the Tier 1 license was originally issued.
- The Tier 1 teacher's position must have been posted for 15 days if the teacher is renewing the Tier 1 license but moving to a new district or school.
- The District Verification for Renewal of a Tier 1 form requires districts and schools to provide a reason why higher tiered-licensed candidates were not acceptable.

Evaluation Requirement

- The district or charter school must attest the Tier 1 teacher received an evaluation that aligned with the district's or charter school's teacher development and evaluation model.
 - PELSB will not require the district or charter school to submit the results of the evaluation with the District Verification for Renewal of a Tier 1 License form

Cultural Competency Training Requirement

- The district or charter school must attest the Tier 1 teacher has completed cultural competency training.
 - The training must align with PELSB's administrative rules. ([Minn. Rule 8710.0310, Subp. 1\(D\)](#))
 - The district or charter school may provide this training so long as it meets all required components found in the administrative rules.
- The cultural competency training requirement is necessary for only the first Tier 1 license renewal. The training is not required for subsequent renewals.

Mentorship Program Requirement

- The district or charter school must attest the Tier 1 teacher participated in a mentorship program.
 - The mentorship program must align with PELSB's administrative rules. ([Minnesota Rule 8710.0310, Subp. 1\(J\)](#))

MTLE Content-Area Test Requirement

- The district or charter school must attest the Tier 1 teacher attempted or passed the [MTLE content-area test](#) aligned with the license.
 - If there is not an MTLE content-area test aligned with the Tier 1 teacher's licensure area, this requirement is waived.
- If the Tier 1 teacher is **switching licensure fields**, the teacher can use an MTLE content-area test attempt in the previous or new licensure content field to satisfy this requirement.
- If the Tier 1 teacher is **adding a licensure field**, the teacher should use an MTLE content-area test in the content area of the initial Tier 1 license.
- PELSB will work with Pearson Education to confirm the Tier 1 teacher has attempted the applicable MTLE content-area test.

PELSB has additional guidance for renewing a Tier 1 license available on the [Renew My License webpage](#). District officials can contact Keile LaMotte at keile.lamotte@state.mn.us.

District Verification for Renewal of a Tier 1 License (SAMPLE FORM)

Please answer questions 1 through 7 below. Complete part A and B as it pertains to the application. If additional space is needed, you may submit the answers on the school or district letterhead. Be sure to title the additional document as a Tier 1 Renewal Application.

Name:	File Folder Number:
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1. Licensure field requested for this educator:	2. Grade Level:	3. School Year:
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4. Number of days the position was posted:	5. Statewide Job Board (edPost) ID #:
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6. How many applicants were licensed in the specific content area being requested?

7. How many of the licensed applicants in question six (6) chose not to continue the hiring process?
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- A. If 6. **AND** 7. are equal, STOP HERE and complete number 8.
- B. If 6. **AND** 7. 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 1-6 below should equal the difference between questions 6 and 7 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 _____

8. As the designated administrator of the employing school district or charter school, my signature verifies the district or charter school (check all that apply):
<input type="checkbox"/> Affirms that that the candidate has attempted or passed the specified content area tests, if applicable. <input type="checkbox"/> Affirms that the candidate has participated in cultural competency training. <input type="checkbox"/> Ensures this teacher will participate in a mentorship program. <input type="checkbox"/> Is able to affirm that the candidate has the necessary skills and knowledge to teach in the specified content area. <input type="checkbox"/> Understands the license is limited to the content matter indicated on the application and to the district or charter school requesting the license. <input type="checkbox"/> Ensures this teacher will participate in an evaluation. <input type="checkbox"/> 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 hiring content area for the position.

Print Full Name of District or Charter School	Six-Digit District Number (XXXX-XX)
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Human Resource Contact Name	HR Contact Email Address	HR Telephone Number and Extension
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Printed Name of the Superintendent, Director, or Charter School Administrator
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Signature of the Superintendent, Director, Charter School Administrator, or HR Director	Date
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