

## TIER 2

A Tier 2 license is valid for two school years and may be renewed up to three times for a total of four Tier 2 licenses. This license is valid to teach within the MN hiring public school district or charter school and only in the licensure field(s) listed on the license.



Submit all materials in one complete package to:

**PELSB**  
**1021 Bandana Boulevard East**  
**Suite 222**  
**Saint Paul, MN 55108-5111**  
**PH: (651) 539-4200**  
**PELSB@state.mn.us**

# TIER 1 TO TIER 2

## MOVING BETWEEN TIERS

### TO MOVE FROM A TIER 1 TO A TIER 2 LICENSE, THE APPLICANT MUST:

- Submit a \$57.00 license processing fee with the [Tier 2 application](#), AND
- Provide evidence of a job offer from a Minnesota public school district or charter school, AND
- One of the following:
  - Provide evidence of enrollment in an approved Minnesota teacher preparation program: *submit the Verification of Enrollment or Meaningful Licensure Program Progress form*, OR
  - Have completed a Master's degree program in the licensure field requested by the district. *Submit official transcripts*, OR
  - Provide evidence of completing a teacher preparation program but do not yet qualify for a Tier 3 license: *Submit the Verification of Completion of a State-Approved Licensure Program (Section 6)*.

Once you have met the Tier 2 requirements, you may apply for a Tier 2 license using the Tier 2 application. Because you are an existing license holder, you will not need to resubmit:

- A fingerprint card
- Any official transcripts already submitted
- If you have not yet renewed your first Tier 1 license, Cultural Competency, Mental Health, and American Indian History and Culture trainings are not required before moving to the Tier 2 license.