A Tier 3 license is valid for three years and may be renewed indefinitely provided renewal requirements have been met. This license is valid to teach at any school in Minnesota in the licensure field(s) listed on the license.

**TIER 2 TO TIER 3**

**MOVING BETWEEN TIERS**

**TO MOVE FROM A TIER 2 TO A TIER 3 LICENSE, THE APPLICANT MUST:**

- Submit a $57.00 license processing fee with the Tier 3 application, AND
- Obtain passing scores on the MTLE content and pedagogy exams that are associated with the requested licensure field. If the licensure field does not have content tests, then only passing scores on the pedagogy exams are required, AND
- One of the following must be completed:
  - Completion of an approved Minnesota teacher preparation program,
  - Completion of an out-of-state teacher preparation program that includes equivalent student teaching of a MN program (typically 12 consecutive weeks),
  - Completion of Licensure via Portfolio,
  - Three years teaching experience in the licensure field while holding a Tier 2 license, OR
  - Completion of two years of out-of-state teaching experience while holding a professional out-of-state license in the licensure field.

*Note: Options above must directly correspond with the Tier 3 licensure field requested.*

Once you have met the Tier 3 requirements and your test scores are officially posted, you may apply for a Tier 3 license using the Tier 3 application. Because you are an existing license holder, you will not need to resubmit:

- A fingerprint card
- Any official transcripts already submitted
- Verification of Program Completion of a State-approved Program (Section 6), if previously submitted
- Verification of Teaching or Work Experience, if already submitted
- If you have not renewed your Tier 1 or Tier 2 license, cultural competency and mental health training is not required before moving to the Tier 3 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