

## TIER 4

A Tier 4 license is valid for five 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.



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 3 TO TIER 4

## MOVING BETWEEN TIERS

### TO MOVE FROM A TIER 3 TO A TIER 4 LICENSE, THE APPLICANT MUST:

- Submit a \$57.00 license processing fee with the [Tier 4 application](#), **AND**
- Verify completion of a state-approved teacher preparation program: *Submit Verification of Program Completion of a State-approved Licensure Program (Section 6)*, **AND**
- Verify three years of field-specific teaching experience as the teacher of record: *Submit Verification of Teaching Experience*,
- **AND for out-of-state/country applicants only that have completed a teacher licensure program that includes equivalent student teaching to a MN program (typically 12 consecutive weeks) AND:**
  - have or held a license aligned with the requested licensure field in the SAME state/country *must submit a copy of your license and Verification of Completion of a State-approved Licensure Program (Section 6). No MN testing is required.*
  - do not have or have not held a license in the SAME state/country,
    - may use required testing aligned with the requested licensure field from the state/country where the licensure program was completed. Applicants *must submit the Verification of Out-of-State Educator Credentialing Test Scores (Section 6A)* to be considered in lieu of Minnesota testing –*submit Sections 6 and 6A. No MN testing is required.*
    - **OR**, must obtain passing scores on the applicable MTLE content and pedagogy exams associated with the requested licensure field. *Submit Section 6.*

Once you have met the Tier 4 requirements above, you may apply for a Tier 4 license using the Tier 4 application. Because you are an existing license holder, will not need to resubmit any of the materials listed below if previously submitted:

- A fingerprint card
- Official transcripts
- Verification of Completion of a State-approved Licensure Program (Section 6)
- Verification of Out-of-State Testing (Section 6A)
- Verification of Teaching Experience