How to Register for the MTLE

*There is a two-part registration process: Registering and Selecting a location and date
*The cost is $50 to register per year, then $25 for each test.
*So if you are planning on taking the Reading, Writing, and Math tests, it will cost you $125.

The first thing you need to do is register on the Minnesota Teacher Licensure Examination Website
1. Go to http://www.mtle.nesinc.com
2. Click the tab titled Register
3. Click the link Create an account now
4. Fill out the account information using your SMSU e-mail address and click Next
5. Fill out the personal information and click Next
6. Fill out the private information and click Next
7. Review the information and click Submit

Once you have completely registered, you should get a confirmation in your email. Now you can register for the tests.
1. Go to the home tab (http://www.mtle.nesinc.com)
2. Click the tab titled Tests
3. Click the Basic Skills link
4. This screen now has a wide range of information about the Basic Skills test. Click around to view tests, test sites, costs, and more.
5. Once you are done looking at the information, click Register Now at the bottom of the screen, then you may have to re-log in
6. Check the box stating that you are the person who will be taking the MTLE and click Next
7. Choose ONE of the basic skills subtests from the drop down box and click Add (There may be an issue with scheduling if you choose all 3 at once!) Then click Next
8. Choose whether or not you need alternative testing arrangements and click Next
9. Confirm that you have the right test selected, click Add, then click Next
10. Choose if you want your scores via E-mail. Then add SMSU as an institution to receive scores, click Add, then click Next
11. Choose your ethnicity and click Next
12. Complete the background questions and continue clicking Next
13. Check No when asked about the Licensure via Portfolio and click Next
14. Under reason for testing, choose the first option: I am seeking admission to an educator preparation program.

15. Confirm everything is correct and click Add to Cart

16. Again, confirm everything is correct and click Check Out

17. Read the agreement, check the box, and click Next

18. Check the box and enter your credit card information. There is also an option on this page to enter a voucher. You may want to check with the Financial Aid office at SMSU to see if you are eligible for financial aid to help cover the cost of the tests

19. Review the information and click Submit Order

**You now have registered and paid for your test. Next, you need to schedule to take a test through a Pearson VUE test center**

1. Once you have registered for a test, you should get an email from Pearson VUE with account information. If you do not, go to, http://www.pearsonvue.com/, click the box titled sign in Access your account, select MTLE from the list, click create a new web account and register for an account

2. When you have your account information, go to http://www.pearsonvue.com/

3. Click the box titled sign in Access your account

4. Choose Minnesota Teacher Licensure Examinations (MTLE) from the select your testing program list

5. Enter your new login information and sign in

6. Change your temporary password and answer the security questions

7. Click the tab Schedule Exams located on the left hand side of the page

8. Check the box for the Basic Skills Exam, choose your language and click Next

9. Use the find a test center to choose the center you want and click Next

10. You should now be able to choose a date and time. Read the agreement and print instructions. Then select the appointment and click Next, review and click Next, confirm order and click Next

11. You should receive a confirmation of the time and place in your email. Forward this email to the Education Department to put in your file (carol.bossuyt@smsu.edu)

You should have now successfully registered, paid, and scheduled one of your basic tests. If you are planning on taking more than one of the basic subtests, you need to go back out to the MTLE website and register and pay for another subtest ($25 each). Then you need to go back to the Pearson VUE website and schedule it. You need to schedule them one at a time if you are taking the 3 basic tests at SMSU because they usually do not have a time slot large enough to do all 3 tests in one sitting. If you have any more questions or problems, there is contact information on both websites of people who can help you. Good luck!