

## Steps for Licensure Information

Follow these guidelines to apply for your first **FULL-TIME** Professional MN Teaching License:

- Your degree must be posted on your DARS before licensure process can begin.
- You need to pass the Content and Pedagogy MTLE exams in order to apply for a Tier 3 (initial) license. You do not need to have passed the Essential Academic Skills tests in Reading, Writing, and Math for the Tier 3 license.
- Then go to [www.smsu.edu](http://www.smsu.edu); Click on *Academics* -> *School of Education* -> *Placement and Licensure* -> *First Time Licensure*
- Click on *SMSU Application for Teaching License*
- Print the *SMSU Application for Teaching License* and fill it out completely.
- Go to <https://mn.gov/pelsb/>
- Click on *Tier 3 and Tier 4 application*
- This is a paper-based form for now; you will need to print out and complete this form. Submit it to the Placement & Licensure office with the other items needed. Complete Sections 1-5. Skip Sections 6-7. Section 8 is the Verification of Completion of a State Approved Licensure Program; the Licensing Officer at SMSU needs to sign this in order for you to complete the licensure process.  
You will need a fingerprint card; Go to <https://mn.gov/pelsb/> and under 'Apply', click on *Fingerprint Card* to request one is sent to you. Once you receive the fingerprint card, get that done at a police station.
- You will also be asked to pay by check with the application. Make sure this check gets sent to SMSU with the application form.
- You need to send the following to the Licensing Officer at SMSU:
  - SMSU Application for a Teaching License form
  - Tier 3 Application form
  - Completed Fingerprint Card
  - Check for the amount listed on Pg. 1 of the Application form made out to 'PELSB'
- Send to:
  - Southwest Minnesota State University
  - Director of Placement and Licensure
  - IL 152
  - 1501 State St.
  - Marshall, MN 56258
- You will be notified by email when your license application has been processed and mailed. It will likely take 6-8 weeks or longer for your license to be processed. No paper licenses are mailed out. You can check the PELSB website to see when your license has been posted at <http://w20.education.state.mn.us/LicenseLookup/lookup>