Steps for Licensure Information

Follow these guidelines to apply for your MN first Teaching License:

- Your degree must be posted on your DARS before licensure process can begin.
- You need to pass all the required teacher licensure exams (Basic Skills, Content, and Pedagogy) before beginning the licensure process for a full license; you must have taken all tests to apply for a Temporary or Limited license.
- Then go to [www.smsu.edu](http://www.smsu.edu)
- Click on Academics
- Click on School of Education
- Click on Placement and Licensure
- Click on SMSU Application for Teaching License
- Print the SMSU Application for Teaching License and fill it out completely.
- Go to [http://education.state.mn.us/mde/index.html](http://education.state.mn.us/mde/index.html).
- Click on Educator Excellence
- Click on Licensing
- Scroll down to click on Online Licensing System – you will need to create an account.
- You will be asked if you need a fingerprint card; be sure to request one is sent to you.
- You will also be asked to pay online for the application. NO money gets sent to SMSU.
- **Print** out the MN Dept. of Education License Application Cover Page.
- **Print** out the Verification Form of Completion of State Approved Licensure Program; this is the form the Licensing Officer at SMSU needs to sign off on in order for you to complete the licensure process.
- Once you receive the fingerprint card, get that done at a police station.
- You need to send the following to the Licensing Officer at SMSU:
  - SMSU Application Data Form
  - MN Dept. of Education License Application Cover Page
  - Verification Form of Completion of State Approved Licensure Program
  - Completed Fingerprint Card
- Send to:
  Southwest Minnesota State University
  Director of Placement and Licensure
  Nicole Lydick/ IL 152
  1501 State St.
  Marshall, MN 56258
- You will be notified by email when your license application has been sent to the Minnesota Department of Education.