

## Steps for Applying for a MN Professional License

### Which tier can I apply for?

<ul style="list-style-type: none"> <li>✓ Courses completed</li> <li>✓ Already hold tier 4 license</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Hold a Tier 3 license AND have been teaching for 3 or more years</p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>Tier 4 License Application</b></p>	<ul style="list-style-type: none"> <li>✓ Grade for Student Teaching &amp; ED 473/573</li> <li>✓ Degree is posted</li> <li>-Licensure-only and master's degree candidates do not need to wait until their degree is posted.</li> <li>✓ Submitted edTPA to Pearson</li> </ul> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>Tier 3 License Application</b></p>
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Still have a question? Check out [Tiers without Fear](#).

### How can I submit my application?

This is my initial license	This is an additional license
<ol style="list-style-type: none"> <li>1. Complete the <a href="#">Request for Licensure Verification Form</a>. Then, one of SMSU's Certification Officers will send you a completed Section 6 to verify that you completed the requirements for licensure.</li> <li>2. Complete the <a href="#">PELSB License Application</a> through the Online Licensing System. ~You will need a Google account to use the Online Licensing System.~</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p>Print the appropriate paper application.</p> <ol style="list-style-type: none"> <li>3. Request official transcript(s)* to be mailed to you. (Do NOT open it when it arrives.) SMSU transcript requests can be made on the <a href="#">Registration and Records website</a>.</li> <li>4. Request a <i>Fingerprint Card</i> and make an appointment to get your fingerprinting done at a police station. <ul style="list-style-type: none"> <li>• Pick one up from the SMSU Placement and Licensure Office <b>OR</b></li> <li>• Pick one up from a local police station; make sure it has the sky blue border.</li> </ul> </li> <li>5. Send the following in one envelope to PELSB: <ol style="list-style-type: none"> <li>1. If not submitted online, Tier 3 PELSB Application; Be sure to include Section 6 completed by an SMSU Certification Officer.</li> <li>2. Completed fingerprint card</li> <li>3. Official transcript(s)</li> <li>4. If not paid online, check for the amount listed on page 1 of the PELSB Application made out to 'PELSB'</li> </ol> </li> </ol> <p><u>Send to:</u>  Professional Educator Licensing and Standards Board  1021 Bandana Blvd. E., Suite 222  St. Paul, MN 55108-5111</p>	<ol style="list-style-type: none"> <li>1. Complete the <a href="#">Request for Request for Licensure Verification Form</a>. Then, one of SMSU's Certification Officers will send you a completed Section 6 to verify that you completed the requirements for licensure.</li> <li>2. Print the <a href="#">appropriate paper application</a> from the PELSB website.</li> <li>3. Request an official transcript(s)* to be mailed to you (Do NOT open it when it arrives.) SMSU Transcript requests can be made on the <a href="#">Registration and Records website</a>.</li> <li>4. Send the following in one envelope to PELSB. <ol style="list-style-type: none"> <li>1. PELSB Application; Be sure to include Section 6 completed by an SMSU Certification Officer</li> <li>2. Official transcript(s)</li> <li>3. Check for the amount listed on page 1 of the PELSB Application made out to 'PELSB'</li> </ol> </li> </ol> <p><u>Send to:</u>  Professional Educator Licensing and Standards Board  1021 Bandana Blvd. E., Suite 222  St. Paul, MN 55108-5111</p>

\*If you have courses from other universities that count towards licensure, you will need to request those transcripts, as well. You will include this with your SMSU course equivalency form.

**Once PELSB receives your application, it will likely take at least 4-6 weeks for your license to be processed. No paper licenses are mailed out. You can use the [PELSB License Lookup tool](#) to check the status of your license application.**

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