

Licensing Process

1. Applications for administrative licenses can be found on the [PELSB website](#).
2. SMSU certification officers need to see evidence of these items in order to sign Section 6 of the PELSB license application:
 - Grades on transcript for all required coursework.
 - Dates logged AND approved by mentor(s) in Livetext time log for EACH field experience.
 - Field Experience Evaluation completed by mentor(s) in Livetext for EACH field experience.

Sample of Section 6:

Internship					
<i>For all administrative licenses, include the administrative field. <u>For out-of-state internships</u>, list each placement separately by grade level: elementary, middle and/or high school, and include the number of hours spent in each placement. License issuance may be delayed without this information.</i>					
School or District Where Internship was Completed	Licensure Field(s)	Grade Level(s)	Hours of Internship	Dates	
				Start	End

3. When **ALL** above steps are **complete**, submit the [Request for Verification of Completion Form](#) to the Placement & Licensure Office: kala.kopitski@smsu.edu or rebecca.panka@smsu.edu.
4. After receiving a completed Section 6 from the Placement and Licensure Office, the applicant will mail all application materials to:

Professional Educator Licensing and Standards Board
 1021 Bandana Blvd. E., Suite 222
 St. Paul, MN 55108-5111

5. 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.