

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					
For all administrative licenses, include the administrative field. <i>For out-of-state internships, list each placement separately by grade level: elementary, middle and/or high school, and include the number of hours spent in each placement.</i> License issuance may be delayed without this information.					
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](#) found on the SMSU licensure webpage.
4. Request an official transcript to be mailed to you (Do NOT open it when it arrives). SMSU Transcript requests can be made on the [Registration and Records website](#).
5. After receiving a completed Section 6 from the Office of Placement and Licensure, 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
6. 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.