

Steps for Applying for a MN Professional License

Which tier can I apply for?	
✓ Courses completed ✓ Already hold tier 4 license OR ✓ Hold a Tier 3 license AND have been teaching for 3 or more years ↓ Tier 4 License Application	✓ Degree is posted ✓ Submitted edTPA to Pearson ↓ Tier 3 License Application

Still have a question? Check out [Tiers without Fear](#).

How can I submit my application?	
This is my first time applying for a license.	I am moving from Tier 2 to Tier 3, or I am adding an additional licensure area.
1. Complete the Request for Licensure Verification Form. Then, one of SMSU's Certification Officers will send you a completed Section 6 to verify that you completed the requirements for licensure. 2. Complete the PELSB License Application through the Online Licensing System. ~You will need a Google account to use the Online Licensing System.~ OR Print the appropriate paper application. 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 Registration and Records website. 4. Request a <i>Fingerprint Card</i> by emailing pelsb@state.mn.us or call 651-539-4200 (option 1) and include your full name and mailing address in your message. If you use a fingerprint card from a local police station, make sure it has the sky blue border. You can also pick one up from the SMSU Placement and Licensure Office. • Make an appointment to get your fingerprinting done at a police station. 5. Send the following in one envelope to PELSB: 1. If not submitted online, Tier 3 PELSB Application; Be sure to include Section 6 completed by an SMSU Certification Officer. 2. Completed fingerprint card 3. Official transcript(s)	1. Complete the Request for Request for Licensure Verification Form. Then, one of SMSU's Certification Officers will send you a completed Section 6 to verify that you completed the requirements for licensure. 2. Print the appropriate paper application from the PELSB website. 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 Registration and Records website. 4. Send the following in one envelope to PELSB. 1. PELSB Application; Be sure to include Section 6 completed by an SMSU Certification Officer 2. Official transcript(s) 3. Check for the amount listed on page 1 of the PELSB Application made out to 'PELSB' <u>Send to:</u> Professional Educator Licensing and Standards Board 1021 Bandana Blvd. E., Suite 222 St. Paul, MN 55108-5111

4. If not paid online, check for the amount listed on page 1 of the PELSB Application made out to 'PELSB' <u>Send to:</u> <i>Professional Educator Licensing and Standards Board</i> <i>1021 Bandana Blvd. E., Suite 222</i> <i>St. Paul, MN 55108-5111</i>	
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*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.