

Steps for Licensure Information

Follow these guidelines to apply for your first **FULL-TIME** Professional MN Teaching License:

- Your degree must be posted on your transcript before the licensure process can begin.
- You need to pass the Content and Pedagogy MTLE exams in order to apply for a Tier 3 (initial) license. You do not need to have passed the Essential Academic Skills tests in Reading, Writing, and Math for the Tier 3 license, those are for tier 4. Do not apply for a Tier 3 license if you haven't passed your MTLE tests.
- Then go to <https://www.smsu.edu/academics/schools/education/placement-licensure-files/placement-and-licensure.html> Click on *SMSU Application for Teaching License* and print it. Fill it out completely.
- Go to <https://mn.gov/pelsb/aspiring-educators/apply/> Click on *Tier 3 application*.
(This is a paper-based form for now; you will need to print out and complete this form. Complete Sections 1-5. Section 6 is the Verification of Completion of a State Approved Licensure Program and will be filled out and signed an SMSU Licensing Officer. Skip Sections 7-8 as they do not apply to you.)
- You will need a fingerprint card. Go to <https://mn.gov/pelsb/aspiring-educators/apply/> and under 'Licensure Requirement Information' at the bottom, click on *Fingerprint Card* to request that one is sent to you. Once you receive the fingerprint card, make an appointment to get your fingerprinting done at a police station. We also have fingerprint cards on campus in the Placement and Licensure Office.
- You are asked to pay by check with the application. Make sure this check gets sent to SMSU with the application form. The check should be made out to PELSB, not SMSU.
- Sign in blue or black ink! Electronic Signatures are not accepted!
- You need to send the following in one envelope to the Licensing Officer at SMSU:

1. SMSU Application for a Teaching License form
2. Tier 3 Application form
3. Completed Fingerprint Card
4. Check for the amount listed on Pg. 1 of the Application form made out to 'PELSB'

- Send to: Southwest Minnesota State University
Office of Placement and Licensure
IL 152
1501 State St.
Marshall, MN 56258
- You will be notified by email when your license application has been processed at SMSU and mailed to PELSB. It will likely take 4-6 weeks or longer for your license to be processed. No paper licenses are mailed out by PELSB. You can check the PELSB website to see when your license has been posted at <https://public.education.mn.gov/LicenseLookup/educator>