**Steps for Applying for a MN Professional License**

**Make sure your degree is posted on your transcript before beginning the licensure process.**

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| Which tier can I apply for? | | |
| * Courses completed * Content MTLEs passed * Already hold tier 4 license   ↓  **Tier 4 License Application** | * Degree is posted * Content and Pedagogy MTLEs passed * Submitted edTPA to Pearson   ↓  **Tier 3 License Application** | * Degree is posted * Content and Pedagogy MTLEs attempted, but not passed * Submitted edTPA to Pearson * Have a job offer   ↓  **Tier 2 License Application** |

**Still have a question? Check out Tiers without Fear:** [**https://imprintu.org/become/**](https://imprintu.org/become/)

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| How can I submit my application? | |
| This is my initial license | This is an additional license |
| 1. Complete the *Request for Verification of Program*  *Completion* form.   * <https://www.smsu.edu/academics/schools/education/placement-licensure-files/index.html> * Click on *Request for Verification of Program Completion*   2. Fill it out completely and email it to one of SMSU’s  Certification Officers listed below. Also, ask them to  send you a completed section 6 to verify that you  completed the requirements for licensure and/or  section 9 (tier 2 only) to verify that you are enrolled  and making adequate progress towards licensure.  SMSU Certification Officers:  [kala.kopitski@smsu.edu](mailto:kala.kopitski@smsu.edu)  [rebecca.panka@smsu.edu](mailto:rebecca.panka@smsu.edu)  3. Complete the PELSB License Application through the  Online Licensing System.  <https://mn.gov/pelsb/aspiring-educators/apply/>  ~You will need a Google account to use the Online  Licensing System.~  **OR**  Print the appropriate application found at  <https://mn.gov/pelsb/current-educators/additional-license/>  4. Request an official transcript to be sent electronically  to [pelsb@state.mn.us](mailto:pelsb@state.mn.us) or mailed to you (Do NOT open  it when it arrives.) Transcript requests can be found at  [https://www.smsu.edu/campuslife/registrationrecords/ index.html](https://www.smsu.edu/campuslife/registrationrecords/index.html)  5. Request a *Fingerprint Card* by emailing  [pelsb@state.mn.us](mailto: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.  6. Send the following in one envelope to PELSB:  1. If not submitted online, Tier 2, 3 or 4 PELSB  Application form: Be sure to include Section 6 (or  9) completed by an SMSU Certification Officer.   1. Completed fingerprint card 2. If not sent electronically, official transcript 3. Check for the amount listed on page 1 of the   PELSB Application made out to ‘PELSB’    Send to*:*  *Professional Educator Licensing and Standards Board*  *1021 Bandana Blvd. E., Suite 222*  *St. Paul, MN 55108-5111* | 1. Complete the *Request for Verification of Program*   *Completion* form.   * <https://www.smsu.edu/academics/schools/education/placement-licensure-files/index.html> * Click on *Request for Verification of Program Completion* form   2. Fill it out completely and email it to one of SMSU’s  Certification Officers listed below. Also, ask them to  send you a completed section 6 to verify that you  completed the requirements for licensure.  SMSU Certification Officers:  [kala.kopitski@smsu.edu](mailto:kala.kopitski@smsu.edu)  [rebecca.panka@smsu.edu](mailto:rebecca.panka@smsu.edu)  3. Print the appropriate application found at  [https://mn.gov/pelsb/current-educators/additional-](https://mn.gov/pelsb/current-educators/additional-license/)  [license/](https://mn.gov/pelsb/current-educators/additional-license/)  4. Request an official transcript to be sent electronically  to [pelsb@state.mn.us](mailto:pelsb@state.mn.us) or mailed to you (Do NOT  open it when it arrives.) Transcript requests can be  found at  <https://www.smsu.edu/campuslife/registrationrecords/index.html>  5. Send the following in one envelope to PELSB.  1. PELSB Application form. Be sure to  include Section 6 completed by an SMSU  Certification Officer   1. If not sent electronically, official transcript 2. Check for the amount listed on page 1 of the PELSB Application made out to ‘PELSB’     Send to*:*  *Professional Educator Licensing and Standards Board*  *1021 Bandana Blvd. E., Suite 222*  *St. Paul, MN 55108-5111* |

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 check the PELSB website to see when your license has been posted at <https://public.education.mn.gov/LicenseLookup/educator>