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

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

|  |
| --- |
| 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/)

|  |
| --- |
| 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 rebecca.panka@smsu.edu3. 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 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 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.edurebecca.panka@smsu.edu3. 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 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 Officer1. 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>