

## Steps for Additional Licensure Information

Follow these guidelines to add a license to your Professional MN Teaching License:

- Grades for all coursework must be posted on your transcript before the licensure process can begin.
- You need to pass any required Content MTLE exams in order to apply for an additional license.
- Then go to <https://www.smsu.edu/academics/departments/education/placement-and-licensure.html>  
-> Licensure
- Click on *SMSU Application for Teaching License*
- Print the *SMSU Application for Teaching License* and fill it out completely. This form allows us to pull your transcript and to include it with your application; you do NOT need to order an official transcript.
- Go to <https://mn.gov/pelsb/aspiring-educators/apply/>
- Click on the *Tier 3 application* (for those with 3 or less years of teaching experience) or the *Tier 4 application* (for those with more than 3 year teaching experience)
- This is a paper-based form for now; you will need to print out and complete this form. Submit it to the Placement & Licensure office with the other items needed. Complete Sections 1-5. In Section 2, make sure to check the box regarding 'adding a new license to an existing license'. You can also renew your license while applying for the additional license if your renewal requirements have been met. Section 6 is the Verification of Completion of a State Approved Licensure Program; the Licensing Officer at SMSU needs to sign this in order for you to complete the licensure process. Skip Sections 7-8 as they do not apply to you.

You do NOT need a new fingerprint card to apply for an additional license.

- You will also be asked to pay by check with the application. Make sure this check gets sent to SMSU with the application form.
- You need to send the following to the Licensing Officer at SMSU:
  - SMSU Application for a Teaching License form
  - Tier 3 or 4 Application form
  - Copy of current MN license (<https://public.education.mn.gov/LicenseLookup/educator>)
  - Check for the amount listed on Pg. 1 of the Application form made out to 'PELSB'
  - PELSB Course Equivalency Form for any courses in your licensure program not taken at SMSU (only for those candidates who transferred courses in to SMSU) – contact Director for this form
- Send to:
  - Southwest Minnesota State University
  - Director 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 and mailed. It will likely take 2-4 weeks or longer for PELSB to process your license. 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>