

# MTLE Testing Information

We've got just what you've been waiting for! Below are instructions that show step-by-step how to register for the MTLE's and how to choose a site and time to take the MTLE tests. It should make registering easy! Save or print this email for future reference.

\*There is a two-part registration process: Registering, then Selecting a location and date

\*The cost is \$50 to register per year. Their year runs September 1<sup>st</sup> through August 31<sup>st</sup>. The cost for each subtest of Basic Skills is \$25 and \$35 each subtest of pedagogy and content exams. So if you are planning on taking the Reading, Writing, and Math tests (Basic Skills), it will cost you \$125.

\*Time for tests: Reading is one hour. Writing is one hour and 45 minutes. Math is one hour and 15 minutes.

## Frequently Asked Questions:

### **Which MTLE tests do I need to take before I apply for admission to the Teacher Ed Program?**

*You need to take 3 tests: Math, Writing, and Reading*

### **If I fail a test, how soon before I can take it again?**

*The earliest you can retake a test is 45 days.*

Note: The \$50 registration payment is good for Sept 1 through Aug 31 of the year you pay this fee, so make sure to test again during that time frame to avoid paying a registration fee again.

### **When should I take the MTLE tests?**

*You can take them anytime after you have completed MATH 110 and ENG 151. These classes will help you pass your MTLE's.*

Note: You must have passed all 3 Basic Skills Tests (Reading, Writing, Math) before you can be placed for student teaching.

### **Where can I take the MTLE tests?**

*You can sign up to take the MTLE tests right here on campus at Counseling and Testing Services (across from the Technology Resource Center) in BA 156. Otherwise you can sign up to take them at various other locations all over the state of Minnesota.*

### **Are there practice tests or study help I can get?**

*There are sample test questions on the MTLE website with a listing of content materials covered on each test. You can also buy a practice guide online for \$14.95. For help on campus, use the Math Lab and Writing Center. In the Academic Commons, there is a program called Intelligent Tutor on a computer for help in Math. You can also go to [www.purplemath.com](http://www.purplemath.com) for more practice in Math.*

*Note: The PearsonVue online system will only allow you to register for tests that do not exceed the testing time available. With the limited time available at SMSU, register for only 1 test at a time and pick and choose the time frame that fits your test. PearsonVue also adds 15 minutes to the testing time indicated by MTLE so if you have 2 subtests at 1 hour each, you will actually be signing up for 2.5 hours of testing time.*

## MTLE Registration Instructions

The first thing you need to do is register on the Minnesota Teacher Licensure Examination Website

1. Go to <http://www.mtle.nesinc.com>
2. Click the tab titled Register
3. Click the link Create an account now
4. Fill out the account information using your SMSU e-mail address and click Next
5. Fill out the personal information and click Next
6. Fill out the private information and click Next
7. Review the information and click Submit

Once you have registered, you should get a confirmation in your email. Now you can register for the tests.

1. Go to the home tab (<http://www.mtle.nesinc.com>)
2. Click the tab titled Tests
3. Click the Basic Skills link
4. This screen now has information about the Basic Skills test. Click around to view tests, test sites, & costs.
5. Once you are done looking at the information, click Register Now at the bottom of the screen.
6. Check the box stating that you are the person who will be taking the MTLE and click Next
7. Choose the Basic Skills Mathematics Subtest. Then click Next. *(You will register for one subtest at a time so you do not have to take them all at once)*
8. Choose whether or not you need alternative testing arrangements and click Next
9. Confirm that you have the right test selected, then click Next
10. Choose if you want your scores via E-mail. Then add SMSU to receive scores, then click Next
11. Choose your ethnicity and click Next
12. Complete the background questions and continue clicking Next
13. Choose a college for educator preparation training selection. Check No when asked about the Licensure via Portfolio and click Next
14. In reason for testing, choose the 1st option: I am seeking admission to an educator preparation program
15. Confirm everything is correct and click Add to Cart
16. Again, confirm everything is correct and click Check Out
17. Read the agreement, check the box, and click Next
18. Check the box and enter your credit card information. There is also an option on this page to enter a voucher. You may want to check with the Financial Aid office at SMSU to see if you are eligible for financial aid to help cover the cost of the tests
19. Review the information and click Submit Order

**You now have registered and paid for your test. Next, you need to schedule to take a test through a Pearson VUE test center**

1. Once you have registered for a test, click Schedule Test on the screen or from your account
2. This link will bring you to the Pearson VUE website to schedule your test
3. The page to schedule your test should automatically come up
4. Check the box for the Basic Skills Exam, choose your language and click Next
5. Use the find a test center to choose the center you want and click Next
6. You should now be able to choose a date and time. Read the agreement and print instructions. Then select the appointment and click Next, review and click Next, confirm order and click Next
7. This page now shows the test, time, and location and you should be ready to go
8. Since you only scheduled one of the basic tests, you now need to go back to the MTLE website to register for another test and complete the scheduling process again
9. To do this, click the Sign Out button which will automatically take you back to the MTLE website
10. Then click the Register tab and go through the process of registering for another subtest by following the instructions over again (steps 7-19 and 1-7); once for the Reading and once for the Writing.

Note: When you go back to the MTLE test, it will still say that your test is not scheduled, but if you click schedule, it will take you back to the Pearson site and you can click on Current Activity to see your current registrations. You can also reschedule tests from this tab.

11. You should receive a confirmation of the time and place in your email.

You should have now successfully registered, paid, and scheduled one or all of your basic tests. If you have any more questions or problems, there is contact information on the website of people who can help you. Good luck!

**How to view you MTLE test scores**

Go to <http://www.mtle.nesinc.com/Home.aspx>

Click on the "Get Results" tab at the top of the page

Click "View Your Test Results"

Enter your log in information

Now you should be able to view the tests dates and whether or not you passed

As stated on the site, the more detailed score reports are only available for 45 days

After the 45 days are up, you must request a copy and pay for it to be sent to you

Note: the results should have also been sent to your email