Health Licensure Process Checklist for Currently Licensed Teachers
Bemidji State University

This process is intended for licensed teachers who seek to obtain a MN licensure to teach 5-12 Health.
A MN health license does not guarantee you meet requirements for teaching health outside of Minnesota.

Contact person information
Email address: dpalivec@bemidjistate.edu
Fax: 218.755.3898 – cover sheet addressed to Donna Palivec

Mailing Address:
Donna Palivec, Chair, HPSH
1500 Birchmont Dr. NE #29
Bemidji, MN  56601

☐ Send personal contact information to chair: Mail, email, or fax name, address, email, phone/cell phone

☐ Mail, email, or fax your Minnesota Teaching License File Folder # or copy of your Minnesota Teaching License to Donna Palivec, Chair, Department of Human Performance, Sport, & Health.

☐ Request colleges or universities to send OFFICIAL transcripts to Donna Palivec, at the address above.
Request any transcripts that might include undergraduate or graduate level applicable course work

☐ Evaluated personalized review form sent, inform dept chair of anticipated start date, tentative timeline and anticipated sem/yr for student teaching. Email or send as attachment to: dpalivec@bemidjistate.edu

☐ Complete AT LEAST 1/3 of the content courses, or 10 credits through Bemidji State University.

☐ Apply for admission to BSU as a SPECIAL STUDENT through the Center for Extended Learning
– go to: http://www.bemidjistate.edu/academics/distance/get_started/
Follow the steps to complete the process.

☐ Check the BSU evaluated Review form for courses you need to complete.
Register for remaining required courses through the Center for Extended Learning.

MN Board of Teaching (BOT) licensure mandates: Teachers with a standard teaching license, & who complete Health Content to add a health license, must complete Reading Standards and Student Teach 5 consecutive weeks in health & earn at least a 2.5 in course work completed through BSU to student teach. Student teaching cannot be waived.

☐ Contact Director of Clinical Experiences, Dr. Janine Wahl, Department of Professional Education when you register for your FINAL semester of health content: Minimum GPA 2.5 in BSU course work required to enroll in student teaching. Address: 1500 Birchmont Dr. NE #35, Bemidji, MN  56601; Office phone: 218.755.3733 to request student teaching proposal information. Email: jwahl@bemidjistate.edu

☐ Contact HPSH chair when you register for your FINAL semester of Health Content courses:
Email Donna Palivec at dpalivec@bemidjistate.edu
Donna updates the Health Content & BOT Licensure standards courses when grades are recorded and sends your file to Ms. Aspen Easterling to indicate you are READY FOR LICENSING, which means you work with Aspen to complete the licensing process (see final bullet).

☐ Arrange to take MTLE Health (Grades 5-12): When I am 2-3 courses or 2 months from completion of ALL Health Content courses, I will make arrangements for MTLE Health Content (2 subtests) (Grades 5-12).
BSU web address: http://www.mtle.nesinc.com/Home.aspx

☐ Complete licensure application process: Contact the Department of Professional Education
Email is the best contact method: aeasterling@bemidjistate.edu or office phone: 218.755.3781

Revised: 6/17/2014