

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

Mailing Address:

Dr. Shannon Norman, HPSH
1500 Birchmont Dr. NE #29
Bemidji, MN 56601

Email address: snorman@bemidjistate.edu

Fax: 218.755.3898 – cover sheet addressed to Shannon Norman

- 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 Shannon Norman, Department of Human Performance, Sport, & Health.
- Request colleges or universities to send **OFFICIAL** transcripts to Shannon Norman, at the address above. Request any transcripts that might include undergraduate or graduate level applicable course work
- Evaluated personalized review form sent, inform Dr. Norman of anticipated start date, **tentative** timeline and anticipated sem/yr for student teaching. Email or send as attachment to: snorman@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 ONLINE/DISTANCE STUDENT – For ALL OTHER EXTENDED LEARNING PROGRAMS – go to: <http://www.bemidjistate.edu/admissions/online-distance/apply/>
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 4 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, Mr. Chris Tower, Department of Professional Education **ONE SEMESTER PRIOR to the semester you plan to student teach.** 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: ctower@bemidjistate.edu
- Contact HPSH chair when you register for your **FINAL semester** of Health Content courses:
Email Shannon Norman at snorman@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 Aspen Easterling in the Department of Professional Education. Best contact method: aeasterling@bemidjistate.edu or office phone: 218.755.3781