

## Health Licensure Process Checklist for Currently Licensed Teachers Bemidji State University

Revised: 2/1/2022

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:** [Shannon.Norman@bemidjistate.edu](mailto:Shannon.Norman@bemidjistate.edu)

**Mailing Address:**

**Fax:** 218.755.3898 – cover sheet addressed to Shannon Norman

Dr. Shannon Norman, 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 Shannon Norman, Department of Human Performance, Sport, & Health—or submit a copy to graduate studies office during your application process.
- Request colleges or universities to send OFFICIAL transcripts to the univeristy, 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: [Shannon.Norman@bemidjistate.edu](mailto:Shannon.Norman@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 PELSB (Professional Educator Licensure Standards Board) 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, Renae Spangler, 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: [Renae.Spangler@bemidjistatee.edu](mailto:Renae.Spangler@bemidjistatee.edu)**
- Contact Health Content advisor when you register for your **FINAL semester** of Health Content courses. Email Shannon Norman at [Shannon.Norman@bemidjistate.edu](mailto:Shannon.Norman@bemidjistate.edu) Shannon updates the Health Content & PELSB 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](mailto:aeasterling@bemidjistate.edu) or office phone: 218.755.3781 <https://www.bemidjistate.edu/academics/departments/professional-education/applying/#addition>