How to Apply for a Full-Time Teaching License

TO APPLY FOR YOUR FULL-TIME TEACHING LICENSE WE MUST HAVE ON FILE:

• YOUR DEGREE – Records will begin processing applications for graduation at the end of the semester. It may take 3-5 weeks after the end of your last semester for your degree to be posted. Please keep this in mind when starting your application with MDE as the application fee is only good for 60 days. To see if your degree has been awarded go to MyBSU → E-Services → Grades and Transcripts → Academic Record → Chronological → Get Academic Record. Once your degree has been posted it will show up at the top.

• VERIFICATION YOU HAVE MET ONE OF THE FOLLOWING BASIC SKILLS REQUIREMENTS:
  - MTLE Basic Skills – Reading ≥ 240 Writing ≥ 240 Math ≥ 240
  - ACT – Composite plus Writing ≥ 22 AND English/Writing ≥ 21 (within 10 years)
  - SAT – Reading ≥ 510 Writing ≥ 510 Math ≥ 520 (within 10 years)

• VERIFICATION YOU HAVE MET ALL OF THE FOLLOWING MTLE EXAMS:
  - MTLE Pedagogy (Elementary OR Secondary) ≥ 240 each subtest
  - MTLE Content Area ≥ 240 each subtest

THE APPLICATION PROCESS:

Step 1: Apply online through MDE’s “Online Licensing System.” Applications are valid for 60 days and fees are forfeited after that. Be sure you can complete your application within 60 days – keep in mind the time it takes to process your diploma.

http://education.state.mn.us/mde/edexc/licen/index.html

Step 2: Find the “Verification of Program Completion” form generated during the online application process and submit it along with your Student ID Number and Return Address to the Certification Officer, Aspen Easterling (via email, fax or mail).

Bemidji State University
ATTN: Aspen Easterling
1500 Birchmont Drive NE # 35
Bemidji, MN 56601
Email: aeasterling@bemidjistate.edu Fax: (218) 755-3787

Step 3: Upon receipt of the “Verification Form” the Certification Officer, Aspen Easterling, will review your transcript and test scores. If everything is complete, the form will be signed and returned to you with an unofficial copy of your transcript. This usually takes 1-2 weeks. MDE requires Aspen’s original signature, so make sure to send the original form to them.

Step 4: Send your entire application, including the signed “VERIFICATION FORM,” MDE CHECKLIST, Unofficial TRANSCRIPT, fingerprint card, and any other documentation required by MDE, to the Minnesota Department of Education. Refer to the MDE checklist included in the application.

Step 5: The Minnesota Department of Education will process your application and send you an email with your license (you can print out a hard copy). Make sure your email address is correct on your application. Processing times vary between 4-8 weeks. The license will be good for 5 years.

Updated 5/26/2015