

Professional Education Admission and Completion Requirements

Please use this document in combination with the appropriate Course Schedule

Admission to Professional Education:

1. Complete the online application for admission to Education (found on the Professional Education website). Upload required documentation, including:
 - Transcript(s) evidencing a cumulative GPA of 2.5 or higher
 - Transcripts(s) showing completion of 30 semester credits (be the end of current semester)
 - A letter of recommendation addressing the Education admission rubric
 - Responses to four required writing prompts
2. You will not be allowed to register for ED courses until you have been admitted to the Education program.
3. Entry requirements are subject to change. Please see the Professional Education website for current entry requirements.

Field Experience Requirements:

- Professional Education (ED) courses with field experience require additional time outside of class.
- You must meet deadlines set forth by the Clinical Experiences Office e.g.: placement survey, liability insurance, etc.).
- You must have documented field experience in each level (Elementary, Middle School, and High School) and each Content Area of your license.

Testing Requirements:

- Minnesota requires a series of licensure exams. In order to receive a full, 5 year teaching license (Tier 4), candidates will need to have passing scores on the MTLE NES Basic Skills exams (or equivalent).
- BSU can only recommend you for a Tier 2 or 3 license once you have official scores on file for the required MTLE Pedagogy and Content exams.
- Candidates should take the MTLE Pedagogy Subtests 1 and 2 after successful completion of ED 3350 Pedagogy.
 - 5-12 licensure → take Secondary Pedagogy Subtests 1 and 2
 - K-12 licensure → select either Elementary Pedagogy Subtests 1 and 2 or Secondary Pedagogy Subtests 1 and 2
 - Candidates seeking Health (5-12) and Physical Education (K-12) should complete the Secondary Pedagogy Subtests 1 and 2
- Candidates should take the MTLE Content Subtests 1 and 2 after completion of all required Content and Methods coursework.
- Minnesota's licensure requirements are complex. Please meet with one of the Licensure Certification Officers (Aspen or Mandy) to ensure completion of all licensure requirements. To schedule a meeting, e-mail: Teaching.License@bemidjistate.edu

Graduation Requirements:

- Bemidji State University requires completion of 120 credits to earn a bachelor's degree.
- Speak with your advisor to ensure you will meet the minimum credit requirement. You may need to add an endorsement, minor, or certificate.
- If you are double majoring, you will need 150 credits to earn two bachelor's degrees.
- Complete BSU's Application for Graduation while you are enrolled in ED 3350 Pedagogy: Planning for Instruction.