

# Conditional One-Year Tier 3 Licensure Guidance

## Background

Governor Walz signed a bill on May 27, 2020 that allows otherwise qualified teacher candidates who were unable to take the Minnesota Teacher Licensure Exams (MTLEs) due to COVID-19 to apply for a conditional one-year Tier 3 license. The conditional Tier 3 license is valid until June 30, 2021 and allows candidates time to take the appropriate MTLEs during the validity of the license. If candidates pass all necessary exams during this time, they can renew their Tier 3 license for an additional two years. To qualify for the conditional one-year Tier 3 license, applications must be received in PELSB's office by October 31, 2020.

Many MTLE testing centers have resumed operations. PELSB encourages candidates to complete their exams as soon as possible and apply for the full Tier 3 (three year) license. The most current testing information can be found on the [MTLE website](#). If candidates are unable to complete their exams prior to the beginning of the academic year, they should apply for the conditional one-year Tier 3 license.

## Applying for Licensure

Candidates applying for the conditional one-year Tier 3 license should use the [Minnesota Educator Tier 3 License Application](#) to apply for the license. All licensure applicants applying for the conditional license should indicate in Section 4 of the application that they have not yet completed MTLE testing and are applying for the conditional one-year Tier 3 license.

For initial licensure candidates who are completing the "Verification of Completion of a State Approved Licensure Program" form (Section 6 or 6A), the certifying officer at their teacher preparation program should check the box that states "Candidate is Applying for a Minnesota Conditional One-Year Tier 3 license" as part of the recommendation.

For candidates who already have the "Verification of Completion of a State Approved Licensure Program" form on file with PELSB, a new recommendation form is not required. Please indicate on Section 4 of the application that you are applying for the conditional one-year Tier 3 license.

Candidates are responsible for submitting completed applications to PELSB. All other necessary documentation (e.g. transcripts and fingerprint cards) must be submitted with the application for processing.

## Renewal

Teachers who have been issued a conditional one-year Tier 3 license must pass the appropriate MTLEs required to remove the “conditional” designation on their Tier 3 license prior to June 30, 2021. Teachers can begin to renew their Tier 3 license starting January 1, 2021. If all testing requirements are met, no renewal fee is required to renew the license. Teachers who remove the “conditional” designation on their license will be issued a Tier 3 license for two additional years.

Teachers who do not pass the necessary MTLE tests by June 30, 2021 may apply for a Tier 2 license to teach the following academic year. A job offer with a Minnesota public or charter school is required to apply for a Tier 2 license. Tier 2 applications will be accepted starting July 1, 2021. An application fee is required to apply for a Tier 2 license.

Please be aware that to renew a Tier 3 license after three years, a teacher must meet the 75 clock hour requirement and mandatory components in place at the time of renewal. Teachers may choose to start accruing clock hours during their conditional Tier 3 license.

- If a teacher renews their conditional Tier 3 license for an additional two years, the clock hours accumulated during the total three year timeframe can be used for meeting [renewal requirements](#).
- If a teacher does not renew their conditional Tier 3 license by June 30, 2021, the clock hours accumulated during the 2020-2021 academic year cannot be used towards Tier 3 clock hour renewal.

## Frequently Asked Questions

Q. I currently hold a Tier 4 license and completed an additional licensure program. Due to COVID-19, I have not been able to take the MTLEs. Do I qualify for a conditional one-year Tier 3 license?

- A. No, Minnesota law only allows accommodations for individuals who qualify for a Tier 3 license, not for Tier 4 license holders. If you are unable to take your exams prior to the start of the academic year, you and your district may apply for an [Out of Field Permission](#) to teach in the new licensure area.

Q. I am applying for multiple licensure areas. I was able to take all my required exams for one licensure field, but not for another licensure field. Can I apply for both a full Tier 3 license and a conditional one-year Tier 3 license at the same time?

- A. In most instances, yes. As long as the required exams were completed in the initial or “base” licensure area, applicants can apply for both a full and conditional Tier 3 license at the same time. Candidates who only completed exams in an “endorsement field” (e.g. reading, middle level programs, pre-primary, DAPE) and not the base license would receive a conditional Tier 3 license. This conditional Tier 3 license would include both the base and the endorsement licensure areas because an endorsement only license cannot be issued.