Applying For Your License

Spring 2024
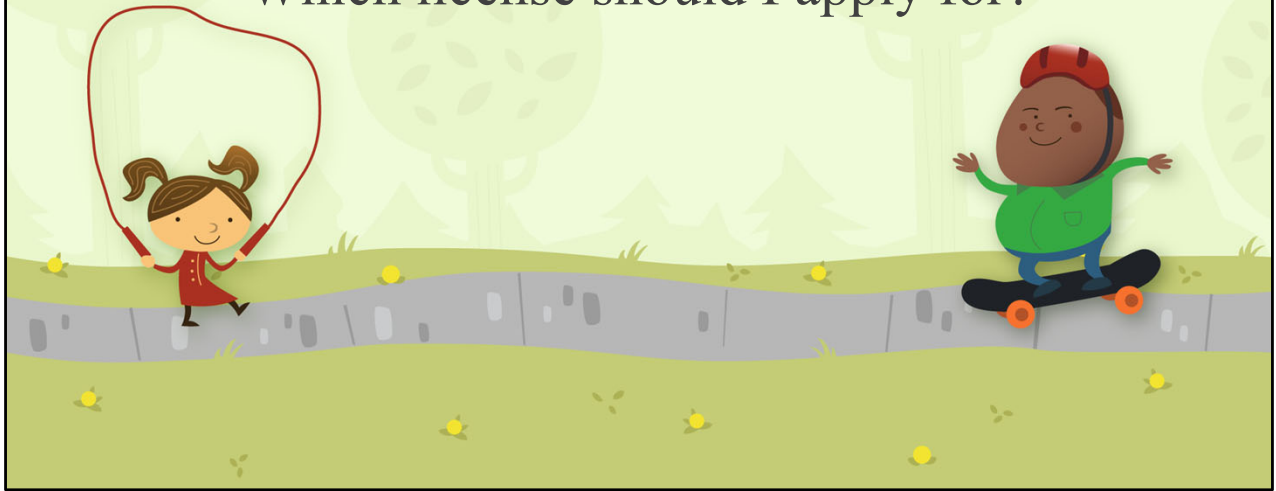
Important Reminder:

The MTLE tests are <u>no longer</u> required for licensure!

Which license should I apply for?

Tier 3

- You have completed a licensure program, **and**

- You have a Bachelor's Degree

- Requires BSU Recommendation
  See future slides for process

Tier 4

- You have completed a licensure program, **and**

- You have 3 years of teaching experience

- Requires BSU Recommendation
  See future slides for process.

- You do <u>not</u> need to wait for your degree to post

Initial Tier 4 applicants: Must have 3 years of teaching experience.

Usually, candidates who qualify for a Tier 4 license are FasTrack and/or SPED candidates… Or candidates who are adding a field to their existing Tier 4 license.

PELSB Approved Fingerprint Card

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK	FBI	LEAVE BLANK

FD-258 (REV.12-10-07)
* See Privacy Act Notice on Back

LAST NAME NAM	FIRST NAME	MIDDLE NAME
Jones,	Mary	Sue

SIGNATURE OF PERSON FINGERPRINTED
Mary Jones

ALIASES AKA	ORI	MN920130Z
Mary Sue Smith		PELSB
Mary Smith Jones		Saint Paul, MN

RESIDENCE OF PERSON FINGERPRINTED
1234 Street Name
Town Name, MN 56601

CITIZENSHIP CTZ   **US**

DATE OF BIRTH DOB
Month   Day   Year
04/14/1999

SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH POB
F	W	504	145	BLU	BRO	MN

DATE   3/10/2022   SIGNATURE OF OFFICIAL TAKING FINGERPRINTS
John Doe

YOUR NO.   OCA

LEAVE BLANK

EMPLOYER AND ADDRESS
Professional Educator Licensing & Standards Board
1021 Bandana Blvd. E., Suite 222
St. Paul, MN 55108-5111

FBI NO.   FBI

ARMED FORCES NO.   MNU

CLASS _____

REASON FINGERPRINTED
Minnesota Teacher License
Section 122 A. 18, Subd. 8
MN Statute

SOCIAL SECURITY NO.   SOC
123-45-6789

MISCELLANEOUS NO.   MNU

REF. _____

**Request Fingerprint Card from PELSB by email. The Subject
Line should say "Fingerprint Card Request":**
pelsb@state.mn.us

Required for **INITIAL LICENSURE ONLY.**
If you are already licensed, you do not need
to complete the fingerprint card.

Here are two things you can do now:
1. Contact PELSB and ask for a fingerprint card. You must use the PELSB fingerprint card.
2. Schedule an appointment to be fingerprinted (i.e.: Local Law Enforcement). Appointments are usually required and there is a fee (approximately $20-25).
3. Do **NOT** complete this form prior to being fingerprinted. Some locations will enter your information into their computer and print it on the card.
4. <u>DO</u> use black ink when completing this form (if the fingerprinting location doesn't fill it in for you).
5. <u>DO</u> make sure to fill out the form completely, including your signature and that of the official who took your fingerprints.

Tips from PELSB:
• Fill out the card with a **black ink pen**
• Provide your full name and include any aliases or previous names
• Enter PELSB's ORI code: MN920130Z (if not already there)
• Enter your full date of birth, example 03/10/1999
• Citizenship = Country name (i.e.: US if you are a United States Citizen)
• When mailing your envelope to PELSB make sure to mark it "Do NOT Bend".
• Good for 1 year from date of fingerprinting.

Two Ways to Apply: Online or Paper Application

Initial Licensure ONLY

- You may complete the online application form.

- You will still need to send in a few pieces by mail (including the fingerprint card).

- The online application will provide you with a checklist of materials to send to PELSB via snail mail.

Existing License Holders

- You will need to complete the paper application and send everything to PELSB in one packet via snail mail.

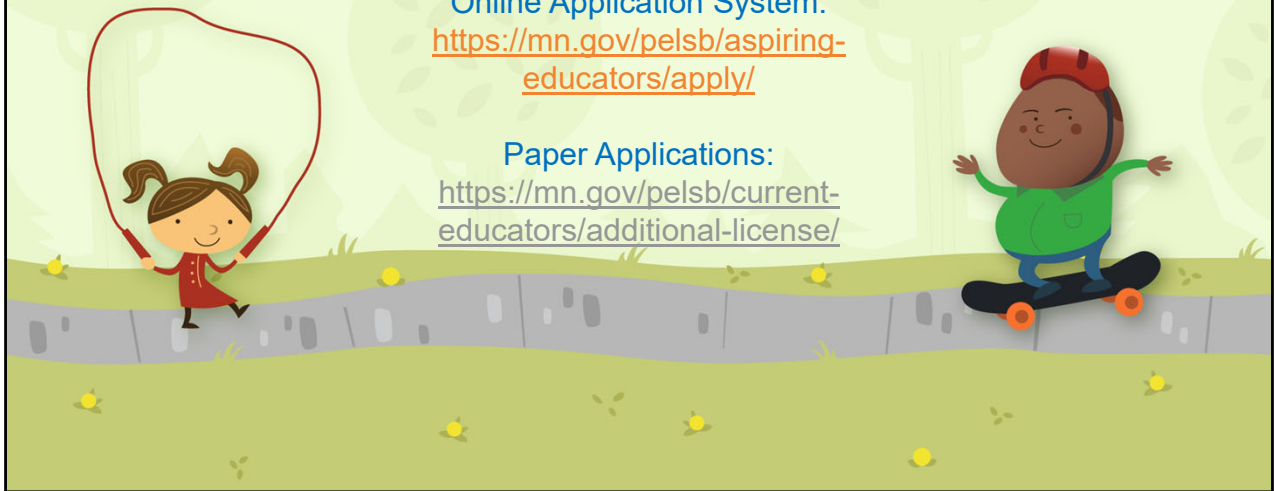- Existing license holders do not need to be fingerprinted.

To download an application for licensure, visit the PELSB website:

Online Application System:
https://mn.gov/pelsb/aspiring-educators/apply/

Paper Applications:
https://mn.gov/pelsb/current-educators/additional-license/

Paper Application and Online Application System:

Online System - ONLY initial licensure candidates can use the online system. All others (even if you hold sub license) must use the paper application.

Those who use the online system will still need to mail some materials to PELSB. The system will tell you what those are (most likely fingerprint card, Section 6 and transcripts). Send all these to PELSB in one packet.

Online system Tips & Tricks on slide 24.

Section 1: Applicant Information

Section 1: Applicant Information				
MINNESOTA FILE FOLDER NUMBER	Enter your MN File Folder Number, if applicable. (only if you have one)		**REGISTER NUMBER** (for state use only)	
Last Name Easterling	**First Name** Aspen		**Middle Name** Lynn	**Previous Name**
Social Security Number/ITIN (required) ### - ## - ####		**Birthdate: mm/dd/yyyy** ## / ## / ####	**Gender (optional)** ☐ Male ☑ Female	
Contact Information:	**Daytime Telephone Number** (###) ### - ####	**Email Address** (PELSB communications will be sent to this email address.) Add your personal email address		
Designated Address:	**Street** Becomes Public	**City**	**State**	**ZIP Code**
Home Address:	**Street** Remains Private	**City**	**State**	**ZIP Code**
Ethnicity/Race (optional)	☐ American Indian ☐ Asian ☐ Black ☐ Hawaiian/ Pacific Islands ☐ Hispanic/ Latino ☑ White			

All License Applications

- Fill in the indicated fields.

- You only have a "Minnesota File Folder Number" if you are already licensed.

- If you don't have a school address, leave the "Designated Address" blank.

- From PELSB:

Designated Address: Your designated address may be a residence, PO Box, or place of business. Please note that the address you designate on this form does not remain private after a license is issued.

Home Address: Your home address remains private if a designated address is supplied. If there is no designated address, the home address does not remain private after a license is issued.

Section 2: Application Type

Section 2: Application Type	
Enter the name of the LICENSURE FIELD(S) you are requesting:	Enter the license(s) you are seeking
☐ CHECK HERE IF YOU ARE ADDING AN ADDITIONAL LICENSURE FIELD TO AN EXISTING MINNESOTA TIER █ LICENSE.	
☐ CHECK HERE IF YOU ARE RENEWING AN EXISTING MINNESOTA TIER 2 LICENSE.	

All License Applications

- Fill in the indicated fields.
- Enter the LICENSE(S) for which you are applying.
- **NOTE**: If you currently hold a MN license be sure to check the highlighted box.

Enter <u>all</u> licenses you are applying for. For example, if Elementary Education and PrePrimary, write <u>both</u> in Section 2.

If you are already licensed and are adding a field to an existing license, check the box on the green-highlighted line.

Section 3: Educational Background

Section 3: Educational Background

Use the following Degree Codes:	0 – No Degree	1 – Associate's Degree 4 – Master's Degree	2 – Bachelor's Degree 5 – Specialist	3 – 5th Year/Non-degree Program 6 – Doctorate	
College or University	**Located at (city and state)**	**Degree Code**	**Date of Degree**	**Degree Field**	**FOR STATE USE ONLY College Code**
Bemidji State University	Bemidji, MN	*2 or 3*	2020	Major Name	
* 2 if you are graduating					
* 3 if you are licensure only,	FasTrack, SPED				

All License Applications

- Fill in the indicated fields.
- If you are completing a **Bachelor's degree**, select **Degree Code 2**.
- If you are a **FasTrack, SPED, or other add-on licensure** candidate, select **Degree Code 3**.
- Degree Field = Your Major (Social Studies, Elementary, SPED ASD, etc.)

If you are a licensure only student, indicate Bemidji State University, "Degree Code" 3. Leave the "Date of Degree" empty.
You should also include information about your Bachelor's degree and indicate the school's name and use "Degree Code" 2.

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Section 3: Educational Background- ONLINE APPLICATION

EDUCATION BACKGROUND

School #Code	City	Country	Date Degree Awarded	Degree	Licensure Program
Bemidji Delite - Elem Online #999901	Bemidji, MN	United States	12/15/2021	Bachelor's	Yes

If you are completing the Online Application, do **NOT** select *Bemidji Delite – Elem Online #99901* as the School #Code. Instead, select ***Bemidji State University*** (even if you are a DLiTE completer)

Section 5A: Conduct Review Statement – PAPER APPLICATION

Section 5A: Conduct Review Statement
(required for ALL applications)

Last Name	First Name	Middle Name	Previous Name
Easterling	Aspen	Lynn	

File Folder Number	Social Security Number/ITIN (required)
(only if you have one)	### - ## - ####

Birthdate: mm/dd/yyyy	FOR STATE USE ONLY
## / ## / ####	

WARNING: FAILURE TO ANSWER ANY OF THE ABOVE QUESTIONS IN A TRUTHFUL MANNER OR FAILURE TO PROVIDE THE INFORMATION REQUESTED COULD LEAD TO DENIAL OR DISCIPLINARY ACTION BEING TAKEN AGAINST ANY EDUCATOR LICENSE.

Certification of Information

I certify the foregoing information is true and correct. I hereby authorize any listed courts and law enforcement agencies identified in this application to release any information concerning me to the Minnesota Professional Educator Licensing and Standards Board (PELSB).

Signature of Applicant	Date

Requires ACTUAL SIGNATURE – not an electronic signature.
Print off sections 5A and 5B and sign with a pen.

All License Applications

- Fill in the indicated fields.
- Respond to questions 1-12.
- Sign the bottom of Section 5A with a pen.
- If you respond YES to any of the questions, complete the appropriate follow-up documentation identified on the form to be submitted with your application.

Online System does not have you sign Section 5A or 5B.

Section 5B: Supplemental Information – PAPER APPLICATION

All License Applications

- Complete this section <u>only</u> if you responded YES to Question 1, 2, 3, 4, or 6 on Section 5A – Conduct Review Statement.

Requires ACTUAL SIGNATURE – not an electronic signature. Print off sections 5A and 5B and sign with a pen.

Section 5B: Supplemental Information Form
(required only if you answered "YES" to questions 1, 2, 3, 4 or 6)

Please photocopy and complete a separate form for each conviction or outstanding charge.

1. Convicted or currently charged with:

2. Level of offense (check one): ○ Felony ○ Gross Misdemeanor ○ Misdemeanor

3. Date of offense:

4. Name of arresting agency (police, county sheriff, etc.):

5. Court jurisdiction (i.e., Hennepin County District Court, Minneapolis, Minnesota):

6. Plea and conditions of probation, if any:

7. Date of release from probation:

8. If still on probation, name and telephone number of probation officer:

9. Details of incident:

Verification/Authorization of Information

I verify the foregoing information is true and correct. I hereby authorize the above listed courts and law enforcement agencies to release any information concerning me to the Minnesota Professional Educator Licensing and Standards Board.

File Folder Number	Printed Name	Date of Birth
Signature of Applicant		Date

Online System does not have you sign Section 5A or 5B.

Section 6: Verification of Completion of a State-Approved Licensure Program

All License Applications

- Complete the *Request Licensure Documentation* Form on BSU's website (see future slides).
- Attach Plan of Study to Request Form. This only applies to FasTrack, SPED, and DAPE.
- The Certification Officer will verify completion of requirements, complete Section 6, and return it to you with any additional documentation (transcripts, plans of study, test scores, etc.).

Plans of Study submitted must be signed by a faculty member! **If you don't have a signed form, work with your advisor to secure one.**

Tier 2 & Tier 3
Section 7: Verification of Teaching Experience

All License Applications

- **For most, this section will be left blank.**

- This section should only reflect professional teaching experience NOT volunteer placements, practicum placements, field experience, or student teaching.

Name	File Folder Number
Easterling, Aspen	(if you have one)

Section 7: Verification of Teaching Experience

If you are using teaching experience in the content area requested to qualify for a Tier 2, this section must be completed by an authorized official.

Teaching Experience

District/School Name	Location (city, state)	Dates of Employment Start	Dates of Employment End	Percentage Fulltime	Specific Subject(s) Taught	Grade Level Taught

I confirm this information is correct.

Name of District or Charter School	Six-Digit District Number (XXXX-XX) (only required for Minnesota schools)

Mailing Address (city, state, ZIP code)

Printed Name of Authorized Official	Email Address

Signature of Authorized Official	Date	Ten-Digit Telephone Number

Tier 4
Section 7: Verification of Teaching Experience

All License Applications

- **Only needed if you are moving from a Tier 2 or Tier 3 to a Tier 4.**

- This section should only reflect professional teaching experience NOT volunteer placements, practicum placements, field experience, or student teaching.

Name	Easterling, Aspen		File Folder Number (if you have one)

Section 7: Verification of Teaching Experience

All initial Tier 4 applicants are required to provide documentation of three years of teaching experience in a Minnesota school. If you already hold a Tier 4 or five-year license, this form is not required.

If you are applying for an initial Tier 4 license for a School Counselor, School Nurse, School Psychologist, School Social Worker, or Speech-Language Pathologist, you are required to provide evidence of three years of work experience in a Minnesota school.

Tier Held	Summative Evaluation	Placed on an Improvement Plan	Dates of Employment Start	End	Percentage Fulltime	Specific Subject(s) Taught	Grade Level Taught
	☐ Completed ☐ Not Completed	☐ Yes ☐ No					
	☐ Completed ☐ Not Completed	☐ Yes ☐ No					
	☐ Completed ☐ Not Completed	☐ Yes ☐ No					
	☐ Completed ☐ Not Completed	☐ Yes ☐ No					

I confirm this information is correct.

Name of District or Charter School	Six-Digit District Number (XXXX-XX) (only required for Minnesota schools)

Mailing Address (city, state, ZIP code)	Email Address

Printed Name of Authorized Official	Title of Authorized Official

Signature of Authorized Official	Date	Ten-Digit Telephone Number

This might apply to you if you are already licensed in Tier 2 or 3 and are moving to Tier 4.

**PELSB's Online Application
Review & Submit**

Make sure to review the information provided on this page before selecting submit.

PELSB's Online Application Cover Page & Checklist

Make sure to include this checklist with the rest of your application materials (sent by mail).

Minnesota Professional Educator Licensing and Standards Board
License Application Cover Page

	PROCESS NUMBER	This Box Internal Use Only
United States	This number must appear on all documents except the fingerprint card	PELSB Confirm Rcpt FP Card

INSTRUCTIONS

· **LICENSE APPLICATION COVER PAGE :** This page must be submitted to PELSB along with any required documents shown in the Document Checklist below. After you review the checklist you may want to print this page for your records using the print option shown at the bottom of the screen. You can view the list online when you login to your license account. The list is no longer available after your license has been issued.

If you are making an application for your first Minnesota license and a college/university licensing office is assisting you, you must supply them with a copy of this cover page and all supporting documentation for their final review before submission to PELSB.

If you are applying independently, send a printed copy of this cover page along with any additional items indicated by a BLANK check box in the Document Checklist shown below in one packet to: **PELSB, 1021 Bandana Blvd. E., Suite 222, Saint Paul, MN 55108-5111**

· **ALL MATERIALS** (as indicated by a blank check box in the document checklist) must be submitted in one complete packet with a copy of this cover page. **Do not send documents individually.**

· **USER NAME AND PASSWORD :** Your user name and password will be required to access your license account and to check on the status of your application in the future. Keep this information in a secure place.

· **PROCESS NUMBER :** To avoid misidentification of materials, the process number shown at the top of this page must appear on all documents submitted to PELSB except the fingerprint card.

DOCUMENT CHECKLIST

· **This checklist is for applicant use ONLY. This checklist is not modified by PELSB staff when application materials arrive in the office.**
· If there are required forms listed below, use the download link to print the form.
· Review of your application will not begin until all of the required documentation has been received by PELSB.

02/11/2023   This is the date your supporting documentation is due at PELSB.

√   Completed On-Line Application for Minnesota Education License - Teaching

Indicate licensure field _____

√   Completed On-Line Application for Minnesota Education License - Tier 5

√   Completed Conduct Review Statement

☐   BCA Fingerprint Card [Click to Request Fingerprint Card]

☐   Verification of Completion of a State-Approved Licensure Program [Click to Download Form]

☐   (If applicable) Verification of Teaching Experience [Click to Download Form]

☐   Official Transcripts in sealed envelope from Bemidji State University

☐   The PELSB processing fee is $90.25. This fee covers the cost of processing your application and your background check. US Bank will charge an additional service fee. Payment must be made online using a VISA or MasterCard. To make your payment, click the **Make Payment** button at the bottom of this screen. **Do not send a check or money order with your mailed-in packet.** If payment has not been made within 60 days of starting your online application, the application will be deleted.

Be sure to print and complete all required forms (as indicated by a blank check box) and submit to PELSB.

[Print Page]   [My License Account]   [Make Payment]

Application Fee

All License Applications

- If this is your <u>first</u> MN License you will need a check or money order, payable to PELSB, for $90.25.
  - Online Application system accepts electronic payment.
- If you currently hold a MN License you will need a check or money order, payable to PELSB, for $57.00.
- The initial license application includes the fee for the background check.

The online application processes your payment immediately (pay by credit card).

The paper application must include a check or money order. PELSB's business services must process this payment and it can take 5-7 days.

This is why we recommend you complete the online application – if you are able.

How will I know when my degree has been awarded?

Inst. Name: Bemidji State University
Award Name: Bachelor of Science
Honors: Summa Cum Laude
Major: Elementary Teacher Education
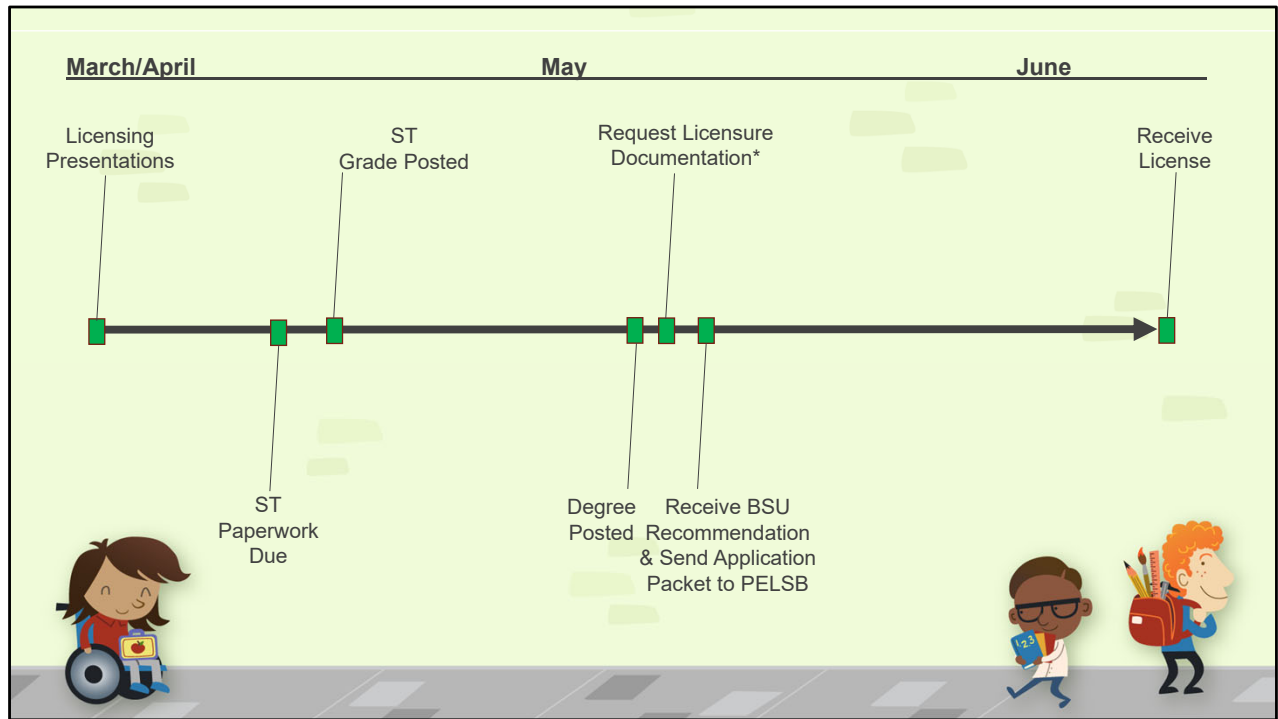Awarded on: 05/04/2023

The top left portion of your BSU transcript will look like this.

Check MyBSU → E-Services → Academic Records → Unofficial Transcripts

Once you receive an "Awarded on" date on your transcript, your degree has been awarded and you are a college graduate! If this section is missing (top left of transcript), your degree has not been awarded yet.

- Spring completers – degrees are usually posted sometime in May*
- Fall completers – degrees are usually posted sometime in January*

*These are approximate timelines. You must have completed all degree requirements and have an approved grad plan on file with the Records Office before your degree will post. If it seems to be taking overly long, please reach out to Teaching.License@bemidjistate.edu and I will follow up with Records.

March/April ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯ **May** ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯ **June** ⎯⎯⎯⎯⎯⎯⎯

Licensing Presentations

ST Grade Posted

Request Licensure Documentation*

Receive License

ST Paperwork Due

Degree Posted

Receive BSU Recommendation & Send Application Packet to PELSB

Requesting a substitute license is <u>NOT</u> encouraged, in fact PELSB discourages it – it may delay your actual license.

Request Licensure Documentation Form

STEP 1: If you already have a 4-year degree, you can apply when grades post.
If you do not have a 4-year degree, you need to wait for your degree to post.

STEP 2: Download the appropriate tiered application from the PELSB website (or complete the online application – initial licensure only).

STEP 3: Request a Section 6 in the online BSU "Request Licensure Documentation" form.

STEP 4: Once you receive the signed Section 6 from BSU (with the Certification Officer's signature) follow these steps:
- Print everything you receive from the BSU Certification Officer.
  This includes:
  - The signed Section 6 Form
  - All transcripts
  - The plan of study (if included – this only applies to FasTrack, SPED, and DAPE)
  - ***A copy of the email from the Certification Officer***

*PELSB will not accept your application materials without this additional documentation.

STEP 5: Send the completed application and all materials you receive in step 3 to PELSB in one packet. Be sure to include the Checklist from the PELSB application.

PELSB will accept unofficial transcripts if they come from the Certification Officer. **You must include a printed copy of the email from the Certification Officer.**

DO NOT use staples, use paperclips!

DO send everything to PELSB in **one** packet.

I'm completing the paper application.
What do I send to PELSB?

Refer to the checklist on page 1 of your application packet. Your packet should include:

- Completed Sections 1-4
- Completed Sections 5A and 5B with <u>original</u> signatures
- Completed Section 6 with BSU Certification Officer signature
- Section 7 – most likely blank
- Copies of all transcripts the Certification Officer sends you
    - Include the approved plan of study, if you receive one (this only applies to FasTrack, SPED, and DAPE)
- Copy of the email from the Certification Officer
- Completed fingerprint card (Initial Licenses Only)
- Payment
- Any other documentation indicated on your application or by the Certification Officer

Mark the envelope "DO NOT BEND"
Make sure you send everything to PELSB in <u>ONE</u> packet.

The paper application includes a checklist – make sure you include everything on that list!

DO NOT use staples, use paperclips!

DO send everything to PELSB in **<u>one</u>** packet.

Online Application – See next slide!

I'm completing the ONLINE application.
What do I send to PELSB?

Refer to the Document Checklist on your Online Application. This may include:

- Completed Section 6 with BSU Certification Officer signature
- Copies of all transcripts the Certification Officer sends you
    - Include the approved plan of study, if you receive one (this only applies to FasTrack, SPED, and DAPE)
- Copy of the email from the Certification Officer
- Completed fingerprint card
- Any other documentation indicated on your application or by the Certification Officer

Mark the envelope "DO NOT BEND"
Make sure you send everything to PELSB in ONE packet.

You will complete all sections, except for Section 6, in the online system. You will pay online.

The online application system will provide you with a list of additional materials (i.e.: fingerprint card, signed Section 6, transcripts, email from Certification Officer, etc.). You will need to MAIL these materials to PELSB in one packet.

DO NOT use staples, use paperclips!

Online Application Tips & Tricks

➢ **The Online Application is <u>only</u> for initial licensure candidates**!

➢ Use the navigation buttons within the application system (not the browser)

  ➢ If you accidentally hit the browser's back button, you will be logged out & will need to wait an hour to log back in – you may also try clearing your browser's cookies

➢ If you are inactive for 30 minutes, the system will log you out, but you should be able to log back in right away

➢ Complete the online application less than 30 days prior to graduating

➢ After payment is complete you will have 60 days to send materials to PELSB

  • *If 60 days pass without sending materials to PELSB, payment is forfeited*

You may want to wait until your degree posts before completing the online application to ensure it is completed less than 30 days prior to graduating.

How do I know when my license has been issued?

➢ **Teacher Licensure Lookup:**

https://public.education.mn.gov/LicenseLookup/educator

• Monitor PELSB application status

Teacher Licensure Lookup:
MN Licensure system where you can enter your name or MN File Folder Number to monitor your PELSB application. The Historical Application Detail's status will change from 'Payment Received' to 'Issued'. If status changes to 'Additional Information Requested,' be sure to monitor your email for a message from PELSB.

Questions?

Email:
Teaching.License@bemidjistate.edu