Applying For Your License
Spring 2024
Important Reminder:

The MTLE tests are no longer 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 not 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.
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. **DO** use black ink when completing this form (if the fingerprinting location doesn’t fill it in for you).

5. **DO** 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

<table>
<thead>
<tr>
<th><strong>Initial Licensure ONLY</strong></th>
<th><strong>Existing License Holders</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• You may complete the online application form.</td>
<td>• You will need to complete the paper application and send everything to PELSB in one packet via snail mail.</td>
</tr>
<tr>
<td>• You will still need to send in a few pieces by mail (including the fingerprint card).</td>
<td>• Existing license holders do not need to be fingerprinted.</td>
</tr>
<tr>
<td>• The online application will provide you with a checklist of materials to send to PELSB via snail mail.</td>
<td></td>
</tr>
</tbody>
</table>
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

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

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 **all** licenses you are applying for. For example, if Elementary Education and PrePrimary, write **both** 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

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.
Section 3: Educational Background - ONLINE APPLICATION

<table>
<thead>
<tr>
<th>School #Code</th>
<th>City</th>
<th>Country</th>
<th>Date Degree Awarded</th>
<th>Degree</th>
<th>Licensure Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bemidji Delite - Elem Online #99901</td>
<td>Bemidji, MN</td>
<td>United States</td>
<td>12/15/2021</td>
<td>Bachelor's</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

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.

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

Online System does not have you sign Section 5A or 5B.
Section 5B: Supplemental Information – PAPER APPLICATION

All License Applications

- Complete this section only 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.

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.
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.

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).
Application Fee

All License Applications
- If this is your first 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?

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

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

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.
<table>
<thead>
<tr>
<th>March/April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensing Presentations</td>
<td>ST Grade Posted</td>
<td>Request Licensure Documentation*</td>
</tr>
<tr>
<td>ST Paperwork Due</td>
<td>Degree Posted</td>
<td>Receive BSU Recommendation &amp; Send Application Packet to PELSB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Receive License</td>
</tr>
</tbody>
</table>

Requesting a substitute license is **NOT** encouraged, in fact PELSB discourages it – it may delay your actual license.
<table>
<thead>
<tr>
<th>Request Licensure Documentation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1:</strong> 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.</td>
</tr>
<tr>
<td><strong>STEP 2:</strong> Download the appropriate tiered application from the PELSB website (or complete the online application – initial licensure only).</td>
</tr>
<tr>
<td><strong>STEP 3:</strong> Request a Section 6 in the online BSU “Request Licensure Documentation” form.</td>
</tr>
<tr>
<td><strong>STEP 4:</strong> Once you receive the signed Section 6 from BSU (with the Certification Officer’s signature) follow these steps:</td>
</tr>
<tr>
<td>- Print everything you receive from the BSU Certification Officer.</td>
</tr>
<tr>
<td>This includes:</td>
</tr>
<tr>
<td>- The signed Section 6 Form</td>
</tr>
<tr>
<td>- All transcripts</td>
</tr>
<tr>
<td>- The plan of study (if included – this only applies to FasTrack, SPED, and DAPE)</td>
</tr>
<tr>
<td>- <em>A copy of the email from the Certification Officer</em></td>
</tr>
<tr>
<td><em>PELSB will not accept your application materials without this additional documentation.</em></td>
</tr>
<tr>
<td><strong>STEP 5:</strong> 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.</td>
</tr>
</tbody>
</table>

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 original 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 ONE 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 one 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 only 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](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