

PELSB Minnesota Educator License Application Directions

WSU, College of Education, Certifying Officer created this page as a resource to assist students with obtaining a MN teaching license. WSU is the State-approved Teacher Prep Program Institution. PELSB (Professional Educator Licensing and Standards Board) is the authoritative body to issue teaching licenses. **PELSB will email candidates when license is issued. It will take “5 to 8 weeks” after date of graduation to obtain an “initial” teaching license if “all required PELSB application documents have been submitted to PELSB” in one packet.**

ADDING a LICENSE to an EXISTING PELSB LICENSE: Use paper application located within this URL <https://mn.gov/pelsb/current-educators/additional-license/> Select the Tier3 or 4 application and follow the directions for add-on to existing license. Email Paula O’Malley Pomalley@winona.edu to request the Verification Section 6. When this is received, mail Sec 6 form, and check (\$57.00) to PELSB. This application requires official transcripts for all courses completed for the “additional license”. PELSB will have transcripts submitted with initial license. An additional fingerprint card is not required.

INITIAL TIER 3 APPLICATION :

Order fingerprint cards by phone 651-539-4200 (enter option 1) or email to pelsb@state.mn.us (include your name and mailing address). Call a law enforcement agency regarding hours available for teacher license fingerprinting. When you receive the “PELSB stamped” fingerprint card, write in black ink the required personal information, but do not make other marks on the card. Do not bend/fold the card. Using hand lotion prior to finger printing is suggested. There may be a fee of \$10.00 or more. Candidates can complete the fingerprinting process early and plan to mail the completed fingerprint card when the entire application is completed.

1. **Order Official WSU transcripts** to be mailed to your home address. Keep transcripts “sealed” and enclose with your license application packet to PELSB. Click here to [order official transcripts](#) select **Official Transcripts for Current Students & Recent Graduates**. This step can be completed prior to graduation but you must select “hold until degree is recorded”. If you transferred courses towards your WSU Teaching Program, you must order official transcripts from those institutions. Enclose all transcripts in “sealed” envelopes in your PELSB license application packet. When transcripts are opened from letter size envelope, they become unofficial.
2. **Refer to the PELSB application-** <https://mn.gov/pelsb/aspiring-educators/apply/> **Follow online application directions** [Online Licensing System](#) (steps listed below). Complete the MN Tier 3 license application Sections 1, 2, 3, 4, and 5. Note: leave Section 7 and 8 blank. This step can be completed prior to graduation and there are no missing courses within your Degree Audit Report.
3. **Verification of Completion** of a State-approved Program must be completed, signed, and dated by the certifying officer of your teacher preparation program institution. Paula O’Malley is the WSU Certifying Officer. Each semester, the verification form is emailed to each program completer when they meet the Tier 3 License requirements:
 - A bachelor’s degree (degrees are posted on transcripts approximately 2-3 weeks after graduation) or advanced program completion of teacher preparation program.
 - Requirement removed as of 8-1-2023; Official Passing scores for MTLE content and pedagogy exams (WSU listed as recipient to receive scores).
 - edTPA completion unless it was not required during your student teaching semester.

Note: If you did not obtain your license during the graduation time and you now meet edTPA requirements, email pomalley@winona.edu to request your verification page with your Warrior ID and date of graduation.

4. This is the final step: It is the applicant’s responsibility to submit the required items in ONE complete packet to PELSB. PELSB will return the items if packet has any missing documents.

- Completed fingerprint card (must be PELSB stamped fingerprint card) completed at a police station.
- Official WSU transcripts with degree posted (unopened letter size envelope)
- Official transfer transcripts if applicable (unopened letter size envelope)
- Sec 6 verification of completion form from WSU Certifying Officer.

Mail complete packet to: PELSB 1021 Bandana Blvd. East, Suite 222 Saint Paul, MN 55108-5111;

PELSB Contact Information: Phone: 651-539-4200; Web site: <https://mn.gov/pelsb/> ; Email: pelsb@state.mn.us

Note: Link to the Minnesota Statutes 122A.183 for Tier 3 License <https://www.revisor.mn.gov/statutes/cite/122A.183>

ONLINE APPLICATION DIRECTIONS:

STEP 1: Go online to: [PELSB Online Application System Website](#)

- Asterisk (*) indicates a required field.
- Fee for Initial License: 91.95, must be paid via credit card.
- The application will time out when there is 30 minutes of inactivity.
- Use the navigation buttons in the PELSB application. Do not use the back arrow navigation on your internet browser toolbar.

STEP 2: Click on “Sign in with Google” and login with a Gmail account.

STEP 3: Select “Apply for a New (first time) Educator License”.

Professional Educator Licensing and Standards Board

License Identification

Asterisk (*) indicates a required field.

WELCOME to the on-line licensing system. Select one of the options below. Educator Licensing has discontinued the mailing of paper licenses. Information about your license application, including how to view and print a copy of your license if approved, will be sent to the email address you provide in this application.

View my license account (for viewing your license PDF)
Your account will display information about your current license(s) and instructions for how to view your license PDF. Enter your file folder number and license serial number then select Next. Contact Educator Licensing if you cannot locate your file folder number and/or serial number.

* File Folder Number (maximum 7 digits)

[Click here to search for my file folder number](#)

* License Serial Number
(first 6 or 7 digits before the dash)

[Click here to view the location of my file folder number and serial number on my license](#)

Apply for a New (first time) educator License
This selection is for initial licensure candidates only. Anyone who already holds a file folder number must complete a paper licence application.

Renew my educator License
You will be redirected to the new renewal System.

STEP 4: Select “Minnesota Education License”, below is a screenshot of the application.

The processing fees for this educator license application total \$91.95.

Step 1: Select an application from the list below. If your choice requires you to specify one or more license types, a list will display. Select **Next** when you are ready to continue.

- Minnesota Education License
- Three-Year Short-Call Substitute Teaching License
- Lifetime Short-Call Substitute Teaching License

According to Minnesota Statute [122A.18 Subd. 7a \(b\)](#), to be granted a lifetime short-call substitute license, the applicant must be retired and receiving a retirement annuity as a result of the applicant's teaching experience.

STEP 5: Select "Teaching"

STEP 6: Select "Tier 3" and then click "Next"

STEP 7: Verify Information and click "Next"

Professional Educator Licensing and Standards Board

Application Type

Application Type:

- Minnesota Education License

License Types:

- Teaching
- Tier 3

[Edit](#)

You have selected the maximum number of applications allowed for this session. You can change your application selections as needed or select **Next** to continue with the application process.

[Next](#)

STEP 8: Complete the Contact Information

Be sure to complete all sections that are applicable to your situation. *Required fields

STEP 9: Education Background

- Enter the colleges/universities you have attended.
- For WSU be sure to include:
 - State or Territory Select: "Minnesota"
 - College/University Name: Winona State University
 - Select: I completed a licensure program at this college/university

STEP 10: Student Information

- Choose appropriate response and document date degree awarded (-----)
 - If earning Undergraduate Degree---Select "Bachelors"
 - If Post Bac Student Earning License Milestone---Select "Fifth Year Program or Additional Coursework"

STEP 11: Verify Information and Select "Next"

STEP 12: Respond to Conduct Review Statement questions and select "I Accept".

STEP 13: Review Application Components and click “Submit Applications”.

STEP 14: Review the Certification Statement and click “I Accept”.

STEP 15: Click on “Print Checklist & Make Payment”

Professional Educator Licensing and Standards Board

Print Checklist and Make Payment

Please select the Print Checklist and Make Payment button below to complete the final steps needed to submit your application. Your application will not begin the review process until your processing fee has been paid and all documents are received at PELSB.

1. Print your document checklist and additional forms.

Your checklist must accompany your supporting documents.

Links to any additional required forms are available on the checklist.

If there are no blank checkboxes on your list, no further documentation is required.

2. Pay your application and BCA processing fee.

After you print your check list and any forms use the Make Payment button to pay the processing fee.

Your application will not be considered for review until your processing fee has been received.

[Print Checklist & Make Payment](#)

STEP 16: Download the Verification of Completion of a State-Approved Licensure Program by clicking on “[Click to Download Forms]” the screen shot listed below is from the PELSB 2020 application; the fee is \$91.25 and the seventh line listed below will state official transcripts in sealed envelope from Winona State University.

Document Checklist : **If you have no blank check boxes, you are not required to send any additional documents to PELSB.** 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 Educator Licensing.

02/06/2021 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 3

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 U Of M Duluth

Processing Fee(s) are \$91.95. Payment must be made online using a VISA or MasterCard using the Make Payment link at the bottom of this screen. **Do not send a check or money order with your packet.** If payment has not been made within 60 days, your application will be deactivated.

STEP 17: Save and print this (Verification of Completion of a State-Approved License Program) form and write in the recommendation part “Refer to Verification page from WSU”). Paula O’Malley (WSU Certifying Officer) will email you your completed Verification of Completion form when your degree is posted on your transcripts and your required exams are passed [MN License Exams](#).

STEP 18: Click on Make a Payment

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



STEP 19: Review the payment statement and click “OK”

Professional Educator Licensing and Standards Board

Make Payment

When you click OK below, you will leave the Minnesota Professional Educator Licensing and Standards Board web site and enter the US Bank Electronic Payment System. You will pay your application processing fee on this US Bank web site using a credit card (Visa or MasterCard).

Please wait until you receive your US Bank payment confirmation email before checking the status of your application on the PELSB site. That time is needed to process your current information.

Your application will not be reviewed until you have completed payment and all of your documents and the application cover sheet have been received by the Minnesota Professional Educator Licensing and Standards Board.

Educator Licensing has discontinued the mailing of paper licenses. Information about your license application, including how to view and print a copy of your license if approved, will be sent to the email address you provide in this application.

Thank You.



STEP 20: Make payment for \$91.95

- Enter Contact Information and Payment Information
- Click “Continue”

STEP 21: Add File Folder number to top of Verification Form from Paula (WSU)

When you receive the completed verification form from Paula and your teaching degree is posted on your transcripts, write your file folder number at the top of the form. To find your file folder number click link [License look up](#) and enter your first and last name. Note: Payment must be completed to find your file folder number.

[Licensing](#) > [Lookup](#)

License Lookup

Find Educators

Note:

In January 2018, teaching licenses in effect were automatically extended an additional year as a result of tiered licensure transition. Please reference the license "details" page for the correct expiration date. The PDF license was not updated.

Enter the file folder number or the first and last name of the educator. Then select either the license PDF or the detailed history.

File Folder Number:

or

First Name:

and

Last Name:

Note: If licensure is denied, listed below is here is the statute regarding the appeal process:

<https://www.revisor.mn.gov/statutes/cite/122A.188>

Subd. 3. **Appeal.**

A candidate whose application for license or license renewal has been denied under subdivisions 1 and 2 may appeal the decision by filing a written request with the Professional Educator Licensing and Standards Board within 30 days of notice that the board has affirmed the denial of license. The board must then initiate a contested case under the Administrative Procedure Act, sections [14.001](#) to [14.69](#).

History:

[*1Sp2017 c 5 art 3 s 16*](#)