

Licensing Seminar



1

Should I apply for a Substitute License, Tier 2, Tier 3 or Tier 4 License?

- Are you graduating this semester?
 - If yes, then apply for a Tier 3 license.
- If you are not graduating but have completed student teaching you can apply for a Substitute Teaching License.



2

How do I apply?

- Go to <https://mn.gov/pelsb/aspiring-educators/>

OR

Just google MN PELSB and select aspiring educators > Apply for a license.

Application is active for 60 days, if documents are not received by PELSB within 60 days you will forfeit the fee and your application expires.

3

Things you NEED to send to PELSB

- An official transcript – this needs to be a FINAL transcript and SEALED. (if applying for sub license you need an official/sealed but not final transcript—it must show a successful student teaching experience) ***488
- A completed fingerprint card (I recommend getting two completed so you have a backup in case the first ones are rejected).
- A completed application ---including a signed Verification Form (Form 6). (Form 6 not needed for sub license) Send Form 6 to Lorelee Meier
- Course substitution forms (if applicable ----did you transfer courses in? did someone approve an equivalent course at Concordia? – if so let Lorelee know when you send her the Verification Form)

4

MN Licensing Tips and Advice

- Fingerprint card must be less than one year old. (Must contain: Full name, Full Birthdate, and MUST BE SIGNED.)
- If in the FM area the Dilworth PD and Fargo PD will do fingerprints for a fee. FPD-requires an online appointment, Dilworth-call them to set up an appointment.
- Include your name and application/folder number on your Form 6 when you EMAIL it to Lorelee.

5

MN Licensing Tips and Advice

- DO NOT.....DO NOT.....DO NOT.....
 - Send partial packets to PELSB, they will return individual items to you and it will SIGNIFICANTLY delay your license.
- DO
 - Include any alias' on your application
 - Use FULL birthdate on fingerprinting card
 - SIGN your fingerprint card
 - Make sure EDUC 488 grade is posted and on your final transcript.

6

Frequently Asked Questions

- Do I need to take the Basic Skills MTLE's aka NES Exams?
 - No, Governor Walz signed legislation into effect removing all MTLE's as a licensure requirement, effective August 1st, 2023.
- Is it faster to get a sub license then convert it to a Tier 3?
 - NO ----unless you are not graduating. 😊 A sub license and a Tier 3 take the same amount of time to process, and there are fees involved for both.
- I don't plan on living in MN, should I still get a license in MN?
 - It is highly recommended, for multiple reasons.
- How long does it take to get a license?
 - If your application is in order and nothing is missing, it can take up to 7 weeks to receive your license.