

UNIVERSITY OF MINNESOTA CROOKSTON
TEACHER EDUCATION UNIT
How to Apply for a Teaching License
Update August 1, 2023

1. Go to this MN PELSB website: <https://mn.gov/pelsb/aspiring-educators/apply/>

2. All graduates are qualified to apply for Tier 3 teacher license. For further information on all tiered licenses, please view the [Tier Licensure Structure Inforgraphics](#).

3. All initial license applications can be submitted through the [Online Licensing System](#).
 - a. **Tier 3:** Read and complete all sections online **except** Section 6. Please send Section 6 (Verification of Completion of a State-Approval Licensure Program) to UMN Crookston for completion of section 6. Section 7 & 8 are not required for initial applicants.

NOTE: Effective August 1, 2023, candidates seeking a Tier 3 or Tier 4 license will be exempt from meeting Minnesota testing requirements. Candidates no longer need to take the following tastings:
 - MTLE Pedagogy and Content
 - Basic Skills (MN NES)

4. You will pay the **fees** to PELSB online and have 60 days to submit all application materials to PELSB.

5. Request an **official transcript** from the University of Minnesota Crookston by going to the following link: https://onestop.crk.umn.edu/sites/onestop.umn.edu/files/forms/otr186_umn_request_official_transcript.pdf. Request for a “Paper Transcript” in a sealed envelope. Do not open your sealed envelope and send it to UMN Crookston.

6. Email PELSB staff at pelsb@state.mn.us to request a **fingerprint card**. Make sure to include your full name and mailing address and put “Fingerprint Card Request” in the subject line. Mail your completed fingerprint card to UMN Crookston.

7. Mail the following documents to UMN Crookston. Once all documents have been received by the Teacher Education office at UMN Crookston, we will send everything at one time to PELSB.
 - o Section 6 Form (Verification of Completion of a State-Approval Licensure Program)
 - o Official Transcript in sealed envelope
 - o Completed Fingerprint Card

Mail to the following address:

University of Minnesota Crookston
Attention: Michelle Beeghly
2900 University Avenue
208 Selvig Hall
Crookston, MN 56716

8. Please feel free to contact us with any questions. Michelle can be reached via email at umLr005@umn.edu or Soo-Yin can be reached via email at slimthom@umn.edu.