Full-Time Limited License

For Graduates of Approved Minnesota Teacher Preparation Programs

5-9-14 WSU customized for WSU students/P. O’Malley

Candidates (previous graduates) can be issued a full-time limited license if they have completed a Minnesota approved teacher preparation program; have attempted to take all exams required for a MN license but did not pass one or more of the required tests.

To apply for a full-time limited or substitute license, go to:

http://education.state.mn.us/MDE/EdExc/Licen/index.html and click on “Online Licensing System”.

When the online application is completed, a checklist will generate listing the documents needed to submit to the:

Minnesota Department of Education, Educator Licensing

1500 Highway 36 West, Roseville MN 55113

DOCUMENTS REQUIRED FOR FIRST TIME FULL-TIME LIMITED APPLICATION FOR GRADUATES OF A MINNESOTA STATE APPROVED TEACHER LICENSURE PROGRAM

Online application and payment

Completed fingerprint card

Official transcripts in a sealed envelope from the college/university where bachelor’s degree was obtained and teacher preparation coursework was completed; Request official transcripts: http://www.winona.edu/registrar/ordering_transcripts.asp

Even thou, the checklist will ask for the verification form; The district verification form is not needed for the 2013-2014 or 2014-2015 school year per a Minnesota Board of Teaching resolution.

A full-time limited application is issued per school year and can be submitted for the upcoming school year after July 1st. A full-time limited license is valid from the date issued until the next June 30th; so an application received prior to July 1st will be valid until June 30th of the same year and candidates would need to apply again after July 1st for a full-time limited license for the 2014-2015 academic year.

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If you already have a file folder number with the MN Dept. of Education (eg. Substitute teaching license), then you will need a paper application. You can call 651.582.8691 to have a paper application sent to you. Applicants who have been issued their third limited license should also contact Educator Licensing to discuss options.

If you completed all of your exams with the MTLE testing, then you can skip the next part about Praxis tests. MTLE testing can be verified through a secure website, so the results from these tests would not need to be sent in with the application materials.

**Praxis testing completed before 9/1/2010 –**

If you have the original PDF electronic score reports from Praxis then you can email this to mde.scorereports@state.mn.us – Please include your process number (on completed online application) in your email.

Or you can mail the original score sheet with the application materials. Your original score sheet will be returned to you.

Or email pomalley@winona.edu for a letter to verify your scores (list limited license in the email subject line).

Any questions should be sent to mde.educator-licensing@state.mn.us or pomalley@winona.edu