MN Educator Licensing Application Directions

According to the MN Department of Education, the licensure application process should be submitted online with a credit card. Call the MN Dept. of Education if you do not have a credit card to apply online 651-582-8691.

Please read and understand the following information prior to applying online. You will not be able to send your application to the WSU Certification Officer until you have applied online and printed the appropriate documents.

Refer to this website:

http://education.state.mn.us/MDE/EdEx/Licen/index.html

Then click on – Online Licensing System

Then click on – Create New MDE account to create a user profile and password.

ONLINE APPLICATION

You will be asked to provide the following information:

✓ Application Type
✓ License Type
✓ Name, Address, Telephone and Email Address
✓ Date of Birth and Gender
✓ Social Security Number - It is not mandatory to provide your Social Security Number. Failure to do so may result in misidentification, but will not result in the denial of a license.
✓ Licenses issued by other states or countries, if applicable.
✓ Name and location of all colleges/universities you have attended and the degree(s) granted and the date(s) awarded.
✓ Your student ID from all colleges/universities you have attended.
✓ Conduct Review – You will be asked to answer questions relating to your moral character and conduct, including details about the nature and dates of arrests, convictions and formal disciplinary actions.
✓ Valid Visa or Master Card and the three-digit security code shown on the signature strip on the back of your credit card.

Once you have submitted your application online, you will have sixty (60) days to mail or deliver the supporting documents to MN Educator Licensing Office or your application will be deleted from the online system and your fee(s) forfeited. Apply when you plan to have all of your tests passed within the 60 day time frame (it takes 4 weeks to receive your test scores). The Certification Officer is not responsible for expired applications.

PROCESSING FEE

The nonrefundable processing fee for an initial Minnesota license application of $99.15 must be paid using a valid Visa or Master Card at the end of the online application process.

CHECKLIST – FOR ALL FIRST TIME APPLICATION TYPES
The following items are required for first time applications.

**Online Application Cover Sheet**
Print the application cover sheet after completing the online application and attach it as the first page of your application packet. The cover sheet contains the process number and information that identifies your documents for scanning.

**Fingerprint Card** *(Do not mail your fingerprint card to the WSU Certification Officer)*
Minnesota state law requires that all candidates applying for initial licensure be fingerprinted for a national criminal background check. The fingerprinting must be done at a law enforcement agency in black ink on a card supplied by Educator Licensing. You may be charged a separate fee for the actual fingerprinting. Provide all required personal information, but do not make other marks or highlighting on the card. Do not bend or fold the card. This background check is for state use only.

**Transcripts**- Please complete the attached form to provide permission for Winona State University to enclose unofficial transcripts to the MN Dept. of Education per the request from the MN Department of Education.

**Verification of Completion of a State-Approved Licensure Program** Recent graduates will not get the signed paperwork back from the WSU certification office for 2-3 weeks after graduation. After you have applied online, you can print the "Licensure Program Verification" form by clicking on "Verification of licensure program at Winona State University...[click to download form ED # 02414] which is at the bottom of the application cover page that will come up after you have completed your online application. Do not send your fingerprint card to WSU. Mail the cover page and the ED #02414 and transcript permission form to:

**Paula O'Malley**
Winona State University, GILDE 105
Teacher Education Certification/Admission Director
PO Box 5838
Winona, MN 55987

Mrs. O'Malley will endorse the form ED #02414, request your unofficial transcripts from the WSU Registrar’s Office and mail the form, cover page, and unofficial transcripts back to you. Then you need to submit these documents and your completed fingerprint card to the Educator Licensing address listed below. You are responsible to complete the online application and then mail or deliver the required documents in one packet to Educator Licensing. Partial or incomplete packets will be returned to you for completion and resubmission.

**Educator Licensing**
Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113-4266
Student Id________________

Permission to include Students unofficial transcripts with Certification for Licensing Recommendation

Student Name: _____________________________________________

Institution: ______________________________________________

Please read about MN Department of education rule changes listed below, sign this form and return it to the WSU Certification Officer, Paula O’Malley, WSU, Gilde 105, PO Box 5838, Winona, MN 55987.

Note: When you receive your endorsed application back form back from the WSU Certification office, please mail the unofficial transcripts with your entire application to the MN Department of Education.

Licensure Updates

Transcripts to Accompany License Applications
In order to reduce the need for email communication regarding individual applications, licensure officers will need to provide official or unofficial copies of all transcripts that relate to the completion of licensure course work, for each Minnesota licensure application.  This procedure will become effective for Special Education Licenses, December 1, 2014.  all licensure fields, effective March 1, 2015.

Grant of Permission.
I hereby grant permission for WSU to print out my unofficial transcripts for the Certification for licensing recommendation process. I understand that these are copies of transcripts that I submitted from other colleges when I applied to WSU and/or while I was enrolled at WSU.

Sign Here: ________________________________________________

Date: ________________________