MN Five-Year Short-Call Substitute Licensure Directions
(Available to applicants who have completed a teacher licensure program, but do not qualify for a regular full-time teaching license)

Follow the online instructions listed below. Select licensure type as five-year short call Substitute Teaching License and follow the instructions. Order an official transcript from WSU and check when degree posted (approximately 2 weeks after graduation from this web site: http://www.winona.edu/registrar/transcriptsrequests.asp

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.

Refer to this website:
http://education.state.mn.us/MDE/EdExc/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-Initial license
- License Type- five-year short call Substitute Teaching
- 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.

MN CERTIFICATION folder: substitute teaching license.doc 4-2012
PROCESSING FEE
The nonrefundable processing fee for an initial Minnesota license application of $90.65 must be paid using a valid Visa or Master Card at the end of the online application process.

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 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. You do not need to complete an additional fingerprint card when you apply for your permanent license.

Candidates who have a Teaching Degree do not need an endorsement from their higher education institution or an endorsement from a school district. Submit the application documents and your completed fingerprint card to the Educator Licensing address listed below. You are responsible to complete the online application and then mail 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