

**Adding a License to an Existing MN PELSB Tier 3 or Tier 4 License:**

1. Use paper application available at <https://mn.gov/pelsb/current-educators/additional-license/>.
2. Select the Tier 3 or 4 application, concurrent with license Tier currently held.
3. Follow the prompts “for existing license holders” within the PELSB license application. For example, no additional fingerprint card is required for existing license holders.
4. When you have completed the “add-on” teacher prep program and have official passing MTLE Content Exam scores (list WSU as a recipient to receive yours), email Paula O’Malley at [Pomalley@winona.edu](mailto:Pomalley@winona.edu) to request the Institutional Verification form.
5. Order official transcripts from the institution(s) where additional course work was completed. Order official transcripts from WSU at <https://www.winona.edu/registrar/grades-transcripts.asp>
6. Enclose the following documents in a large envelope:
  - a. Endorsed Institutional Verification form
  - b. Completed Tier 3 application
  - c. Official transcript (keep sealed)
  - d. \$57.00 check written to PELSB
7. Mail complete packet to:

PELSB, 1021 Bandana Blvd. East, Suite 222  
Saint Paul, MN 55108-5111