

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

1. After completing the “add-on” teacher preparation program, email the WSU College of Education license office for an Institutional Verification form for an Add-On License. Please note the file folder number associated with the current license held with PELSB. Send to this email address CLAA@winona.edu In the Subject Line type - Add-On License Request
2. Use the paper application available at [this link](#).
3. Select the Tier 3 or Tier 4 application concurrent with the current Tiered license held.
4. Follow the prompts “for existing license holders” within the PELSB license application.
5. Order official transcripts from the institution(s) where the additional course work was completed.
 - a. To order WSU Official Transcripts use [this link](#).
6. Place the following documents in a large envelope:
 - a. Endorsed Institutional Verification form
 - b. Completed Tier 3 or Tier 4 application
 - c. Official Transcript (sealed or it is invalid)
 - d. \$57.00 check to PELSB
7. Mail the complete packet to: PELSB, 1021 Bandana Blvd. East, Suite 222, Saint Paul, MN 55108-5111