

## PELSB Minnesota Educator License Application Directions

Winona State University, College of Education, license office has created this document as a resource to assist teacher candidates with obtaining a Minnesota teaching license. Winona State University is one of the state-approved [Teacher Preparation Program](#) institutions in Minnesota. [PELSB – Professional Educator Licensing and Standards Board](#) is the authoritative body that issues teaching licenses. PELSB will email the teacher candidate when the license is issued. This process takes approximately 5 to 8 weeks once PELSB has received all the required documentation. Failure to provide all required documentation results in a delay of receiving the license. It is the teacher candidate's responsibility to complete the required documentation, pay the required fees and submit these to PELSB.

### ADDING a LICENSE to an EXISTING LICENSE:

The applicant will use the paper application which is found [at this link](#). This includes those who have a current Tier 1 or Tier 2, or Substitute license. Select the Tier 3 & 4 tab and follow the instructions. Email the Winona State University College of Education License Office to request the Verification Section 6 form to be completed. [CLAA@winona.edu](mailto:CLAA@winona.edu) – In the Subject line type Add-On License Request.

### INITIAL TIER 3 License Application:

Apply for your FIRST teaching license. Follow the [instructions on the PELSB](#) license website. Select the tab – MN Program Completers. This is for individuals who have completed an approved teacher preparation program in Minnesota. To learn more about tiered licensure, please visit the [Tiered Licensure Infographic](#).

A *Verification of Completion of a State-Approved Licensure Program* form is required. The WSU College of Education License Office will provide this page to the teacher candidate as well as any other institutional required forms. The teacher candidate will complete the online application and upon receipt of the Section 6 form will mail the form with the completed fingerprint card to PELSB. The File Folder Number received from PELSB should be printed onto the Section 6 form.

Name	File Folder Number
------	--------------------

  

<b>Section 6: Verification of Completion of a State-Approved Licensure Program</b>	
THIS SECTION IS TO BE COMPLETED BY THE STATE-APPROVED LICENSURE PROGRAM CERTIFICATION OFFICER.	
The state-approved teacher preparation program is from OUTSIDE of Minnesota AND is (check all that apply): <input type="radio"/> a regionally accredited program <input type="radio"/> an alternative preparation program	The state-approved teacher preparation program is: <input checked="" type="radio"/> a Minnesota state-approved program

- Click this [link to order](#) WSU transcripts.
- Fingerprint cards are available at local police departments. Fingerprint cards must be kept clean and wrinkle free. PELSB will not accept damaged fingerprint cards. Connect with the police department concerning times and fees for the fingerprint process.

- Teacher Candidates should refer to the Teacher's Education Handbook regarding edTPA requirements and student teaching.

#### **Tier 4 Licenses**

For individuals who graduated from Winona State University and need a Verification form completed for renewal, please send an email to [CLAA@winona.edu](mailto:CLAA@winona.edu) with Tier 4 Renewal Request in the Subject Line. See the Renew My License link [here](#).