



Updated 08/21/2023

# Which license should I apply for?

## ◆ Tier 3

- ◆ You have completed a licensure program and
- ◆ You have a bachelor's degree
  - ◆ Must wait for a degree to be awarded

## ◆ Tier 4

- ◆ You have completed a licensure program and
- ◆ You have 3 years of teaching experience
  - ◆ Do not need to wait for a degree to be awarded

Initial Tier 4 applicants: Must have 3 years of teaching experience.

Usually, candidates who qualify for a Tier 4 license are FasTrack and/or SPED candidates...  
Or candidates who are adding a field to their existing Tier 4 license.

## PELSB Approved Fingerprint Card

<b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK						FBI LEAVE BLANK	
				LAST NAME NAM		FIRST NAME MIDDLE NAME					
				Jones,		Mary Sue					
FD-256 (REV 12-10-07)											
SIGNATURE OF PERSON FINGERPRINTED		<i>Mary Jones</i>		ALIASES AKA		O R I		MN920130Z			
RESIDENCE OF PERSON FINGERPRINTED		1234 Street Name Town Name, MN 56601		Mary Sue Smith Mary Smith Jones		PELSB Saint Paul, MN		DATE OF BIRTH		DOB	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP CTZ		SEX		HAIR		PLACE OF BIRTH	
3/10/2022		<i>John Doe</i>		US		F W		504 145		BLU BRO MN	
EMPLOYER AND ADDRESS		Professional Educator Licensing & Standards Board 1021 Bandana Blvd. E., Suite 222 St. Paul, MN 55108-5111		YOUR NO. OCA		ARMED FORCES NO. MNU		CLASS		REF.	
REASON FINGERPRINTED		Minnesota Teacher License Section 122 A. 18, Subd. 8 MN Statute		FBI NO. FBI		SOCIAL SECURITY NO. SOC		LEAVE BLANK			
						123-45-6789					
				MISCELLANEOUS NO. MNU							

**Request Fingerprint Card from  
PELSB by email.**

**The Subject Line should say  
"Fingerprint Card Request."**

[pelsb@state.mn.us](mailto:pelsb@state.mn.us)

Required for  
INITIAL LICENSURE ONLY.  
If you are already licensed,  
you do not need  
to complete the fingerprint card.

Here are two things you can do now:

1. Contact PELSB and ask for a fingerprint card. You must use the PELSB fingerprint card.
2. Schedule an appointment to be fingerprinted (e.g.: Local Law Enforcement).  
Appointments are usually required and there is a fee (approximately \$20-25).
3. Do **NOT** complete this form prior to being fingerprinted. Some locations will enter your information into their computer and print it on the card.
4. **DO** use black ink when completing this form (if the fingerprinting location doesn't fill it in for you).
5. **DO** make sure to fill out the form completely, including your signature and that of the official who took your fingerprints.

Tips from PELSB:

- Fill out the card with a **black ink pen**
- Provide your full name and include any aliases or previous names
- Enter your full date of birth, for example 03/10/1999
- Citizenship = Country name (e.g.: US if you are a United States Citizen)
- When mailing your envelope to PELSB make sure to mark it "Do NOT Bend".
- Good for 1 year from date of fingerprinting.

# Two Ways to Apply

## Initial Licensure ONLY

- ◇ May be completed online.
- ◇ You will still send a few pieces by mail.
- ◇ The online system will provide you with a checklist of materials to send to PELSB via snail mail.

## Existing License Holders

- ◇ Must complete the paper application and send everything to PELSB via snail mail.
- ◇ Existing license holders do not need to be fingerprinted.

# PELSB License Application

## Online Application System:

<https://mn.gov/pelsb/aspiring-educators/apply/>

## Paper Applications:

<https://mn.gov/pelsb/current-educators/additional-license/>

Paper Application and Online Application System:

Online System - ONLY initial licensure candidates can use the online system. All others (even if you hold substitute teaching license) must use the paper application.

Those who use the online system will still need to mail some materials to PELSB. The system will tell you what those are (most likely fingerprint card, Section 6, and transcripts). Send all materials to PELSB in one packet.

Online system Tips & Tricks on slide 24.

# Section 1: Applicant Information

Section 1: Applicant Information				
MINNESOTA FILE FOLDER NUMBER	Enter your MN File Folder Number, if applicable. (only if you have one)			REGISTER NUMBER (for state use only)
Last Name	First Name	Middle Name	Previous Name	
Easterling	Aspen	Lynn		
Social Security Number/ITIN (required)	Birthdate: mm/dd/yyyy		Gender (optional)	
### - ## - ####	## / ## / ####		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
Contact Information:	Daytime Telephone Number	Email Address (PELSB communications will be sent to this email address.)		
	(###) ### - ####	Add your personal email address		
Designated Address:	Street	City	State	ZIP Code
	Becomes Public			
Home Address:	Street	City	State	ZIP Code
	Remains Private			
Ethnicity/Race (optional)	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian/ Pacific Islands <input type="checkbox"/> Hispanic/ Latino <input checked="" type="checkbox"/> White			

**USE A PERSONAL EMAIL THAT YOU WILL CONTINUE TO HAVE ACCESS TO!**

## All License Applications

- Fill in the indicated fields.
- You only have a "Minnesota File Folder Number" if you are already licensed.
- If you don't have a school address, leave the "Designated Address" blank.

## From PELSB:

- Designated Address: Your designated address may be a residence, PO Box, or place of business. Please note that the address you designate on this form does not remain private after a license is issued.
- Home Address: Your home address remains private if a designated address is supplied. If there is no designated address, the home address does not remain private after a license is issued.

USE A PERSONAL EMAIL THAT YOU WILL CONTINUE TO HAVE ACCESS TO!



## Section 2: Application Type

Section 2: Application Type	
Enter the name of the LICENSURE FIELD(S) you are requesting:	Enter the license(s) you are seeking
<input type="checkbox"/>	CHECK HERE IF YOU ARE ADDING AN ADDITIONAL LICENSURE FIELD TO AN EXISTING MINNESOTA TIER 2 LICENSE.
<input type="checkbox"/>	CHECK HERE IF YOU ARE RENEWING AN EXISTING MINNESOTA TIER 2 LICENSE.

### All License Applications

- Fill in the indicated fields.
- Enter the **LICENSE(S)** for which you are applying.
- **NOTE:** If you currently hold a MN license be sure to check the highlighted box.

Enter all licenses you are applying for. For example, if Elementary Education and PrePrimary, write both in Section 2.

If you are already licensed and are adding a field to an existing license, check the box on the green-highlighted line.

# Section 3: Educational Background

Section 3: Educational Background						
Use the following Degree Codes:	0 – No Degree	1 – Associate’s Degree	2 – Bachelor’s Degree	3 – 5 <sup>th</sup> Year/Non-degree Program		
		4 – Master’s Degree	5 – Specialist	6 – Doctorate		
College or University	Located at (city and state)	Degree Code	Date of Degree	Degree Field	FOR STATE USE ONLY College Code	
Bemidji State University	Bemidji, MN	*2 or 3*	2020	Major Name		
* 2 if you are graduating						
* 3 if you are licensure only,	FasTrack, SPED					

If you are a licensure only student, indicate Bemidji State University, “Degree Code” 3. Leave the “Date of Degree” empty. You should also include information about your Bachelor’s degree and indicate the school’s name and use “Degree Code” 2.

## All License Applications

- Fill in the indicated fields.
- If you are completing a **Bachelor’s degree**, select **Degree Code 2**.
- If you are a **FasTrack, SPED, or other add-on licensure candidate**, select **Degree Code 3**.
- Degree Field = Your Major (Social Studies, Elementary, SPED ASD, etc.)



## Section 3: Educational Background ONLINE APPLICATION ONLY

### EDUCATION BACKGROUND

School #Code	City	Country	Date Degree Awarded	Degree	Licensure Program
Bemidji Delite - Elem Online #999901	Bemidji, MN	United States	12/15/2021	Bachelor's	Yes

If you are completing the Online Application, do **NOT** select *Bemidji Delite – Elem Online #99901* as the School #Code. Instead, select ***Bemidji State University*** (even if you are a DLiTE completer).

# Section 5A: Conduct Review Statement PAPER APPLICATION

Section 5A: Conduct Review Statement (required for ALL applications)			
Last Name	First Name	Middle Name	Previous Name
Easterling	Aspen	Lynn	
File Folder Number (only if you have one)		Social Security Number/ITIN (required) ### - ## - #####	
Birthdate: mm/dd/yyyy ## / ## / #####		FOR STATE USE ONLY	

WARNING: FAILURE TO ANSWER ANY OF THE ABOVE QUESTIONS IN A TRUTHFUL MANNER OR FAILURE TO PROVIDE THE INFORMATION REQUESTED COULD LEAD TO DENIAL OR DISCIPLINARY ACTION BEING TAKEN AGAINST ANY EDUCATOR LICENSE.

### Certification of Information

I certify the foregoing information is true and correct. I hereby authorize any listed courts and law enforcement agencies identified in this application to release any information concerning me to the Minnesota Professional Educator Licensing and Standards Board (PELSB).

Signature of Applicant

Date



**Requires ACTUAL SIGNATURE – not an electronic signature.  
Print off sections 5A and 5B and sign with a pen.**

### All License Applications

- Fill in the indicated fields.
- Respond to questions 1-12.
- Sign the bottom of Section 5A with a pen.
- If you respond YES to any of the questions, complete the appropriate follow-up documentation identified on the form to be submitted with your application.

Online System does not have you sign Section 5A or 5B.

**Section 5B: Supplemental Information Form**  
(required only if you answered "YES" to questions 1, 2, 3, 4 or 6)

*Please photocopy and complete a separate form for each conviction or outstanding charge.*

1. Convicted or currently charged with: \_\_\_\_\_
2. Level of offense (check one):     Felony     Gross Misdemeanor     Misdemeanor
3. Date of offense: \_\_\_\_\_
4. Name of arresting agency (police, county sheriff, etc.): \_\_\_\_\_
5. Court jurisdiction (i.e., Hennepin County District Court, Minneapolis, Minnesota): \_\_\_\_\_
6. Plea and conditions of probation, if any: \_\_\_\_\_
7. Date of release from probation: \_\_\_\_\_
8. If still on probation, name and telephone number of probation officer: \_\_\_\_\_
9. Details of incident: \_\_\_\_\_

**Verification/Authorization of Information**

I verify the foregoing information is true and correct. I hereby authorize the above listed courts and law enforcement agencies to release any information concerning me to the Minnesota Professional Educator Licensing and Standards Board.

<small>File Folder Number</small>	<small>Printed Name</small>	<small>Date of Birth</small>
<small>Signature of Applicant</small>		<small>Date</small>

## Section 5B: Supplemental Information PAPER APPLICATION

All License Applications

- Complete this section only if you responded YES to Questions 1, 2, 3, 4, or 6 on Section 5A – Conduct Review Statement.

**Requires ACTUAL SIGNATURE – not an electronic signature.  
Print off sections 5A and 5B and sign with a pen.**

Online System does not have you sign Section 5A or 5B.



# Tier 3 - Section 7: Verification of Teaching Experience

## All License Applications

- **For most people, this section will be left blank.**
- This section should only reflect professional teaching experience NOT volunteer placements, practicum placements, field experience, or student teaching.
- Completed by school district(s).

Name <b>Easterling, Aspen</b>		File Folder Number (if you have one)				
<b>Section 7: Verification of Teaching Experience</b>						
If you are using teaching experience in the content area requested to qualify for a Tier 2, this section must be completed by an authorized official.						
<b>Teaching Experience</b>						
District/School Name	Location (city, state)	Dates of Employment		Percentage Fulltime	Specific Subject(s) Taught	Grade Level Taught
		Start	End			
I confirm this information is correct.						
Name of District or Charter School					Six-Digit District Number (XXXX-XX) (only required for Minnesota schools)	
Mailing Address (city, state, ZIP code)						
Printed Name of Authorized Official				Email Address		
Signature of Authorized Official				Date	Ten-Digit Telephone Number	

# Tier 4 - Section 7: Verification of Teaching Experience

All License Applications

- **Only needed if you are moving from a Tier 2 or 3 to a Tier 4.**
- This section should only reflect professional teaching experience NOT volunteer placements, practicum placements, field experience, or student teaching.
- Completed by school district(s).

Name <b>Easterling, Aspen</b>		File Folder Number (if you have one)				
<b>Section 7: Verification of Teaching Experience</b>						
If you are using teaching experience in the content area requested to qualify for a Tier 2, this section must be completed by an authorized official.						
<b>Teaching Experience</b>						
District/School Name	Location (city, state)	Dates of Employment		Percentage Fulltime	Specific Subject(s) Taught	Grade Level Taught
		Start	End			
I confirm this information is correct.						
Name of District or Charter School					Six-Digit District Number (XXXX-XX) (only required for Minnesota schools)	
Mailing Address (city, state, ZIP code)						
Printed Name of Authorized Official				Email Address		
Signature of Authorized Official				Date	Ten-Digit Telephone Number	

This might apply to you if you are already licensed in Tier 3 and are moving to Tier 4.



**Review and Submit Application** Professional Educator Licensing and Standards Board  
Please review and edit your information as needed. Select Submit Application when you are ready to continue.

**Application Type**

- First Time Minnesota Education License
  - Teaching
  - Tier 3

Submit

**Contact Information**

\* Last Name  
\* First Name  
Middle Name  
Previous Full Name  
**Home Address:**  
\* Country: United States  
\* Address Line 1  
Address Line 2  
\* City  
\* State  
\* Zip/Postal Code  
**Designated Address:**  
\* Country: United States  
\* Address Line 1  
Address Line 2  
\* City  
\* State  
\* Zip/Postal Code  
\* Telephone Number  
Important - include your permanent email address. Please do not use a school and/or temporary email address.  
\* Email Address  
Date of Birth  
\* Gender  
\* SSN or ITIN  
Ethnicity (optional, select yes or no)  
Hispanic or Latino  
**Race (optional, select yes or no for one or more)**  
American Indian or Alaskan Native  
Asian  
Black or African American  
Native Hawaiian or other Pacific Islander  
White

Submit

**Education Background**

College / University: Bemis State University  
Location: Bemis, Minnesota, United States  
Licensure Program: Yes  
Degree Awarded: Bachelor's (Dec 23, 2022)



Submit

# PELSB's Online Application Review & Submit

Make sure to review the information provided on this page before selecting submit.

# PELSB's Online Application Cover Page

Make sure to include this checklist with the rest of your application materials (sent by mail).

Minnesota Professional Educator Licensing and Standards Board		
License Application Cover Page		
	<b>PROCESS NUMBER</b> 	This Box Internal Use Only PELSB CoEdm RcedFP Card
<p><small>Go back to home</small></p> <p><b>INSTRUCTIONS</b></p> <p><b>LICENSE APPLICATION COVER PAGE :</b> This page must be submitted to PELSB along with any required documents shown in the Document Checklist below. After you review the checklist you may want to print this page for your records using the print option shown at the bottom of the screen. You can view the list online when you log in to your licensee account. The list is no longer available after your license has been issued.</p> <p>If you are making an application for your first Minnesota license and a college/university licensing office is assisting you, you must supply them with a copy of this cover page and supporting documentation for their final review before submission to PELSB.</p> <p>If you are applying independently, send a printed copy of the cover page along with any additional items indicated by a BLANK check box in the Document Checklist shown below in one packet to: <b>PELSB, 101 Bardonia Blvd., E., Suite 222, Saint Paul, MN 55108-6111</b></p> <p><b>ALL MATERIALS</b> (as indicated by a blank check box in the document checklist) must be submitted in one complete packet with a copy of this cover page. <b>Do not send documents individually.</b></p> <p><b>USER NAME AND PASSWORD :</b> Your user name and password will be required to access your licensee account and to check on the status of your application in the future. Keep this information in a secure place.</p> <p><b>PROCESS NUMBER :</b> To avoid misidentification of materials, the process number shown at the top of this page must appear on all documents submitted to PELSB except the fingerprint card.</p> <p><b>DOCUMENT CHECKLIST</b></p> <ul style="list-style-type: none"> <li><b>This checklist is for applicant use ONLY. This checklist is not modified by PELED staff when application materials arrive in the office.</b></li> <li>If there are required forms listed below, use the download link to print the form.</li> <li>Review of your application will not begin until all of the required documentation has been received by PELSB.</li> </ul> <p>02/11/2022 This is the date your supporting documentation is due at PELSB</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Completed On-Line Application for Minnesota Education License - Teaching Indicate licensure field: _____</li> <li><input checked="" type="checkbox"/> Completed On-Line Application for Minnesota Education License - Tier 2</li> <li><input checked="" type="checkbox"/> Completed Conclude Review Statement</li> <li><input type="checkbox"/> BCA Fingerprint Card (<a href="#">Click to Request Fingerprint Card</a>)</li> <li><input type="checkbox"/> Verification of Completion of a State-Approved Licensure Program (<a href="#">Click to Download Form</a>)</li> <li><input type="checkbox"/> (If applicable) Verification of Teaching Experience (<a href="#">Click to Download Form</a>)</li> <li><input type="checkbox"/> Official Transcripts in sealed envelope from Bemidji State University</li> <li><input type="checkbox"/> The PELED processing fee is \$50.05. This fee covers the cost of processing your application and your background check. US Bank will charge an additional service fee. Payment must be made online using a VISA or MasterCard. To make your payment, click the <b>Make Payment</b> button at the bottom of this screen. <b>Do not send a check or money order with your mailed-in packet.</b> If payment has not been made within 60 days of starting your online application, the application will be deleted.</li> </ul> <p><b>Be sure to print and complete all required forms (as indicated by a blank check box) and submit to PELSB.</b></p> <p style="text-align: center;"> <input type="button" value="Print Page"/> <input type="button" value="My License Account"/> <input type="button" value="Make Payment"/> </p>		

# Application Fee

## All License Applications

- ◆ If this is your first MN License you will need a check or money order, payable to PELSB, for \$90.25.
- ◆ Online Application system accepts electronic payment.
- ◆ If you currently hold a MN License you will need a check or money order, payable to PELSB, for \$57.00.
- ◆ The initial license application includes the fee for the background check.

1206  
DATE xx/xx/xxxx  
PAY TO THE ORDER OF PELSB \$ 90.25  
Ninety & 25/100 DOLLARS  
MEMO \_\_\_\_\_ *Signature*  
⑆000000000 ⑆000000000 ⑆1206

The online application processes your payment immediately (pay by credit card).

The paper application must include a check or money order. PELSB's business services must process this payment and it can take 5-7 days.

This is why we recommend you complete the online application – if you are able.

# How will I know when my degree has been awarded?

```
Inst. Name: Bemidji State University  
Award Name: Bachelor of Science  
Honors: Summa Cum Laude  
Major: Elementary Teacher Education  
Awarded on: 05/04/2023
```

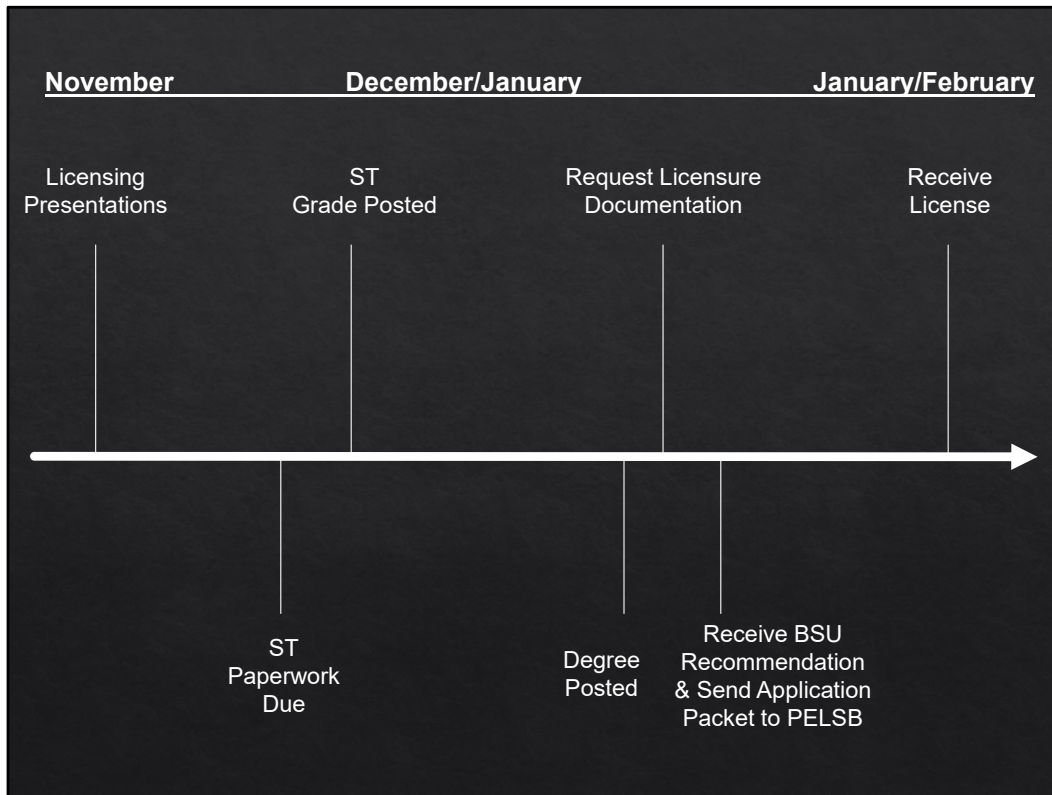
The top left portion of your BSU transcript will look like this.

Check MyBSU → E-Services → Academic Records → Unofficial Transcripts

Once you receive an “Awarded on” date on your transcript, your degree has been awarded and you are a college graduate! If this section is missing (top left of transcript), your degree has not been awarded yet.

- Spring completers – degrees are usually posted sometime in May\*
- Fall completers – degrees are usually posted sometime in January\*

\*These are approximate timelines. You must have completed all degree requirements and have an approved grad plan on file with the Records Office before your degree will post. If it seems to be taking overly long, please reach out to [Teaching.License@bemidjistate.edu](mailto:Teaching.License@bemidjistate.edu) and I will follow up with Records.



Requesting a substitute license is NOT encouraged, in fact PELSB discourages it – it may delay your actual license.

# Request Licensure Documentation Form

STEP 1: If you already have a 4-year degree, you can apply when grades are posted.  
If you do not have a 4-year degree, you must wait for a degree to be awarded.

STEP 2: Download the appropriate tiered application from the PELSB website (or complete the online application – initial licensure only).

STEP 3: Request a Section 6 in the online BSU "[Request Licensure Documentation](#)" form.

STEP 4: Once you receive the signed Section 6 from BSU (with the Certification Officer's signature) follow these steps:

- Print everything you receive from the BSU Certification Officer.

This includes:

- The signed Section 6 Form
- All transcripts
- The plan of study (if included – this only applies to FasTrack, SPED, and DAPE)
- **\*A copy of the email from the Certification Officer\***

\*PELSB will not accept your application materials without this additional documentation.

STEP 5: Send the completed application and all materials you receive in step 4 to PELSB in one packet. Be sure to include the Checklist from the PELSB application.

PELSB will accept unofficial transcripts if they come from the Certification Officer. **You must include a printed copy of the email from the Certification Officer.**

**DO NOT** use staples, use paperclips!

**DO** send everything to PELSB in one packet.



## I'm completing the PAPER application. What do I send to PELSB?

Refer to the checklist on page 1 of your application packet. Your packet should include:

- Completed Sections 1-4
- Completed Sections 5A and 5B with original signatures
- Completed Section 6 with BSU Certification Officer signature
- Section 7 – most likely blank
- Copies of all transcripts the Certification Officer sends you
  - Include the approved plan of study, if you receive one (this only applies to FasTrack, SPED, and DAPE)
- Copy of the email from the Certification Officer
- Completed fingerprint card (Initial Licenses Only)
- Payment
- Any other documentation indicated on your application or by the Certification Officer

Mark the envelope “DO NOT BEND”  
Make sure you send everything to PELSB  
in ONE packet.

The paper application includes a checklist – make sure you include everything on that list!

**DO NOT** use staples, use paperclips!

**DO** send everything to PELSB in one packet.

## I'm completing the ONLINE application. What do I send to PELSB?

**Refer to the Document Checklist on your Online Application. This may include:**

- Completed Section 6 with BSU Certification Officer signature
- Copies of all transcripts the Certification Officer sends you
  - Include the approved plan of study, if you receive one (this only applies to FasTrack, SPED, and DAPE)
- Copy of the email from the Certification Officer
- Completed fingerprint card
- Any other documentation indicated on your application or by the Certification Officer

**Mark the envelope "DO NOT BEND"  
Make sure you send everything to PELSB  
in ONE packet.**

You will complete all sections, except for Section 6, in the online system. You will pay online.

The online application system will provide you with a list of additional materials (i.e.: fingerprint card, signed Section 6, transcripts, email from Certification Officer, etc.). You will need to MAIL these materials to PELSB in one packet.

**DO NOT** use staples, use paperclips!

# Online Application Tips & Tricks

- **The Online Application is only for initial licensure candidates!**
- Use the navigation buttons within the application system (not the browser)
  - If you accidentally hit the browser's back button, you will be logged out & will need to wait an hour to log back in – you may also try clearing your browser's cookies
- If you are inactive for 30 minutes, the system will log you out, but you should be able to log back in right away
- Complete the online application no more than 30 days prior to graduating
- After payment is complete you will have 60 days to send materials to PELSB
  - *If 60 days pass without sending materials to PELSB, payment is forfeited*

You may want to wait until your degree posts before completing the online application to ensure it is completed less than 30 days prior to graduating.

## How will I know when my license has been issued by PELSB?

- **Teacher Licensure Lookup:**

- <https://public.education.mn.gov/LicenseLookup/educator>

- Monitor “application status”

### **Teacher Licensure Lookup:**

MN Licensure system where you can enter your name or MN File Folder Number to monitor your PELSB application. The Historical Application Detail’s status will change from ‘Payment Received’ to ‘Issued’. If status changes to ‘Additional Information Requested,’ be sure to monitor your email for a message from PELSB.

## What can I do now?

- ◇ Apply for jobs
  - Indicate that you are in the process of applying for your license.
  
- ◇ Begin the fingerprinting process

Initial Tier 4 applicants: Must have 3 years of teaching experience.

Usually, candidates who qualify for a Tier 4 license are FasTrack and/or SPED candidates...  
Or candidates who are adding a field to their existing Tier 4 license.



## Questions?

Email: [Teaching.License@bemidjistate.edu](mailto:Teaching.License@bemidjistate.edu)