

ONLINE APPLICATION FOR A MINNESOTA PARENT AND FAMILY EDUCATION TEACHING LICENSE

READ NOTE AT VERY BOTTOM – Applying for your license online requires that you print copies of specific items during the online application process, which will then be mailed to Heather Cline with your other materials.

Before you begin your first time application:

You will be required to submit a fingerprint card supplied by Educator Licensing with your application materials. Contact mde.educator-licensing@state.mn.us to have a fingerprint card mailed to you **BEFORE** beginning the online application.

All applicants are required to fully complete the Conduct Review screens. If you have existing or pending convictions, complete the following information for each instance:

- Convicted or currently charged with
- Level of offense
- Date of offense
- Name of arresting agency
- Court Jurisdiction

If you are now or were ever on probation as part of the sentence imposed in this matter, the following information is needed:

- Plea and conditions of probation, if any
- Date of release from probation
- If still on probation, name of probation officer
- If still on probation, telephone number of probation officer
- Details of the incident

You will be asked to enter your student ID and the types and dates of degree(s) awarded.

All applications require processing fee(s). Payment is made using **VISA** or **MasterCard** through a secure site at US Bank. You will also be required to provide the three-digit security number which can be found on the signature strip on the back of the credit card.

Processing of your application will not begin until online payment has been made and confirmed as processed by US Bank and all materials indicated on your checklist have been mailed or delivered to Educator Licensing.

The checklist provided at the end of the application process and all of the materials indicated on the checklist must be mailed or delivered to the Educator Licensing office as a single packet.

If you leave your computer idling for more than 30 minutes, you will need to login to your CEL session again. If your computer is idle for more than 60 minutes, your CEL session will expire and your new application/renewal information will not be saved. Existing license information will not be affected. When you return to your license account after 60 minutes, you need to close the open browser window that hosted the old session and begin a new session in a new browser window.

Beginning your first time application...

After your last grade is posted AND after all test and other requirements have been met. . .

Then follow the instructions below. (If you apply too early and your application sits online for more than 60 days, then your application fee and online application will have to be submitted again. A quote directly from MDE website states, "You have sixty (60) days from the date your online application is submitted to mail or deliver all required materials. If the supporting documents are not received in our office within sixty (60) days, your application will be deleted from the online system and your fee(s) will be forfeited.")

1. Go to <http://education.state.mn.us/MDE/index.html>
2. In the right column, under the section titled *Teacher Support*, click on **Educator Licensing**
3. In the right column, under *Section Links* click on **Apply for or Renew Your License**
4. In middle of the page, click on **Access the Center for Educator Licensing**

Online Application Procedures – questions, e-mail Heather Cline – fyc@umn.edu

Enter all required information

Pay by credit card • \$85.20 for license application and background check

Print out a copy of the following online application materials (to be mailed to Heather Cline – see next section):

1. Checklist of license documents (from MDE)
2. Receipt of payment (from MDE)

Complete the following materials (to be mailed to Heather Cline – see next section):

1. Top portion of "Verification of Completion of a State-Approved Licensure Program"
2. Fingerprint card

Mail the following items to **Heather Cline** (address below):

1. Printed copy of checklist of license documents (from MDE)
2. Printed copy of receipt of payment
3. Completed *Verification of Completion of a State-Approved Licensure Program* form
4. Completed Fingerprint card
5. Transcripts in official sealed and stamped envelopes for courses and degrees from any institutions outside of the University of Minnesota (***if we do not have them on file***).
6. Original copy of PPST score (Note: If score was sent from ETS directly to SPS, no action is needed, but sending the original copy will facilitate the application process). *Minimum PPST scores: Reading 173, Writing 172, and Math 171.*

Address to mail application materials:

Heather Cline
Family, Youth, and Community
245C Peik Hall
159 Pillsbury Drive SE
Minneapolis, MN 55455-4301

**** DO NOT MAIL THESE DIRECTLY TO MN DEPT OF EDUCATION ****