

Application for Admission to Additional Licensure Program

Visit the CEHD Web page for information about specific additional licensure options:

<http://www.cehd.umn.edu/future/graduate/teach/additional/default.html>. These are teaching or administrative licenses added to a current five-year, full time professional Minnesota license.

Applicants who are seeking admission to an additional licensure program for the purpose of contract renewal with a school district should pay careful attention to the review schedule on the next page of this application.

This application may be submitted in conjunction with a CEHD Application for Admission to Master of Education (M.Ed.)/Professional Studies Programs. Applicants seeking both credentials (M.Ed. degree and additional license) must submit both applications.

For more information about the application process, contact CEHD Student Services at 612-625-3339 or e-mail: cehdinfo@umn.edu.

Obtaining Additional Licensure

What is an additional license?

An additional license is a teaching or administrative license added to an existing initial Minnesota license.

Who can get an additional license?

Any Minnesota licensed teacher wanting to add a new field or scope to their existing license may be eligible for an additional license. Candidates may work on an additional licensure program while simultaneously pursuing a master of education (M.Ed.) degree. The following examples offer a general idea of the licenses you may add through an additional licensure program: Elementary licensed teachers (grades K-6 or 1-6) may add a middle school license (5-8) in a selected specialty area.

Secondary licensed teachers (7-12) may add a middle school license (5-8) in their current and/or additional specialty area.

Secondary licensed teachers (7-12) may add a new secondary specialty area (5-12).

Additional licenses are also available in special education, English as a Second language (ESL), and 14 world languages.

Applicants with licenses from states other than

Minnesota: In order to qualify for an additional license, candidates must first obtain licensure in Minnesota. If you have a teaching license from another state and wish to obtain a Minnesota license, contact the Minnesota Department of Education (MDE), 651-582-8200; email: mde.educator-licensing@state.mn.us. For more information, visit the MDE web site: <http://education.state.mn.us>.

What is the process for obtaining an additional license?

Once you have submitted the required application materials for an additional license, faculty and advisers will review your materials and respond to you with a customized program, including content, content methods, and clinical experience requirements. Licensure requirements are set by the Minnesota Board of Teaching and are subject to change. Your credentials may need to be reevaluated before completion of your additional licensure program.

Note: Most persons applying for an additional Minnesota teaching license in a new content area will be required to pass the MTLE content area test, a state-mandated teacher assessment test. For more information on the test and registration process, visit their website: <http://www.mtle.nesinc.com>.

Application

Applicants to additional licensure programs must do the following:

1. Follow application instructions found at this Web site: <http://www.cehd.umn.edu/future/graduate/teach/additional/default.html>.
2. Application fee: As part of your application, you will be instructed to pay \$55.00 for up to two licensure areas. The fees do not apply to current M.Ed. students or current M.Ed.

applicants or those who have completed the M.Ed. at the University of Minnesota within the past year. Fees are non-refundable.

3. Submit official transcripts from all undergraduate or graduate colleges or universities where you completed coursework, except the University of Minnesota. Official transcripts must be received from the issuing school in a sealed and stamped envelope. The application process includes a review of the applicant's grade point average (GPA).
4. Include a professional resume (not required for ABE licensure).
5. Include an educational goal statement. This is required for applicants to the English as a Second Language (ESL) program; optional for others. Additionally, submit a one-two paragraph statement if you wish to clarify or add information to your application.

Any student with a U.S. bachelor's degree or a comparable foreign degree from an accredited college or university may apply to CEHD. Official transcripts of all previous post-secondary academic study must be submitted.

Special education applicants:

In addition to the items listed above, applicants must submit supplemental application materials. For more details, see the "Special education programs" section in the following text.

Special education programs

The additional licensure application is intended for students seeking additional licensure in a second or third special education area (e.g. learning disabilities). These applicants must hold a current Minnesota special education teaching license and hold a master of education (M.Ed.) degree from the University of Minnesota.

Other applicants pursuing special education licensure must submit a CEHD Application for Admission to M.Ed./Professional Studies Programs. This group includes applicants who:

- are pursuing an initial teaching license in special education
- hold a graduate-level degree in any academic area at another institution
- have completed a special education licensure program from another institution

The required application form for M.Ed./professional studies programs is available on the Web:

<http://www.cehd.umn.edu/students/Graduate/PS/default.html>

Note: All students applying for special education licensure must obtain a separate, additional set of required program application materials. Materials are available from the college's special education office; 612-626-0367; email: sped-adm@umn.edu; or on the Web:

<http://cehd.umn.edu/EdPsych/SpecialEd/admissionSMEd.html>.

Coursework completed outside the United States

Candidates who completed coursework at a university outside of the United States must submit an English-language transcript evaluation prepared by a professional credential evaluation service, except when the courses appear on a transcript from a U.S. institution. Request a "course-by-course" evaluation report and U.S. bachelor's degree equivalency evaluation. This process can take four to six weeks, so please plan in advance. A suggested provider of this service is Educational Credentials Evaluators (ECE) at P.O. Box 514070, Milwaukee, WI 53203-3470 (414-289-3400; fax: 414-289-3411; and on the Web:

<http://ece.org>). You can, however, use any provider that is an accredited member of the [National Association of Credential Evaluation Services \(NACES\)](#).

Nonnative English speakers

Nonnative English speakers must submit an official score report from the Test of English as a Second Language (TOEFL). (Exceptions can be made for applicants who will have completed 16 semester or 24 quarter credits within the past 24 months in residence as a full-time student at an accredited institution of higher learning in the United States before entering the University of Minnesota.)

Applicants may also be required to demonstrate spoken English proficiency with an Oral Proficiency interview (OPI) test and/or oral interview with faculty or staff. Contact Student Services for more information.

Application Deadlines

Additional licensure application deadlines vary by program, as listed in the following text:

Special Education

March 1 for summer or fall enrollment; this program admits students only once a year.

The college reviews complete application packets for the remaining additional licensure areas based on the following deadlines. Submission deadlines for each academic term are listed below:

Summer session admission – **February 1**

Fall term admission – **June 1**

Spring term admission – **October 1**

Note: The complete application packet (including all official transcripts, application fee, etc.) must be received by the submission deadline date to be considered for the requested academic term.

Submission of Application Package

1. Submit all application materials in a single envelope. Indicate on the envelope the program to which you are applying (e.g., additional licensure: mathematics education).
2. Keep a copy of all application materials you submit.
3. Submit official transcripts in an envelope sealed by issuing school.
4. Submit a non-refundable application fee of \$55 made out to the University of Minnesota.
5. Submit application packages directly to this address:

Student Services – Additional License
Admissions
College of Education and Human Development
(CEHD)
360 Education Sciences Building
56 East River Road
Minneapolis, MN 55455

application deadline.

For More Information

If you have any questions about applying to this program, please contact Student Services, 360 Education Sciences Building, 56 East River Road, Minneapolis, MN 55455; 612-625-3339, email: cehdinfo@umn.edu; or on the Web: <http://cehd.umn.edu>.

Notification

All applicants will receive written notification of the admission committee's final decision. Notification letters are typically mailed eight weeks after the

Additional Licensure Application

All information on this form is private. Items in bold print are required; they will be used for identification, to determine admission, and to establish your University academic record if admitted. The remaining items, including date of birth and Social Security number, are voluntary and will be used for positive identification, advising and counseling, course placement, and institutional research. Failure to provide this information will have no effect on the admission decision. Information will be shared with offices, within the University for the uses described above and may be released outside the University to organizations conducting studies on its behalf. Note: International students are required to answer all items on this application. Submit application packet to CEHD Student Services (see instruction page).

1. Personal Data

Last Name	First Name	Middle Name	Former Name*
Date of Birth (mm/dd/yy)	U.S. Social Security number	U of M student ID number (if known)	
Current Mailing Address		City	State
Permanent Address		City	State
Preferred Phone Contact	Secondary Phone number	Email	
Specify: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Specify: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
State in which you claim residency		How long have you lived in that state?	
		Years:	Months:

*Students who have previously applied to any University of Minnesota system school (Twin Cities, Crookston, Duluth, Morris, or Waseca) under a different name must submit a completed University of Minnesota Name Change Request to the appropriate office. The form is available at One Stop Student Services, 612-624-1111, or on the Web: <http://onestop.umn.edu/onestop/forms.html>

2. Citizenship Information If you check "United States" in the first box below, proceed to section 3, "Employment History."

Country of Citizenship	Country of Birth
<input type="checkbox"/> United States <input type="checkbox"/> Other (Specify):	
Institution issuing current 1-20	Date of entry into United States
Type of Visa, if not a U.S. citizen*	
<input type="checkbox"/> F-1; specify 1-20 admission number if you have one: _____ <input type="checkbox"/> F-2 <input type="checkbox"/> H-1 <input type="checkbox"/> H-2 <input type="checkbox"/> J-1 <input type="checkbox"/> J-2	
<input type="checkbox"/> Permanent resident/immigrant/refugee <input type="checkbox"/> Applied for permanent residence <input type="checkbox"/> Applied for political asylum	
<input type="checkbox"/> Other	

*Because additional licensure programs do not lead to a degree, international students cannot receive the appropriate visa to pursue additional licenses. Thus, additional licensure programs do not accept international candidates who require a student visa to pursue this program.

Additional Licensure Application

3. Employment History

List employment, including military, beginning with the most recent.
Do not include unpaid experience here.

Name of Institution	City/State	Type of Work	To	From

4. Educational Data

Have you ever applied to or attended any campus at the University of Minnesota? Yes No

List all undergraduate colleges or universities where you have completed 12 or more semester credits and all the colleges and universities attended after completion of the undergraduate degree, including the University of Minnesota.

Name of Institution	City/State	From (mm/yy) to (mm/yy)	Credits	Completed	Degree Received (if any)
			Quarter	Semester	

5. Teaching Licensure

Complete this section if you have ever been a licensed teacher. (Submit a photocopy of your license.)

Major Field(s)	Minnesota license holders: Please provide 6 digit file folder number that appears on teaching license. If you recently applied for your MN license, indicate the approximate date you applied.
State or country in which you hold a teaching license	

Additional Licensure Application

6. Admission request to additional licensure program

Desired term of admission: Fall 20____ Spring 20____ Summer 20____

For a non-refundable \$55 application fee, you may apply to up to two licensure areas from the following list. To apply to more than two licensure areas, add a \$25 application fee for each program. The fees do not apply to current M.Ed. students or current M.Ed. applicants or those who have completed the M.Ed. at the University of Minnesota within the past year. Please check the box below if you currently have a M.Ed. application in process.

M.Ed. application in process

Additional licensure program(s) to which you are applying (licensure areas in the list below are followed in parentheses by the grade or age range covered by the licensure):

Accommodation specialist for students with disabilities
(*program name: Career and technical accommodation specialist for students with disabilities*)

Adult basic education

Agricultural education (grades 5-12)

Art education

Career and technical education

Communications technology careers

Construction careers

Creative design careers

Early childhood careers

Hospitality service careers

Manufacturing careers

Medical careers

Transportation careers

Communication arts and literature education (5-12)

Developmental adapted physical education [DAPE](preK-12)

English as a second language [ESL](K-12)

(K-12) Computers, keyboarding and related technology applications

Mathematics education (5-12)

Teacher coordinator of work-based learning

Middle level (5-8):

Communication arts and literature

Mathematics education

General science education

Social studies education

Parent and family education

Physical education (K-12)

Reading licensure (K-12)

Science education

Chemistry education (9-12)

Earth and space science education (9-12)

General science education (5-8)

Physics education (9-12)

Life science education (9-12)

Social studies education (5-12)

Special education: *Applicants who hold special education teaching licensure from the state of Minnesota and master of education (M.Ed.) degree from the University of Minnesota's special education program must choose one or more special education specialty areas from the list below. Other applicants seeking special education licensure must complete the separate CEHD Application for Admission for M.Ed./professional studies programs (see program materials for more details).*

Deaf or hard of hearing (birth-grade 12)

Developmental disabilities (K-12)

Emotional/behavioral disorders (K-12)

Learning disabilities (K-12)

World languages and cultures education
(Circle one: K-8 or K-12)

Arabic

Chinese

French

German

Hebrew

Italian

Japanese

Latin

Norwegian

Ojibwe

Polish

Russian

Spanish

Swedish

Additional Licensure Application

7. Student Certification

I certify that the information I have provided on this application and all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that it is my responsibility to request that transcripts from all previously attended colleges and universities be sent to CEHD Student Services. I understand that changes in program status may impact admission consideration. I understand that misrepresentation of application information is sufficient grounds for canceling admission or registration.

Applicant's signature: _____

Date: _____

8. Legal agent (optional)

The University of Minnesota complies with federal and state privacy laws and regulations governing access to student records. The federal Family Educational Rights and Privacy Act (FERPA) as amended, and the State of Minnesota Data Privacy Act form the backdrop for the Regent's Policy on Access to and Release of Student Educational Records (Office of the Vice President for Student Affairs/Office of the Registrar, September 1993).

Those who may gain access to information in your file are staff and faculty at the University who have a need to gain access, and outside organizations and government bodies in limited circumstances as authorized by state or federal law. The Regents' policy permits you to review your educational records. Some student data are matters of public record or directory information. All other information about you generally may not be released to a third party without your written consent, a subpoena, or court order. If you want the University to grant access to someone else, such as your parent, spouse, other relative, or friend, you must provide complete information and sign below.

If you deny access to your student records to any and all other third parties, please check:

I hereby authorize the University of Minnesota Office of Admissions to release information in my file to the following person:

Name: _____ Relation to you: _____

Address: _____

I hereby grant permission to University to leave private information or questions regarding the status of my application on automated message systems, i.e., voicemail.

No Yes, at this telephone number: (_____) _____ - _____

Applicants Signature: _____ Date: _____

For Office Use Only:

9. Request for confidential information (optional)

The information requested below is voluntary and will be used for summary reports required by federal and state laws and regulations and to support institutional affirmative action efforts. It will not be used as a basis for admission or in a discriminatory manner. You will not be subjected to adverse treatment if you do not provide any of the requested information. Any information submitted is kept confidential, in accordance with the Regents' policy and state and federal law.

Gender (check one):

- Male Female

Predominant ethnic background (check one; does not apply to international students):

- African-American (non-Hispanic origin): a person having origins in any of the black racial groups of Africa (excluding persons of Spanish, Portuguese, Latin American, or other Hispanic origin).
- American Indian or Alaskan native: a person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, India, the Philippine Islands, and Samoa.
- Chicano or Mexican-American: a person of Mexican origin.
- Hispanic: a person of Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese
- White, non-Hispanic: a person having origins in any of the original peoples of Europe, North Africa, or the Middle East (excluding persons of Spanish or Portuguese origin).
- Multi-ethnic background (please list): 1) _____ 2) _____

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.