MN License Application Process for Candidates with Existing MN License (i.e., restricted, limited, substitute)

Step 1 - Fill out the paper application form titled “Application to Add a field to an Existing Minnesota License” (ED # 02443-12)

- The form can be downloaded from Minnesota Department of Education (MDE) website http://education.state.mn.us/MDE/EdExc/Licen/index.html - The application is located under the heading: Licensure Forms (Lefthand Navigation Bar)
  - Complete sections 1-4
    - Section 1 Enter your file folder number
    - Section 2 For application type, check: “Addition of a new field to a valid professional License”
    - Section 3 Your personal information
    - Section 4 Educational Background
      - Note: If you have not received your M.Ed. degree, choose “5 Yr. Program”
    - Section 5 Verification of Program Completion - Fill out the Student Teaching Section. Leave the ‘Recommendation For Licensure” section blank.
    - Section 6 Leave blank
    - Complete the Conduct Review Statement section.
  - Make sure you sign and date the statement

Step 2 - Submit your application packet

After your last grade is posted, and all tests and other requirements have been met, follow the instructions above. You must also have submitted edTPA and completed CEHD exit survey https://umn.qualtrics.com/SE/?SID=SV_9MK2vPekh09xotn before your license can be processed.

Your application packet contains the following items:

- Application for a limited Minnesota Education License Form (see Step 1)
- Conduct Review Statement (included in the limited license application (see Step 1)
- $ 57.00 (check or money order) payable to “Commissioner of Minnesota Department of Education (MDE)”

Submit your complete packet to:
Office of Teacher Education
275 Peik Hall
159 Pillsbury Drive SE
Minneapolis, MN  55455
Useful websites
How to apply for your license
• http://www.cehd.umn.edu/graduate/licensing/default.html

Minnesota Teacher Licensure Examinations (MTLE) Information
• http://www.mtle.nesinc.com/

Minnesota Department of Education
• http://education.state.mn.us/MDE/
• http://education.state.mn.us/MDE/EdExc/Licen/index.html

Online Teaching License Application
• http://education.state.mn.us/MDE/SchSup/DataSubLogin/index.html

Job Search Resources by CEHD career services
• http://www.cehd.umn.edu/career/teacher/default.html

Loan Cancellation for Teachers
• Perkins Loan Cancellation/Stafford Loan Forgiveness

U.S. Department of Education: Federal Student Aid
• http://www.ed.gov/about/offices/list/fsa/index.html

Useful Phone Numbers
Licensure Clearance Questions: Office of Teacher Education
612.625.5060 / CEHDlic@umn.edu

CEHD Career Services (Resume review, mock interviews, career options, job fair, and more)
612.625.3339 / cehdinfo@umn.edu

Verification of Completion for Licensure in Other States
Students needing verification forms for states outside Minnesota must first contact that state’s licensing office to request a verification form. **Out of state verification involves more than just our signature, so allow at least 10 business days.**
That form is then submitted to:
Licensing Coordinator
275 Peik Hall
159 Pillsbury Drive SE
Minneapolis, MN  55455