First time MN Teaching License Applicants
Application Process

Step 1 - Apply for your MN license with Minnesota Department of Education (MDE)
- Open your account with MDE online application system
  https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html
- Proceed with Online application, and enter all required information
  https://w1.education.state.mn.us/MIDMSWEB/register/agreement
  Note: If you have not received your M.Ed. degree, when you get to the question regarding your degree, answer “5 Yr. Program”
- Pay the fee by credit card – Pay the amount specified for the license application.

Step 2 - Print out the following two documents off your MDE online application account
- License Application Cover Page/Document Checklist from Minnesota Department of Education (MDE) online application
- Verification of Completion of the Program form (ED# 02414-04) from the MDE online application
  Download the Verification form by clicking on the link [Click to Download Form ED # 02414-04] on the License Application Cover Page/Document Checklist and print it out.
  Fill out the Student Teaching Section on the program completion form, but leave the rest blank.

Step 3 - Get your fingerprints taken using an MDE issued fingerprint card
- Fingerprint cards are available in RM 275 Peik Hall
- Refer to the instructional documents on where to go for fingerprinting and how to fill out the card.

Step 4 - 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:
- License Application Cover Page/Document Checklist (See Step 2)
- Verification of Completion of the Program form (See Step 2)
- MDE Fingerprint card (See step 3)

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