

**UNIVERSITY OF MINNESOTA CROOKSTON**  
**TEACHER EDUCATION UNIT**  
**How to Apply for a Teaching License**  
Update April 9, 2021

1. Go to this MN PELSB website: <https://mn.gov/pelsb/aspiring-educators/apply/>
2. If you are unsure which Tier you should apply, please view the [Tier Licensure Structure Infographics](#).
3. All initial license applications can be submitted through the [Online Licensing System](#).
  - a. **Tier 2:** Read and Complete all sections online **except**. Please send Section 6 (Verification of Completion of a State-Approval Licensure Program) to UMN Crookston for completion of section 6. Section 7 & 8 are not required for initial applicants.

**NOTE: Initial licensure applicants who have attempted, but not passed their MTLE “Content” and “Pedagogy” will complete Tier 2 application.**

**NOTE: Tier 2 licensure applicants who have been offered a teaching position will need to work with their Minnesota school district or charter school to complete Section 8, “District Verification for a Tier 2 license”.**
  - b. **Tier 3:** Read and Complete all sections online **except** Section 6. Please send Section 6 (Verification of Completion of a State-Approval Licensure Program) to UMN Crookston for completion of section 6. Section 7 & 8 are not required for initial applicants.

**NOTE: Initial licensure applicants who have successfully completed testing (MTLE Pedagogy and Content will complete a Tier 3 application.**
4. You will pay the **fees** to PELSB online, and have 60 days to submit all application materials to PELSB.
5. Request an **official transcript** from the University of Minnesota Crookston by going to the following link: [https://onestop.crk.umn.edu/sites/onestop.umn.edu/files/forms/otr186\\_umn\\_request\\_official\\_transcript.pdf](https://onestop.crk.umn.edu/sites/onestop.umn.edu/files/forms/otr186_umn_request_official_transcript.pdf). Request for a “Paper Transcript” in a sealed envelope. Do not open your sealed envelope and send to UMN Crookston.
6. Email PELSB staff at [pelsb@state.mn.us](mailto:pelsb@state.mn.us) to request a **fingerprint card**. Make sure to include your name and address and put “Fingerprint Card Request” in the subject line. Mail your completed fingerprint card to UMN Crookston.
7. Mail the following documents to UMN Crookston. Once all documents have been received by the Teacher Education office at UMN Crookston, we will send everything at one time to PELSB.
  - Section 6 Form (Verification of Completion of a State-Approval Licensure Program)
  - Official Transcript in sealed envelope
  - Completed Fingerprint Card

Mail to the following address:

University of Minnesota Crookston  
Attention: Michelle Beeghly  
2900 University Avenue  
208 Selvig Hall  
Crookston, MN 56716

8. Please feel free to contact us with any questions. Michelle can be reached via email at [umLr005@umn.edu](mailto:umLr005@umn.edu) or Soo-Yin can be reached via email at [slimthom@umn.edu](mailto:slimthom@umn.edu).