



School of Education
Teacher Licensure

Out-of-State Transfer Licensure Review

If you are seeking a licensure review from The College of St. Scholastica, School of Education, please submit the following:

- a letter of request summarizing (1) where you went to school, (2) what licensures you currently hold, (3) what teacher exams you have taken, (4) your teaching experience, and (5) the MN licensure(s) for which you are submitting materials to be reviewed;
- an official transcript from each institution you attended that has course work you want included in the review;
- a photo copy of any licensure(s) you currently hold;
- a photo copy of your score report(s) for any teacher exams (basic skills, pedagogy, content) you have taken; and
- a money order made out to CSS for \$99 **or payment of \$99.00 by credit card (see link/URL below)**

<https://www3.css.edu/edu/>

Please mail official transcripts to:
School of Education
The College of St. Scholastica
Attn: Dr. Brenda Fischer
1200 Kenwood Ave.
Duluth, MN 55811

You may e-mail (see below) or fax (218)723-6709 the rest of the information.

Note: If you have applied to the Minnesota Department of Education, Department of Teacher Licensure for a Minnesota teaching license, and have received information regarding deficiencies or requirements that must be met prior to you receiving a standard license, you will also need to submit a copy of this information.

The review of your transcript(s) will be based upon MN licensure requirements which include standards, student teaching, and exams. Once all materials and payment have been submitted, **please expect a reply in two weeks.** The two week time frame may vary during school holidays and breaks.

If you have further questions, please contact Dr. Brenda Fischer.
Dr. Brenda Fischer
218-723-5971
Bfischer1@css.edu