

Spanish

Chemistry

Math

Spanish

Licensure 101

Life Science

Provided for those planning to apply for licensure after completing The College of Saint Scholastica's licensure programs.

EI Ed

Library Media Specialist

Music



Getting Ready

- Your responsibilities
- CSS's responsibilities
- Minnesota Department of Education, Educator Licensing's responsibilities
- Timelines
- FAQ



What you can do TODAY

- Ensure all transcripts are at CSS
 - Be sure ALL your grades are listed on the transcript (transfer courses)
 - Grade changes
 - Your degree has to be conferred (date listed)
- All grades are posted (no 'I' or 'NR')
 - Banner Web will show you this
- Ensure there are no 'holds' on your transcript

HOLD=



I & NR

What you need to do in the NEAR FUTURE



- Apply on-line at MDE (1st-time license)
 - You will get a File Folder Number (FFN) when you complete the application
- [MDE](http://education.state.mn.us/MDE/EdExc/Licen/index.html) <http://education.state.mn.us/MDE/EdExc/Licen/index.html>
 - Teacher Support – Educator Licensing

1st time applicants

- 60 days to complete application
 - Application
 - Conduct Review
 - Payment (Credit Card)
- Fingerprint Card (MDE originator)
- To CSS coordinator (John)
 - “MDE License Application Cover Page”
 - “Verification of Completion of State Approved Licensure Program”
 - Fingerprint Card
- Wait patiently



CSS (1-3 weeks)



- Begins when student completes final course & submits application materials to CSS licensure coordinator
- Coordinators and the Licensure Officer ensure all of the following are completed and pass minimum requirements set by the BOT:
 - MTLE scores (Pedagogy & Content Exam(s))
 - K-12: 1-Pedagogy & 1-Content (for licensure area(s))
 - 5-12: 1-PLT & 1-Content (for licensure area(s))
 - 9-12 Chemistry & 5-8 Science
 - 9-12 Biology & 5-8 Science
 - K-6: (1-PLT, 1Content – 3 sub tests)
 - K-6 Content

CSS con't



- MTLE scores (Reading, Writing, Math, and/or Content and Pedagogy)
- INTASC Standards attainment
- Program course completion
- Minimum grade requirement 'C'
- Grade Point Average(s)
- Portfolio(s)
- TPA
- Letters of recommendation(s)
- Observation forms

CSS - All Clear

- Licensure Officer:
 - Completes “Verification of Completion of State Approved Licensure Program”
 - Mails materials to MDE
 - Mails letter to student
 - Licensure recommendation
 - Licensure fields



MDE (12-15 weeks)

- Reviews application
- Mails finger print card to MN Bureau of Criminal Apprehension (BCA) for Federal Bureau of Investigation (FBI) national database background check
- Issues license when background check is passed – web and mail



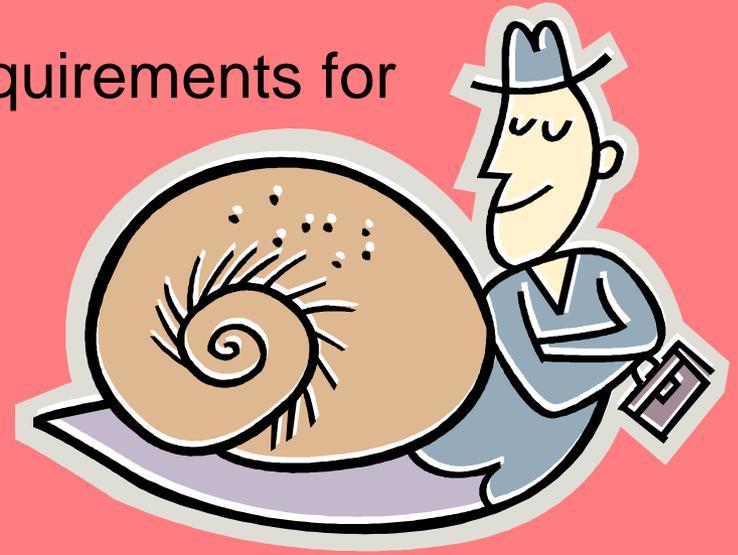
Timeline

- Student completes all program requirements & submits completed application materials
- 1-3 weeks – CSS processes application materials
- 12-15 weeks – MDE processes licensure application and awards licensure



Common Delays

- Student has not completed all requirements for program/application
 - Transcripts
 - Course requirements
 - Portfolios
 - MDE forms
 - Poor fingerprint processing
 - Etc.
- Transcript holds
- **MTLE scores**



Subbing

- Three “Golden Tickets”
 - Actual Teaching License (the norm)
 - File Folder Number (once you’ve applied) (much less than the norm)
 - Letter from licensure officer stating you have been recommended for licensure (all requirements met – very rare)
- Many districts require training

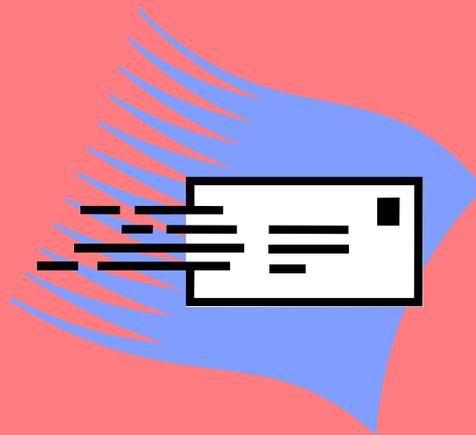
Frequently Asked Questions

Q: Can I use the application background check for districts that want one?

A: Sorry, no. MDE & BCA originate the background check. They do not share the results. Employers must run their own.

Q: Can I speed up the process? I have a job waiting! I need the money!

A: Sorry, no. We will work as quickly as we can. Many times the CSS review only takes 1-3 days. MDE really does take 12-15 weeks.



Frequently Asked Questions

Q: Will hand-delivering my application and waiting in-person for it to be completed speed up the process?

A: Yes, and No.

Yes: Your hand-delivery will cut down on the time it takes to get application to the coordinator.

No: We still have to verify everything. You waiting might just make us nervous, and therefore slower at our work.

Q: I know someone important at the College. Can I call him/her to speed it up?

A: Sure, but it will slow the process down. We will have to take time away from processing your application to explain to him/her why it takes as long as it does.

Frequently Asked Questions

Q: If I delay the licensure process and submit my application to the SOE during the summer, will someone be on campus to process my application?

A: Most faculty are not on campus during the summer. Faculty who facilitate the licensure process will be available off and on during the summer, so their time on campus may not coincide with your desire/timeline to process the licensure. Therefore, submit by your graduation or shortly after.

Other Questions



Please contact your sight coordinator with questions in the future.