

## Minnesota Department of Education License Application Cover Page

<b>Jane Doe</b> 123 Lane Street Mankato, MN 56001 United States	<b>PROCESS NUMBER</b> <b>12345678</b> This number must appear on all documents	<b>This Box Internal Use Only</b> MDE Confirm Rcpt FP Card
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### HOW TO SUBMIT

- LICENSE APPLICATION COVER PAGE** : This page must be submitted to MDE along with any required documents shown in the Document Checklist below. If there are no BLANK check boxes in the Document Checklist shown below, then there are no additional items that you need to submit to MDE. After you review the checklist you may want to print this page for your records using the print option shown at the bottom of the screen. You can view the list online when you login to your license account. The list is no longer available after your license has been printed and mailed.  
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09/22/2015 This is the date your supporting documentation is due at MDE.

- Completed On-Line Application for Full Professional Minnesota Education License - Teaching  
Indicate licensure field \_\_\_\_\_
- Completed Conduct Review Statement
- Your \$99.15 processing fee has been received.
- BCA Fingerprint Card [\[Click to Request Fingerprint Card\]](#)
- Verification of Licensure Program at Minnesota State University Mankato if this is the program verifying the licensure field for this application. [\[Click to Download Form ED# 02414\]](#)

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