Applying for Professional Education through SIMS

Video Tutorial: https://www.youtube.com/watch?v=SnD_oRzpkrI

Note: Normally this process is completed during a My Writing Lab, or individual, orientation session with a graduate assistant from the College of Education. Should you need to know whether or not to apply, you must contact the Professional Education department in Armstrong Hall Room 117.

1. Log in with your Tech ID and Password to your SIMS account at: https://secure.mnsu.edu/Sims/Login.aspx

2. Once you have logged-in, click on the tab labeled **"Professional Education"** on the left hand side of your screen.

3. After clicking on the Professional Education tab, click on the **"Submit Application"** link from the drop-down menu that appears (also on the left hand side of the screen).

4. When the application page appears pay close attention to choose your selected **licensure level** from the drop down menu.

5. After you have selected your licensure level, you may choose a **licensure area** by clicking on the corresponding boxes below the licensure level drop-down menu. Please choose all areas that apply. (For example, if you are health and physical education, select both content areas). **Also be sure to select either "undergraduate" or "graduate" depending on your licensure area.**

6. After you have selected your designated licensure area, you may scroll down to the bottom of the page. Here you will be able to click on the **"Submit Application"** button once.

7. When you have clicked on the submit application button, the page should refresh and say **"Your application has been received and is pending review"** on the bottom of the page just above the "submit application" button.

8. To check in on the progress of your SIMS application, simply log back in to your SIMS account at the address provided above. The same application page will update as you complete requirements toward admittance into Professional Education. Some requirements take longer to upload than others, so please remember to hold on to all receipts/confirmation e-mails until *after* you have been admitted into Professional Education. If there is no record of you having completed a requirement, your application will be denied.

Note: You should not have to repeat this process. Once you have applied for Professional Education through SIMS your application will be pending. Even after you have been accepted, denied, or your account has been put on hold, you are able to complete requirements as deemed necessary without re-applying through the SIMS system.

Questions? Feel free to e-mail the College of Education Graduate Assistant at **coewritingplus@gmail.com** or visit the COE Help Site at: **http://coewritingplus.wordpress.com/**