May 2010

To Whom It May Concern:

The Minnesota Board of Teaching is in the final stages of a process that will change the licensure requirements for elementary and middle level teachers in Minnesota. In addition to meeting licensure requirements for grades K-6, the current licensure structure requires elementary candidates to also earn a “specialty” area license in one of six areas (5-8 Communication Arts and Literature, 5-8 Mathematics, 5-8 Science, 5-8 Social Studies, Pre-primary, K-8 World Language and Culture).

Beginning September 1, 2010, new elementary candidates will not be required to earn a specialty area license in addition to the K-6 license. The six specialty areas will still be options for these candidates, but will not be required for becoming licensed as an elementary teacher in Minnesota.

The Board of Teaching recognizes that there are teachers who have completed all of the K-6 licensure requirements but have not met the specialty area requirements. These teachers have been able to teach in a K-6 classroom on a limited license. Because the licensure rules are changing and a stand-alone K-6 license will be available beginning this fall, a teacher who has met the following conditions may apply for a stand-alone K-6 license beginning July 1, 2010:

1. All K-6 licensure requirements have been met; a Minnesota college or university with an approved K-6 program is able to verify completion and recommend licensure; and
2. The teacher has made at least one attempt at the content knowledge test in the specialty area (with the exception of Pre-primary, which does not have a test).

A teacher who meets these criteria may apply for a full K-6 stand-alone license beginning July 1, 2010. The application for a stand-alone K-6 license is now available online at the link below: http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Licensing_Info/index.html

Note: The name of the application is “Application to Move from a Temporary Limited License to a Standard K-6 Elementary License.”

See page 2 for additional information about the application process.

Please note that a teacher in this situation is not required to make an additional attempt at passing the specialty area test during the 2009-2010 school year. If the teacher wishes to earn the specialty area license and make additional attempts to pass the test, he or she may choose to do so, but the issuance of the stand-alone K-6 license is not dependent on either taking or passing the test.

For additional questions, please contact Educator Licensing at 651.582.8691.

Sincerely,

Karen Balmer
Executive Director
APPLICATION PROCESS DETAILS

For individuals who have been teaching on a limited license:
Fill out the form called “Application to Move from a Temporary Limited License to a Standard K-6 Elementary License” (at the link below) and send it by US mail to the address provided. The $62.70 licensure fee must be included in order for the application to be processed.
http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Licensing_Info/index.html

Please note that application must be signed by both the Licensure Officer at the recommending college or university and by the applicant.

For individuals who have never been issued a teaching license:
Go to the link below to apply online; you will fill out the first-time license form and pay the $90.65 fee online.
https://education.state.mn.us/MIDMS/login.jsf?AppId=CEL

You will also need to submit a paper copy of page 1 from the “Application to Move from a Temporary Limited License to a Standard K-6 Elementary License” (at the link below) as well as a fingerprint card.
http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Licensing_Info/index.html

Please note that application must be signed by both the Licensure Officer at the recommending college or university and by the applicant.

What is the role of the college or university where I went through my education program?
The Licensure Officer must verify that you have completed all of Minnesota’s K-6 licensure requirements, including the testing requirements, on the form entitled “Application to Move from a Temporary Limited License to a Standard K-6 Elementary License.” A signature on this form replaces the need for a signature on the traditional verification form.

What should I do if I pass the specialty area test in the future and want to add it to my license?
If you apply for the specialty area prior to September 1, 2012, you will fill out an endorsement application which is available online, which is currently called “Application for an addition to a Minnesota Education License.” Please note that if you apply on or after September 1, 2012, you will be held to new program requirements, which may include additional coursework and/or student teaching.
http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Licensing_Info/index.html