

Registering for the Minnesota Teacher Licensure Exam: Basic Skills Exam

Video Tutorial: https://www.youtube.com/watch?v=4O_RxL3TbgI

Students wishing to apply for admittance into the Professional Education program need to be aware of different requirements for the MTLE examinations. The requirements listed here are only those of the Professional Education department **NOT** the policies of individual programs or classes. Students should check with professors or advisors in their departments to be sure that they are taking the test at the right time.

Note: All applicants are required to provide proof of a registered test date to the College of Education prior to the application deadline. To do so, students will follow the steps below and either (1) forward a copy of their confirmation e-mail (with scheduled test date) to Jill Ryan in the College of Education at jill.ryan@mnsu.edu, or (2) print a copy of this confirmation e-mail and drop it off in person at the Professional Education office in Armstrong Hall Room 117.

1. Begin at: <http://www.mtle.nesinc.com/Home.aspx>
2. Once here, students will click on the “**Register**” tab in the top middle section of the screen.
3. Students then will click on the “**Create Account**” link under the sign-in box and follow the steps to creating an account.
4. Students will then receive an e-mail confirming their account information, and may come back to the same site and “Register” tab to log-in.
5. Once logged-in, students will have an opportunity to register for the MTLE Basic Skills Test.
Note: When registering, students must register for each subtest area including Reading, Writing and Math. These can be registered for different dates.
6. After registering, students should forward their confirmation e-mail, or print it off and bring it in to the College of Education **before** the application deadline. Students will not see a change in their SIMS account until after they have taken each of the three subtests as well.
7. Students are asked to follow-up accordingly with the department. This includes selecting that your scores be sent automatically to Minnesota State University-Mankato. If scores are not sent automatically, students must provide proof of their test scores to the department. Students without proper proof of taking all areas of the MTLE Basic Skills Test will not be able to register for student teaching or advanced courses in the department.
8. **HOLD ON to a copy of your exam records!** Standard procedure from the MTLE is to provide students with a PDF copy of their test results to their e-mail, but also made available to their MTLE accounts. Students are encouraged to hold on to this copy.

Note: When registering be aware of program deadlines. For Professional Education, students must register **before** the application deadline. Students are encouraged to take the test earlier, rather than later, because passing each section might take multiple attempts.

STUDENTS ARE REQUIRED TO SCHEDULE A TESTING DATE FALLING BEFORE JAN. 15 OR JULY 15 DEPENDING ON WHICH SEMESTER YOU ARE APPLYING TO PROFESIONAL EDUCATION.