

Licenses Issued by MDE

2 Year Short Call Substitute

A two-year short call substitute teaching license allows for teaching on a day-to-day basis, not to exceed 15 consecutive days replacing the same teacher or in the same assignment. These licenses are granted to those who hold a bachelor's degree and provide a signature from one or more Minnesota public school district who wishes to hire them in this capacity. The license is valid for functioning as a short call substitute teacher at all grade levels in all teaching fields.

5 Year Short Call Substitute

A five-year short call substitute teaching license is granted to an applicant who has completed a teacher preparation program leading to licensure in the governmental jurisdiction (state or country) in which the teacher preparation program was completed. This license allows for teaching on a day-to-day basis, not to exceed 15 consecutive days replacing the same teacher. The license is valid for functioning as a short call substitute teacher at all grade levels in all teaching fields.

NOTE: A long call substitute teacher is one who replaces the same teacher for 15 or more consecutive days. A long call substitute teacher must hold a Minnesota license or permission valid for the assignment.

Lifetime Substitute

A lifetime short call substitute teaching license is granted to an applicant who:

- has held a full professional five-year teaching license issued by the Board of Teaching, and receives a retirement annuity from the Teachers Retirement Association or the St. Paul Teachers Retirement Fund Association.
- holds an out-of-state teaching license and receives a retirement annuity as a result of the person's teaching experience
- held a full professional license issued by the Board of Teaching, taught at least three school years in an accredited nonpublic school in Minnesota, and receives a retirement annuity as a result of the person's teaching experience

A person holding a lifetime short-call substitute teaching license is not required to complete continuing education clock hours. If person holding this license chooses to reapply for a full professional license, he/she must complete the required continuing education clock hours (125 hours) one school year after receiving the full professional license.

Temporary Limited

Temporary limited licenses permit an individual to teach in an area for which they have not completed an approved preparation program that leads to licensure, based upon meeting the following conditions.

The designated administrator of the employing Minnesota public school district or charter school must verify in writing that:

- no applicant holding a license in a subject or field for which a temporary limited license is requested can fulfill the requirements of the position;
- the position has been advertised, and if the position is one-half time or more, the position has been advertised statewide;
- the school district or charter school will provide a mentor to give support and assistance in necessary skill development for the person holding a temporary limited license;
- the applicant for whom the temporary limited license is requested holds a baccalaureate degree (not necessarily in the area for which teacher licensure is requested) from a college or university accredited by the regional association for the accreditation of colleges and secondary schools; and
- the applicant has completed a college or university degree with at least a minor in the area for which teacher licensure is requested, or a degree directly related to the professional preparation for which educational speech/language pathology, school nurse, school psychologist, school social worker, or school counselor licensure is requested.

An applicant for a temporary limited license as a **school nurse** must also provide evidence of current registration to practice as a licensed registered nurse and current registration as a public health nurse under the Board of Nursing.

An applicant for a temporary limited license as a **school social worker** must also provide evidence of current licensure to practice as a social worker under the Board of Social Work.

A temporary limited license is issued for one school year or a portion of a school year from the date of issuance to the following June 30 and is valid for use in the requesting Minnesota public school district or charter school only. If the requesting Minnesota public school district or charter school offers summer school, a temporary limited license that expires on June 30 is valid for teaching summer school in the year of expiration of the license.

Restricted License

A restricted license is issued to an applicant that holds a license in another state when the scope and/or content of the existing license do not align to defined Minnesota licensure fields. Candidates may be issued a one-year license, which may be renewed up to three times, to provide time for meeting Minnesota's testing and Human Relations requirements.

Upon meeting Minnesota's testing and Human Relations requirements, MDE will issue a five-year restricted license, renewable by meeting the requirements for continuing education clock hours. If they choose, those who hold the restricted license may seek counsel from a Minnesota approved teacher preparation program as to what is needed to expand their credential to a full professional license.

Professional

A professional license is issued for one year to applicants who have completed a state approved teacher preparation program that lead to licensure but have yet to complete testing and/or Human Relations requirements.

Full Professional

A full professional license is issued for five years to applicants who have completed a state approved teacher preparation program that lead to licensure, have passed all required exams and have demonstrated completion of the Human Relations requirement.

An applicant for Related Services licensure may also receive a full professional license when meeting all Minnesota requirements (School Nurse, School Social Worker, Speech-Language Pathologist, School Counselor, or School Psychologist).

Additional Options Available to Licensed Teachers

Provisional License

Where no other license or special permission option exists, a provisional license may be granted for a two-year term to allow a licensed teacher to provide instruction in a field in which a shortage of licensed teachers exists. A shortage is defined as an inadequate supply of licensed personnel in a given licensure area as determined annually by the commissioner. *The board will begin the process of rulemaking regarding this license type in 2015.*

Nonrenewable License

A nonrenewable license is issued to a teacher who holds a current valid Minnesota entrance or professional license granted by the Board of Teaching, understands the criteria of the assignment and is enrolled in an approved course of study to be completed by the end of the third school year to provide services in the school district or charter school verifying the below information.

The designated district or charter school administrator must verify in writing:

- Reasonable efforts have been made to assign existing staff to fill the position with a fully licensed teacher;
- No applicant holding a teaching license in the subject or field for which a nonrenewable license is requested can fulfill the requirements of the position;
- That the position has been advertised, and if the position is one-half time or more, the position has been advertised statewide; and
- That the district will provide for a high quality professional development plan for the teacher; and will provide ongoing support for the teacher or a teacher mentoring program

A nonrenewable license cannot be granted to speech/language pathologists, school counselors, school nurses, school psychologists, or school social workers.

Application for a nonrenewable license must be submitted after July 1, preceding the first school year for which it is requested and evidence of enrollment must accompany the application. Evidence of enrollment may be submitted as a signed letter/memo on institution letterhead

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stating the individual has been accepted into the program or transcripts showing courses enrolled or already taken. A nonrenewable license is valid for three school years from the date of state approval to the end of the third school year, June 30. If the requesting school district or charter school offers summer school, the nonrenewable license that expires on June 30 is valid for teaching summer school in the year of expiration of the nonrenewable license.

Other

Human Relations Requirement

The Minnesota Human Relations requirement ([Minnesota Statute 122A.23](https://www.revisor.mn.gov/statutes/?id=122A.23) <https://www.revisor.mn.gov/statutes/?id=122A.23>) applies to all applicants for teacher licensure in Minnesota. To demonstrate meeting the Human Relations requirement, licensure applicants must show evidence of the following:

- Understanding the contributions and lifestyles of the various racial, cultural, and economic groups in our society.
- Recognizing and dealing with dehumanizing biases, discrimination, and prejudices.
- Creating learning environments that contribute to the self-esteem of all persons and to positive interpersonal relations.
- Respecting human diversity and personal rights.
- The study of American Indian language, history, government, and culture.

Evidence of fulfilling this requirement may be submitted in the following ways:

1. A licensure certifying officer may check a box on the application that confirms the candidate has met this requirement.
2. Evidence of meeting requirement through Peace Corps, Americorps, Vista or Teacher Corps may be submitted.
3. Candidates who feel they have addressed this requirement may complete the human relations verification chart for review. This process allows an individual to provide evidence of meeting all five human relations components and is subject to approval by Educator Licensing.
4. Candidates may complete a Minnesota approved human relations course. A list of courses approved to meet the Minnesota Human Relations requirement can be found on the Educator Licensing webpage [Apply for an Educator License](http://education.state.mn.us/MDE/EdExc/Licen/Apply/index.htm). (<http://education.state.mn.us/MDE/EdExc/Licen/Apply/index.htm>)

Questions may be directed to:

[MDE Customer Service](mailto:mde.educator-licensing@state.mn.us) (mde.educator-licensing@state.mn.us)

Telephone Number: 651-582-8691



Minnesota Board of Teaching

Permissions Issued by Board of Teaching

The Minnesota Board of Teaching may grant special permission to districts, allowing an individual to teach in subject content areas for which they may not be fully licensed when a school district has attempted, but is unable to hire a fully licensed teacher. Special permissions include variances, waivers and non-licensed community expert permissions. The following permissions are applied for via the [Special Permission System](http://mn.gov/board-of-teaching/beaneducator/permissions/) (<http://mn.gov/board-of-teaching/beaneducator/permissions/>) by a Minnesota school district or charter school and are granted by the Board of Teaching (community experts, waivers, and discretionary variances are granted monthly). Permission requests must be submitted after July 1 of the school year for which it is requested and are valid for one school year or a portion of a school year from the date of state approval.

Community Expert

The Non-licensed Community Expert is a special permission granted to a school district to hire an individual who is not a licensed teacher and does not qualify for Minnesota licensure but has a specific area of expertise that is related to the teaching assignment.

Limited Appeal:

The Limited Appeal is a special permission granted to a school district to hire an individual who has exhausted three limited licenses but due to special circumstance needs one additional year to complete licensure requirements. If approved, the individual will apply to the licensing division at MDE for their fourth limited license.

Personnel Variance

This permission type permits a teacher who holds a valid full professional Minnesota teaching license to teach in subjects or fields for which the teacher is not currently licensed. The administrator of a local school district or charter school may request the Board of Teaching issue a personnel variance by providing verification in writing that:

- reasonable efforts have been made to assign existing staff to fill the position with a fully licensed teacher;
- no applicant holding a teaching license in a subject or field for which a personnel variance is requested can fulfill the requirements of the position; and
- that the position has been advertised, and if the position is one-half time or more, the position has been advertised statewide

* Personnel variances cannot be granted for educational Speech-Language Pathologists, School Counselors, School Nurses, School Psychologists, or School Social Workers.

An application for a personnel variance must be submitted after July 1 of the school year for which it is requested. A personnel variance is valid for one school year or a portion of a school year from the date of state approval to the following June 30. If the requesting school district or charter school offers summer school, the personnel variance that expires on June 30 is valid for teaching summer school in the year of expiration of the personnel variance.

No more than three personnel variances shall be granted for any teacher to teach in subjects or fields for which the teacher is not licensed.

Variance Appeal

The Variance Appeal is a special permission granted to a school district to hire an individual who has exhausted three variances but due to special circumstance needs one additional year to complete licensure requirements or due to district hardship when a school district is unable to hire a fully licensed individual.

Waiver

The Waiver is a special permission granted to a school district for fully licensed individuals to teach out of their subject area to accommodate experimental or innovative programs or for an assignment for which there is no appropriate licensure. A waiver is commonly used in alternative settings such as, but not limited to, a care and treatment center, alternative learning center and delivery such as project based learning. Waivers are granted annually and there is no limit on the number of waivers an individual can be granted.

Discretionary Variance

The Discretionary Variance is a special permission granted to a school district when no other option is available. *A discretionary variance is not completed online via the Special Permission System and is a request asking the Board of Teaching to waive one of its rules due to special circumstances.* To request a discretionary variance the employing school district must contact special.permission@state.mn.us for the correct template. A detailed email should be sent explaining the situation to ensure there is no other route and to receive the correct template.

Questions may be directed to:

- Non-Licensed Community Expert, Waivers, Discretionary Variances, Limited Appeals, and Variance Appeals:
 - By email: special.permission@state.mn.us
 - By phone: 651-582-8213

- Personnel Variances:
 - By email: mde.star@state.mn.us
 - By phone: 651-582-8415

Overview of Minnesota Teaching Licenses and Permissions

MDE Issued Licenses	Term of Issue	Renewable?	Hold a Valid Teaching License	Enrolled in a Program	Bachelor's Degree	Minor in Content	Major in Content	Completion of Teacher Preparation	Program Rec. for Licensure	Basic Skills Exam	Content & Pedagogy	District Signature/ Request	Evidence of Advertising/ Shortage
Limited Short Call Substitute	2 years	Yes			Required							Required	
Standard Short Call Substitute	5 years	Yes			Required			Required					
Lifetime Substitute	Lifetime	No	Any State		Required			Required					
Temporary Limited	1 year	Yes - up to 3 times		Recommended*	Required	Required*						Required	Required
Restricted License	1 year	Yes - up to 3 times	Other State*		Required	Required*		Required*	Required*	Must Attempt to renew	Must Attempt to renew*		
Restricted License	5 years	Must Meet Clock Hour Requirement	Other State*		Required	Required*		Required*	Required*	Required Pass	Required Pass*		
Professional	1 year	Yes - up to 3 times			Required	Required*		Required*	Required*	Must Attempt to renew	Must Attempt to renew*		
Full Professional	5 years	Must Meet Clock Hour Requirement			Required	Required*		Required*	Required*	Required Pass	Required Pass*		

Additional Options Available to Licensed Teachers

MDE Issued Licenses	Term of Issue	Renewable?	Hold a Valid Teaching License	Enrolled in a Program	Bachelor's Degree	Minor in Content	Major in Content	Completion of Teacher Preparation	Program Rec. for Licensure	Basic Skills Exam	Content & Pedagogy	District Signature/ Request	Evidence of Advertising/ Shortage
Provisional License	2 years	Biannual Application	Any State		Required			Required				Required	Required
Nonrenewable License	3 years	No	MN	Required*	Required			Required				Required	Required

*Requirements are specific to the content and age/grade scope of the license sought (Nonrenewable requires proof of enrollment)

All MN licenses require completion of Human Relations

Board Issued Permissions	Term of Issue	Renewable	Hold a Valid Teaching License	Enrolled in a Program	Bachelor's Degree	Minor in Content	Major in Content	Completion of Teacher Preparation	Program Rec. for Licensure	Basic Skills Exam	Content & Pedagogy	District Signature/ Request	Evidence of Advertising/ Shortage
Community Expert	1 year	Annual application		Recommended								Required	Required
Limited Appeal	1 year	No		Recommended	Required	Required						Required	Required
Personnel Variance	1 year	Annual Application	MN		Required							Required	Required
Discretionary Variance	1 year	Annual Application										Required	Required
Variance Appeal	1 year	No	MN	Recommended	Required							Required	Required
Waiver	1 year	Annual application	MN		Required							Required	Required