

PROCEDURES FOR ADDING A NEW LICENSURE FIELD TO A CURRENT MN TEACHING LICENSE

All materials need to be submitted to the MSUM Records Office, Owens 104, for verification of endorsement. Incomplete applications will be returned to the applicant.

INSTRUCTIONS

- 1. Curriculum Worksheet** – Please fill requested information and secure all faculty signatures required. This form is available online at www.mnstate.edu/records/forms.cfm, or can be picked in the MSUM Records Office, Owens 104, or the School of Teaching and Learning, Lommen Hall.
- 2. Fill out the Application for Minnesota Education License form and Conduct Review Statement**, completing all sections as they apply to you – **EXCEPT for Section 5**. Please leave this section blank. This section will be verified in the Records Office, once your licensure field is complete and approved. Please write your **file folder number in Section 1**.
This form is available online at www.mnstate.edu/records/forms.cfm or at the MDE website <http://education.state.mn.us>, click on Educational Personnel Licensing, then click on Licensure Form, Select item #2, Application for Minnesota Teaching/Administrative/Related Services License, and download application and conduct review statement. Any problems, please contact MDE at 651-582-861.

NOTE: Please list your permanent address only on the Worksheet and Application.

- 3. Please provide a \$57.00 money order or check payable to the “Commissioner of MDE”.**

Please bring all completed application materials to MSUM Records Office, Owens 104, or send to MSUM Records Office, 1104 7th Avenue South, Moorhead, MN 56563.

Any questions, please contact Bonnie Thompson, MSUM Records Office, at 218-477-2521