

Overview of Minnesota Department of Education Educator Licensing Division

July 21, 2016

**Legislative Study Group on Educator
Licensure**

Licensing Department Duties

- **The Educator Licensing Division oversees the licensing and licensure compliance of all educators and administrators working in Minnesota public schools. The division also provides resources to assist school districts and charter schools in maintaining compliance with state and federal licensure laws.**

License and Exceptions Data

- **32,000 licenses issued per year**
 - 11,000 initial licenses
 - 21,000 renewals

14-15 licensure exceptions data

- **Variances – 1,739**
- **Non-licensed community expert – 658**
- **Limited licenses – 628**
- **Nonrenewable - 258**

Three Customer Service Personnel

Communicate with license applicants regarding processing questions, password resets, and general licensing information.

- **30,000 calls per year**
- **1,700 walk-in customers per year**
- **15,000 emails – general MDE account per year**

Two General Education Licensing Staff

- **Process all in-state and out-of-state general education initial license applications**
- **Collaboration and training with teacher preparation institutions**
- **Process all administrative licenses**
- **Update licensing documents and forms**
- **Trainings and presentations**
- **Correspondence with applicants such as questions and application materials**
- **Correspondence with state licensing agencies**

Renewal Specialist

- **Process all license renewal applications**
- **Implement and administer Expedite process**
- **Customer service back-up**
- **Develop and maintain district/charter continuing education rosters**
- **Provide training to local school district and charter school continuing education chairs regarding renewal conditions**
- **Review Minnesota licensed teachers continuing education requirements who live out of state or out of country**

Portfolio Specialist

- **Implementation and administration of portfolio application process**
- **MDE website maintenance**
- **Document accessibility**
- **Special education licensing processing**

Special Education Licensing Specialist

- **Process in-state and out-of-state special education initial license applications**
- **Liaison to MDE special education staff**
- **Process special education expedited applications**
- **Provide guidance to districts/charters regarding teacher license and assignments**
- **Provide content for special education licensing website**

Compliance and Data Manager

- **Implement Staff Automated Reporting System (STAR Report)**
- **Collaborate with district/charter staff regarding licensure and compliance**
- **Collaborate with the Board of Teaching with special permissions**
- **Complete data requests**
- **Agency data steward**
- **Website content manager**

Licensing Supervisor

- **Train and supervise customer service and licensing specialists**
- **Process license applications**
- **Conduct fingerprint process**
- **Conduct certifying officer training**
- **Implementation of licensing processes**
- **Correspondence and collaboration with Board of Teaching**
- **Correspondence and collaboration with certification officers**
- **Collaborate with MN.IT regarding online application system**
- **Expungement notices and bookkeeping duties**
- **Provide support for portfolio process**
- **Provide legislative process support**

Educator Licensing Director

- **Provide leadership for licensing department**
- **Licensing staff hiring and evaluation**
- **Oversite of licensing processes**
- **Budget management**
- **US Department of Education Teacher Shortage Report**
- **Minnesota Supply and Demand Report**
- **Represent MDE and licensing division at educational functions**
- **Collaborate with Board of Teaching and Board of School Administrators regarding licensure statute/rule implementation**
- **Develop and implement federal and state requirements**
 - **Every Student Succeeds Act**
 - **Fiscal notes**
 - **Legislative process**
- **Communication with stakeholder groups: Education Minnesota, MASA, MASBO, MASSP, MESPA, MACTE, AMSD, Troops to Teachers, and others**

License and Permissions

- **MDE responsibility**

5-Year standard

1-Year standard

Restricted

Nonrenewable

Provisional

Limited

BOT responsibility

Variances

NLCE

Waiver

Standard Licensing Process

- **Applicant applies online**
- **Transcripts, recommendation, fingerprints, background check, testing requirements**
- **Transcript audit: review for program completion**
- **Correspondence if questions or missing information**
- **License is issued**

Portfolio Process

- **Intent to submit form**
- **Portfolio preparation guidelines and instructions are sent to the applicant**
- **Portfolio materials are received**
- **External content expert review of portfolio**
 - **If approved, applicant informed to continue with licensing process.**
 - **If not approved, BOT provides feedback to candidate for a resubmission**

Questions?

- **[Hue Nguyen](#)**, Assistant Commissioner
 - Phone: (651) 582-8241
 - Email: hue.nguyen@state.mn.us

- **[Nels Onstad](#)**, Director, Educator Licensing
 - Phone (651) 582-8807
 - Email: nels.onstad@state.mn.us