

# Student Teaching Internship Exit Seminar

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School of Education: Office of Field Experiences



# Grading & Degree Posting

S: satisfactory; I: incomplete; U: unsatisfactory

- ▶ All forms and requirements need to be in the Office of Field Experiences
- ▶ **Passing grade** on your PRAXIS PLT (email or bring the score sheet if not turned in)
- ▶ PPAT Scores and redoes – You need a 35 for the PPAT. Your score will be sent to you on December 11; we receive your score a few days after the 11<sup>th</sup>. You will receive an incomplete on the 17<sup>th</sup> if we don't have your score. If you don't have a 35 you may register to resubmit on one or more tasks starting on December 11 – January 2. The resubmission scores are posted on January 24, 2019. You will need to send those to us.
- ▶ Your grades will be entered on December 17<sup>th</sup>. All double majors will have incompletes as well as all interns who are missing forms or scores.
- ▶ **Once your passing grade is posted**, April Meeker reviews your transcript to make sure you have all coursework and GPA as per the SDAR (South Dakota Administrative Rules) then she posts your degree. This could take 2 weeks after January 17<sup>th</sup> or after your grades are changed from an incomplete to a satisfactory.
- ▶ **Remember you cannot be certified until you have your degree posted!**
- ▶ When your degree is posted, and you completed the application for certification, I verify your application for licensure submit it the Department of Education.
- ▶ It takes about 8 to 12 weeks for the DOE-Certification Office to process your request.



# Requesting your Official Transcript

- Once your degree is posted, you will be able to request **OFFICIAL** transcripts at that time.
- This may be done on webadvisor.
- You will receive your diploma in the mail. This can take a couple of months.



# Credential File

Typically school districts may ask for:

- Copy of your diploma
- Copy of your teaching certificate
- Transcripts
- Resume
- Letters of references
- Contact references
- PRAXIS scores
- Evaluation from student teaching (optional!)



# One More Time...

You are entering the world of professionals who are “watched”

## **It is not too late to clean up**

- Your phone message
- Your profile on Facebook
- Your text messages
- In short...your digital tattooing

Pay attention to your appearance



# CERTIFICATION







# SOUTH DAKOTA

<http://www.doe.sd.gov/certification/>

- ▶ **IMPORTANT FACTS ABOUT EDUCATOR CERTIFICATION 2018** renewal applications can be submitted **BEGINNING** January 1, 2018. Five-year certificates are valid from the date of issuance through June 30 of the fifth year following the year of issuance.
- ▶ Endorsements (what you can be licensed for) will **ONLY** be added to a certificate when **REQUESTED** by the applicant.
- ▶ New educator certification rules became effective July 1, 2017. It is important to understand rules impacting your educator certificate. July 1, 2019, the certification rules will be updated.

# South Dakota Suicide Awareness and Prevention Training

- Suicide Awareness and Prevention Training - [Senate Bill 129](#), passed by the 2016 Legislature, requires anyone applying for an initial or renewal certificate as a teacher, administrator or other education professional to participate in a minimum of one clock hour of suicide awareness and prevention training. This requirement begins July 1, 2017.
  - **Guidelines for Training:** The South Dakota State Board of Education has approved the following guidelines regarding this training:  
Must be evidence-based;
    - Include information on youth suicide risk indicators; and
    - Include appropriate educator responses and referral sources
  - **Approved Providers:** The online training options provided by the following organizations have been approved by the South Dakota Board of Education as meeting the guidelines for training described above. [The Jason Flatt Foundation, Inc.](#) (**Must complete Module 5 Youth Suicide: “A Silent Epidemic”**) .
  - [The Helpline Center](#)
  - In addition, the following network and its affiliates/its related coalitions have been approved to provide suicide training in an in-person format. [South Dakota Prevention Network, including Prevention Resource Centers](#)
- Other Providers**  
Other training providers can be utilized for group training if a school district verifies the training meets the approved guidelines and time requirement. All costs associated with training are the responsibility of the school district, school or applicant.
- Required Documentation** - When submitting documentation of the required suicide and prevention training for initial or renewal certification, you may use the Certificate of Completion provided by the approved agency.
- If you are a participant in group training, [this document](#) should be submitted as evidence of training. It must be signed by the trainer and the district.



THE JASON FOUNDATION TEACHER IN-SERVICE PROGRAM

**CERTIFICATE OF COMPLETION**



**THIS  
CERTIFIES  
THAT:**

*Name* \_\_\_\_\_

HAS SUCCESSFULLY COMPLETED THE JASON FOUNDATION®  
TEACHER IN-SERVICE PROGRAM ON THE AWARENESS AND  
PREVENTION OF YOUTH SUICIDE.

**Youth Suicide: "A Silent Epidemic" (Module 5)**

*Certification credit: 2 hours*

**Date completed: April 24, 2018, 5:35 pm GMT**

**WORKING TO GIVE OUR YOUTH A PROMISE FOR TOMORROW**

## Major Change: **You** select your licensure endorsements

### ➤ **ELEMENTARY – 10 Endorsements TEST 5018 (before August 2018) or 5001 (4 subjects)**

Self Contained K-4<sup>th</sup> Grade

Self Contained Fifth – Eight Grade

K-4<sup>th</sup> Grade English Language Arts

K- 4<sup>th</sup> Grade Math

K-4<sup>th</sup> Grade Science

K-4<sup>th</sup> Grade Social Studies

5<sup>th</sup> – 8<sup>th</sup> Grade English Language Arts

5<sup>th</sup> – 8<sup>th</sup> Grade Math

5<sup>th</sup> – 8<sup>th</sup> Grade Science

5<sup>th</sup> – 8<sup>th</sup> Grade Social Studies

**Middle School Minor:** Add - Middle Level Learner

Major Change: **You** select your licensure endorsements

➤ **K-12 Special Education TEST 5354**

K-12 Special Education

➤ **Composite Early Childhood/Special Education TESTS 5024 & 5691**

Early Childhood Birth Through Grade Three

Early Childhood SPED Birth through Grade Three

Some added a Kindergarten Endorsement



Major Change: **You** select your licensure endorsements

▶ **Secondary English Language Arts TEST 5038**

5<sup>th</sup> – 8<sup>th</sup> Grade English Language Arts

Secondary Intermediate English Language Arts

Secondary Advanced Composition/Grammar

Secondary Advanced Literature

▶ **Secondary Composite Language Arts TESTS 5038 & 5221**

5<sup>th</sup> – 8<sup>th</sup> Grade English Language Arts

Secondary Intermediate English Language Arts

Secondary Advanced Composition/Grammar

Secondary Advanced Literature

Secondary Speech/Debate



Major Change: **You** select your licensure endorsements

➤ **Secondary Biology Major**

Secondary Advanced Biology

➤ **Secondary Mathematics Major**

5<sup>th</sup> – 8<sup>th</sup> Grade Math (PRAXIS 5161 or 5169)

Secondary Intermediate Math (PRAXIS 5161 or 5169)

Secondary Advanced Mathematics (PRAXIS 5161)



## Major Change: **You** select your licensure endorsements

### ► **Secondary Composite Math & Science**

#### **Mathematics Test 5161**

5<sup>th</sup> – 8<sup>th</sup> Grade Math

Secondary Intermediate Math

Secondary Advanced Mathematics

#### **Sciences**

If you passed Biology **Test 5235**

Secondary Advanced Biology

If you passed Chemistry **Test 5345**

Secondary Advanced Chemistry

Secondary Advanced Physical Science

If you passed Earth & Space Science **Test 5571**

Secondary Advanced Earth Science

If you passed Physics Test **5265**

Secondary Advanced Physics

Secondary Advanced Physical Science



## Major Change: **You** select your licensure endorsements

### ► **Secondary Composite Science**

If you passed **General Science PRAXIS 5435**

5<sup>th</sup> – 8<sup>th</sup> Grade Science

Secondary Intermediate Science

### **OR (Select all content tests passed)**

If you passed Biology 5235

Secondary Advanced Biology

If you passed Chemistry 5345

Secondary Advanced Chemistry

Secondary Advanced Physical Science

If you passed Earth & Space Science 5571

Secondary Advanced Earth Science

If you passed Physics 5265

Secondary Advanced Physics

Secondary Advanced Physical Science

# Major Change: **You** select your licensure endorsements

## ▀ **Secondary History**

Secondary Advanced History

## ▀ **Secondary Composite Social Studies**

If you passed **Social Studies TEST 5081**

5<sup>th</sup> – 8<sup>th</sup> Grade Social Science

Secondary Intermediate Social Science

### **OR (Select the contents you passed)**

If you passed History TEST 5941

Secondary Advanced History

If you passed Geography TEST 5921

Secondary Advanced Geography

If you passed Government/Political Science TEST 5931

Secondary Advanced Political Science

If you passed Economics TEST 5911

Secondary Economics

If you passed Sociology TEST 5952

Secondary Sociology

If you passed Psychology TEST 5391

Secondary Psychology

# Major Change: **You** select your licensure endorsements

## ➤ **K-12 Physical Education**

Elementary Physical Education

Secondary Physical Education

## ➤ **K-12 Spanish**

Elementary Spanish

Secondary Spanish

## ➤ **K-12 Music**

Elementary Music

Secondary Music

K-12 Vocal Music

K-12 Instrumental Music

## ➤ **K-12 Art**

Elementary Art Education

Secondary Art Education

## ➤ **K-12 Library**

Elementary School Library

Secondary School Library

- **All other content areas**, email Certification Officer Micheline Nelson for additional help at [Micheline.Nelson@BHSU.edu](mailto:Micheline.Nelson@BHSU.edu)

## Educator Certification

### Quick Links

[FAQs](#)  
[Teacher 411 Educator Lookup](#)  
[Certificate Applications](#)  
[Endorsement Requirements](#)  
[Educator Certification Requirements](#)  
[Alternative Certification Resources](#)  
[Educator Permit Resources](#)  
[Reciprocity](#)  
[Forms](#)  
[South Dakota University Education Programs](#)  
[State-Designated Tests](#)  
[Other Resources](#)

### Office of Educator Certification hours of operation (Monday through Friday):

- Certification staff processes applications daily from 10 a.m. – 3 p.m. Central
- Certification staff responds to emails and phone calls daily from 8 – 10 a.m. and 3 – 5 p.m. Central

**Processing time is currently 10 weeks**

[Click here  
to apply for  
ALL Certificates](#)

### How to submit OFFICIAL TRANSCRIPTS and CONTACT HOURS:

#### Applicant may:

- Mail official/original transcripts (transcripts may be removed from the sealed envelope)
- Upload to application, email or mail copies of contact hour certificates

#### University may:

- Submit electronic transcript directly to DOE
- Mail official/original paper transcripts

**Mailing address: Department of Education, Certification Office, 800 Governors Dr., Pierre, SD 57501**

**Email address: [certification@state.sd.us](mailto:certification@state.sd.us)**

### IMPORTANT FACTS ABOUT EDUCATOR CERTIFICATION

- [FAQs](#)
- 2018 renewal applications can be submitted **BEGINNING** January 1, 2018. Five-year certificates are valid from the date of issuance through June 30 of the year following the year of issuance.



<http://www.doe.sd.gov/certification/>

- ▶ Familiarize yourself with

# **TEACHER 411 Educator Lookup**



# WYOMING

- ▶ Wyoming Licensure Requirements
- ▶ All teachers and administrators employed in a Wyoming school district must be licensed in accordance with Wyoming state law. PTSB upholds the highest standards for teacher licensing and requires all educators to have completed an approved teacher preparation program in order to become licensed to teach in a Wyoming school district. There are two routes to teacher licensure in Wyoming.
- ▶ Traditional Route to Teacher Licensure  
The traditional route to teacher licensure in Wyoming requires the completion of a teacher preparation program from a regionally or nationally accredited institution of higher education. Teacher preparation programs are typically offered through the College of Education at most colleges or universities. The program must include student teaching and lead to a degree in Education in a specific endorsement area or areas. The program must also lead to an Institutional Recommendation for Licensure.



# Wyoming

Professional Teaching Standards Board

<http://wyomingptsb.com/licensure/becoming-licensed/>

## **Initial (First Time)**

You will need an **Institution Recommendation**

- ▶ It comes to my office
- ▶ I fill it out and mail it back to you
- ▶ You mail it to the PTSB office

Wyoming certifies elementary teachers K-6; K-12 SPED are SPED Generalist

PRAXIS tests approved in SD qualify for Wyoming

**License effective date (validity dates)**: For applicants who may be concerned about the “effective” date of their license or permit, please be assured that the effective date of your license will be the date your complete application was received by our office. Example: If your complete application was received 02/08/2012, but it takes five weeks for the license to be issued, the effective date of your license will be 02/08/2012, not the day it is issued. This is another reason that it is crucial for you to ensure you have carefully read the application instructions and have submitted a complete application packet that includes all required documentation.

## Requirements for Out-of-State Program completion applicants

- Completion of an approved Educator Preparation Program
  - Program must be from an accredited college or university
  - Program must include student teaching and lead to an Institutional Recommendation (IR) for licensure
    - Note: In order for applicants to obtain an Institutional Recommendation form **they must be eligible for licensure in the state in which the college or university is located.**
    - Applicants do not have to obtain licensure in that state; however, they must be eligible for licensure. In some states, individuals may be required to complete testing for licensure in that state (i.e. applicants who have/will complete an Arizona program must complete the Arizona testing requirements and will not need to complete the Praxis exams required for Wyoming for initial licensure.)
- Official transcripts documenting the completion of a teacher preparation program
- Submission of two (2) blue FBI Fingerprint Cards including a background check
- Knowledge of the U.S. and Wyoming Constitutions
- Teacher Testing Requirements
- Submission of a complete application packet

# Professional Teaching Standards Board



## Wyoming Standard Educator License

### Initial or Reinstatement

#### Application Packet

This Packet is to apply for an Initial License or Reinstatement of the following Wyoming Standard Educator Licenses:

- Teachers (including Library Media Specialists)
- Administrators (Principals, Directors, and Superintendents)
- Related Services Personnel (School Counselor, School Psychologist, School Social Worker, Speech-Language Pathologist, and School Nurse)

Submit your complete application packet to:  
Professional Teaching Standards Board  
1920 Thomes Avenue, Suite 400  
Cheyenne, WY 82002

## II. LICENSING AND LEGAL INFORMATION

**IMPORTANT:** Failure to answer any of the licensing and legal questions in a truthful and **complete** manner or failure to provide truthful information or supporting documents could lead to your application being canceled and fee forfeited. Failure to answer could also lead to disciplinary action toward any PTSB license or permit you possess.

### **All conduct must be disclosed. Even if:**

- It happened over 10 years ago
- It happened in another state, federal court, tribal, military, or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation

*Note: If your conviction was later dismissed, expunged, set aside, or the sentence was suspended, you may be required to provide court documentation verifying the final disposition.*

### **What to include in your personal statement:**

- Detailed explanation of each question marked "yes" on page 8
- Dates and locations
- Final disposition and/or what was done to resolve the situation
- Documentation regarding:
  - Disposition of arrest and/or conviction
  - Any investigation or discipline on a professional license

### **Below are examples of personal statements:**

#### **Acceptable:**

*"I was arrested for shoplifting in May of 1983. I was sentenced to pay restitution and received a fine of \$300. I paid the restitution and fine and my case was closed. I contacted the court and was told my records are no longer available because the arrest happened over 30 years ago. The court provided me with the attached document which verifies that my records are no longer available."*

*Applicant Signature*

#### **Unacceptable:**

*"I was convicted of a DUI in April 2003. Everything has been taken care of, and my case has been closed."*

*Applicant Signature*

*For more information, see the Licensing and Legal FAQ at [ptsb.state.wy.us/legalfaq](http://ptsb.state.wy.us/legalfaq)*

*Legal Questions Found on Page 8*



# Colorado

<http://www.cde.state.co.us/cdeprof/>

## Important Clarifications for Applicants Who Hold Out-of-State Credentials

- ▶ Educator licenses do not “transfer” to Colorado across state lines. Any holder of an educator license issued by another state, including a professional license of any kind, may meet or exceed Colorado’s requirements for the license and/or endorsement area(s) sought in one of the following ways:
- ▶ **1. If you hold a valid teacher license** (not substitute, temporary, emergency, provisional or probationary) issued by another state that carries an identical endorsement to one issued by Colorado AND have three years' full-time licensed teaching experience in that state within the past seven, Colorado will issue a professional license with the identical endorsement requested.
- ▶ **2. If you do not meet ALL of the requirements outlined above,** Colorado is then required to evaluate a candidate's application for the content area(s) of preparation, as verified on an approved program verification form, if we issue a comparable or equivalent endorsement. If not, we certainly will work with you to determine the appropriate content area(s). Other endorsements may be added upon application and meeting the requirements for each.





Educator Talent Home

Preparation

Licensing

Apply for / Renew a License or Authorization

Educator Credential Search

Fingerprints

Resources

Contact Us

Educator Effectiveness

Development

Colorado Teaching Jobs

News

Contact Us

### Location and Hours

**Educator Talent - Licensing Office**  
6000 E Evans Ave  
Building #2, Suite 100  
Denver, CO 80222



[CDELicensing@cde.state.co.us](mailto:CDELicensing@cde.state.co.us)

Phone: 303-866-6628

Fax: 303-866-6722

Home

# EDUCATOR TALENT LICENSING OFFICE



## Licensing Office

The Educator Talent Licensing Office provides Colorado educators with certification, by evaluating applications and issuing licenses and authorizations to qualifying individuals.

Four license types – teacher, special services provider, principal and administrator – are issued with one or more of 60-plus endorsement/pending license type and applicant qualifications. Twelve types of authorizations, including 34 different Career and Technical Education credentials are also offered.

## General Requirements for All Licenses & Authorizations

- [General Requirements for All Licenses & Authorizations](#)
- [Colorado Endorsement Requirements](#)

## Information for Out-of-State Applicants

- [Credentialing Guide for Out-of-State Applicants](#)
- [Out-of-State Endorsement FAQ](#)
- [Licensed Out-of-State/Country Teacher Checklist](#)

## Apply for Licenses and Authorizations

- [Apply for a License or Authorization](#)





# Colorado <http://www.cde.co.us/cdeprof/>

- ▶ An Initial Teacher License requires that an applicant submit his/her legal name, address and social security number.
- ▶ Once these criteria are met, an initial license may be issued to an applicant who:
  - ▶ Holds a bachelor's or higher degree from an accepted, regionally accredited institution of higher education.
  - ▶ Has completed an approved teacher preparation program at an accepted institute of higher education.
  - ▶ Has provided an approved program verification form.
  - ▶ Has submitted a complete application for licensure, including official transcripts, associated fees, and other supporting documentation.
  - ▶ Has demonstrated professional competencies in the subject areas by completing 24 semester hours of course credit as demonstrated through transcript evaluation, or passage of the Colorado State Board of Education-approved content assessment relevant to the area of endorsement sought.
  - ▶ **Special Education:** need two PRAXIS – Special Education and Elementary
  - ▶ The initial certification is 3 years.

## Checklist

### Identification

- Submit fingerprints to the Colorado Bureau of Investigation (CBI).
  - If you already hold a valid, CDE-issued educational credential and have consistently maintained an active credential (authorization or license) since you submitted your fingerprints, you can skip this step. We reserve the right to evaluate your application for adherence to the fingerprint requirements and will notify you by email should any follow-up be needed.
  - If you have submitted fingerprints for CDE credentialing in the past, but allowed your credential to expire, you must submit a new set of fingerprints.  
( [View Fingerprinting Instructions](#) )
- Confirm you have a valid form of government-issued identification.  
( [View List of Valid IDs](#) )

### Education

- List the names and addresses of the colleges/universities you've attended.
- State statute requires that you submit official transcripts from all colleges and universities attended. This would include any transfer credits that led to your degree earned. Official transcripts must show a minimum of a Bachelor's degree conferred. ( [View Transcript Requirements](#) )
- Transcripts from institutions outside the US must be in English or include an authentic English translation, and have been evaluated by an established credential evaluation service as selected by CDE for course equivalence. CDE currently only accepts evaluations completed by a [NACES member](#).
- Complete the Approved Program Verification Form.  
( [Download the Verification Form \(PDF\)](#) )
  - Out-of-state **alternative** applicants must also obtain an official signed letter from your State Department of Education confirming that you completed a state-approved program *and* the program requirements for the **alternative** program you completed.
- Obtain the results for any CDE-accepted PLACE or Praxis exams you have passed.  
( [View accepted PLACE content exams](#) )  
( [View accepted Praxis content exams](#) )

### Employment

- Your employment history will help determine the type of Colorado license you will be issued. It is critical that you include the information below:
  - If applicable, obtain all copies of active or expired teaching licenses covering the years of experience you have had as an educator.
  - Within the application you must include employment history for at least the past 5 years.
    - Include employer/business name, dates of employment, reason for leaving, work addresses, supervisor names, and contact information.
    - Include teaching experience from more than 5 years ago, if you have it.

### Self-Disclosure

- If applicable, obtain supporting documentation on the following:




# North Dakota- [www.nd.gov/espb](http://www.nd.gov/espb)

- ▶ **Q: I have a valid teaching license in another state so can I get a ND Teaching License?**
- ▶ A: Yes. If you have completed a transcribed teacher education program, we will need a copy of your valid and current out-of-state teaching license and Confirmation of Other State Educator License form completed by your state's licensure agency. Apply online and the system will let you know what information is needed.
- ▶ **Q: How do I get a ND teaching license if I earned a degree in education outside of ND?**
- ▶ A: We encourage anyone who completed teaching degree outside of ND to get a teaching license in the state where your degree was earned. This would enable you to then apply for an Other State Educator License (OSEL) and not have to meet ND standards (as you met the standards in the state the degree was earned.) If you are not able to get a teaching license in the state your degree was earned, then you will need to apply for an Out of State Reciprocal License and you will need to meet ND standards. A license can be issued and you could have up to 4 years to meet ND requirements.




How are we doing? Take our survey and let us know! Click here



**ND TEACH LOGIN**

Click here to access our online application site

[Link to ND Teach login](#)



**PUBLIC LOOKUP**

Click here to search for a ND teacher's license information

[Public Lookup](#)

**TEACH**

Click here for

### Recent News

[View All News](#)

### Upcoming Events

There are currently no upcoming events listed.

#### Critical Shortage Areas

Thursday, April 12, 2018 - 04:00pm

The Education Standards and Practices Board declared all content areas, except physical education, as critical shortage teaching positions at their April 12, 2018 meeting for the 2018-2019 school year.

# Montana



PUTTING MONTANA STUDENTS FIRST



Search...

- Families & Students
- Educators
- Leadership
- Contact

## Become a Licensed Montana Educator

## Welcome to Montana Educator Licensing

For a brief description of license options click here: [which license should I apply for?](#)

When applying online, please note the additional materials that must be sent in to complete your application. All application materials and required fees must be received before your application will be evaluated.

For additional information, please refer to [Frequently Asked Questions](#)

### TEACHING & SPECIALIST LICENSES

- [Class 1 Professional Teaching License](#)
- [Class 2 Standard Teaching License](#)
- [Class 5 Provisional License](#)
- [Class 6 Specialist - School Counselor](#)
- [Class 6 Specialist - School Psychologist](#)
- [Class 7 Native American Language and Culture](#)
- [Class 8 Dual Credit Only Post-](#)

### ADMINISTRATIVE LICENSES

- [Class 3 Administrator's License - Special Education Supervisor](#)
- [Class 3 Administrator's License - Superintendent and Principal](#)
- [Class 3 Administrator's License - Supervisor](#)

### CAREER & TECHNICAL LICENSES

- [Class 4 Career and Technical Teaching License](#)

### USEFUL RESOURCES

- [Administrative Rules of Montana for Educator Licensing](#)
- [An Introduction to Indian Education for All](#)
- [Montana Educator Licensing Frequently Asked Questions](#)
- [Montana Jobs for Teachers](#)
- [Montana Required Praxis Tests](#)
  - [Montana Required Praxis Free Study Companions](#)
- [OPI Licensure Forms](#)

# Minnesota

<http://www.education.state.mn.us/MDE/Lic/lic/index.htm>

## ➤ **What changed January 1, 2018**

- **Staff:** All Educator Licensing Division and Board of Teaching staff will become employees of PELSB.

**Website:** All licensing information, including educator lookup, will be transferred to the new PELSB website (<http://mn.gov/pelsb>).

**Phone numbers:** All current Educator Licensing Division phone numbers will be disconnected. The new PELSB phone number is: 651-539-4200.

## ➤ **What will change July 1, 2018**

- **New licensing system:** All new teacher licensing applications will follow the new tiered system and a new online licensing system will be launched. All teacher licenses with an expiration of June 30, 2019, will begin renewing under the new tiered system starting January 1, 2019.



# Tiered licensure in Minnesota

## TIER 1 REQUIREMENTS

**BACHELOR'S DEGREE**  
FOR ALL SUBJECTS EXCEPT CAREER & TECHNICAL ED (CTE)  
OR CAREER PATHWAYS COURSE OF STUDY (CP)\*

OR

\*CTE OR CP CANDIDATES MUST  
HAVE **ONE** OF THE FOLLOWING:

AA degree

Professional certification

Five years of relevant work experience

*Candidate must have a BA degree unless teaching Career and Tech Ed or Career Pathways, in which case must have AA degree, professional certification, or five years of relevant work experience.*

- ▶ Good for one year and can be renewed three times, though there are conditions under which districts can renew further.
- ▶ District and teacher apply jointly. District must show it could not find a Tier 2, 3, or 4 teacher.
- ▶ These teachers are not in the teacher bargaining unit and are not earning credit toward probation. Teachers at Tier 1 do not have continuing contract rights.

ANTICIPATED TRANSITION  
DETAILS CAN BE FOUND AT  
[HTTPS://EDUCATIONMINNESOTA.ORG/  
RESOURCES.ASPX#CREDENTIALS-LICENSURE.](https://educationminnesota.org/resources.aspx#credentials-licensure)

*Revised August 29, 2017. Subject to change.*

## TIER 2 REQUIREMENTS

**BACHELOR'S DEGREE**  
FOR ALL SUBJECTS EXCEPT CTE OR CP\*

AND

**TEACHER PREPARATION  
PROGRAM ENROLLMENT**

OR

**MASTER'S DEGREE**

OR

**TWO OF THE FOLLOWING:**

Completed teacher preparation program

Eight upper-division credits in subject area

Training in subject-specific teaching methods

Passing scores on state tests in subject area

Two or more years experience  
teaching in subject area

*Candidate must be enrolled in a teacher preparation program, OR have a master's degree, OR have two of the following: completed teacher preparation program; eight upper-division credits in subject area; training in subject-specific teaching methods; two years of experience teaching in subject area; passing scores on state tests in subject area.*

- ▶ Good for two years and can be renewed three times.
- ▶ District and teacher apply jointly.
- ▶ These teachers are in the teacher bargaining unit and are not probationary. However, if these teachers get to Tier 3, then two years of successful teaching at Tier 2 can count toward the Tier 3 requirement of three years of probation. Teachers at Tier 2 do not have continuing contract rights.

## TIER 3 REQUIREMENTS

**BACHELOR'S DEGREE**  
FOR ALL SUBJECTS EXCEPT CTE OR CP\*

AND

**PASSING SCORES**  
CONTENT AND PEDAGOGY

AND

**ONE OF THE FOLLOWING:**

Completion of a Minnesota-approved  
teacher preparation program (traditional  
or alternative, if accredited)

Completion of a prep program from  
another state that includes field-  
specific student teaching equivalent  
to requirements of MN programs

Portfolio in a given licensure field

Three years teaching experience at Tier 2  
without being placed on an improvement plan

Professional teaching license from  
another state, license in good standing,  
and two years of teaching experience

*Candidate has BA degree for all subjects except CTE or CP; passing scores on content and pedagogy exams; and ONE of the following: Completion of a Minnesota-approved teacher preparation program (traditional or alternative, if accredited); completion of a prep program from another state that includes field-specific student teaching equivalent to requirements of MN programs; portfolio in a given licensure field; professional teaching license from another state, license in good standing, and two years of teaching experience; three years of teaching experience under a Tier 2 license and evidence of summative evaluations that did not result in placement on an improvement plan.*

- ▶ Good for three years and can be renewed indefinitely.
- ▶ Teacher applies for the license.
- ▶ These teachers are in the bargaining unit and must complete three years of probation. If a teacher at Tier 3 got to Tier 3 via Tier 2, two years of teaching at Tier 2 can count toward the three-year probationary requirement. Teachers at Tier 3 have continuing contract rights after completion of the probationary period.

## TIER 4 REQUIREMENTS

**BACHELOR'S DEGREE**  
FOR ALL SUBJECTS EXCEPT CTE OR CP\*

AND

**COMPLETION OF  
PREPARATION PROGRAM**

AND

**PASSING SCORES**  
CONTENT AND PEDAGOGY

AND

**PASSING SCORES ON BOARD-  
APPROVED SKILLS EXAM**

AND

**THREE YEARS TEACHING  
EXPERIENCE IN MINNESOTA**

AND

**MOST RECENT SUMMATIVE EVALUATION MUST NOT  
HAVE RESULTED IN AN IMPROVEMENT PLAN**

*The candidate must meet all Tier 3 requirements, have completed a preparation program or portfolio, have passing scores on content and pedagogy exams and passing scores on board-approved skills exam. In addition, the most recent summative evaluation must not have resulted in placing the teacher on an improvement plan.*


- ▶ Good for five years and can be renewed indefinitely.
- ▶ Teacher applies for the license.
- ▶ These teachers are in the bargaining unit. Teachers at Tier 4 have continuing contract rights after completion of the applicable probationary requirement.



**THE VOICE FOR PROFESSIONAL  
EDUCATORS AND STUDENTS**

# AFTER YOUR CERTIFICATION

- ▶ The Teacher 411 system at <http://teacher411.sd.gov/> allows you and your employer to access your certificate information including highly qualified teaching assignments.
- ▶ Additional certification information is available online:
  - \* **Renewal information:**  
<http://doe.sd.gov/oatq/teachercert.asp>
  - \* Code of ethics:  
<http://www.doe.sd.gov/oatq/professionalpractices.asp>
  - \* **Professional development opportunities:**  
[http://www.escweb.net/sd\\_esa/](http://www.escweb.net/sd_esa/)  
<http://www.paec.org/teacher2teacher/index.asp>  
<http://www.tie.net/active/workshops/workshopList.aspx>
  - \* **Praxis II:** <http://www.doe.sd.gov/oatq/praxis.asp>



**CONGRATULATIONS  
GRADUATE!**