

Renewing PELSB/MDE Teacher License:

Go to: <https://mn.gov/pelsb/current-educators/renew/>

Under Renew Your Professional License, click on *Online License Renewal System*.

Click: Sign in with Google
Choose your school account and login.

Enter your *File Folder number* and *License Serial number* off of the front of your last green paper license. ******(The License Serial number is not available on the License Lookup site, only the File Folder number – if you do not have it, there is a button to click on that will permit you to request it from MDE/PELSB).

Click *Next*

Click on *Renew my licenses*

Note whether your clock hours have been confirmed in the system and then click: *Begin My Renewal Application*

(There is a \$57.00 (actual \$58.70 with tax) processing fee for teacher renewal – be prepared to have your credit card / debit card handy for the final step below).

Confirm all personal information – enter your SS# - click *Next*

Answer the Conduct Review Statements – click *I Accept*

Review – edit if needed – then, click *Submit Application*

Click *I Accept* – *OR* – *Review My Application*

Click *Print Checklist & Make Payment*

Click *Make Payment*, then *OK* – *submit payment information & Confirm*.

Recommend printing your payment receipt.

Congratulations!