

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*.

-Accept the Privacy Statement

-Proceed to Login

-Enter Last Name

-Enter File Folder Number

(Enter your *File Folder number* and *License Serial number* off of the front of your last 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 PELSB/MDE).

-Complete Educator/Applicant Login page

-Click login

-Review/Edit Contact Information

-Save & Continue

-First Start by Completing Your Conduct Review

-Answer questions, Click Accept - then, Click Return at the top

-Click on *Renew my license*

(There is a \$57.00 (actual \$58.23 w/ tax) processing fee for teacher renewal - be prepared to have your credit card / debit card handy for the remaining steps).

-Enter all personal & payment information

-Click Continue

-Recommend printing or saving your payment receipt. Congratulations!

-When your new license is emailed to you, please share a PDF copy with HR.