

INSTRUCTIONS FOR APPLYING FOR YOUR LICENSE ONLINE

1. Go to Minnesota Professional Educator Licensing and Standards Board website;
<https://mn.gov/pelsb/aspiring-educators/apply/>
2. Create a Google Account if you don't already have one.
3. Click on "Online Licensing System"
4. Apply for the Two-Year Short-Call License or Five-Year Substitute (if you have had a teacher license before)
5. You will need to make an appointment with the Police Department to have your fingerprints taken. (You can get your fingerprint card at the District Office).
6. You will need your official sealed transcripts.

What to send to the Minnesota Professional Educator Licensing and Standards Board (PELSB)

1. Confirmation page from your online application.
2. Fingerprint card
3. Official sealed transcript(s)

It may take up to 4 weeks for your license to arrive. Once you have received your license go to the District web site, www.alschools.org and scroll to the bottom of the page and click on "Careers", scroll up to "Employment Opportunities", and start your application. Human Resources will review applications and contact you to set up an appointment. If you have any questions, please call 507-379-4800.