Renew Teaching License

The online clock hours have been recorded and you may view them online at any time.

1. Click on link to be directed to MDEs "Renew My License" page
2. Click "Renew My License"
3. Sign in with Google account (school email address)
4. Choose "View my license account"
5. Enter File Folder Number
6. Enter License Serial Number
7. Click "Next"
8. This page will show you when your license is due for renewal. It will also give you the options to: *View my renewal conditions*, *View my clock hours*, *View/Print my Standard License*, and if you are up for renewal to *Renew my license.*
9. If you are ready to renew, click *Renew my license*. It will tell you if your clock hours are complete or not. If they are complete, then click "Begin My Renewal Application" at the bottom.
10. Follow the directions to renew your license.
11. When you renew, you will no longer receive a copy of your license. You will have to print your own copy and send a copy to the district office.