

Re-licensure Frequently Asked Questions



I know we all think FAQs are impersonal and generally do not really address one's specific needs, but this FAQ is different. These will be real emails from people, put in their own language, and we hope that the topics below resonate with you.

The questions below will mostly deal with Tier 4 licenses. Any Tier 1 or Tier 2 license questions need to be directed to the PELSB website. The link to the PELSB site is listed below.

Helpful Links:

- * [HR Relicensure Page](#)
- * [Application for re-licensure](#) (fillable.pdf)
- * [The PELSB site](#)

Helpful Emails:

- * relicensure@mpls.k12.mn.us: To submit your re-licensure packets, have any clarifying questions answered, or general process questions.
- * MPS.PD@mpls.k12.mn.us: Questions regarding SuccessFactors transcripts, including documentation updates for April-December 2020.
- * Note: Staff transcripts can be viewed in [SuccessFactors](#) via the "Learning" tile on one's home page or by clicking "home" in the upper left corner of the home page and selecting "Learning" in the drop-down menu. Once on the Learning screen, click "Reports" and then MPS Transcript Report ([Pull Your Transcript guide](#)).

Frequently Asked Questions:

Q: How do I apply for re-licensure? What do I need and where do I send it?

A: You need three basic things: 1) The Application for Relicensure Form, 2) Your MPS SuccessFactors Transcripts and 3) any College Transcripts, and/or certificate from PD taken outside MPS. You can get all this information and more on the HR re-licensure website... [click here](#).

Once you have those items, convert them to a .pdf and email them to relicensure@mpls.k12.mn.us?

Q: How will I know that I've been approved?

A: After the re-licensure committee approves your packet, an email will be sent to you. If you were denied, the committee will contact you with that information.

The approval email will have the next steps to take to renewing your license. Getting approved by the committee is the first step. The next thing you need to do is pay PELSB a fee to make your renewal official. PELSB will start taking renewal payments January 1 of the year your license expires.

Q: Can I submit documents now, or do I need to wait until January 1st?

A: You can submit your re-licensure packet at any time. If your license expires in 2024, and you submit your packet in October 2023 and are approved, you will have to wait until after January 1, 2024 to make your renewal payment with PELSB.

Q: I am renewing my admin license, I am not sure what I need to or submit. Can you help me?

A: All questions regarding Admin Licenses can be directed to: Shannon.Tenner@mpls.k12.mn.us

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Q: My SuccessFactors Transcripts do not contain any PD from April, or the stuff I did in the August back to school events. How can I get credit from them? Will the new SuccessFactors transcripts get fixed?

A: Due to the transition from eCompass to SuccessFactors, your transcript may not reflect PD you've completed from April-November 2020. This glitch has been fixed and should not affect your SuccessFactors Transcripts. If there is an error, please email MPS.PD@mpls.k12.mn.us.

Q: Because all teacher licensure was waived for one year, do I print records since my last license renewal (2015) or from 5 years ago as stated?

A: People renewing for licenses expiring in 2021 can use CEUs from back to 2015. A good rule to follow is any CEUs awarded after your last license renewal can count.

Q: Just to clarify, I need to submit the cover letter and application as a PDF and mail the transcript of Professional Development?

A: You only need to submit the Application for Relicensure Form (no Cover Page needed), and Transcripts to relicensure@mpls.k12.mn.us. Convert those items to a .pdf and email away. If you are sending official transcripts from a college/university (they do not HAVE to be official transcripts), but if you are, have the college or university send the transcripts to relicensure@mpls.k12.mn.us

Q: Prior to coming to MPS, I worked in a different state but have all my PD certificates from that time. Will I submit those under the below categories? If so, can you be more specific what qualifies under each category?

A: Please scan/save those external documents as a .pdf and hand them in along with your other material. You will ascertain what State Requirement or Relicensure Category you want the external PD to count towards. If the re-licensure committee has any questions about it, they will contact you.

Q: I took some course outside the district two years ago, does MPS have a record of that?

A: No. MPS does not store, house, save, or file away any PD/CEUs from trainings taken outside the district. You will need to add those in with your Application for Relicensure Form and SuccessFactors Transcripts.

Q: I'm having difficulty creating a PDF of my MPS Transcript Report on Success Factors. The transcript is not legible to me when I choose the PDF option. I can read the HTML version.

A: This is a difficult one to answer because each system is different. If the SuccessFactors Transcript is truly illegible, email MPS.PD@mpls.k12.mn.us to have them send you an official version of your SuccessFactors Transcripts.

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Q: How do I go from a Tier 3 license to a Tier 4 license?

A: First year Tier 3 folks to go from Tier 3 to Tier 4, they must teach for 3-school years. They renew with 75 CEU hours and all state requirements. They must be recommended for a Tier 4 from their building principal. If the principal does not sign off, they remain a Tier 3 and can keep on teaching. This would be similar to achievement of tenure or what they call a continuing contract. The re-licensure committee is not involved in the 3 to 4 status change we just renew.

Q: I have some college transcripts that I want to use for my re-licensure, can I do that? Do they have to be official transcripts?

A: The re-licensure committee accepts college transcripts, and these transcripts can be unofficial as long as all the names match up.

Q: What if a course on my transcripts covers multiple State Requirements?

A: If your course is a 1-hour course and it covers multiple state requirements, it will count for one of the state requirements. If your course is a 3-hour course and course and covers 3 state requirements (or 2 requirements) then you can count that course as covering more than 1 requirement. You cannot count a 1-hour course multiple times.

Q: Can you tell me what I need to take so I can be approved? What courses count for what?

A: This is a tough one because this is what the re-licensure process is all about. You need to determine – along with your transcripts – what CEUs cover which State Requirements and Licensure Categories. Yes, some of the courses listed on your transcripts do not state which Requirement or Category they are covering. You can denote which Requirement or Category you want that course to count for, and unless you're way off base, the committee can usually connect the course with the Requirement or Category.