

Relicensure Committee
1250 West Broadway
Minneapolis, MN 55411
(612) 668-0500

Relicensure 101 for Non MPS & Former MPS Employees



The following is information many Non MPS and Former MPS Employees often need in order to renew their license through the MPS re-licensure committee.

Quick Hits (covers both Former and Non MPS Employees)

- You must fill out an [application](#).
- You must have 125 hours between at least two (2) Relicensure categories
 - Note: This is 75 hours for Tier 3
- You must have 1 hour in each of the State Requirements
- You must have a file folder number included with your documents.
- You cannot take PD Courses at Minneapolis Public Schools as a Non or Former MPS Employee.
- You can look into PD opportunities at the [National Board website](#), or other places providing these services.
- MPS will not return your re-licensure packet. If you want those records, please make copies for yourself.
- *Do not email the committee a link to your Google Doc where all your information is housed.*
- *PLEASE INCLUDE YOUR FILE FOLDER # and PERSONAL EMAIL and write legibly.*
- It is best to mail your packet to:
Human Resources
Attn: Re-licensure Committee/Rowan
1250 W. Broadway
Minneapolis, MN 55411

Former MPS Employees

- Looking for your past MPS transcripts? Email MPS.PD@mpls.k12.mn.us
- Compile your documents and email them to Relicensure@mpls.k12.mn.us or mail them to the address you can see in a couple spots on this page. Note: the Relicensure Committee does not have access to MPS transcripts.

Non MPS Employees

- Please include your File Folder Number with the packet you submit to the MPS re-licensure committee. This information is forgotten more often than not and the committee needs it.
- If you do not know your File Folder Number, you can find it here: [Link to PELSB Educator Lookup](#).
- Email your packet to relicensure@mpls.k12.mn.us or mail the re-licensure packet to:
Human Resources
Attn: Re-licensure Committee
1250 W. Broadway
Minneapolis, MN 55411

Do not send an email with a Google link to your packet of information. For privacy reasons, this is not secure. Do not take a picture of your packet materials and email it to the committee. Do not mail packets with multiple sticky notes sticking out of the border of the pages. If you can scan/email a .pdf of your materials to relicensure@mpls.k12.mn.us you can do that, but just to reiterate, it is preferred that you mail your materials to the address listed above.