

TIER 4

A Tier 4 license is valid for five years and may be renewed indefinitely provided renewal requirements have been met. This license is valid to teach at any school in Minnesota in the licensure field(s) listed on the license.



Submit all materials in one complete package to:

PELSB
1021 Bandana Boulevard East
Suite 222
Saint Paul, MN 55108-5111
PH: (651) 539-4200
PELSB@state.mn.us

TIER 3 TO TIER 4

MOVING BETWEEN TIERS

TO MOVE FROM A TIER 3 TO A TIER 4 LICENSE, THE APPLICANT MUST:

- Submit a \$57.00 license processing fee with the [Tier 4 application](#), AND
- Obtain passing scores on the MTLE [content and pedagogy exams](#) or associated out-of-state exams that are aligned with the requested licensure field. If the licensure field does not have content tests, then only passing scores on the pedagogy exams are required, AND
- Obtain passing scores on the Basic Skills Exams or provide verification of approved alternative options which demonstrate proficiency (if using alternative options to demonstrate proficiency, submit a copy of the official score report along with Section 6A), AND
- Completion of a state-approved teacher preparation program, AND
- Three years of teaching experience in Minnesota as the teacher of record

Once you have met the Tier 4 requirements and your test scores are officially posted, you may apply for a Tier 4 license using the Tier 4 application. Because you are an existing license holder, you will not need to resubmit:

- A fingerprint card
- Any official transcripts already submitted
- Verification of Program Completion of a State-approved Program (Section 6), if previously submitted
- **Out-of-state applicants only:** Verification of Out-of-State Educator Credentialing Test Scores (Section 6A) if completed out-of-state testing in lieu of Minnesota testing –*submit a copy of your license along with Sections 6 and 6A.*
- If you have not renewed your Tier 3 license, clock hour requirements are not required before moving to the Tier 4 license.