MINNESOTA
PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

TIER 4

Quick Glance

Applicant:

- Completion and submission of 125 clock hours, including current mandatory requirements. All hours must be approved and submitted BEFORE applying for renewal with PELSB

District:

- Relicensure committee should approve and report all hours submitted by the teacher

General:

- If adding a field before license is up for renewal, the Tier 4 teacher should apply to add an additional field
- If adding a field in the same year as renewal, the Tier 4 teacher may apply to add and renew the Tier 4 license at the same time with one application fee

Renewal Requirements for a Tier 4 License

A Tier 4 teaching license is valid for five years and expires on June 30 of the expiration year. This license may be renewed after January 1 of the renewal year. In order to renew a Tier 4 license, the licensed teacher must meet all Tier 4 renewal requirements. A Tier 4 license has an unlimited number of renewals. A Tier 4 license holder cannot receive a Tier 1, Tier 2 or a Tier 3 license.

Applicant for Renewal:

The Tier 4 teacher must provide the following evidence:

- Completion and submission of 125 clock hours, including all mandatory requirements in effect at the time of renewal within the five years immediately preceding renewal. These should be submitted to the school district where the Tier 4 teacher works or resides. If the Tier 4 teacher works and lives outside Minnesota, the clock hours and mandatory requirements must be submitted to the PELSB renewal specialist. (Minn. Rule 8710.7100-8710.7200)

Hiring District:

Before applying for renewal, the local school district's relicensure committee must approve and enter all clock hours and mandatory requirements in place at the time of renewal. PELSB's renewal specialist only approves out-of-state clock hours.

General Information:

If a Tier 4 teacher completes the requirements for an additional Tier 4 licensure field prior to the renewal date, the Tier 4 teacher will apply to add an additional licensure field rather than apply for renewal. The renewal dates for these fields will be aligned to avoid additional application fees.

If the additional licensure field is added in the year of renewal, the Tier 4 teacher may apply to add the licensure field and renew using one application and one application fee.