

Instructions for renewing teaching license at Minnesota Department of Education

Tips:

Locate your license number and the serial number from your last teaching license.

Never use the back button. It causes an error and it can be difficult to get back into your site.

Go to:

<https://education.mn.gov/mde/index.html>

Follow the following Quick Links:

- Professional Educator Licensing Standards Board (PELSB)
- Online license renewal system
- Sign in with Google

Sign into the google account using your file folder number and the serial number from your most recent license. Your current license information should appear.

Click:

- Renew my license
 - Complete the contact information page
 - Complete the conduct review page
 - Review to make sure you have completed everything
 - Submit renewal
 - Make an online payment
 - Submit payment

After you've completed renewing your license, please email Jennie Loidolt in the business office.

Printable license:

Go to MDE: go to Licensing tab, go to contact Professional educator licensing standards Board, go to Renew my license, sign in with your google account (this is all the same as how you originally got into the system to renew your license) click view/print my license. Print.

This is the only license that has a serial number on it. If you look up your license another way it will not have the serial number and is just for a reference.