

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 license look-up, sign in with your file folder number (FFN), and then click on the license tab.

This license does not have your serial number on it. Jennie Loidolt can give you your serial number if you need it.