

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

Select Current Educators (across the top menu bar)

Select Renew My License

Select Online License Renewal System

Make sure to have 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.