

Board approved & Adopted: 12/14/2021

Look up your MN License here: <https://mn.gov/pelsb/lookup/index.jsp>

License and Variance Requirements

Expectations for the school and employees for licensure and variances

- Teacher employees must have a valid Minnesota teaching license (Tier 1-4)
- It is the responsibility of the school to verify that all teaching staff have proper licenses/variances.
 - **While the school will try to remind staff of license renewal, it is ultimately up to each employee to initiate their licensure and meet requirements to keep it current and updated.**
 - PELSB support can help staff walk through the steps and processes:
<https://mn.gov/pelsb/>
- All staff license information can be found in the licensure Google folder “AHA Employee Hub”
- The school will make employees aware of continuing education credits to meet licensing requirements. Staff members are responsible for obtaining their required hours and notifying the school if more opportunities or resources are needed
- It is the responsibility of each staff member to track and obtain any licenses, variances, Out of Field permissions (anything related to license) they need to practice in the role they’re hired for
 - Contracted HR or Personnel Committee can help new staff navigate the licensing system and PerCom can fill out district forms upon the employee’s request to them
 - Employees who do not have MN licenses or are licensed outside of content, etc. should be able to expect that the school, which has hired them for a specific teaching purpose, will assist them with obtaining the proper variances needed to teach immediately.
- The school is not responsible, and will not pay for, classes/tests/etc. required for licensure in MN. TPS Staff can use allocated PD funds (if funds are available in the budget) as needed to pay for licensure fees but the school is not accountable for these types of costs.
- IPP (Innovative Program Permission) for all Gen Ed teachers annually
 - Allows staff the ability to teach in other areas

- Example: someone with a teaching license in chemistry is not expected to get additional teaching licenses in biology, physics, music, math, and environmental science in order to teach and give credit in those areas. That's the purpose of the IPP.
- The Personnel Committee sends the PELSBS IPP form to all Gen Ed teachers in July each year. Each teacher must complete and return to Personnel to submit

IPP and OFP Details

- Innovative Program Permission (IPP)
 - The school applies for IPP variances annually for all General Education teachers who qualify (Tier 3 and Tier 4 license required for IPP variance)
 - No cost to the school or employee
 - WBWF teacher equity benchmarks consider teaching in area of license as a key indicator of teacher equity. AAHS expects teachers who are teaching out of license area to obtain a license for their main content area (for which they were hired by the school to teach) within 3 years of employment
- Out-of-Field-Permission
 - An out-of-field permission (OFP) authorizes a teacher who holds a Tier 2, 3, or 4 license to teach in a field outside their licensed field(s). Related service professionals are not eligible for an OFP.
 - A teacher may have up to five out-of-field permissions in their lifetime
 - The school should expect that teachers earn a specific license within a certain timeframe. AAHS suggests 2 years from hire date.

Paraprofessionals/other staff obtaining licenses or substitute teaching licenses

- Employees must cover all costs unless it's built into the current year's budget. Employees should contact the Personnel Committee with a request no later than May 1st for this type of request to be considered for the following year's budget

Resources:

TIERED Licensure visual:

https://www.educationminnesota.org/EDMN/media/edmn-files/resources/TieredLicensure_Infographic_WCAG_Compliant.pdf

All license and variance information found at PELSBS website: www.mn.gov/pelsb

LICENSING FAQ: <https://mn.gov/pelsb/aspiring-educators/licensure-faq/>

IPP and Out-of-field applications: <https://mn.gov/pelsb/districts/requests>