

MDE RENEWAL LICENSE APPLICANTS CHECKLIST

Before you begin your renewal application:

- To access your license account for the first time, you will be required to enter your file folder number and the first six digits of the serial number from your most recently issued license. Subsequent entries into your account will not require this information.
- Do not begin the renewal of a five-year license until all of your clock hours have been recorded in the Continuing Education Clock Hour Reporting System by your continuing education committee.***
- To renew a five-year teaching or related services license, a Minnesota continuing education committee must verify electronically that you have completed all renewal requirements.
- To renew an administrative license, the designated administrator in your district must verify electronically that you have completed at least 125 preapproved administrative clock hours.
- All applications require processing fee(s). Payment is made using **VISA** or **MasterCard** through a secure site at US Bank. You will also be required to provide the three-digit security number which can be found on the signature strip on the back of the credit card.
- The checklist provided at the end of the application process and all of the materials indicated on the checklist must be mailed or delivered to the Educator Licensing office as a single packet. **If everything is checked as completed on the checklist, there is no need to submit any additional material to Educator Licensing.**
- Processing of your application will not begin until online payment has been made and confirmed as processed by US Bank and all materials indicated on your checklist have been mailed or delivered to Educator Licensing.

If you leave your computer idling for more than 30 minutes, you will need to login to your CEL session again. If your computer is idle for more than 60 minutes, your CEL session will expire and your new application/renewal information will not be saved. Existing license information will not be affected. When you return to your license account after 60 minutes, you need to close the open browser window that hosted the old session and begin a new session in a new browser window.