Guidelines for Completing Your Teacher Education Program

If you are in		What?	When?
Year One		Achieve minimum GPA of 1.70. Complete Early Field Experience I (EDU 1401). Take Minnesota Teacher Licensure Examination (MTLE) Basic Skills Tests – Reading, Writing, Mathematics. (recommended) Register for courses according to your program plan. Acquire Individual Field Experience (EDU 3405) hours and submit IFE form. Achieve minimum GPA of 1.80 (cumulative and semester). Declare your minor by submitting Declaration of Minor form.	Semester 1 Semester 2 Semester 2 Semester 2 - registration Semester 1 or 2 Semester 2 April 30
Year Two		Achieve minimum GPA of 1.90 (cumulative and semester).	Semester 1
	EFE II	1) Make arrangements for your Early Field Experience II (EDU 2401) week. 2) Submit Approval Form. 3) Complete your EFE II. 4) Submit EFE II Self-Evaluation.	1) January 2) Deadline: February 15 3) EFE week 4) one week after EFE
	Continued Enrollment	1) Complete Self-Evaluation of Personal Characteristics. 2) Meet with your advisor to discuss the Self-Evaluation. 3) Apply for Continued Enrollment in teacher education program.	1) Deadline: April 15 2) Deadline: April 15 3) Deadline: April 15
		Register for courses according to your program plan. Take MTLE Basic Skills Tests – Reading, Writing, Mathematics. If these tests are not taken, you cannot register for the required education courses. Acquire Individual Field Experience (EDU 3405) hours and submit IFE form. Achieve minimum GPA of 2.00 (cumulative and semester).	Semester 2 - registration Deadline: March 15 Semester 1 or 2 Semester 2
Year Three	EFE III	1) Make arrangements for your Early Field Experience III (EDU 3401) week. 2) Submit Approval Form. 3) Complete your EFE III. 4) Submit EFE III Self-Evaluation.	1) January 2) Deadline: February 15 3) EFE week 4) one week after EFE
	MTLE Tests	1) Take MTLE Pedagogy and Content Area tests (Psychology of Learning and a methods course are recommended before taking these tests). 2) Optional: Take the endorsement test for your minor (Comm. Arts & Lit., Mathematics, Science, Social Studies, Spanish or Technology)	1) Semester 1 or 2 2) Semester 1 or 2
		Complete all Individual Field Experience (EDU 3405) hours and submit IFE form.	Deadline: 1st Friday after spring break
	Application for Student Teaching	1) Complete Self-Evaluation of Personal Characteristics for Student Teaching. 2) Meet with your advisor to discuss the Self-Evaluation. 3) Attend application for student teaching meeting. 4) Apply for student teaching.	1) Deadline: April 15 2) Deadline: April 15 3) early in Semester 2 4) Deadline: Wednesday before spring break
		Register for courses according to your program plan. Maintain minimum GPA of 2.00 (cumulative and semester).	Semester 2 - registration Semester 1 and 2
Year Four/Five	MTLE Tests	1) Take MTLE Pedagogy and Content Area tests if you have not already done so. If these tests are not taken, you are not eligible for graduation. 2) Optional: Take the endorsement test for your minor (Comm. Arts & Lit., Mathematics, Science, Social Studies, Spanish or Technology)	1) Deadline: October 15 or March 15 of graduation semester 2) Semester 1 or 2
		Maintain minimum GPA of 2.00 (cumulative and semester).	Semester 1 and 2

To ensure that all teacher graduates are assignable anywhere in our country, MLC requires all teacher graduates to be eligible for either a full five-year Minnesota license or a temporary one-year Minnesota license. While Minnesota law requires passing scores on all Minnesota Teacher Licensure Examinations (Basic Skills Tests – Reading, Writing, Mathematics, Pedagogy, Content, and other examinations applicable to your specific program) to obtain a full five-year license, graduates may obtain a temporary one-year teaching license if a test is not passed. Note: Minnesota licensure requirements are subject to change at any time.