



# POST-BACCALAUREATE LICENSURE PROGRAM HANDBOOK



MLC's Post-baccalaureate program is open to teachers who have graduated from Dr. Martin Luther College (DMLC) or Martin Luther College (MLC) with a Bachelor of Science in Education degree. The intent of this program is to enable veteran teachers to be eligible for their initial Minnesota teaching license or add-on licensure field/s to an existing Minnesota license.

<http://www.mlc-wels.edu/licensure/post-baccalaureate-licensure/>

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## Application Process

- Complete the [Audit Request Form](#).
- Submit a Post-baccalaureate Application (link will be sent via email).
- Send a non-refundable application fee of \$50 paid via cash or check made out to *Martin Luther College*.
- Attach two letters of recommendation to your on-line application, one of which must be a letter from a principal or instructional supervisor attesting to your satisfactory teaching and classroom management skills.
- Receive a letter of acceptance into the Post-baccalaureate program after review of your application and recommendation letters and the \$50 payment.
- Complete the program within 48 months from the date of acceptance. If not completed within this timeframe, you may re-apply (\$50) into the program if you wish to continue.

## Licensure Options

- Early Childhood Education (Birth-3)
- Educational Technology
- Elementary Education (K-6)
- Elem Ed: CAL Endorsement (5-8)
- Elem Ed: General Science Endorsement (5-8)
- Elem Ed: Mathematics Endorsement (5-8)
- Elem Ed: Social Studies Endorsement (5-8)
- Elem Ed: Spanish Endorsement (K-8)
- Secondary: Chemistry (5-12)
- Secondary: CAL (5-12)
- Secondary: Instrumental Music (K-12)
- Secondary: Life Science (5-12)
- Secondary: Mathematics (5-12)
- Secondary: Physical Education (5-12)
- Secondary: Physics (5-12)
- Secondary: Social Studies (5-12)
- Secondary: Spanish (K-12)
- Secondary: Special Education :Academic Behavioral Strategist (ABS) (K-12)
- Secondary: Vocal Music (K-12)
- Secondary: World Language and Culture: Spanish (K-12)

## Requirements

The requirements for post-baccalaureate licensure recommendation depend on the date the applicant graduated from D/MLC and what courses were taken during that time period. Your official transcript along with your teaching experience will be used to determine your program requirements for Minnesota licensure.

Please submit a Post-baccalaureate Licensure [Audit Request Form](#) to the Licensure Office. The Licensure Office will complete a licensure audit and send you, via email, an official letter of the requirements needed to complete MLC's program and obtain Minnesota licensure. If you choose to enter the program after reviewing the requirements, you must submit your application (a link will be sent via email) to the Licensure Office.

## Post-baccalaureate Fees

- **Application Fees: \$50.00**
  - ❖ cash or check only
  - ❖ payable to: *Martin Luther College*
- **Professional Experience: \$500.00** (*12 consecutive weeks Lutheran/Public School*)
  - ❖ cash or check only
  - ❖ payable to: *Martin Luther College*
  - ❖ must be paid before professional experience begins
- **Coursework** (*as stated in your official requirements letter*)
  - ❖ Tuition charges will be at the current summer session rates. You can find this online or by contacting [Graduate Studies and Continuing Education](#).
  - ❖ Review the [Post-Bacc Program Timeline](#).

## Minnesota Teacher Licensure Examinations (MTLE)

- The MTLE tests must be taken at any time but must be completed before a Post-baccalaureate student can apply for his/her license.
  - [MTLE Online Registration](#).
  - See the [MTLE Testing Chart](#) for the appropriate testing requirements in your program.

## Supervisory Observation/Visit

**College Supervisor Observation** – Depending on the location of your professional experience, one of the observations below may be used.

- You will video record two (2) lessons during the last week of the experience and send them, along with your lesson plans, to the Licensure Office via Google Drive, DVD or flash drive.
- A college supervisor may watch you teach in person for one day during your professional experience. (This would depend on the location of the experience and your teaching schedule.)
- A college supervisor may watch you teach a lesson/s live via Google Hangout or Skype using a webcam with audio capabilities.

**Classroom Supervisor Observation** - A licensed classroom teacher must supervise your professional experience. (See the [professional experience guidelines](#) for more details).

## Assessment Form

The [Post-baccalaureate Assessment Form](#) used during your professional experience/s is based on the Ten (10) Minnesota [Standards of Effective Practice](#).

The licensed classroom supervisor will complete the form electronically and submit the form to the Education Office.