



MLC POST BACCALAUREATE LICENSURE PROGRAM HANDBOOK



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

This handbook will guide you through MLC's Post-baccalaureate processes.

Dr. Cindy Whaley
Licensure Officer
Professor of Education
507-354-8221, Ext. 347
whaleyce@mlc-wels.edu

Shelley Zacate
Administrative Assistant
507-354-8221, Ext. 297
zacatesm@mlc-wels.edu

History of MN Licensure at MLC

D/MLC has been accredited since 1980 as a baccalaureate degree-granting institution by the Higher Learning Commission of the North Central Association of Colleges and Schools. *Prior to 2001, however, Martin Luther College did not seek or obtain state approval of its teacher education program. Its graduates were able (on their own) to obtain state licenses in most of the states that required state licenses of non-public school teachers.* The general education program and the professional education curriculum were comparable to other four-year colleges and universities that prepare teacher for elementary and middle level classrooms. As part of the required professional education curriculum, the students were required to take an 8-10 week term of student teaching, but supervision by a licensed teacher was not part of the curriculum.

Minnesota rules for teacher educator programs and licensure standards are constantly evolving. Since January 1, 2018, the responsibilities carried out by the Minnesota Department of Education Licensing Division and the Board of Teaching were consolidated into the Professional Educator Licensing Standards Board -- *PELSB*. PELSB is responsible for (1) developing the teacher's code of ethics; (2) adopting rules to license public school teachers; (3) adopting rules for and approving teacher preparation programs; (4) issuing or denying license applications (5) suspending, revoking, or denying a license based on qualifying grounds; and (6) verification of district and charter school licensure compliance. You can find more about PELSB at <https://mn.gov/pelsb>.

Minnesota Licensure Through MLC

The Martin Luther College Post-baccalaureate program is an approved program with the state of Minnesota. The program and courses must meet rigorous standards and are evaluated by PELSB every two years.

If you are interested in finding out more about the MLC Post baccalaureate program, please begin with the completion of an [Audit Request Form](#).

MN Licensure Options

Your initial Minnesota licensure will be connected to the program from which you graduated D/MLC.

- Early Childhood Education (Birth-3 grade)
- Educational Technology (K-12) (Depending on your Licensure Requirement Plan)
- Elementary Education (K-6)
- Elementary Education: Communication Arts & Literature Endorsement (5-8)
- Elementary Education: General Science Endorsement (5-8)
- Elementary Education: Mathematics Endorsement (5-8)
- Elementary Education: Social Studies Endorsement (5-8)
- Elementary Education: Spanish Endorsement (K-8)
- Secondary: Chemistry (5-12)

- Secondary: Communication, Arts, & Literature (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)

Please note that additional professional experiences may be needed in adding endorsements to a licensure.

Requirements

(Coursework, Testing, Professional Experience)

The requirements for initial Minnesota licensure generally include coursework, testing, and a professional experience/s. These requirements *are subject to change* and are based on the Minnesota state licensure standards established by PELSB.

The completed Audit form and your transcripts will determine your Post baccalaureate licensure requirements plan (LRP) for initial Minnesota licensure. Your LRP will take into consideration the courses that were taken during the time period that you were at D/MLC and any continuing education you may have taken since graduation, Minnesota professional tests taken (if any), and your professional experiences—both in Lutheran schools and in public schools. *Please note that current licensure requires teaching in a public school setting. Any time that you may have spent teaching in a public setting may be valuable to you. Please include these experiences in your Audit.*

Courses satisfying the Post-baccalaureate requirements are generally available each summer in on-line classes at MLC. **Summer on-line course registration opens each February 15.**

For registration details, please go to www.mlc-wels.edu under A-Z (top right of page) and scroll to find [Continuing Education](#) for information on the courses. Summer courses fill up quickly and space is limited. Please plan your summer accordingly.

If you are interested in taking a course at a different institution that satisfies a requirement from your LRP, you are welcome to do so. Please be aware, however, that prior to beginning any coursework, the course must be approved by Dr. Whaley. Without prior approval, the course may not be allowed as a substitution because Minnesota initial licensure requirements satisfy specific standards.

Minnesota Teacher Licensure Examinations (MTLE)

The MTLE tests make be taken at any time but must be completed before a Post-baccalaureate student can apply for his/her initial Minnesota license.

- ❖ [MTLE Online Registration](#).
- ❖ See the [MTLE Testing Chart](#) for the appropriate testing requirements in your program.
- ❖ **Sample tests** can be found within the MTLE site. To find the sample tests, click on the “Prepare” tab. Then you can choose “Study Guide”. Go to the drop down menu, you can choose the content area of Elementary Education K-6 (for example) and hit “Go”. From there you can choose the different subparts.

Post-Baccalaureate Fees

- **Application Fee: \$50.00**
 - ❖ cash or check only, payable to: *Martin Luther College*
Mail Payment to:
**Martin Luther College
Licensure Office
1995 Luther Court
New Ulm, MN 56073**
- **Coursework** -as required in your *License Requirements Plan (LRP)*
 - ❖ Tuition charges will be at the current summer session rates. You can find this online or by contacting [Graduate Studies and Continuing Education](#).
- **Professional Experience: \$500.00**
(12 consecutive weeks in according to your LRP)
 - ❖ cash or check only, payable to:
**Martin Luther College
Licensure Office
1995 Luther Court
New Ulm, MN 56073**
 - ❖ must be paid prior to beginning the professional experience along with submitted contract from Supervising Teacher
 - ❖ check with your school—there may be assistance

- **MTLE Testing** (depending on your LRP and program)
 - ❖ At this time, each *subpart* of the MTLE test costs *about* \$32. Your Licensure Requirements Plan (LRP) will guide you on which subparts will be needed for the license you are seeking.
- **Minnesota License Application Fee** the Minnesota initial licensure application fee includes the background check processing and the license application processing. Your Licensure fee will be payable to PELSB at the time the license application is submitted to PELSB after all Post-baccalaureate licensure requirements are met.

Timeline

The Post-baccalaureate program allows 48 months to complete, however, based on your schedule. Please see options of [timeline](#).

GETTING STARTED

1. Complete the [Audit Request Form](#).
 - A. Upon review of your Audit Form, a Licensure Requirements Plan (LRP) will be prepared. The LRP will list the coursework, tests, and professional experience/s that will be needed in order for you to be eligible for initial Minnesota licensure.
 - B. An application invitation will be sent via e-mail.
2. Complete and submit the [Post-baccalaureate Application](#).
 - A. Send a non-refundable application fee of \$50 paid via cash or check made out to *Martin Luther College*.
 - B. 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.
3. Receive a letter of acceptance into the Post-baccalaureate program via e-mail and a [Diversity Form](#) for your completion.

You are allowed 48 months from the date of acceptance to complete the Post-baccalaureate program as referenced in your LRP.

Professional Experience Guidelines

POST-BACCALAUREATE TEACHER

- Your professional experience is based on the Minnesota [Standards of Effective Practice](#) and must total 12 consecutive weeks (or equivalent) in the classroom/center.
- The experience will be completed in a public and/or Lutheran school/center depending on your licensure requirements. Visit the [Professional Experience](#) page on your website for more information.
- Identify two goals for each required experience. These goals should be sent via email for approval before beginning the experience. Please use the Professional Experience Contract & Goals Form sent to you via email. When writing your goals, think about what you wish to accomplish during your professional experience.
- Keep an electronic reflection journal during the experience with at least 2 entries per week for your experience/s. The journal entries should be more “reflective” in nature and not like a diary entry. The journal will include but is not limited to, writing about how you are accomplishing your goals, what you have learned and applied regarding MOEs 2a, 5a, and 9a in your portfolio, and any other topics you deem valuable. Send the journal entries for review every two weeks to [Dr. Whaley](#) via email attachment.
- Video record two lessons of choice sometime during the experience/s along with their accompanying lesson plans and send to the Licensure Office via e-mail electronically. You may video record as many lessons as you wish in order to accomplish your portfolio goals.
- Please make sure you have sent your \$500 professional experience fee to the Licensure Office before beginning the experience. Checks should be made out to: Martin Luther College

LICENSED CLASSROOM SUPERVISOR

- Provide professional supervision of the teacher during this experience.
- Provide guidance, encouragement, and constructive feedback to the post-baccalaureate teacher.
- Observe all individual classes taught by the teacher twice during the experience.
- Complete and submit the **Professional Experience Assessment Form** (send to you via email) to the Licensure Office at the conclusion of the experience/s. An honorarium (gift card) will be provided to the classroom supervisor upon receipt of the assessment form. You may wish to view the [Standards of Effective Practice](#) while completing the assessment form.

- **Read the post-baccalaureate teacher's journal entries** on a weekly basis. Please read, sign, and date the journal entries electronically. You may also add comments if time permits in your schedule.
- **Discuss with the teacher which lesson/s to video record** and help with the recording process if needed. The video recording will be used instead of a face-to-face visit by Dr. Whaley.

LICENSURE OFFICER

- Dr. Whaley will read your electronic journal.
- Dr. Whaley will watch your 2 recorded lessons and give feedback.
- During the required EDU 9506 Licensure Seminar, Dr. Whaley will guide you through the creation of your professional Portfolio.