

3512.2000 REQUIREMENTS FOR ISSUANCE AND RENEWAL OF LICENSES.

Subpart 1. **In general.** An applicant must qualify separately for each licensure area for which application is made and provide evidence of satisfactory completion of a board-approved program in the licensure area or establish compliance with part 3512.2600.

Each application for the issuance or renewal of a license must be accompanied by the processing fee in part 8710.0200. The processing fee must be nonrefundable for applicants not qualifying for a license, except the fee is refundable when the applicant for a license already holds the license for which application is made and that license does not expire in the year the application is submitted.

The board must issue and renew all licenses according to criteria established in board rules, and the licenses are valid for the period specified in this part. All licenses must bear the date of issuance and expire on the specified number of years from July 1 nearest the date the board approved the license. The Professional Educator Licensing and Standards Board must accept applications to renew a license after January 1 of the year of expiration. The renewal period begins on July 1 of the year of expiration. After June 30 in the year of expiration, all licenses not renewed expire and are no longer valid.

Subp. 1a. **Provisional license.** The provisional license issued in any licensure area is a two-year license. The board must issue provisional licenses to persons who meet all requirements of applicable statutes and rules.

Subp. 2. **Initial license.** The initial license issued in any licensure area is a two-year license. The board must issue licenses to persons who meet all requirements of applicable statutes and rules and who complete board-approved licensure programs under part 3512.2500 or who qualify for licensure under part 3512.2600.

Subp. 3. **Failure to complete school year of experience affecting initial license.** When a person does not complete one school year of administrative or supervisory experience before the initial license expires, the board must issue another initial license in that licensure area after receiving the person's licensure renewal application. If an initial license in any licensure area lapses, the board must renew the license after receiving the person's licensure renewal application. The board must continue to renew the license until the applicant completes one school year of administrative or supervisory experience while holding a valid initial license, after which time an applicant qualifies for a continuing license.

Subp. 4. **Continuing license.** The board must issue and renew a continuing license, valid for five years, after receiving an application according to board rules for issuing and renewing continuing licenses.

Subp. 5. **Conduct review.**

A. All applicants for licensure are subject to a criminal history background check as required under Minnesota Statutes, section 122A.18, subdivision 8. License renewals are subject to a conduct review performed by the board under item B. The board may refuse to issue a license or deny a license renewal based on the results of the background check or conduct review. An applicant who

is denied a license or license renewal as a result of the background check or conduct review may appeal the board's decision pursuant to part 3512.1600.

B. The conduct review consists of the following questions:

(1) Have you ever been charged with or convicted of a misdemeanor, gross misdemeanor, or felony level criminal offense?

(2) Have you ever been referred to a pretrial diversion program after being arrested for a criminal offense?

(3) Have you ever been acquitted or found not guilty of a criminal offense?

(4) Are any criminal charges currently pending against you in Minnesota or in any other state?

(5) Have you ever had an education or other occupational license revoked, suspended, or denied in Minnesota or in any other state?

(6) Have you ever voluntarily surrendered an education or other occupational license?

(7) Is disciplinary action against your teaching, administrative, or other occupational license currently pending in another state?

(8) Have you ever resigned from or otherwise left any employment after allegations of misconduct were made against you or when an investigation into those allegations was pending?

(9) Have you or a school district in which you were employed ever been a party to a civil action, settlement, award, or agreement of any kind that involved an allegation that you engaged in sexual conduct, violence, or financial impropriety?

Statutory Authority: *MS s 122A.14; 125.05; L 1981 c 359 s 2 subd 4; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14; L 2006 c 263 art 2 s 20*

History: *L 1995 1Sp3 art 16 s 13; 21 SR 804; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12; 33 SR 658; 44 SR 1385*

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