MASBO Fall Conference – PELSB Licensure Compliance

1. What is licensure compliance? Why is it important? How does it relate to my position? How does the state know who is and is not in compliance?
   a. PELSB website = https://mn.gov/pelsb/
   b. STAR webpage = https://mn.gov/pelsb/districts/data-submissions/star/
      i. While on PELSB home page, click on Districts > Data Submissions > Staff Automated Reporting (STAR)

2. How does a district determine which license can do which assignment? Whose responsibility is this?
   a. Licensure Assignment Tables found on the STAR webpage

3. When is an educator license required? What is the best practice for making licensure requirement determinations? What resources or tools are available to districts?
   a. STAR webpage
   b. Licensure Compliance Specialist – Kat Anthony-Wigle
      i. Email = Katherine.anthony-wigle@state.mn.us or star.pelsb@state.mn.us
      ii. Phone number = 651-539-4190
      iii. During the fall submission period (October through December) emails are preferred
   c. MDE website – Districts, Schools and Educators
      i. School Finance
      ii. Content Specialist

4. What does a district do if a licensed individual cannot be found?
   a. Tiered Licensure Permissions webpage = https://mn.gov/pelsb/districts/requests/
      i. While on the PELSB home page, click on Districts > Tier 1, Tier 2, and Permissions Requests
   b. Tier 1 Requirements
   c. Tier 2 Requirements
   d. Permissions
      i. Out-of-Field Permissions (OFP)
      ii. Innovative Program Permissions (IPP)
      iii. Discretionary Variance Request

5. How does a district know if they should contact PELSB or MDE for licensure requirement questions?
   a. Licensure requirements specific to statutes (laws)
   b. Licensure requirements specific to PELSB or BOSA rules
   c. Licensure requirements specific to funding or specific programs
   d. Licensure requirements added by the district

6. How are licensure requirements determined for Teachers and Administrators on Special Assignment?
   a. Purpose
   b. Standards
   c. Credit
   d. Department
   e. Job Duties