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 to an existing Minnesota license.

LICENSURE PROGRAMS

Early Childhood

Birth – Age 8

Elementary

K-6

K-6 with Endorsement

- Comm. Arts & Literature 5-8
- Mathematics 5-8
- Science 5-8
- Social Studies 5-8
- Spanish K-8
- Educational Technology K-12

Secondary

Comm. Arts & Literature 5-12

Chemistry 9-12 (general Sci 5-8)

Classroom Music: Vocal K-12

Classroom Music: Instrum. K-12

Life Science 5-12

Mathematics 5-12

Physical Education K-12

Physics 9-12 (general Sci 5-8)

Social Studies 5-12

Spanish K-12

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Ken Board
Licensure Assistant &
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507-354-8224, Ext. 204
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Licensure Office
Martin Luther College
1995 Luther Court
New Ulm, MN 56073

http://www.mlc-wels.edu/licensure/post-bacc-licensure

Application Process

- Submit a Post-baccalaureate Application
- Send a non-refundable application fee of $50 paid via cash or check made out to *Martin Luther College*.
- Send two letters of recommendation, one of which must be a letter from a principal or instructional supervisor attesting to your satisfactory teaching and classroom management skills in order to complete this program.
- Receive a letter of acceptance into the Post-baccalaureate program after review of your application and recommendation letters and the $50 has been received.
- Complete the program within 48 months from the date of acceptance. If you have not completed within this time frame, you may re-apply ($50) into the program if you wish to continue.

Licensure Options

1. Early Childhood, Birth-Age 8
2. Elementary K-6
3. Elementary K-6 with an endorsement option in
    a. Communication Arts and Literature, 5-8
    b. Educational Technology K-12
    c. Mathematics 5-8
    d. Science 5-8
    e. Social Studies 5-8
    f. World Language and Culture: Spanish K-8
4. Secondary
    a. Chemistry 9-12 (General Science 5-8)
    b. Classroom Music: Instrumental K-12
    c. Classroom Music: Vocal K-12
    d. Communication Arts and Literature 5-12
    e. Life Science 9-12 (General Science 5-8)
    f. Mathematics 5-12
    g. Physical Education K-12
    h. Physics 9-12 (General Science 5-8)
    i. Social Studies 5-12
    j. 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 to the Licensure Office.

Post-baccalaureate Fees

- **Application Fees: $50.00**
  - cash or check only
  - payable to: *Martin Luther College*
- **Professional Experience: $500.00**
  - 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 the Office of Continuing Education.

Minnesota Teacher Licensure Examinations (MTLE)

The Minnesota Board of Teaching contracted with the Evaluations Systems Group of Pearson for the development and administration of the Minnesota Teacher Licensure Examinations (MTLE). MTLE tests were developed in alignment with Minnesota regulations and content standards for teachers. MTLE tests are designed to measure a candidate's proficiency levels in basic skills, pedagogy, and a specific content area, based on Minnesota's policies for each field.

- The MTLE tests make be taken at any time but must be completed before a Post-baccalaureate student can apply for his/her license.
- MTLE Online Registration: http://www.mtle.nesinc.com/Home.aspx
- 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 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+ 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 either electronically and sent via email or by hand and sent via mail.