Approved: 11/2012
Revised: 1-9-2018

TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 103

Additional Licensure Requests to Wolf Creek Procedure

Background Information

Effective October of 2007, a MN teacher licensed in a branch of science, who has also taught for at least three years, may take the Minnesota Teaching Licensure Exam (MTLE) in another branch of science. With a passing score, that teacher gains licensure in that branch of science.

Currently this option is only offered in the content area of science. This is due to the breakdown of licensure that occurs within science:

- Life Science
- Chemistry
- Physics
- Earth and Space Science

A Wolf Creek teacher, who requests to participate in the additional licensure program and also seeks a licensure that is needed at the charter school, may request school funds for this purpose. Determination of approval of some or all funds will be at the discretion of the charter school director.

Funds that may be requested include the following:

- Licensure fee for new license only and not when coinciding with other licensure renewals.
- MTLE test fees
- Annual registration fees for testing purposes.
- Preparation materials if charter school does not already possess such materials. Materials then become the property of the charter school
- Other costs directly related to obtaining the licensure and deemed appropriate by the charter school director.

Restrictions that apply:

- The charter school will only pay for the first administration of the test and if the teacher does not pass on the first administration, the staff member may be required to pay for subsequent tests. This decision will be at the discretion of the charter school Director.
- If the teacher leaves the charter school within 12 months of the reimbursements, the charter school may ask for the cost of the reimbursements back from the teacher, since the charter school did not benefit from the additional license for a sufficient length of time.

Please note that science additional licensure is the only licensure that this procedure applies to at this time, and the charter school will not be reimbursing other staff for licensure needs. In most, if not all cases, the costs associated with obtaining a teaching license are the responsibility of the teacher and not the charter school.