

**8710.0330 TEACHER LICENSURE VIA PORTFOLIO APPLICATION.**

Subpart 1. **Purpose.** The licensure via portfolio is a nontraditional pathway to obtaining a teacher license in Minnesota. An applicant may obtain a Tier 3 license or add a licensure field to an existing Tier 3 or Tier 4 license by successfully evidencing the required standards in one or more portfolio and by passing applicable testing.

**Subp. 1a. Eligibility for portfolio process.**

A. To be eligible to initiate the licensure via portfolio process to pursue an initial Tier 3 license, the applicant must have:

(1) one year of experience as the teacher of record in the licensure area sought and completed a yearlong mentorship program; or

(2) two years of experience as a teacher of record in the licensure area sought.

B. To be eligible to initiate the licensure via portfolio process to add a licensure field or expand the scope of a license, the applicant must have an existing Tier 3 or Tier 4 license.

**Subp. 2. Portfolio review process.**

A. The applicant must initiate the application process by submitting a portfolio aligned to board-adopted submission guidelines.

B. Applications for an initial Tier 3 license must include content, pedagogy, and core skills portfolios as follows:

(1) a content portfolio that shows the content standards aligned to the licensure area sought is required for licenses sought under parts 8710.3000 to 8710.4950, 8710.5050 to 8710.5850, and 8710.8010 to 8710.8080;

(2) a core skills in special education portfolio that shows the standards aligned to part 8710.5000 is required for licenses sought under parts 8710.5050 to 8710.5850;

(3) a core skills in career and technical education portfolio that shows the standards aligned to part 8710.8000 is required for licenses sought under parts 8710.8010 to 8710.8080; and

(4) a pedagogy portfolio that shows the applicant meets the standards of effective practice under part 8710.2000 is required for all licenses sought. A board-adopted passing score on a board-adopted teacher performance assessment aligned to the standards of effective practice under part 8710.2000 may be submitted in lieu of a pedagogy portfolio.

Evidence that provides the necessary information required under this item includes:

(a) a transcript, syllabi of college coursework, or both;

(b) subject-specific, high-quality professional development, as defined under the Every Student Succeeds Act;

(c) professional contributions to the field, including presentations given to local and national education organizations, minutes of attendance in education-related task forces or state or national committees, articles published by local or national education publications, or other activities that demonstrate the applicant has met the standards of effective practice and content requirements;

(d) a resume and letters of recommendation illustrating relevant work experience aligned to the licensure area sought;

(e) classroom performance as determined by student growth on criterion-referenced assessments;

(f) a rating of effective or higher on a teacher performance evaluation;

(g) teacher performance assessment scores;

(h) unedited video recordings of classroom instruction; or

(i) observation and evaluation feedback through mentorship, teacher evaluation, student teaching, or other supervised classroom teaching experiences.

C. Applications to add a licensure area to a current Tier 3 or 4 license must include a content portfolio that shows the applicant meets the content standards aligned to the licensure area sought under parts 8710.3000 to 8710.5850 and 8710.8000. Applications to add a licensure area to an existing Tier 3 license or Tier 4 license must also include a pedagogy portfolio pursuant to item B, subitem (4), when the applicant has not completed a state-approved teacher preparation program or been recommended for licensure via portfolio for an initial license. Applications to add a licensure area in special education or career and technical education to an existing Tier 3 license or Tier 4 license must also include a core skills portfolio pursuant to item B, subitem (2), or B, subitem (3), if the applicant has not completed a state-approved teacher preparation program or been recommended for licensure via portfolio for an initial license in a special education area or career and technical education area, respectively.

D. A pedagogy portfolio must be reviewed by a panel of educators within 90 days of receiving a complete pedagogy portfolio and required fees. An applicant may present the contents of a submitted pedagogy portfolio in person to the panel on the set review date. An applicant may choose not to present the contents of the submitted pedagogy portfolio to the panel on the review date and thereby waives the right to defend the pedagogy portfolio material in person. To indicate knowledge of effective teaching dispositions under the Minnesota Code of Ethics for Teachers, the applicant must submit a completed evaluation by the individual responsible for the mentorship or supervision of the applicant for review by the panel of educators.

E. If the panel of educators under item D does not recommend an applicant for licensure via the pedagogy portfolio, the panel must provide specific information to the applicant on how to successfully demonstrate meeting any standard the panel determined was not met. If the applicant submits the revised pedagogy portfolio within two years from the date the portfolio is not approved, one member of the panel of educators must review the revised portfolio and recommend it for approval or disapproval, applying the standards in effect on the date of the original submission.

The approval or disapproval must occur within 60 days of receiving the revised submission. If the applicant resubmits a revised portfolio after two years from the date the portfolio is not approved, the portfolio must be reviewed in full, applying the pedagogical standards in effect on the date of the resubmission.

F. Each content portfolio must be reviewed by two reviewers who meet board-adopted qualifications within 90 days of receiving the completed portfolio and required fees.

G. If the content reviewers under item F do not recommend the applicant for licensure via the content portfolio, the reviewers must provide specific information to the applicant on how to successfully demonstrate meeting any standard the reviewers determined was not met. If the applicant submits the revised content portfolio within two years from the date the portfolio is not approved, a content reviewer must review the revised portfolio and recommend it for approval or disapproval, applying the standards in effect on the date of the original submission. The approval or disapproval must occur within 60 days of receiving the revised submission. If the applicant resubmits a revised portfolio after two years from the date the portfolio is not approved, the portfolio must be reviewed in full, applying the content standards in effect on the date of the resubmission.

H. An applicant who is recommended for licensure via portfolio review under this subpart must submit an application for licensure to the board that meets the requirements under subpart 3. The applicant must also pay an application fee.

**Subp. 3. Application requirements.** An applicant who is recommended for licensure via portfolio review under subpart 2 must submit an application for licensure to the board that meets the requirements of this subpart.

A. The applicant must:

(1) hold the minimum of a bachelor's degree from a college or university located in the United States that is regionally accredited by the Higher Learning Commission or by the regional association for accreditation of colleges and secondary schools, as verified by a college transcript;

(2) hold a credential from outside the United States that is equivalent to a bachelor's degree, as verified by a credential evaluation completed by a credential evaluator approved by the National Association of Credential Evaluation Services or other board-approved credential evaluation service; or

(3) for applicants in career and technical education fields or career pathway courses of study, have one of the following:

(a) five years of relevant work experience aligned to the licensure area sought;

(b) an associate's degree aligned to the licensure area sought; or

(c) a professional certification aligned to the licensure area sought from an approved certifying organization.

B. The applicant must submit board-adopted passing scores on board-adopted content and pedagogy exams. Any licensure area that does not have a board-approved content examination is exempt from the content examination requirement.

C. An applicant recommended for an initial Tier 3 license by the panel of educators under subpart 2, item D, and content reviewers under subpart 2, item F, must pass a criminal background check.

D. An applicant recommended for the addition of a licensure area to a current Tier 3 or 4 license by the content reviewers under subpart 2, item F, must pass a criminal background check, if applicable.

Subp. 4. **CTE portfolios.** An applicant for any career and technical education field under parts 8710.8010 to 8710.8080 may apply for an initial Tier 3 license under part 8710.0313 through portfolio review under Minnesota Statutes, section 122A.18, subdivision 10. The applicant must:

A. demonstrate competency in the standards of effective practice set forth in part 8710.2000;

B. demonstrate competency in the CTE core skills set forth in part 8710.8000; and

C. demonstrate competency in the applicable licensure standards set forth in parts 8710.8010 to 8710.8080. Competency in the licensure standards can be demonstrated through one of the following criteria:

(1) has five years of relevant work experience aligned to the licensure area sought;

(2) holds an associate's degree aligned to the licensure area sought;

(3) holds a professional certification aligned to the licensure area sought from an approved certifying organization; or

(4) submits a portfolio.

Subp. 5. **Submission timelines.**

A. An applicant must submit a letter of intent to the board at least 30 days prior to submission of a portfolio application.

B. A portfolio application prepared according to published guidelines must be submitted between 30 days and one year after the letter of intent is received by the board.

Subp. 6. **Appeal.** An applicant who is denied an initial Tier 3 license or an addition to a current Tier 3 or 4 license by the board under this part may appeal the board's decision under part 8710.0900 and Minnesota Statutes, chapter 14.

**Statutory Authority:** *MS s 122A.09; 122A.092; 122A.18*

**History:** *43 SR 463; 47 SR 986*

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