

# Concordia College-Moorhead

## Department of Education

When an individual requests information about Minnesota licensure through Concordia College, the Department of Education requests that the individual provide the following information:

- a. Full name, including all former names used in college or as an employee and Concordia identification number, (if currently or formerly enrolled at Concordia.);
- b. Permanent address, telephone number(s), fax and email;
- c. The teaching license sought, for instance, elementary K – 6 and 5 – 8, or secondary 5 – 12;
- d. Specify interest in receiving a Concordia College BA degree, just completing requirements to be licensed in Minnesota, (may be used by those who already have a baccalaureate degree), or completing partial requirements, i.e. student teaching;
- e. Official transcripts of all college courses taken at Concordia College and all other institutions;
- f. Descriptions of clinical experiences in school settings, including the name of the school and supervising teacher (or the name of the college course in which these experiences were completed and the name of the professor), and the kinds of activities that were performed;
- g. Copy of other current teaching licenses, either in Minnesota or another state;
- h. Other information that reflects on the individual's knowledge and experience in teaching, i.e. paraprofessional experience, teaching in a private school without a state license, documentation of in-service programs.

A letter including this information should be sent to:

Susan P. Ellingson, Chair  
Department of Education  
901 – 8<sup>th</sup> Street South  
Moorhead, MN 56562

(218) 299-3910 office phone  
email: [ellingso@cord.edu](mailto:ellingso@cord.edu)

When the information is received, the Department of Education will review the information and take the following steps:

- a. Check with the Registrar's Office to assure that all transcripts are evaluated for equivalency with Concordia College courses.
- b. Contact the chair of the student's proposed teaching major to ensure that the student meets the department's requirements for student teaching and to assure that required major courses are acceptable as transferred.
- c. Send a copy of the plan to the individual indicating the courses and clinical experiences that will be necessary to receive Concordia's recommendation for a Minnesota teaching license.

The individual can use this information to determine next steps in consultation with the chair of the Department of Education if necessary.