

Special Permissions Information for Minnesota Teachers
Guidance from Educator Licensing
Minnesota Department of Education

Variance (also known as Personnel Variance): A special permission granted for already fully licensed teachers to teach in another licensure area in which they don't hold licensure. Personnel Variances are granted to the school district or charter school for an individual one year at a time, usually for no more than three years, and require the signature of the teacher. The Personnel Variance was created with the intent that within three years a teacher would have the time to become fully licensed in the new subject area or grade level, but may be extended if access to licensure programs is a challenge.

How to Apply? Use the online Special Permissions System (SPS) to apply.

Questions: contact Educator Licensing at 651-582-8691 for assistance.

Non-Licensed Community Expert: A special permission granted to a school district to hire an individual who is not a licensed teacher, but has a specific area of expertise related to the teaching assignment. A bachelor's degree is not required. Used in circumstances for when a teaching license does not exist, or when used to fill a teaching vacancy when no fully licensed teacher is available. NLCE may be renewed annually with no limit on the number of years.

How to Apply? Use the online Special Permissions System (SPS) to apply. Questions: contact the Board of Teaching at 651-582-8739.

Temporary Limited License: A special permission granted to an individual who possesses at least a bachelor's degree with a major or minor in a subject taught in a school. This person has not completed teacher preparation. A Temporary Limited license is valid for one school year (expires June 30th) and may be renewed for up to two more school years.

How to Apply? Call Educator Licensing at 651-582-8691 for assistance.

Short-Call Substitute License: A special permission granted to an individual when a school has been unable to secure a sufficient number of regularly licensed teachers to meet the school's needs. The license is valid for two years for individuals without teacher preparation, but only allows the individual to teach a specific assignment for up to 15 days at a time. If an individual has completed a teacher preparation program, but does not meet or intend to pursue a fulltime Minnesota teaching license, he/she may be issued a five-year, short-call substitute license.

How to Apply? Call Educator Licensing at 651-582-8691.

Waivers: A special permission granted for one or more licensed individuals to teach out of their subject area to accommodate experimental (aka innovative) programs, most commonly used to allow a teacher to teach multiple content areas. A waiver is commonly used in an alternative setting (e.g., a care and treatment center, alternative learning center or charter school). Waivers are granted annually at the request of a school and there is no limit on the number of waivers an individual can be granted.

How to Apply? Use the online Special Permissions System (SPS) to apply.

Questions: contact the Board of Teaching at 651-582-8739.

Non-Renewable License: The nonrenewable license allows an already licensed teacher to teach out-of-field in a subject if enrolled in a program and working toward full licensure. The school and candidate jointly apply and only need to apply for this license once, and the school does not need to advertise for the position after the first year. The license is valid for up to three school years without the need to renew every year (it is correlated to the expiration of current full license if current license expires before three years).

How to Apply? Call Educator Licensing at 651-582-8691.

Not sure which special permission is right? Contact Educator Licensing at 651-582-8691 and staff will assist you.