

**Procedures When Applying or Renewing a Short-Call Substitute License
With the Minnesota Department of Education
1-651-582-8691 or mde.educator-licensing@state.mn.us**

Application Procedures:

1. **All applications must be submitted online**
2. Go to this website: <https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html>
 - To create a new account, click on “Create Account”
 - If you already have an account, please enter your User ID and Password



The screenshot shows the login page for the Minnesota Department of Education's User Account System. The page has a green header with the Minnesota Department of Education logo on the left and 'MDE > Data Submissions' and 'User Account System' on the right. Below the header, the text 'Please Login With Your MDE User Account' is displayed. There are two input fields: 'User ID:' and 'Password:'. A green 'Login' button is positioned below the password field. At the bottom of the form area, there are two links: 'Don't Have an Account? [Create Account](#)' and 'Can't Access Your Account? [Get Login Help](#)'.

3. Once logged on, complete the application online and you will be required to make the payment online.
 - \$93.45 for a first time application (includes a \$23.50 charge for a background check to be completed by the state)
 - \$57.00 for a renewal application
 - Print off the form at the end of the application
4. Complete **Fingerprint Card**
 - Call the Carlton County Jail after 6:00 am on Sunday at 384-4560 to setup an appointment to have your fingerprints done.
 - Cost is \$25 and they take cash only and do not give back change **(Correct change only)**.
5. Bring this form along (#3) with your official college transcripts in a sealed envelope and fingerprint card (#4) to the Cloquet Central Administration Office, 302 14th Street, Cloquet (second floor of the Garfield School building). The Superintendent will need to sign this form.
6. The Cloquet School District will mail all your documents to the Minnesota Department of Education in which processing takes approximately three to four weeks.
7. Once you receive your green license in the mail, bring a copy to the Central Administration Office and we will then place you on our Certified Substitute list.
8. You will also need to fill out the Cloquet School District Certified Substitute Application forms (available from the Central Administration Office or on our website) before we can place you on the sub list.