

Continuing Education Units (CEUs)

Checking Your Status and renewing online:

Go to <https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html>

You will need to create an account with user ID and password
Please keep this information in a safe place you will remember. We do not have access to this information. If you do not know what you used, you will have to contact MDE for help.

There will be a few options of different websites at the bottom portion of the screen. To view your account, click on the "educator licensing" option.

Your FFN is your file folder number. You must use your most current teaching license information. Your FFN always remains the same. Your password is the first 6 digits of your serial number (also found on your teaching license.) This changes each renewal, so make sure you are using your current license.

You can check the status of your hours. Remember **YOU MUST HAVE 125 HOURS AND HAVE ALL OF THE CATEGORIES CHECKED EACH TIME YOU RENEW.**

You will also use this site to renew your license and check the status of your license.

When you renew, you log on after January 1 of the year your license expires. You will need to pay by credit card.

New Licenses are now electronically mailed to the applicant. When you receive the email, print a copy of your license and send it to HR attn: Molly Viesselman at the district office. MDE suggests you check your spam folder if you do not see your license in a timely matter.

KEEP FOR YOUR REFERENCE

My User ID: _____

My Password: _____

My File Folder Number: _____

Expiration Date: _____