



University of Wisconsin-Stevens Point

College of Professional Studies
School of Education, Undergraduate Advising

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HOW TO ADD-ON A NEW TEACHING LICENSE

1. Go to the DPI web-site <http://www.dpi.state.wi.us/tepd/application.html> and print out the “Initial In-State Teaching or Pupil Services – PI-1602-IS” application (PI-1602-IS).
2. Follow the directions and fill out the form completely.
3. Attach payment.
4. Include copy of transcripts (courses must be graded). Visit <http://www.uwsp.edu/reg-rec/transcripts.aspx> to order.
5. Mail to Mrs. Griesmer at the address below; include a self-addressed, stamped envelope.
6. We will send you a copy when we sign it and will send the original straight to DPI, as required.

NOTE: It typically takes us 2-6 weeks to process license applications and forward to DPI. DPI can take up to 16 weeks for their processing. You can check DPI’s web-site “License Look-Up” if you want to know if they received it and when they process it.

If you fall under the old licensing rules and need 6 credits to renew your license, and have taken 6 credits since you received your last license, you may want to apply for your renewal now as well (another application and another \$100 to DPI) and you can include it with the materials you send us. Then, all of your licenses will rotate in the same year. If you don’t renew your old license at the same time you add-on a license, DPI will require you to take 6 additional credits “after this new license is added” for your renewal as they will renew all of them together. The credits you took for the new license will only count toward the 6 credits to renew your old license if you renew the same year as you ask for the add-on license.

Mail to:

Catherine Griesmer, Office of Field Experiences
College of Professional Studies
UW-Stevens Point
Stevens Point, WI 54481

Sincerely,

Maggie Beeber
Undergraduate Advising Coordinator
& Teacher Certification Officer
Stevens Point, WI 54481
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