



Information about Electronic Licensing Online is available at <https://dpi.wi.gov/tepd/elo>

## **Pre-application process – things you can do now**

### ☐ **Conduct and Competency Materials (if needed)**

As part of the application process, you will be asked to answer a series of Conduct and Competency questions. If you answer yes to any question, you will be required to upload documents written by yourself and/or court documents or supporting documents. We recommend previewing those questions now as you may be required to prepare any required documents and SCAN them so they can be attached during the application process. You will need to include a written explanation and court documents (when applicable).

**“Preview of Conduct and Competency questions” are posted on DPI’s website:**

<http://dpi.wi.gov/tepd/licensing/background>

### ☐ **Degrees and New Majors**

*If you are earning your first bachelor’s or master’s degree at UWSP, you should have already applied to graduate in accesspoint.*

*If you have already earned a bachelor’s degree prior to May 2024, and have now earned a new major or minor or graduate degree that you have not earned before, you should have already applied to graduate through UWSP with your new major(s)/minor(s) in accesspoint. For example: You graduated from UW-Madison with a bachelor’s degree and a major in History, but you are now earning the new major of Broadfield Social Studies (BFSS) at UWSP. You would need to add the new BFSS major to your UWSP transcript by applying to graduate. Since you have already earned a bachelor’s degree, you can apply to graduate and earn a second degree with the new program(s). We cannot upload your license if this step is not taken care of.*

- ☐ **Family and Consumer Science Majors who plan to apply for one of the “vocational” licenses (HERO, Family and Child Services, etc.)** - You will need to have work verifications and transcripts saved as .pdf files and ready to upload. See additional directions below for the actual application process. We cannot upload vocational licenses to DPI’s site. You must formally apply for them: Please use ONE 1021 “Request IET5 for Vocational subjects application.” See end of this document for screen shots. DPI has asked that you only upload ONE set of transcripts as ONE document and one set of work hours as ONE document.

### ☐ **Final Student Teaching/Intern/Externship Evaluations**

By June 10 by noon, 2024 we must receive a copy of your final student teaching/externing evaluations from all cooperating teachers in order for you to be uploaded in the first batch of license approvals. Your evaluation(s) must include a signature/date from both the cooperating teacher and yourself in order for us to be able to upload your license to the website. If we do not receive your final evaluation by this date, we will remove you from our upload list and upload you at a later date. We upload licenses on a weekly basis. If emailing evaluations, **please use** [Field.Experiences.Office@uwsp.edu](mailto:Field.Experiences.Office@uwsp.edu) email account. Keep in mind that cooperating teachers have 2 weeks from your last day of your contract to get that evaluation to you.

### ☐ **Fingerprints**

Determine if you will need to submit electronic fingerprints. Not everyone is required to do these, so it is important that you know whether or not you are someone who will be required to submit them. If you do need to submit electronic fingerprints, we recommend taking care of this as soon as possible. You will need to go to an approved site in order to get them done, so follow these directions carefully. **You cannot apply for your license** if you do not have them ready at the time of application. To find out if you will need to submit your fingerprints,

visit this website: <https://dpi.wi.gov/tepd/licensing/fingerprint> If you have questions about this, you must contact DPI.

#### ☐ **Military Waivers**

For those eligible for the Veterans Licensure Fee Waiver Program (Act 209), obtain the voucher from the Wisconsin Department of Veterans Affairs through their website: [DVA's Fee Waiver Eligibility - http://dva.state.wi.us/Pages/educationEmployment/FeeWaiver.aspx](http://dva.state.wi.us/Pages/educationEmployment/FeeWaiver.aspx). When you receive the voucher, you can use it to pay online when applying in the [Educator Licensing Online \(ELO\)](#) system.

#### ☐ **Out-of-State Licensure**

All states have a different set of requirements for licensing. Most require passing scores on their tests in order to apply for their license. Some require your WI license first. Some require a signature from your certification officer (Maggie Beeber). Some require more than this. Here is the link to all 50 states and their teacher licensing agencies: <https://www.uwsp.edu/education/Pages/TeacherLicense/Out-of-State-Licensure.aspx>

##### **NOTES:**

- Most states require additional forms filled out by the UWSP teacher certification office or registrar. In that case, Maggie Beeber is the person that would sign off, once all requirements have been met. Please email that paperwork, already filled out by you, to: [field.experiences.office@uwsp.edu](mailto:field.experiences.office@uwsp.edu) with your name and student ID# and any special directions. Please follow the directions from them carefully. We cannot sign them until you meet all requirements and your WI license is uploaded by our office. The earliest we will start accepting these forms is June 1, 2023.

#### ☐ **Teacher Loan Forgiveness Information**

<https://studentaid.gov/manage-loans/forgiveness-cancellation/teacher>

#### ☐ **Payment**

Make sure you have a credit card that can handle the \$125 fee. DPI only accepts **Mastercard, Visa or Discover**. They cannot accept debit cards, unless you can use it as a credit card. If you do not have a credit card, you can go to a store and purchase a prepaid credit card.

#### ☐ **Verification of Completion Form Requests**

If you meet ALL of the following criteria, you can formerly request a Verification of Completion Form, signed by Maggie Beeber, UWSP Teacher Certification Officer), which most districts accept in order to allow you to start a summer long-term sub or regular position. We cannot issue this form without completion of all licensing requirements. **NOTE: If you meet all of our course requirements, and your grades and degree is posted, but you are missing one or more required assessments, I will create a letter we can give you stating you meet all of our requirements, but because you are missing "xxx" assessment(s) required for full licensure, you are eligible to teach under a "license with stipulations." UWSP can sign off on the license with stipulations license (see below), but it is recommended that if you have a job offer with a contract that will continue into next year, DPI is recommending the school district signs off on it.**

- a. By the last day of your student teaching/externship assignment, you will have met all requirements for UWSP to upload your license: grades are posted, degree is verified, signed/dated evaluations from all cooperating teachers have been received by UWSP Office of Field Experiences, and all assessments are passed and received by UWSP.
- b. You have accepted a long-term sub or teaching position that begins this summer, prior to you receiving your WI teaching license.
- c. Your school district would like proof that you have completed a license program.

- d. You have checked with your school district and they will accept this form.
- e. You must email the Office of Field Experiences [Field.experiences.office@uwsp.edu](mailto:Field.experiences.office@uwsp.edu) with ALL of the following information, at least 2 business days before you need it. We cannot send this form until 4 p.m. of the last day of the 2nd quarter of your school district where you are student teaching/externship. Your request must be complete in order for us to process it. The earliest we will accept these requests is Wednesday, June 1, 2023
  - Full Legal name, UWSP Student ID# & last 4 digits of your SS#
  - Last date of this semester of your school district's teacher contract where you are student teaching/externship
  - Indicate either "long-term sub position" or "teaching position"
  - Start date of this position
  - Name and email address where you would like the form sent.
  - List any required assessments you have not yet passed.

**NOTE: If you are getting done early and will be teaching or subbing at the end of the semester, you will need to have your subbing license in order to do that. We will not be uploading licenses early for those who are approved to get done early.**

☐ **Verify Legal Name**

Check the way your name is listed on UWSP accesSPoint. We will use your middle initial, but it does not show up in accesSPoint. If your name is missing a space, a hyphen, an apostrophe, is misspelled or has changed, or if you have changed your preference on your first name, email Maggie Beeber no later than June 1, by noon with the corrected information with a note that you are scheduled to be licensed. We upload your name exactly as it is listed in the UWSP in the accesSPoint System. If there are errors in that system, your upload will be incorrect. We have already started our database for upload, so please contact Maggie Beeber [mbeeb@uwsp.edu](mailto:mbeeb@uwsp.edu) immediately if the name in accesSPoint is incorrect. Please do not contact any other UWSP office for name changes at this time.

**What if my name changes before I apply for my license?** If your name changes between now and when you apply for your license, we must upload your name as it is in our system. 1. Go onto DPI's website and change your name, 2) immediately email Maggie Beeber [mbeeb@uwsp.edu](mailto:mbeeb@uwsp.edu) telling her the name you were uploaded under and your new legal name, 3) wait for an email from Maggie that it has been taken care of, and then finish applying for your license. If you do not follow these steps, you will not see your license approvals.

## **Application Process**

- ☐ **Educator Preparation Approval Required** - Expected timeline for Spring 2023 student teachers, interns and externs- We cannot guarantee this timeline if anything is missing or on hold. Each of the following steps must be met before we are able to upload your approved licenses to DPI's website:

**June 14, 2024** – UWSP plans on submitting final student teaching/externship grades to the Office of the Registrar and the Office of the Registrar will enter each grade by hand. Grades should be posted by June 9, with some exceptions. If your school district's current semester goes beyond the date that grades are posted, you are still expected to continue your student teaching/externship assignment until their final contracted day. Grades and degrees may be rescinded in cases where a student teacher is pulled or fails an assignment after this date.

**June 17-18, 2024** - UWSP Office of the Registrar posts degrees. It may take a few days before they are all posted, and we must wait for them all to be posted in order to proceed to the next step.

**June 19-20, 2024** – **Once ALL grades and degrees are posted**- UWSP School of Education plans on 1) verifying final grades, 2) verifying all courses/assessment requirements (including Foundation of Reading

Test for those ECE, Elementary, and Special Education majors & minors and the ACTFL and Praxis Subject Assessment if required), 3) degrees and new majors/minors and 4) all signed/dated final student teaching/externship evaluations. All of these requirements must be met prior to our license approval.

**June 21, 2024 by 11:00pm** – UWSP School of Education plans on uploading license approvals to DPI's website. This is a live upload. Once your license(s) is uploaded, we will email you at your UWSP email when this process is completed. If anything is missing, we will email you with any issues with your license approvals. After the first upload, licenses will be uploaded once per week. *NOTE: All requirements must be met, degrees posted and all required assessments passed and received by our office in order for us to upload a license.*

**Apply for your license online – Please do not go into DPI's system and start the application process until you have already received an email from Maggie Beeber stating your license has been uploaded.**

WEBSITE: <http://dpi.wi.gov/tepd/elo/>

- ☐ It is up to you as to when you apply for your license, but we recommend applying as soon as you get the email from Maggie Beeber stating your information has been uploaded. If state legislation changes, you could fall under new requirements if you do not apply for your Wisconsin license immediately.
- ☐ Choose "Initial Educator Wisconsin Prep Program."
- ☐ **Log into system**
- ☐ **Quick Start Menu** – Start a New "Initial-WI" Application for a New License and choose "First-time request for a **teacher** license or for adding a new subject/level to existing teaching license(T001-1020)"
  - a) Choose category – choose "1-Teacher Category"
  - b) Choose license type – choose "A-Teacher (including 5-year Sub) (T001)"
  - c) Choose application – choose "Teacher: Request New Educator-In-State WI Program (1020)"
- ☐ **Contact Information Page**
  - You must use your complete legal name, not a preferred name or nickname. If this does not match what is on accessPoint, you will not be uploaded correctly, unless you have emailed Maggie [mbeeber@uwsp.edu](mailto:mbeeber@uwsp.edu) with the appropriate name to upload.

**What if my name changes before I apply for my license?** If your name changes between now and when you apply for your license, we must upload your name as it is in our system. 1. Go onto DPI's website and change your name, 2) immediately email Maggie Beeber [mbeeber@uwsp.edu](mailto:mbeeber@uwsp.edu) telling her the name you were uploaded under and your new legal name, 3) wait for an email from Maggie that it has been taken care of, and then finish applying for your license. If you do not follow these steps, you will not see your license approvals.

- Pay attention to the structure of the address fields, and enter your zip code to populate the city, state, and country fields. Your **primary email address** needs to be an address that will be active for an extended period of time. Do NOT use your University email address or a school district email address. Your UWSP expires two semesters after your graduate and you could change school districts. Many district email accounts block outside emails. You should be checking the

email you list on a regular basis as this is the email that DPI will use when sending you information that your license is processed, and future emails on license renewal.

☐ **Degree Information**—Report your major and/or minor information correctly.

*EXAMPLE: Spring 2023 graduates*

- Your **graduation month** is **May**
- Your **graduation year** is **2024**
- List **all** degrees earned; for most of you, the only degree you will select is a Bachelor's degree. If you have completed a Bachelor's degree and a Master's degree, or two Bachelor's degrees, report the first degree earned. Use the "add degree information" to report any degrees beyond the first Bachelor's degree.

☐ **Self-Reported Work History**

If this is your first teaching license in Wisconsin, you do not have to fill out this section. If you are adding on a license to a current WI license, you must fill in this section.

☐ **Educator Preparation Program**

Data on this page will be submitted by Maggie Beeber, Certification Officer. All teacher candidates must be finished student teaching/externship, degrees posted, all assessments passed and program completion verified before Maggie can submit completion data to the DPI. **If there is no data when you get to this page, or if the license(s) listed are incorrect, you will not be able to finish the application. Save your work and contact Maggie.** Once data has been uploaded, check to make sure it is correct; if there are errors, contact Maggie immediately at [mbeeber@uwsp.edu](mailto:mbeeber@uwsp.edu) or 715-346-2040. We recommend calling if possible as emails will be coming in from many students.

- Check to make sure every license you are eligible for is listed. (see next page for screen shot example)
- Check to make sure no license is listed incorrectly.
- You must "select" each box for each application. If you do not, you will not be licensed in those fields.
- At this point, "cancel" if something is incorrect and it will ask you if you want to save it. Make sure to say "yes." If everything is accurate, hit "next" and continue with the process.



Introduction

Application Suitability Questions

Name and Personal Details

Contact Information

Degree Information

Educator Preparation Program

License Requested Start Date

Additional Information

Self-Reported Work History

Application Attachments

Summary (pre-fees)

Teacher: Request Initial Educator 5 year - In-State WI Program [1020] - Educator Preparation Program

This information was submitted by your Educator Preparation Program (EPP). If you see missing or incorrect information please contact your EPP before proceeding.

Development Level	Subject	Position	Approved Program Provider	Program Completion Date	Select
EA-A	Broad Field Social Studies		CARDINAL STRITCH UNIVERSITY	31-May-2013	<input type="checkbox"/>
EA-A	Political Science		CARDINAL STRITCH UNIVERSITY	31-May-2013	<input type="checkbox"/>

Double check Developmental Level(s) and Position(s) for accuracy. Contact Maggie Beeber, 715-346-2040, immediately if you feel something is listed incorrectly. If you have questions, click "CANCEL" and you will be provided with an opportunity to save your information.

You must select each box in order for the license to be added. Failure to check each box will cost you \$100 to add licenses in the future.

BackNextCancel

- **Additional Information** - If you do not follow the directions in this section carefully, your application will go through and then be put on hold until DPI can get additional information from you. Remember, DPI is processing thousands of applications at the same time, so this could hold up your license by weeks or even months.

- **Phonics Training** – Required if your major is ECE and/or Elementary Education
  - You must check “I completed Phonics Training (Education 302 or any course approved by Maggie Beeber, just so you know)”
  - All other majors should leave the box blank.
- **WI Foundations of Reading Test** – Required if you are seeking a license in early childhood education, elementary or special education license.
  - You must click the box by this statement “I passed the WI Foundation of Reading Test.”
    1. If you have a major in special education, and you have completed the UWSP approved FoRT Alternative program, leave this question blank.
    2. If you have taken the new version of this test, #190, and passed the test with a score of 233 or higher, but your score is below 240, leave this question blank. DPI has not yet fixed their website to indicate the new passing test score for this new version of the test.
  - All other majors should leave the box blank.

- **Application Attachments** - It is unlikely that you will need to submit any attachments in this section, unless you are a Family and Consumer Science major seeking additional licenses. You DO NOT need to attach a transcript.

Application Attachments Exception: **Family and Consumer Science (FCS)** majors seeking additional vocational licenses in HERO, Child Services, etc. - You will need to complete two transactions in the same “sitting”. There will be something of a shopping cart feature that will allow you to do this. It will only be one fee **if** you complete both transactions in one sitting. If you do each transaction in different “sittings”, you will be paying twice.

You will need to apply for your FCS license and any other licenses that are not one of the “vocational” licenses (example: FCS and Health Ed). Immediately following the completion of that process, you will be required to do a second transaction requesting the “vocational” licenses. You will need to upload work verifications and transcripts as a part of this application, so they should be scanned in and ready to go. You cannot come back and do this at a later time without being charged an additional \$125. Here are the directions DPI sent us via email.

“The two transactions they will submit are the T001, 1020 for initial educators (1030 for professional educators) for the license based on the UWSP endorsement, and the T001, 1021 for the vocational license. These applicants will need to choose "Ready to Pay" when completing the first transaction based on the UWSP institutional endorsement, then they will be taken to the Main Menu. From here, they will complete the second transaction for the vocational license. They will again choose Ready to Pay when completing that application. From the main menu, they will see an option at the bottom to submit payment. They will then complete one Conduct and Competency form and submit one payment.” **Please see the end of this document for screen shots that will walk you through this part of the process.**

- ☐ **License requested start date** – Use whatever start date is listed on this page. It will typically default to July 1, 2024.
  - **Teaching summer school?** DPI can give an alternate start date for summer school. DPI recommends that applicants both upload a file attachment in their application with a request for the alternate start date (indicating that this is for summer school) and also complete the page of their application asking if the default start date is okay or if they need an alternate start date.
- ☐ **Summary** - Proof your work; make sure everything is correct. “Edit” buttons will be provided in case you need to make any corrections. Once you have reviewed your application and all information is correct, select **“submit.”**
- ☐ **Attestation** — You will be asked to verify the accuracy of the information in your application and that you are the applicant. (Yes/No statement)
- ☐ **Fee and Summary Report**
  - You will see directions on how to proceed from here.
    - “An email notification has been sent to you for this transaction. Follow the stated directions in that email for your next steps.”
    - If there are fees or deficiencies, they are listed below. Review them before proceeding.

You will have at least two deficiencies listed:

- Application Payment
- Conduct and Competency Questionnaire.
  - This section first helps you determine if you need to submit fingerprints. See “Fingerprints” section above.
  - It will then walk you through a series of questions in regards to your Conduct and Competency history. Be prepared to upload any documents for “yes” responses. See “Conduct and Competency Materials” section above.

- You must finalize this section by finishing the electronic signature.
- ☐ **NOTE:** We have heard that DPI has a new format after this last step. Once you submit up to here, they should give you directions on how to do the rest. Please follow them carefully. They have not informed us of this change, but teachers are calling us and telling us it has changed. We believe you will need to wait for an email with directions on finishing the next steps.
- ☐ **Payment**—\$125.00 by credit card only (debit card must have a credit option)
- ☐ **Conduct and Competency Questionnaire**—Must be completed in one sitting; you will answer questions to determine whether fingerprinting is required. “Yes” responses to any conduct questions require you to upload an explanation and any court documents related to the offense. **“Preview of Conduct and Competency questions” are posted on DPI’s website:** <http://dpi.wi.gov/tepd/licensing/background>
  - You will complete this section by typing your full legal name; it will serve as your electronic signature.
- ☐ **Entity Number**—The system will generate and assign an Entity Number to you. Write down this number; you will use the Entity Number any time you need to communicate with the DPI.
- ☐ You will be asked to check if you are ready to check out, which will include a short checklist to review. When you have completed the application, remember to log off and close your browser.
- ☐ When your application has been processed by DPI, you will receive an email from the DPI directing you to log back into your ELO account to print out your license. This may land in your JUNK or SPAM so make sure you are checking all of your emails. The DPI will not mail a license to you after your application has been processed.
- ☐ If you need assistance on the application process itself, contact DPI at [elo.help@dpi.wi.gov](mailto:elo.help@dpi.wi.gov) .
- ☐ You are welcome to contact Maggie Beeber for assistance as well: [mbeeber@uwsp.edu](mailto:mbeeber@uwsp.edu) 715-346-2040.
- ☐ Screen shots for FCS vocational licenses are below.
- ☐ License renewal/advancement information: <https://dpi.wi.gov/tepd/elo/renewals>

**DIRECTIONS FOR THOSE WHO DO NOT MEET ALL LICENSING REQUIREMENTS:** If you have completed all coursework, grades are posted, degrees are posted, but you are missing a required assessment for licensure, DPI is allowing you to apply for either a “Short-Term 3 year Sub License” or a “One-Year License with Stipulations (LWS1).”

### **Three-Year Short-Term Substitute Teacher License – if you have not already done this:**

- The cost of this license application is currently \$125.
- Anyone with an associate’s degree or higher can apply for this license.
- A three-year short-term substitute license may be issued to an applicant who holds an associate degree or higher from an accredited college or university and who has successfully completed an approved substitute training program, but has not completed a state-approved educator preparation program.
- Once an educator holds a current three-year short-term substitute license, they may short-term substitute at any Wisconsin school district that employs them.
- This license allows the educator to be in a short-term (no more than 45 days in a specific assignment) substitute assignment. The Three-Year Short-Term Substitute license does not allow the license holder to be

in a long-term substitute assignment. For long-term substitute assignments, the applicant may apply for a License with Stipulations if requested by the employing school district. A license with stipulations requires the educator to be enrolled in and complete a state-approved educator preparation program in the subject or grade level of their assignment under the License with Stipulations.

I just want to clarify how substitute teaching works once you graduate:

1. If you are eligible to apply for your full license – your license allows you to substitute teach in any subject and any field.
2. If you meet all requirements for your license and are only missing FoRT or Praxis or ACTLF tests, you are eligible for the license with stipulations, which is explained in the subbing license listed below.
  - a. If you are in situation #2, and have a long-term subbing job in a public school, you must have a License with Stipulations.
  - b. If you are in situation #2 and do not have a long-term subbing job and want to be a substitute teacher, great! They need you.
    - i. If you have already applied for your subbing license, it is a 3-year license and just make sure it does not expire.
    - ii. If you have not already applied for your subbing license, you can use the directions/policy you have been receiving from me WITHOUT the required subbing training, as long as you get the paperwork into the Office of Field Experiences via email following the exact directions below at least 2 days prior to the end of your student teaching assignment. We cannot sign off on it if you are no longer student teaching. You need the signed form from me, along with specific directions to apply for your license on DPI's website. You will get this if you follow the directions you have received from me via email on how to apply for a substitute teaching license. You should not wait past the end of month you are student teaching to apply once you have the required form from me to apply.
    - iii. If you wait to send us your correct subbing license paperwork until after you are done student teaching, you will be required to apply for your subbing license through DPI and you WILL be required to take the DPI required substitute teaching training, which takes time and costs money. <https://dpi.wi.gov/licensing/apply-educator-license/sub-permit>

## One Year License with Stipulations

<https://dpi.wi.gov/tepd/licensing/types/license-with-stipulations#LWS1>

- The cost of this license application is currently \$125.
- If you are missing any of the following, DPI is now allowing you to apply for the “One-Year License with Stipulations (LWS1):” ACTFL tests, Foundations of Reading Test, or Praxis Subject Assessment. You must attempt any missing assessments at least once, prior to renewing this license, which starts July 1 for renewals.
- You must inform a school district that you are in contact with a list of your stipulations and that you are not eligible for a full license at this time.

NOTE: If you have a job offer for summer or fall, the school district must provide you with the License with Stipulations signed PI-16245-LWS1 form and not the university. If you do not have a job offer, you can apply for the License with Stipulations through UWSP by following these directions:

- DPI has not changed their directions on their website yet, so it tells you to submit a form PI-1624 signed by a school district. Whenever it tells you to submit the PI-1624 form from a school district, you will submit the PI-1612T form signed by Maggie Beeber in its place.

- **What you need to do:** Complete Part I “Application Information” on form PI-1612-T Institutional Endorsement and Assurances form <https://dpi.wi.gov/tepd/elo/supplementary-forms>. Please do not leave any boxes blank. Email it to the Office of Field Experiences [field.experiences.office@uwsp.edu](mailto:field.experiences.office@uwsp.edu), along with your ID# and the assessment(s) you are missing, as well as the anticipated testing date/submission date, if you have it, within the email. We start accepting these forms June 1, 2023.
  - **NOTE:** DPI is recommending that you wait to see what job you are getting and only apply for the license areas you will be teaching in. If you do not have a job for the fall, you might want to just apply for a subbing license and apply for a License with Stipulations if you are hired for a regular contracted job or a long-term sub job.
- You will need transcripts as one .pdf to upload once you are ready. Make sure you have that already saved as a .pdf before you go on their website to finish the application.
- Go back to the website and finish the application process.
- When it asks you questions about the district you are working for, you can put n/a.
- Enter 0000 (4 zeros) in the field asking for the LEA number.
- Dates – if you are working for a district indicate dates of your contract. If you are subbing, guess dates when you will start and end subbing this year, including summer school.


REMEMBER: You must attempt any missing assessments at least once between the date you apply for your license with stipulations and prior to renewing a license with stipulations for the following academic year, even if you did not teach an entire year. If you do not attempt the missing assessment(s) within this timeframe, DPI can deny the renewal request. You can only teach special education for 3 years under a license with stipulations. If you do not pass the required assessment(s), and you have a contracted job for the following year, you will need to provide proof that you have attempted it/them and a form signed by UWSP that you have made appropriate progress towards completing your requirements – form PI-1624 LWS1 Progress Form.

**REMINDER NOTE:** If you have not already done so, you should have a copy of all tests scores saved as .pdf files at multiple sources. Some of the testing companies do not keep your scores forever and it is your responsibility to keep your own score reports. You may need them in the future.

Happy teaching!

## Vocational License process for Family and Consumer Science Majors

### Screen Shots from DPI to assist you in the process

**ELO** Wisconsin Department of Public Instruction  
Educator Licensing Online

Update Profile | Logoff | Contact Us

**Introduction**

Transaction Suitability Questions

Entity Name and Personal Details

Entity Contact Information

Entity Degree Information

Entity Self-Reported Work History

License Subjects / Positions Requested by Applicant

Application Attachments

License Requested Start Date

Summary (pre-fees)

**Teacher: Request Vocational License 5 year [1021] - Introduction**

This transaction is designed for an applicant who has completed an approved program in business education, family and consumer education, or technology education and wishes to add-on one or more related vocational licenses.


**Follow these general directions when applying for your license:**

- You must have completed the necessary course work and work hours in the area(s) in which you wish to be licensed. You may apply for multiple vocational licenses using this application.
- Carefully complete each screen of this transaction as appropriate.
- Upon returning to the Quick Start Menu and selecting "Access ELO Cart", carefully read and answer the Conduct and Competency questionnaire. Upload supporting documentation, if required.
- Fee payment via credit card is required. The application fee covers the cost of application review and processing. No refund will be made regardless of whether or not a license is issued.

**All paid applications will be reviewed by DPI. The length of the review process (and possible approval) will vary due to the complexity of each application and overall volume of applications received. This process may take at least 6-8 weeks.**

Press "Next" to continue. On subsequent screens, press the "Next" button to save information entered and continue with this transaction. Press "Exit" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

Next Exit

**ELO** Wisconsin Department of Public Instruction  
Educator Licensing Online

Update Profile | Logoff | Contact Us

**Introduction**

**Transaction Suitability Questions**

Entity Name and Personal Details

Entity Contact Information

Entity Degree Information

Entity Self-Reported Work History

License Subjects / Positions Requested by Applicant

Application Attachments

License Requested Start Date

Summary (pre-fees)

**Teacher: Request Vocational License 5 year [1021] - Transaction Suitability Questions**

Transaction suitability questions help to confirm you selected the correct transaction. Please respond to the questions honestly to ensure timely processing of your transaction.

Answer the question(s) and press "Next" to continue. On subsequent screens, press the "Next" button to save information entered and continue with this transaction.

Press "Previous" to return to the previous section.

Press "Cancel" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

Question	Answer
Do you hold or are you applying for a teacher license in one of the following subjects: 1) Business & Office-Vocational, 2) Child Services-Vocational Fam/Cons Ed, 3) Family/Consumer Services-Vocational Fam/Cons Ed, 4) Food Services-Vocational Fam/Cons Ed, 5) Home Economics Related Occupations (HERO), 6) Technology Occupations including Communication, Construction, Manufacturing, Transportation, or 7) Technology-Related occupations?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Have you completed the necessary work hours and the necessary coursework in: a) principles, issues, or philosophy of vocational education; and b) organization and administration of cooperative education programs?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Previous Next Cancel

Introduction	<b>Teacher: Request Vocational License 5 year [1021] - Entity Name and Personal Details</b>
Transaction Suitability Questions	Confirm your identity, including any previous legal names you have used that may appear as part of the mandatory background check.
<b>Entity Name and Personal Details</b>	Issuance or renewal of any license or permit by DPI is conditional pending the receipt of a satisfactory background investigation. (Sec. 119.19(10)(e), Wis. Stats.) All information received from the Federal Bureau of Investigation and the Wisconsin Department of Justice as part of a background check, remains confidential. (Sec. 118.19(10)(f), Wis. Stats.) You will be notified only if the department determines that the result of the background investigation is unsatisfactory.
Entity Contact Information	<i>Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.</i>
Entity Degree Information	If you want to modify the name on file with DPI, click on the "Change Name" button and submit your updated, full legal name.
Entity Self-Reported Work History	Press "Next" to continue. On subsequent screens, press the "Next" button to save information entered and continue with this transaction.
License Subjects / Positions Requested by Applicant	Press "Previous" to return to the previous section.
<b>Application Attachments</b>	Press "Exit" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.
License Requested Start Date	
Summary (pre-fees)	<div>Legal First Name: <input type="text"/></div> <div>Legal Middle Name: <input type="text"/></div> <div>Legal Last Name: <input type="text"/></div> <div>Social Security Number: <input type="text"/></div> <div>Date of Birth: <input type="text"/></div> <div><b>Change Name</b></div> <div>Previous Full Legal Name(s): <input type="text"/> <b>Add</b></div> <div><b>Back</b> <b>Next</b> <b>Exit</b></div>

Introduction	<b>Teacher: Request Vocational License 5 year [1021] - Entity Self-Reported Work History</b>
Transaction Suitability Questions	<b>Add Self-Reported Work History</b> <b>Add</b>
Entity Name and Personal Details	<b>Self-Reported Work History</b>
Entity Contact Information	On this screen, you must report <b>at least one education related</b> work assignment. This may include teaching, pupil services, or administrator positions you have held.
Entity Degree Information	If you are new to the profession and do not have any education related work history to report, you may click "Remove" or "Delete" and then click "Next" to continue.
<b>Entity Self-Reported Work History</b>	<div><div>* School, Agency or Institution:</div><div><input type="text"/></div><div>If you have had more than one assignment/job, please report each one by clicking the "Add" button at the top of the page.</div><div>* Employment City:</div><div><input type="text"/></div><div>* Employment State:</div><div><input type="text"/></div><div>* Employment Country:</div><div><input type="text"/></div><div>* Employer Contact Name:</div><div><input type="text"/></div><div>* Employer Contact Phone #:</div><div><input type="text"/></div><div>* Employment Start Month:</div><div><input type="text"/></div><div>* Employment Start Year:</div><div><input type="text"/></div><div>Enter the year with four digits.</div><div>* Employment End Month:</div><div><input type="text"/></div><div>* Employment End Year:</div><div><input type="text"/></div><div>Enter the year with four digits.</div><div>* Position(s) or Subject(s) Taught:</div><div><input type="text"/></div><div>* Bilingual Assignment:</div><div><input type="text"/></div><div>* Low Grade:</div><div><input type="text"/></div><div>can be PK, K, or 1-12</div></div>
License Subjects / Positions Requested by Applicant	
<b>Application Attachments</b>	
License Requested Start Date	
Summary (pre-fees)	

Introduction

Transaction Suitability  
Questions

Entity Name and Personal  
Details

Entity Contact Information

Entity Degree Information

Entity Self-Reported Work  
History

**License Subjects / Positions  
Requested by Applicant**

**Application Attachments**

License Requested Start Date

Summary (pre-fees)

## Teacher: Request Vocational License 5 year [1021] - License Subjects / Positions Requested by Applicant

Add Vocational Subjects **Add**

### Vocational Subjects

You may request one or more subjects in which to be licensed, using this same transaction. Use the "Add" button to request more than one subject.

Additional subjects and corresponding developmental levels may be requested by clicking the "Add" button at the top of the page.

If necessary, you may click "Remove" or "Delete" to remove a selection, and then click "Next" to continue.

\* Vocational Teaching Subject:

\* Developmental Level:

**Back**

**Next**

**Exit**

Introduction

Transaction Suitability  
Questions

Entity Name and Personal  
Details

Entity Contact Information

Entity Degree Information

Entity Self-Reported Work  
History

License Subjects / Positions  
Requested by Applicant

**Application Attachments**

License Requested Start Date

Summary (pre-fees)

## Teacher: Request Vocational License 5 year [1021] - Transaction Attachments

**At least one transcript is required to verify bachelor's degree is required.**

**At least one letter of support that verifies work hours in the subject(s) selected is required.**

Make sure files are converted to an acceptable electronic format.

- Acceptable extensions are: .pdf, MS Word .doc or .docx, .jpg/.jpeg, .pages, or .txt.
- File names **must only contain letters and numbers**, no special characters, and be **less than 36 characters** in length. An example of a useful file name is "[Last Name] - District Request"
- Each uploaded file must be **no larger than 2MB**.

**All attachments you have uploaded are visible below. Confirm they are also included on the Transaction Summary page so the DPI review process is not delayed due to missing required attachments.**

Select an attachment type from the list and then locate your file with the "Browse" or "Choose File" button.

File names should be meaningful and clearly represent the included information. Notes are optional. Click "Attach File" to upload each file with your transaction.

Once attached you can View or Remove each file as needed.

When all files are uploaded click the "Next" button.

Press "Exit" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

\* Attachment List:

\* File:  No file chosen

Notes:

Introduction	Teacher: Request Vocational License 5 year [1021] - License Requested Start Date
Transaction Suitability Questions	<b>License Requested Start Date</b> Consideration is given to requests based on program completion date or to ensure proper licensing for employment. <b>The default start date is July 1 of the year the license application is submitted.</b>
Entity Name and Personal Details	<div><div>*</div><div>Would you like the default start date for your license?:</div><div><div>▼</div><div>Attention firsttime applicants: The default start date is January 1 for December and January program completers. The default start date is July 1 for May and June program completers.</div></div></div>
Entity Contact Information	Requests for an alternate start date will be reviewed on an individual basis.
Entity Degree Information	Alternate start date requested: <input type="text"/> (mm/dd/yyyy)
Entity Self-Reported Work History	
License Subjects / Positions Requested by Applicant	
Application Attachments	
<b>License Requested Start Date</b>	
Summary (pre-fees)	<div>BackNextExit</div>

Plus there will be a Summary page and Attestation ...