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

Pre-application process

- **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. 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/tepdl/licensing/background

- **Degrees and New Majors**
  If you are earning your first bachelor’s degree at UWSP, you should have already applied to graduate. If you have already earned a bachelor’s degree prior to May 2018, and have now earned a new major that you have not earned before, you should have already applied to graduate with your new major(s)/minor(s). For example: You graduated from UW-Madison with a 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. 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 13, 2018, we must receive a copy of your final student teaching 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 email account.

- **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 can still apply for your license if you do not have them ready at the time of application, but your license application will not be processed until they are submitted. To find out if you will need to submit your fingerprints, visit this website:
  https://dpi.wi.gov/tepdl/licensing/fingerprint
**Military Waivers**

For those eligible for the Veterans Licensure Fee Waiver Program (Act 209), obtain the voucher from the Wisconsin Department of Veterans Affair 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: [http://2b.education.uky.edu/certification-requirements-by-state/](http://2b.education.uky.edu/certification-requirements-by-state/)

**NOTES:**

- If you are applying for a license in another state, and that state requires a copy of your WI teaching license, email Maggie mbeeber@uwsp.edu as soon as you have been uploaded for your WI license and ask her to “expedite your license” along with the reason why. DPI will do this if you are actively seeking an out-of-state teaching license that requires your WI license. She cannot expedite a license request until you have actually applied for your WI license.
- 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 with your name and student ID# and any special directions. Please follow the directions from them carefully.

**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, and Dr. Tony Evers, State Superintendent, which most districts accept in order to allow you to start a summer job or a summer long-term sub position. We cannot issue this form without completion of all licensing requirements.

- a. By the last day of your student teaching assignment, you will have met all requirements for UWSP to upload your license: grades are posted, degree is posted, signed/dated evaluations 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 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 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 4th quarter of your school district where you are student teaching. Your request must be complete in order for us to process it.
  - Full Legal name, ID# & last 4 digits of your SS#
  - Last date of the 4th quarter of your school district where you are student teaching
  - Indicate either “long-term sub position” or “teaching position”
  - Start date of this position
- Name and fax # where you would like the form sent.
- Do you need it faxed before the position begins?

WAMS Wisconsin User ID#
A WAMS Wisconsin User ID# will be required in order to create complete the on-line application process on DPI’s website. For a quick-start guide on the WAMS ID, go to DPI’s website: http://dpi.wi.gov/sites/default/files/imce/wisedash/pdf/wams-guide.pdf

Verify Legal Name
Check the way your name is listed on UWSP accesSPoint. If it is missing a space, a hyphen, is misspelled or has changed, or if you have changed your preference on your first name, email Maggie Beeber no later than Monday, January 1, by noon with the corrected information with a note that you are scheduled to be licensed. The name we upload must be your legal name and is must match what you enter into WAMS. 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 mbeeber@uwsp.edu immediately if the name in accesSPoint is incorrect. Please do not contact any other UWSP office for name changes at this time.

Application Process

Educator Preparation Approval Required - Expected timeline for Fall 2017 student teachers - 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 8, 2018 – UWSP plans on submitting final student teaching grades to the Office of the Registrar and the Office of the Registrar will enter each grade by hand. Grades should be posted within two days. If your school district’s 4th quarter goes beyond the date that grades are posted, you are still expected to continue your student teaching 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 11-13, 2018 – 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 13-15, 2018 – 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 edTPA), 3) degrees and new majors/minors and 4) all signed/dated final student teaching evaluations. All of these requirements must be met prior to our license approval.

June 15, 2018 by 5:00pm – 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 us stating your license has been uploaded.

WEBSITE: http://dpi.wi.gov/tepdl/elo/
- It is up to you as to when you apply for your license, but we recommend applying right away. If state legislation changes, you could fall under new requirements if you do not apply for your Wisconsin license immediately.

- **WAMS ID** - If you have not already done so, you will be asked to create a WAMS account: [http://dpi.wi.gov/files/wise/pdf/wams-guide.pdf](http://dpi.wi.gov/files/wise/pdf/wams-guide.pdf)

- **Create a DPI account** - You will be required to create an account on DPI’s website.
  - As you go through the screens on DPI’s website, you will be asked to answer many questions. Your responses must be accurate for successful approval.
  - You must complete all sections and make payment in order to be successful.

- **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.
  - 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. If you are unsure how to list major/minor information, check your “academics” tab in your UWSP MYPOINT for the text associated with the major/minor codes.
  - Please note: **ECE majors** should list **EC** as their major and **Elementary majors** should list **MC-EA** as their major.
  - **EXAMPLE:** Spring 2018 graduates
  - Your graduation month is May
  - Your graduation year is 2018
  - 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, 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, 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 or 715-346-2040. I 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.
• **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 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.”
    • 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 $100. 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.

- **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.

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/tepdl/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.

You are welcome to contact Maggie Beeber for assistance as well: mbeeber@uwsp.edu 715-346-2040.

Screen shots for FCS vocational licenses are below.

License renewal/advancement information: https://dpi.wi.gov/tepdl/elo/renewals

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

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 Card", 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.

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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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you hold or are you applying for a teacher license in one of the following subjects: 1) Business &amp; 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?</td>
<td>Yes</td>
</tr>
<tr>
<td>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?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Teacher: Request Vocational License 5 year [1021] - Entity Name and Personal Details

Confirm your identity, including any previous legal names you have used that may appear as part of the mandatory background check. Issuance or renewal of any license or permit by DPI is conditional pending the receipt of a satisfactory background investigation. (Gec. 119.19(1)(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. (Gec. 116.19(10)(f), Wis. Stats.) You will be notified only if the department determines that the result of the background investigation is unsatisfactory.

Collection of social security number is a requirement of s. 118.19(1m) and (1). 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.

If you want to modify the name on file with DPI, click on the "Change Name" button and submit your updated, full legal name.

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 "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.

Legal First Name:
Legal Middle Name:
Legal Last Name:
Social Security Number:
Date of Birth:

Change Name

Previous Full Legal Name(s):
Add

Teacher: Request Vocational License 5 year [1021] - Entity Self-Reported Work History

Self-Reported Work History

On this screen, you must report at least one education related work assignment. This may include teaching, pupil services, or administrator positions you have held.

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.

School, Agency or Institution:
Employment City:
Employment State:
Employment Country:
Employer Contact Name:
Employer Contact Phone #:
Employment Start Month:
Enter the year with four digits:
Employment Start Year:
Employment End Month:
Enter the year with four digits:
Employment End Year:
Position(s) or Subject(s) Taught:
Bilingual Assignment:
Low Grade:
06 can be PK, K, or 1-12
Teacher: Request Vocational License 5 year [1021] - License Subjects / Positions Requested by Applicant

Add Vocational Subjects

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:

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.
License Requested Start Date

Consideration is given to requests based on program completion date or to ensure proper licensing for employment.

The default start date is July 1 of the year the license application is submitted.

Would you like the default start date for your license? [ ]

Attention first-time applicants: The default start date is January 1 for December and January program completions. The default start date is July 1 for May and June program completions.

Requests for an alternate start date will be reviewed on an individual basis.

Alternate start date requested: [ ]

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