



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

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

- Substitute teaching – spring graduates only** - If you have elected to complete your student teaching early, with our UWSP calendar, you are required to have a 3-year substitute teaching license in order to substitute teach through June 30. If you would like to substitute teach prior to July 1, 2026, and have not already applied for the substitute teaching license, please do so immediately. The directions can be found below. Make sure to read all 3 attachments and follow the directions carefully. Do not wait until May to apply.

[Information and applying for your substitute teaching license](#)

[DPI Substitute Teaching Form PI-1975 UWSP](#)

[DPI Questionnaire](#)

- 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 2026, 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 AccesSPoint 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.*

- Graduate ACEE, CWIC, FCS, etc., we will monitor that you have completed all courses required for your teaching license. You are not required to earn your master’s degree for your teaching license. However, if you are earning your master’s degree, make sure you apply to graduate a semester prior to graduation.*
- 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 noon June 12, 2026 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. 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, Karla Landwer 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, 2026.

#### □ **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 formally request a Verification of Completion Form, signed by Breanna Cychosz or Karla Landwer, UWSP Teacher Certification Officers, which most districts accept in order to allow you to start substitute teaching or a 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 only eligible to teach under a “license with stipulations,” which is explained below.**

*Graduate ACEE, CWIC, FCS, etc., we will monitor that you have completed all courses required for your teaching license. You are not required to earn your master’s degree for your teaching license.*

- 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 substitute teaching or teaching position that begins June 1 or later, 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 student teaching/externship. Your request must be complete in order for us to process it. The earliest we will accept these requests is May 1, 2026.
  - Full Legal name, UWSP Student ID#
  - Last date of your student teaching/externship.
  - Indicate either “substitute teaching position” or “teaching position”
  - Start date of this position
  - Name and email address where you would like the form sent. We will copy you on this email.
  - List any required assessments you have not yet passed.

## □ 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 Breanna Cychosz or Karla Landwer **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 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 Breanna Cychosz or Karla Landwer [bcychosz@uwsp.edu](mailto:bcychosz@uwsp.edu) or [klandwer@uwsp.edu](mailto:klandwer@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 Breanna Cychosz or Karla Landwer [bcychosz@uwsp.edu](mailto:bcychosz@uwsp.edu) or [klandwer@uwsp.edu](mailto:klandwer@uwsp.edu) telling her the name you were uploaded under and your new legal name, 3) wait for an email from Breanna or Karla 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 2026 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 15, 2026** – 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.

*Graduate ACEE, CWIC, FCS, etc., we will monitor that you have completed all courses required for your teaching license. You are not required to earn your master's degree for your teaching license.*

**June 18-19, 2026** - 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 24 by 11:00pm– 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.

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 Karla Landwer/Breanna Cychosz 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 Karla/Breanna 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 Breanna or Karla with the appropriate name to upload. [bcychosz@uwsp.edu](mailto:bcychosz@uwsp.edu) or [klandwer@uwsp.edu](mailto:klandwer@uwsp.edu)

**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 Breanna or Karla telling her the name you were uploaded under and your new legal name, 3) wait for an email from Breanna or Karla 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 2026 graduates*

- Your **graduation month** is **May**
- Your **graduation year** is **2026**
- 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 Breanna Cychoz or Karla Landwer, Certification Officers. All teacher candidates must be finished student teaching/externship, degrees posted, all assessments passed and program completion verified before Breanna/Karla 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 Breanna or Karla.** Once data has been uploaded, check to make sure it is correct; if there are errors, contact Breanna or Karla immediately at [bcychosz@uwsp.edu](mailto:bcychosz@uwsp.edu) or [klandwer@uwsp.edu](mailto:klandwer@uwsp.edu) or call 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 Teacher: Request Initial Educator 5 year - In-State WI Program [1020] - Educator Preparation Program

Application Suitability Questions 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.

Back Next Cancel

- **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 (this question may have disappeared by the time you apply. Only answer it if it appears)
    - You must check “I completed Phonics Training (Education 302 or any course approved by Breanna Cychosz)
    - 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 OR are completing our CWIC graduate program in special education, and you have completed the UWSP approved FoRT Alternative program, leave this question blank.
      2. If you have passed this test, check that you have passed it.
    - 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. If you have a summer school job, change it to the date that job starts.
- Summary** - Proofread 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 Breanna or Karla for assistance as well: [bcychosz@uwsp.edu](mailto:bcychosz@uwsp.edu) or [klandwer@uwsp.edu](mailto:klandwer@uwsp.edu) or call 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, and UWSP Field Experiences Office has received all of your cooperating teacher evaluations, 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.
- Once a person 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 and you will not need a substitute teaching license.

2. If you meet all requirements for your license and are only missing FoRT or Praxis or ACTLF tests or your license, you are eligible for the license with stipulations, which is explained in the License with stipulations directions listed below.
  - a. If have a long-term subbing job, you must either be fully licensed OR have a License with Stipulations.
  - b. If you have already applied for your subbing license, it is a 3-year license and just make sure it does not expire.
    - i. 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. We can only sign these as long as you are still in your student teaching placement. If your student teaching placement is done, we can no longer sign these. 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. If you are finishing out your school district's semester, we must receive your request no later than 2 working days prior to the end of your student teaching.
    - ii. 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 allows 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 next year. For May graduates, your license will still expire June 30. This means that if you are completing a program in May/June, you must attempt any missing assessments at least once by June 30 in order to renew by July 1, OR you can still do this PRIOR to the start of the next school year and renew.
- You must inform a school district that is looking to hire you that you are missing a requirement for your full license and will need a License with Stipulations and that you are not eligible for a full license at this time. You can choose either one of the options below to apply for this license:
  - If you have a job offer, you can request the school district where you will be teaching to provide you with the License with Stipulations signed PI-1624-LWS1 form and apply for your License with Stipulations on DPI's website.
  - Whether or not you have a job offer, you can self-request UWSP to sign off on the PI-1627 form <https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f1627.pdf> . Please fill out section 1 completely and email to [field.experiences.office@uwsp.edu](mailto:field.experiences.office@uwsp.edu) Whenever it tells you to submit the PI-1624-LWS1 form from a school district on DPI's License with Stipulations application, you will submit the PI-1627 form signed by Breanna or Karla in its place.
- **What you need to do if you want UWSP to sign off on this form:** Complete Part I of Form PI-1627. 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.

- 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.

Once logged in to ELO:

Choose:

Category – 1 Teacher Category

License Type – 1 Teacher Including 5 year sub

Application – Request 1 year License with Stipulations

Hit GO.

Answer questions and fill in your information. Make sure you use an email that is not UWSP or a district email, but one that you will check regularly, including junk/spam. This is how DPI will contact with questions or once license is processed.

Skip the “Add Self-Reported Work History unless you have another teaching license that you used to work in a school district.

Attach transcript(s) and signed Licensing with Stipulations form from UW-Stevens Point.

When attaching the License with Stipulations form from us, they don’t give you an option to attach form 1627, so choose Supporting Documents for this form and then in the notes box, indicate you are attaching the 1627 form from your university.

Application directions – Once you are logged into the ELO portal for licensing:

- 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.
- For Preparation Path, choose UWSP
- Enter administrator if you have a long-term subbing job.
- Continue with Attesting that you entered correct information.
- Once you submit this, they will send you an email asking you to go back to ELO and “Submit C&C and Payment to complete application,” by clicking the quick start button in ELO.
- You will see in red letters “Submit C&C and Payment to complete application” and click the GO button next to it.
- Read each page and continue when ready. They will start asking you Mandatory Background questions.
- Verify the data you entered when they give you that screen and hi NEXT.
- Make your payment and submit.

**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.

**NOTE: DPI is recommending that if any of your licenses are Special Education, you may want to ask us not to include special education on your list or note you do not want that license since you can only teach during 3 academic years in special education with a License with Stipulations. A partial year of teaching on a license with stipulations is considered 1 year by DPI.**

**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

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**Introduction**

- Transaction Suitability Questions
- Entity Name and Personal Details**
- Entity Contact Information
- Entity Degree Information
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- License Subjects / Positions Requested by Applicant
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- License Requested Start Date
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**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

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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.

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	<h3>Teacher: Request Vocational License 5 year [1021] - Entity Name and Personal Details</h3> <p>Confirm your identity, including any previous legal names you have used that may appear as part of the mandatory background check.</p> <p>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.</p> <p><i>Collection of social security number is a requirement of s. 118.19(1m) and (1t). 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></p> <p>If you want to modify the name on file with DPI, click on the "Change Name" button and submit your updated, full legal name.</p> <p>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.</p> <p>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.</p>
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Legal First Name:

Legal Middle Name:

Legal Last Name:

Social Security Number:

Date of Birth:

[Change Name](#)

Previous Full Legal Name(s):  [Add](#)

[Back](#) [Next](#) [Exit](#)

Introduction	<h3>Teacher: Request Vocational License 5 year [1021] - Entity Self-Reported Work History</h3> <p><a href="#">Add Self-Reported Work History</a> <a href="#">Add</a></p> <h4>Self-Reported Work History</h4> <p>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.</p> <p>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.</p> <p>* School, Agency or Institution: <input type="text"/> <input type="text"/> If you have had more than one assignment/job, please report each one by clicking the "Add" button at the top of the page.</p> <p>* Employment City: <input type="text"/></p> <p>* Employment State: <input type="text"/></p> <p>* Employment Country: <input type="text"/></p> <p>* Employer Contact Name: <input type="text"/></p> <p>* Employer Contact Phone #: <input type="text"/> 64 <input type="text"/></p> <p>* Employment Start Month: <input type="text"/></p> <p>* Employment Start Year: <input type="text"/> Enter the year with four digits.</p> <p>* Employment End Month: <input type="text"/> June <input type="text"/> If you are still employed in your current position, you should enter an Employment Month and Employment Year that corresponds to this current month and year.</p> <p>* Employment End Year: <input type="text"/> Enter the year with four digits.</p> <p>* Position(s) or Subject(s) Taught: <input type="text"/></p> <p>* Bilingual Assignment: <input type="text"/> No <input type="text"/></p> <p>* Low Grade: <input type="text"/> 06 <input type="text"/> can be PK, K, or 1-12</p>
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Introduction	<p><b>Teacher: Request Vocational License 5 year [1021] - License Subjects / Positions Requested by Applicant</b></p> <p><b>Add Vocational Subjects</b> <input type="button" value="Add"/></p> <p><b>Vocational Subjects</b></p> <p><b>You may request one or more subjects</b> in which to be licensed, using this same transaction. Use the "Add" button to request more than one subject.</p> <p>Additional subjects and corresponding developmental levels may be requested by clicking the "Add" button at the top of the page.</p> <p>If necessary, you may click "Remove" or "Delete" to remove a selection, and then click "Next" to continue.</p> <p>* Vocational Teaching Subject: <input type="text"/></p> <p>* Developmental Level: <input type="text"/></p> <p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/></p>
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Introduction	<p><b>Teacher: Request Vocational License 5 year [1021] - Transaction Attachments</b></p> <p><b>At least one transcript is required to verify bachelor's degree is required.</b></p> <p><b>At least one letter of support that verifies work hours in the subject(s) selected is required.</b></p> <p>Make sure files are converted to an acceptable electronic format.</p> <ul style="list-style-type: none"> <li>Acceptable extensions are: .pdf, MS Word .doc or .docx, .jpg/.jpeg, .pages, or .txt.</li> <li>File names <b>must only contain letters and numbers</b>, no special characters, and be <b>less than 36 characters</b> in length. An example of a useful file name is "[Last Name] - District Request"</li> <li>Each uploaded file must be <b>no larger than 2MB</b>.</li> </ul> <p><b>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.</b></p> <p>Select an attachment type from the list and then locate your file with the "Browse" or "Choose File" button.</p> <p>File names should be meaningful and clearly represent the included information. Notes are optional. Click "Attach File" to upload each file with your transaction.</p> <p>Once attached you can View or Remove each file as needed.</p> <p>When all files are uploaded click the "Next" button.</p> <p>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.</p> <p>* Attachment List: <input type="text"/></p> <p>* File: <input type="button" value="Choose File"/> No file chosen</p> <p>Notes: <input type="text"/></p>
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Introduction	<b>Teacher: Request Vocational License 5 year [1021] - License Requested Start Date</b>
Transaction Suitability Questions	<b>License Requested Start Date</b>
Entity Name and Personal Details	Consideration is given to requests based on program completion date or to ensure proper licensing for employment.
Entity Contact Information	<b>The default start date is July 1 of the year the license application is submitted.</b>
Entity Degree Information	<input type="checkbox"/> Would you like the default start date for your license?: <input type="button" value="v"/> Attention first-time 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.
Entity Self-Reported Work History	Requests for an alternate start date will be reviewed on an individual basis.
License Subjects / Positions Requested by Applicant	Alternate start date requested: <input type="text"/> (mm/dd/yyyy)
Application Attachments	<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>
<b>License Requested Start Date</b>	
Summary (pre-fees)	

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