Wisconsin Licensing Application Directions

WSU was recently informed about changes with the WI licensing application process which is completed online. We have been asked to refer our students to this web site for the WI Electronic Form directions: http://tepdl.dpi.wi.gov/licensing/elo-initial-oos-teacher-tips

1. Follow the directions on the web site for the ELO First-time Application Tips for Teachers Prepared outside Wisconsin.

2. Complete the PI-1612 Institutional Endorsement form and mail it to the WSU Certification Officer. If you meet all of the MN licensing requirement then this form will be signed and mailed back to you with a copy of your MTLE scores. It is your responsibility to scan and upload this form to your electronic WI application. Mail the form to:
   Paula O’Malley, WSU Certification Officer, Gildemeister 105
   Winona State University, P.O. Box 5838
   Winona, MN 55987-5838

3. Candidates also need to scan and upload the additional WI required exam(s); Praxis II content test http://www.ets.org/praxis/. If you completed a teacher preparation program in Special Education and/or Elementary Education, you will also be required to pass the Reading Exam listed on this site www.wi.nesinc.com and upload those scores to your WI electronic application. WSU does not receive these score reports. WSU is not responsible for these additional exams; therefore it is the candidates’ responsibility to keep these score reports and upload them into their WI Application.

4. Complete the transcript upload process on this web https://on.wisconsin.gov/WAMS/home. WSU transcripts can be ordered on this web site. http://www.winona.edu/registrar/transcriptsrequests.asp (WSU does not have electronic transcripts)

5. Complete the electronic fingerprint processing directions:
   http://tepdl.dpi.wi.gov/backgroundchecks/completing-the-fingerprint-requirement

Notes:

- Always refer to the WI web site regarding additional requirements! WSU is not responsible for changes in the WI requirements.

- Candidates can email Julie Hagen with the WI DPI if they have questions Julie.Hagen@dpi.wi.gov after thoroughly reading the WI DPI website for out of state candidates.

- Majors and Minors; All Elementary majors need to have either Early Childhood (Birth to 6th grade) or a Middle Level Content minor (1st to 8th grade-no Kindergarten) with their Elementary major. Candidates who have a middle level minor with a teaching major other than Elementary or Secondary in the same discipline will not receive the middle endorsement. For example an Art Education major with a Middle Level Social Studies minor will not get the middle level Social Studies endorsement in WI.

6-12-2014