

## 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://dpi.wi.gov/tepd/elo>

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](http://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://dpi.wi.gov/tepd/licensing/fingerprint>

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### 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](mailto: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 6<sup>th</sup> grade) or a Middle Level Content minor (1<sup>st</sup> to 8<sup>th</sup> 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.



Wisconsin Department of Public Instruction  
**INSTITUTIONAL ENDORSEMENT AND ASSURANCES—PUPIL SERVICES**

PI-1612-P (Rev. 10-16)

Forms are available at: <http://dpi.wi.gov/tepd/elo/supplementary-forms>

**INSTRUCTIONS TO INSTITUTION:** Complete Section II and return to applicant:

**Website:** <http://dpi.wi.gov/tepd>

**Educator Licensing Telephone:**  
 (608) 266-1027 or (800) 266-1027

**I. APPLICANT INFORMATION** Completed by Applicant

Legal Name First	Middle Int.	Last	Social Security Number * Last 4 Digits Only
Home Address <i>Street, Box, City, State, Zip</i>		Email Address	Telephone Area/No.
Name and Location of Institution		Degree Earned	Date of Graduation <i>Mo./Year</i>
License(s) Requested			

**II. INSTITUTIONAL ENDORSEMENT AND ASSURANCES** Completed by Educator Preparation Program and Returned to Applicant

1. Did the applicant complete your institution's state-approved program leading to an educator license?

YES, Applicant completed program on (MM/DD/YYYY): \_\_\_\_\_

Identify below educator license(s) for which applicant qualifies in your state.

License Area	Subject/Category and/or Position	Grade/Development Level
<input checked="" type="checkbox"/> Pupil Services		

NO, Explain: \_\_\_\_\_

2. The license(s) recommended in question 1 (above) is based on completion of a:

Major in: \_\_\_\_\_

Post-baccalaureate or graduate program in: \_\_\_\_\_

3. **Supervised Field Experiences** (complete a and b, or c):

	No. of Hours
a1. Applicant completed a practicum(s) in <i>Subject / Grades:</i> _____	
a2. Applicant completed a practicum(s) in <i>Subject / Grades:</i> _____	
a3. Applicant completed a practicum(s) in <i>Subject / Grades:</i> _____	

4. **Testing—Did the applicant meet your state's passing scores on a:**

a. Basic skills test in reading (R), writing (W), and math (M)?

Yes, Test Name(s) and Year: \_\_\_\_\_  No  Test Not Required

b. Standardized content test in all areas of licensure listed in question 1 above?

Yes, If ETS/Praxis II test(s), list test number, score, and year below.  No  Test Not Required

Test Number	Score	Year

**I, THE CERTIFYING OFFICER, CONFIRM** that the education and testing information provided above is accurate and that the applicant is eligible for licensure in our state on the basis of having completed our state-approved program:

Signature of Certifying Officer ➤	Name Type or Print Legibly	Date Signed <i>Mo./Day/Yr</i>
Institution Name	City/State	Telephone Area/No.
E-Mail Address	Fax Area/No.	

**Wisconsin**

**STUDENT TEACHING INFORMATION**

Please Print

(Submit with Wisconsin licensure application form.)

Name \_\_\_\_\_  
(last) (first)

Social Security Number or Warrior ID \_\_\_\_\_

Licensure \_\_\_\_\_

**Student Teaching:**

Beginning Date (of Teacher Workshop) \_\_\_\_\_

Ending Date (of student teaching) \_\_\_\_\_

Grade(s) of placement(s) \_\_\_\_\_

Subjects Taught \_\_\_\_\_

Total Weeks in School \_\_\_\_\_

**Field Experience:**

Grade(s): \_\_\_\_\_ Subjects: \_\_\_\_\_ # of hours: \_\_\_\_\_

**Pre-Primary/Early Childhood Practica:**

Placement: \_\_\_\_\_ # of hours: \_\_\_\_\_

**Middle School Practicum:**

Grades: \_\_\_\_\_ Subjects: \_\_\_\_\_ # of hours: \_\_\_\_\_

**Special Education:**

Pract. A: LD or DD \_\_\_\_\_ Placement: \_\_\_\_\_

Type of service: \_\_\_\_\_ # of weeks: \_\_\_\_\_

Grade level \_\_\_\_\_

Pract. B: LD or DD \_\_\_\_\_ Placement: \_\_\_\_\_

Type of service: \_\_\_\_\_ # of weeks: \_\_\_\_\_

Grade level \_\_\_\_\_

**College of Education  
Office of Licensure Certification  
Winona State University  
Winona, MN 55987-5838  
Gildemeister 105  
507-457-2358**

To: Applicants for WI licensure

From: Paula O'Malley, Winona State University Certification Officer

RE: 18 weeks of student teaching requirement for WI Licensure

WI requires 18 weeks of student teaching and MN requires 16 weeks of student teaching for licensure. It is likely that your WI license will have a stipulation regarding the two week difference in student teaching; however, this will be a full time license in which you are qualified to teach in any public school district in WI. You will not have to complete more student teaching weeks, because your actual 18 weeks of teaching in your first teaching job will fulfill this requirement. In Wisconsin all first time teachers have to teach for 3 years to receive a permanent license.

WI also requires adequate preparation in conservation of natural resources (WSU, BIO 104 or BIO 315) and preparation in Native American cultures (covered in WSU EDFD 460/461 and EDFD 462 or the travel studies class- EFRT 308).

Students must meet MN licensure requirements to be qualified for a WI license including passing the MN required exams; additional WI required Praxis II Content Exams (all majors) and an additional Reading Exam [www.wi.nesinc.com](http://www.wi.nesinc.com) (Special Education and Elementary majors).

Wisconsin requires Elementary majors to have Early Childhood or a Middle Level Content Minor (English, Math, Social Studies, or Science) with their Elementary major. WI does not honor the middle level minor with any other license besides Elementary or the Secondary license in Science, Math, CAL, or Social Studies. Some licensure areas may have more classes required. The WI DPI will send you a letter stating any differences.

WSU is the teacher preparation program and adheres to the MN requirements. The State Department of licensing in any given state is the authorized licensing agency. WSU is not liable for licensure requirements in other states.

WI teacher licensure information and testing requirements can be obtained at <http://dpi.wi.gov/tepd/licensing/testing-requirements>

This is what the WI form asks the WSU Certification Officer to sign "The Certification Officer, confirm that the education and testing information provided above is accurate and that the applicant is eligible for a licensure in our state on the basis of having completed our state-approved program".