



# LICENSE APPLICATION— 5-YEAR RENEWAL

PI-1602-5R (Rev 02-09)

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### FOR INFORMATION CONTACT:

Telephone No. (608) 266-1027

Voice Mail No. 1-800-266-1027

Web Site: <http://dpi.wi.gov/tepd/>

License Application Forms at: <http://dpi.wi.gov/tepd/applications.html>

### THIS PI-1602-5R FORM CANNOT BE USED TO RENEW A LICENSE WITH STIPULATIONS.

- ◆ Use the correct form(s). The PI-1602-5R application is used to renew or reactivate a Professional Educator or 5-year license, or to request issuance or renewal of a 5-year substitute license. To add a new certification to your licensure, you must submit the appropriate separate application form (e.g., PI-1602-IS, PI-1602-AD, PI-1602-OS) and pay an additional application processing fee.
- ◆ Type or print legibly in black or blue ink. Do not submit back-to-back photocopies since pages of this application are separated for processing. **Keep a copy of your entire application and all documentation since no documents can be returned to you.**
- ◆ Apply for renewal as soon as possible **after January 1** in the year your license expires. DPI processes over 30,000 applications each year. To avoid backlog and long processing delays, do not wait until the June 30 deadline to submit your application.
- ◆ To facilitate faster processing, mail your application, all professional development documentation, the notarized PI-1602-A Conduct and Competency Review, and fingerprint cards (if required) **in one complete submission.**
- ◆ Verify the date that DPI received your application by checking the License Lookup at: <http://dpi.wi.gov/tepd/lisearch.html>.

### LICENSE APPLICATION INSTRUCTIONS

- I. **Applicant Information:** Fill in all sections. Primary phone is a number to reach you from 8 a.m. to 4 p.m. Central Time.
- II. **License Renewal and Professional Development:**
  - A. Renewal of a 5-year license for all professional school employees requires completion of a professional growth requirement in the five years preceding the begin date of your new license. Your license renewal requirements are detailed on your educator license certificate. **Attach documentation to your application** of six college credits of continuing education (**original transcript or original grade reports**), PDP Verification Form, a WMEAP or NBPTS notification letter or NBPTS certificate. Credits must be from a baccalaureate or graduate degree-granting university or college accredited by an agency recognized by the U.S. Dept. of Ed. See <http://ope.ed.gov/accreditation/>. Transcripts for courses completed at *Wisconsin technical colleges* are allowed only if the course credits are acceptable for transfer to a four-year college or university. Clock Hours, CEUs, and ad-hoc post-secondary teaching are acceptable only as part of a Professional Development Plan (PDP). License renewal requirements are described further on the DPI Teacher Education, Professional Development and Licensing site: <http://dpi.wi.gov/tepd/renewal.html>.
  - B. If you have not met the professional development requirement when your license expires on June 30, you may apply for a 1-year nonrenewable professional educator license extension. If you were not regularly employed in teaching, pupil services or administration within the previous five years, attach a letter of request from an employing school/district to obtain the license extension.
  - C. Request a Master Educator License based on certification by the National Board for Professional Teaching Standards. Attach a copy of your NBPTS certificate.
  - D. Request or renew a 5-year substitute license. There is no professional development requirement for renewing a 5-year substitute license. Eligibility for a 5-year substitute license requires completion of a state-approved educator preparation program. (If you did not complete an educator preparation program but do hold a bachelor's degree, you may apply for a 3-year substitute teaching permit using the PI-1602-SP application form. See FAQs— Substitute Teaching at <http://dpi.wi.gov/tepd/fqsub.html> .)

### PAYMENT AND MAILING INSTRUCTIONS

Fee payment of \$100 must be mailed with your application. Since the fee covers the cost of application review and processing, **NO REFUNDS WILL BE MADE**, regardless of whether or not a license is issued. Fee is subject to change without notice.

**CHECK OR MONEY ORDER:** Make payable for \$100 to: Dept. of Public Instruction. Do not mail this page (page 1) if paying by check or money order. Attach the check or money order securely to the front of page 2 of this form (the page containing applicant information).

**CREDIT CARD:** Fill in account information below. We accept only MasterCard and VISA credit cards (**no check/debit cards**). This credit card payment page must have an *original signature* and will be retained by our bank. This page is not forwarded to DPI licensing consultants, so be sure the reverse side does not contain any information needed to process your application. **Attach this page on top of all other application materials.**

Account Number	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA							
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Expiration Date	Amount	Type or Print Cardholder Name							
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Month	Year								
\$100									
Signature									

**MAILING:** Mail (regular 1<sup>st</sup> class U.S. mail only) application form (pg. 2), all documentation, and payment together to DPI's bank address:

**DPI Teacher Licensing, Drawer 794, Milwaukee, WI 53293-0794**

The bank will deposit your fee, then courier all materials to the Madison licensing office. **Do not** mail or fax the application to DPI's Madison office.



# LICENSE APPLICATION— 5-YEAR RENEWAL

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Web Site <http://dpi.wi.gov/tepd>

License application forms are available at <http://dpi.wi.gov/tepd/applications.html>

### I. APPLICANT INFORMATION

Legal Name <i>First</i>		<i>Middle</i>	<i>Last</i>	
Previous Name(s)			Social Security Number	Date of Birth <i>Mo./Day/Yr.</i>
Address				P.O. Box
City			State	Zip Code Zip Plus 4 <i>digits</i>
Primary Telephone ( <i>include area code</i> )		Ext.	Alternate Telephone ( <i>include area code</i> )	
			Ext.	
Email Address				Wisconsin Driver's License Number ( <i>Driver Education licensees only</i> )

### II. LICENSE RENEWAL AND PROFESSIONAL DEVELOPMENT *(To add new grades or subject areas to a license, see note at top of page 1.)*

Begin Renewed License(s) On: July 1, _____	Most Recent Wisconsin Educator License Issue Year _____	Expire Year _____	<input type="checkbox"/> Check this box if you are applying on a separate application form (e.g. PI-1602-IS, PI-1602-AD, PI-1602-OS) for a new area of licensure for this same licensing period.
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Check the appropriate box(es) below and attach required documentation.

- A.  I have completed the professional development requirement (see instructions). Renew my 5-year educator license(s).  
**Teachers, Pupil Services, Administrators:** Check the appropriate box(es) below regarding your professional development. Attach documentation to this application. (*Send legible originals, not fax copies or photocopies. Do not use highlighter on these items.*)
- Professional Development Documentation (PDP OR 6 Semester Credits OR Master Educator (WMEAP or NBPTS) Process):**
- |   |                                   |  |
|---|-----------------------------------|--|
| PDP Verification Form – PI-PDP-2 Form     | <input type="checkbox"/> Attached | <input type="checkbox"/> Will be mailed separately * |
| Original Transcript(s) or Grade Report(s) | <input type="checkbox"/> Attached | <input type="checkbox"/> Will be mailed separately * |
| WMEAP Notification Letter                 | <input type="checkbox"/> Attached | <input type="checkbox"/> Will be mailed separately * |
| NBPTS Certificate or Notification Letter  | <input type="checkbox"/> Attached | <input type="checkbox"/> Will be mailed separately * |
- B.  I have **not** completed the professional development. Issue a 1-year **nonrenewable** professional educator license extension.  
**Were you regularly employed (not as a substitute) in teaching, pupil services or administration within the five years preceding the begin date of the license extension?** Check the appropriate box below regarding your employment status.
- YES School/District Name: \_\_\_\_\_ Position: \_\_\_\_\_
- NO Because you were not regularly employed in teaching, pupil services or administration within the five year period, you must submit a letter of request from an employing school/district for a 1-year **nonrenewable** license extension.  
Letter of Request from Employing School/District:  Attached  Will be mailed separately \*
- C.  Issue a Master Educator License based on certification by NBPTS. (Attach copy of NBPTS certificate.)
- D.  Renew or Issue a 5-year substitute license only. (See instructions for eligibility requirement.)

**NON-RENEWAL REQUESTS:** If you are licensed in specific grades or subject areas that you **do not wish to renew**, list them below.

\*If transcripts/grade reports, PI-PDP-2 forms, or letters are submitted separately, each item must include your full name and social security number. Mail to: DPI Teacher Licensing, PO Box 7841, Madison, WI 53707-7841. The application (page 2) and fee must be mailed to the Milwaukee address.

**You must complete a Conduct and Competency Review Form (PI-1602-A) and submit fingerprints if required.**

For DPI Use Only		For Bank Use Only	
<input type="checkbox"/> FP	Amount of Remittance <b>\$100</b>	Date Stamp	
<input type="checkbox"/> Conduct			



Wisconsin Department of Public Instruction  
**CONDUCT AND COMPETENCY REVIEW**

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**ANSWER ALL QUESTIONS**

- Carefully read **all** instructions on following page.
- This form **must** be completed and included with your licensing application. Failure to complete this form will delay the processing of your application.
- Your signature on this form must be notarized. Most schools have a notary public on staff.**

License application forms are available at:  
<http://dpi.wi.gov/tepdll/applications.html>

For purposes of this application, "teaching" applies to all licensed school personnel which includes, but is not limited to, classroom teachers, counselors, social workers, psychologists, administrators, school library media specialists, substitute teachers, special education aides, etc.

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR* <small>Previously Reported</small>	1. Have you ever been disciplined for alleged misconduct in the course of any employment or as a member of any licensed or regulated profession, including but not limited to verbal, physical, or sexual abuse or harassment?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	2. Have you ever resigned, been disciplined or dismissed from any teaching or other school position, in part, for alleged ( <i>check any which apply</i> ) <input type="checkbox"/> immoral conduct or <input type="checkbox"/> incompetence <i>Definitions on next page.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	3. Have you ever had a certificate or license to teach or perform other school duties denied, revoked or suspended?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	4. Is disciplinary action of your educationally related license or employment currently pending in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	5. Have you ever been convicted of violating any civil law, local ordinance, state law, or federal law for actions involving sexual conduct, physical abuse of a child, and/or contributing to the delinquency of a child?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	6. Have you ever been convicted of any criminal offense (including <i>criminal</i> traffic matters, not general traffic violations) in any jurisdiction? ( <i>check any which apply</i> ) <input type="checkbox"/> felony or <input type="checkbox"/> misdemeanor
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	7. Have you ever participated in a deferred prosecution program resulting from a criminal investigation?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	8. Are you currently on probation in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	9. Have you ever been acquitted or found not guilty of a criminal offense involving sexual conduct or harm or threat of harm to another, for reasons of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	10. Is any criminal charge or investigation pending against you in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	11. Have you (or a school district where you worked) ever been a party to a civil settlement, award, or agreement of any kind that involved an allegation concerning <b>your conduct</b> as an educator or in an educationally related position? NEXT, BE SURE TO ANSWER ITEM 12 BELOW!
<b>YOU MUST RESPOND</b>	12. FINGERPRINTING REQUIREMENT: Carefully read the instructions on the following page to determine whether or not you are required to submit fingerprints with your license application. <b>Check appropriate box(es) below. NOTE: Applications with no response below will NOT be processed.</b> <input type="checkbox"/> I am required to submit fingerprints to DPI with my application. <b>Indicate Prints Submission Status Below.</b> <input type="checkbox"/> Fingerprint cards enclosed <b>OR</b> <input type="checkbox"/> Fingerprints will be submitted separately <input type="checkbox"/> I am not required to submit fingerprints with my application. I understand that I may be required to supply proof that fingerprints are not required at this time.

**FOR ANY "YES" RESPONSE To Questions 1-11, attach a written 8½" x 11" explanation. Submit certified copies of any criminal complaint and if convicted, a copy of the criminal judgment. Also, submit any other relevant court documents pertinent to any of the questions raised.**

\*If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of Yes on this application if no further conviction(s) has occurred.

**IMPORTANT: You must respond to ALL questions 1-11 AND to Item 12.**

<p><b>UNDER OATH</b>, I swear that all information on this form and the accompanying license application and documentation are true to the best of my knowledge. Any false statements may result in denial, revocation, or suspension of license.  <b>I HEREBY AUTHORIZE</b> any of my previous employers, law enforcement agencies, and the courts to release, to the Wisconsin Department of Public Instruction, information which pertains to my responses to questions on this form.</p>	
Name <i>Print or type</i>	Sworn and signed before me this ____ day of _____ in the year _____.
Signature ( <i>Sign in blue or black ink, in presence of a Notary Public</i> )	_____
➤	Notary Public, _____
Social Security No.**	My commission expires on _____

\*\*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.

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**INSTRUCTIONS AND DEFINITIONS  
CONDUCT AND COMPETENCY REVIEW FORM (PI-1602-A)**

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The Conduct and Competency Review Form is a screening method to protect children. While the vast majority of educators are not a danger to the safety and education of our children, there are exceptions to the rule. Some people use the profession to have access to children and to prey upon them. Because of these people, the department must investigate the backgrounds of all license applicants. The questions contained in the conduct and competency review form have been developed to alert the department to cases that warrant further investigation. A “yes” answer to a question or an arrest record **does not** automatically make you ineligible for licensure. Each situation is investigated independently and the final decision is made on a case-by-case basis. Your cooperation in protecting our children is greatly appreciated.

1. **Respond to all questions.** We cannot issue a license unless all questions are answered. Use black or blue ink only. *Submitting a fully and correctly completed form with notarized signature will speed processing of your application.*
2. **Fingerprints:** Read **ALL** the criteria below carefully. Determine whether fingerprints are required in your situation and indicate your response in item 12 of the Conduct and Competency Review. If fingerprinting is required, your prints must be prepared on cards obtained directly from the Department of Public Instruction or submitted electronically. (see <http://dpi.wi.gov/tepd/fphelp.html>)
  - If you have worked, resided, or attended college in a state other than Wisconsin, a listed territory (American Samoa, Guam, Puerto Rico, Commonwealth of the Northern Mariana Islands, or Virgin Islands), Canada, or Great Britain within the last twenty years *after age 17*, **you must submit fingerprints** with your license application.
  - Even if you previously submitted fingerprints to the Department of Public Instruction **you must submit fingerprints again if, since the previous submission, you have worked, resided, or attended college in any of the locations listed above.** (If you previously submitted prints that met approved FBI/CIB standards *and* have not worked, resided, or attended college in any of the locations above since submitting your prints to DPI, then new prints are not required.)
  - If your license application contains a non-Wisconsin mailing address, you must submit fingerprints unless the following exception applies. If you have **never** worked, resided, or attended college in a state other than Wisconsin, a U.S. territory listed above, Canada, or Great Britain, you are not required to submit fingerprints.

**How to Obtain Fingerprint Cards:** To request cards and instructions from DPI, call 1-800-266-1027 or send an e-mail request to [dpifingerprints@dpi.wi.gov](mailto:dpifingerprints@dpi.wi.gov). Be sure to include your complete mailing address in your request. You will be sent two Federal Bureau of Investigation (FBI) cards preprinted with DPI's code. Prints must be prepared, by a law enforcement official, on those cards.

**NOTE:** Incomplete, or incorrectly prepared cards, will be returned to you for resubmission until they are prepared as specified in the instructions provided. Review <http://dpi.wi.gov/tepd/fphelp.html> for instructions on completing the cards correctly, information about fingerprinting services, and an e-mail link for requesting cards from DPI.

3. **Notarization Requirement:** Your signature on the Conduct and Competency form must be notarized. Notary Publics are available at schools, banks, and post offices. Other options include a clerk or deputy clerk of a court of record, a court commissioner, a register or deputy register of deeds, a judge, or a county or deputy county clerk. For additional information about notarization, see Frequently Asked Questions - Notarization: <http://dpi.wi.gov/tepd/notary.html>.

## Definitions

*“Immoral Conduct”* means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any pupil. (Sec. 115.31(1)(c), Wis. Stats.)

*“Incompetence”* means a pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, and which endangers the health, welfare, safety or education of any pupil. (PI 34.35(1)(d), Wis. Admin. Code)

## Reminders

Issuance or renewal of any license or permit by DPI is conditional upon the receipt of a satisfactory background investigation. (Sec. 118.19(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.

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