





**LICENSE APPLICATION—  
SPECIAL EDUCATION PROGRAM AIDE**

**FOR INFORMATION CONTACT:**

Telephone No. (608) 266-1027  
Voice Mail No. 1-800-266-1027  
Web Site dpi.wi.gov/tepd

**This form is available at [dpi.wi.gov/tepd/applications.html](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 <i>4 digits</i>
Email Address				
Primary Telephone ( <i>include area code</i> )		Ext.	Alternate Telephone ( <i>include area code</i> )	
Ext.		Ext.		
Current District of Employment		<input type="checkbox"/> Not currently under district contract	Most Recent Wisconsin Education License	
			Issue Year	Expire Year

**II. SCHOOL DISTRICT REQUEST (License Begin Date: July 1, )**

**I, THE EMPLOYING ADMINISTRATOR, REQUEST** that the Department of Public Instruction issue a Special Education Program Aide license to this applicant.

Signature of Employing Administrator	Date Signed <i>Mo./Day/Yr.</i>	School District
➤		

**Applicant must also complete and sign the attached Conduct and Competency Review Form (PI-1602-A)  
A copy of the form is attached.**

<i>For DPI Use Only</i>		<i>For Bank Use Only</i>	
<input type="checkbox"/> FP	<input type="checkbox"/> Conduct	Amount of Remittance <b>\$75</b>	Date Stamp



# CONDUCT AND COMPETENCY REVIEW

PI-1602-A (Rev 10-09)

**FOR INFORMATION CONTACT:**

Telephone No. (608) 266-1027

Toll Free No. 1-800-266-1027

Forms are available at: [dpi.wi.gov/tepd/applications.html](http://dpi.wi.gov/tepd/applications.html)

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION.**

- ◆ Carefully **read all instructions** on the following page. **You must complete this form fully and truthfully and sign it in the presence of a notary public** (most schools have a notary on staff). **Failure to do so will delay processing of your application.**
- ◆ Answer **all questions 1-12**. Use blue or black ink only. "Teaching" refers to all licensed school personnel including but not limited to teachers, pupil services personnel, administrators, library media specialists, substitute teachers, licensed aides, etc.
- ◆ If you already answered "Yes" to any of questions 1-11 on a prior DPI application **and if** there has been no new reportable conduct since that time, answer "PR" (previously reported) instead of "Yes."
- ◆ For any "Yes" answer to questions 1-11, include a detailed written explanation. Also submit complete copies of any related criminal complaint, criminal judgment, police reports, disciplinary letters/findings, correspondence etc. as applicable.

<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 including but not limited to verbal, physical, or sexual abuse or harassment in the course of any employment or as a member of any licensed or regulated profession?
<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>See Definitions.</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 any investigation/discipline of your education related license or employment 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, state, or federal law or local ordinance 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 agreement to resolve a criminal matter?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	8. Are you currently on probation, parole, or other court-ordered supervision 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 by reason of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis of an offense involving sexual conduct, or harm or threat of harm to another?
<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?
<input type="checkbox"/> Yes	<input type="checkbox"/> No		12. Are you required to submit fingerprints to DPI with your license application? ( <i>See Instructions.</i> )
<p><b>If Yes</b>, check one box below to indicate submission method. Provide date if cards are not enclosed.</p> <p><b>Two Cards</b> <input type="checkbox"/> Enclosed or <input type="checkbox"/> Mailed on _____(date) <b>OR Electronic Submission</b> <input type="checkbox"/> on _____(date)</p>			

**UNDER OATH**, I swear that all information on this form and on the accompanying license application(s) and documentation is true to the best of my knowledge. Any false statements may result in denial, revocation, or suspension of license.

**I HEREBY AUTHORIZE** 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.

Name <i>Print or type</i>	Sworn and signed before me this ____ day of _____ in the year _____.
Signature ( <b>Sign in the presence of a Notary Public. Use blue or black ink.</b> )  ➤	_____ 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. **Answer all questions.** We cannot issue a license unless all questions 1 - 12 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:** For question 12, carefully read **ALL** the criteria below to determine whether fingerprints are required in your situation. **You must answer Question 12. If you do not answer question 12, your conduct form will be returned to you for completion.** If fingerprints are required, indicate how and when prints are being submitted. Fingerprints must be prepared on cards obtained directly from the Department of Public Instruction or submitted electronically. (See [dpi.wi.gov/tepd/fphelp.html](http://dpi.wi.gov/tepd/fphelp.html)).
  - If you have worked, resided, or physically attended classes 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 physically attended classes in any of the locations listed above.** (If you previously submitted prints that met approved FBI/CIB standards *and* have not worked, resided, or physically attended classes 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.

**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. See [dpi.wi.gov/tepd/fphelp.html](http://dpi.wi.gov/tepd/fphelp.html) for instructions on completing the cards correctly.

**Electronic Fingerprint Submission:** The state of Wisconsin has contracted with a specific private vendor to offer “inkless” live scan technology fingerprinting. If you submit your prints electronically through our vendor, you are not required to request cards from DPI. Details about DPI-acceptable electronic fingerprint submission are available at: [dpi.wi.gov/tepd/fphelp.html#electronic](http://dpi.wi.gov/tepd/fphelp.html#electronic).

3. **Notarization Requirement:** Your signature on the Conduct and Competency form must be notarized. Notary Publics are available at schools and banks. 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 more information about notarization see Frequently Asked Questions about notarization at: [dpi.wi.gov/tepd/notary.html](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 pending 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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