



LICENSE APPLICATION—THREE-YEAR SHORT-TERM SUBSTITUTE PERMIT

PI-1602-SP (Rev. 6-06) Page 2

FOR INFORMATION CONTACT

Telephone No. (608) 266-1028
Voice Mail No. 1-800-266-1027
Web Site dpi.wi.gov/tepd

Collection of Social Security Number is a requirement of s.118.19(1m).
Application forms are available at: dpi.wi.gov/tepd/applications.html

I. APPLICANT INFORMATION

Form section I containing fields for Legal Name (First, Middle, Last), Previous Name(s), Social Security Number, Date of Birth, Address, P.O. Box, City, State, Zip Code, Telephone numbers, and Email Address.

II. APPLICANT STATUS, DEGREE INFORMATION, AND DISTRICT REQUEST

Applicant completes Part A & B

Check the applicable box(es). Respond to all questions and provide all requested information and attachments.

PART A—This three-year short-term request is a:

First time request (answer Part B and obtain district request in Section III) Renewal request (skip to Section III and obtain district request)

PART B—List the following information about your degree:

Form section II containing fields for Institution Name, Degree, and Date.

Note: ALL FIRST TIME PERMIT REQUESTS require official transcripts confirming the applicant's bachelor's degree from an institution accredited by an agency recognized by the United States Department of Education.

Transcript Status: Previously submitted to DPI Attached To be mailed separately (mail later to: DPI—Educator Licensing, PO Box 7841, Madison, WI 53707)

III. SCHOOL DISTRICT REQUEST AND SIGNATURE OF EMPLOYING ADMINISTRATOR

Form section III containing fields for School District Requesting Substitute Permit, Telephone Area/No., CESA No., LEA No., School District Mailing Address, City, and Zip Code.

Signature of Employing Administrator

Your signature confirms that your district has a shortage of fully licensed substitute teachers and that training for substitute teaching will be provided to the applicant.

Form section III containing fields for Name of Employing Administrator, Title, and Date Signed.

Form section III containing field for Signature of Employing Administrator.

Form section III containing fields for For DPI Use Only (FP, Conduct), For Bank Use Only (Amount of Remittance \$100, Date Stamp).



CONDUCT AND COMPETENCY REVIEW

ANSWER ALL QUESTIONS

- 1. Carefully read all instructions on following page.
2. This form must be completed and included with your licensing application. Failure to complete this form will delay the processing of your application.
3. 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.

Form with 11 numbered questions and a Fingerprinting Requirement section. Each question has Yes, No, and PR (Previously Reported) options.

For any "Yes" response to questions 1-11, attach a written 8 1/2" 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 1-12.

UNDER OATH, 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. 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.

Signature and Notary Public section with fields for Name, Signature, Social Security No., and Notary Public details.

**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.

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

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 school 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 school 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 school in any of the locations above since submitting your prints to DPI, then new prints are not required.)
 - If your license application contains a mailing address from a U.S. territory, Canada, Great Britain, or a non-Wisconsin U.S. state, you are 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 licensing@dpi.state.wi.us. Be sure to include your complete mailing address in your request. You will be sent a Federal Bureau of Investigation (FBI) card and a Wisconsin Crime Information Bureau (CIB) card which are preprinted with DPI's code. Your prints must be prepared, by a law enforcement official, on the two cards provided by DPI.

NOTE: Incomplete, or incorrectly prepared cards, will be returned to you for resubmission until they are prepared as specified in the instructions provided. See <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 more information about notarization see Frequently Asked Questions about notarization at: <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.
