

## WIP Intern License Application Process

### Internships

Interns must be licensed during their internship placement. The on-line Intern License Application process is available to those students who have been assigned to a specific internship placement and have received a password for that placement from their campus.

The on-line Intern License Application replaces the paper form used to request an intern license in previous years. **On-line payment of the \$50 license application fee is required to complete the application process. You may pay by credit or debit card (MasterCard or Visa only) or by a transfer from your checking or savings account (automated clearing house or "ACH" transfer).**

To complete the on-line license application process, be sure you have all of the following items/information:

- Internship request number (obtain from your campus WIP coordinator)
- Password for the internship placement you have accepted (obtain from your campus WIP coordinator)
- Basic descriptive information about your internship placement (location, subjects/grade levels, etc.) so that you can verify the accuracy of the on-line internship description.
- Social security number
- Personal information including telephone number, e-mail address, and mailing address
- A valid credit or debit card OR  
your bank routing number and checking or savings account number (routing number is printed at bottom of checks)

You must also answer a number of questions relevant to the background investigation which is required of all educator license applicants. After completing the on-line process, some applicants will be required to submit additional background information and/or fingerprint cards to the department by regular U.S. mail. If any additional items are needed to complete your application, the screen messages will provide specific instructions.

Be sure to review and print a copy of your Internship Rights and Responsibilities, which is provided at the end of the application process. **After printing that page, it is important to remember to close your web browser to help protect the privacy of your license application information.**

Your application information will be reviewed and acted on by DPI licensing staff. **No paper intern license certificate will be issued.** At the end of the on-line process, you will be given instructions on how to confirm your application for licensure using the DPI's on-line License Look-up.