

How to Apply for a PUPIL SERVICES License

(School Counselor, School Psychologist, and School Social Worker for Out-of-State Applicants)

Choose the scenario that most closely matches your situation. Follow it to determine what documents you will need to upload when you apply for your license. When ready, apply using the Educator Licensing Online (ELO) link in the bottom box of the scenario.



Scenario 1

I completed a pupil services program in a state other than Wisconsin. I do not have a pupil services license yet.

REQUIRED DOCUMENTS:*

- [Transcripts](#):
 - School counselor or school social worker: must hold master's degree.
 - School psychologist: must hold an Ed.S or equivalent degree.
- Form [PI-1612-P Institutional Endorsement for Pupil Services](#).
- Any test score(s) required for licensure in the state where you completed your educator preparation program(s).
- Any additional required paperwork as determined by reading:
 - [Conduct & Competency Questions](#)
 - [Fingerprint Decision Flowchart](#)

Follow ELO application instructions for [Pupil Service Professionals Prepared Outside of Wisconsin](#)



Scenario 2

I completed a pupil services program in a state other than Wisconsin and have a pupil services license in that state.

REQUIRED DOCUMENTS:*

- [Transcripts](#):
 - School counselor or school social worker: must hold master's degree.
 - School psychologist: must hold an Ed.S or equivalent degree.
- Form [PI-1612-P Institutional Endorsement for Pupil Services](#).
- Any test score(s) required for licensure in the state where you completed your educator preparation program(s).
- Any additional required paperwork as determined by reading:
 - [Conduct & Competency Questions](#)
 - [Fingerprint Decision Flowchart](#)

Follow ELO application instructions for [Pupil Service Professionals Prepared Outside of Wisconsin](#).



Scenario 3

I am enrolled in a pupil services program outside of Wisconsin. I haven't completed the program but have a job offer in Wisconsin.

REQUIRED DOCUMENTS:*

- [Transcripts](#):
 - School counselor or school social worker: must hold a master's degree in area of licensure or a bachelor's degree and letter to verify enrollment in a licensure preparation program for a master's degree.
 - School psychologist: master's degree in area of licensure and letter to verify enrollment in a licensure preparation program for an education specialist degree (EdS).
- Form [PI-1624-LWS1 District Request for One-year License with Stipulations](#).
- Any additional required paperwork as determined by reading:
 - [Conduct & Competency Questions](#)
 - [Fingerprint Decision Flowchart](#)

Follow ELO application instructions for a [One-Year License with Stipulations](#)



If you have taken the Praxis or Foundations of Reading test (FORT), please include documentation of your scores when you apply for your license. DPI will review your application to determine what Wisconsin-specific requirements may be needed and offer options for fulfilling test requirements and/or licensing without the required scores.

* Be prepared to upload the required documents when you apply for your license. DPI accepts PDF, MS Word (doc or docx), jpg/jpeg, and txt file formats. File names must be less than 36 characters in length, limited to letters and numbers, and include no special characters. Individual file size must not exceed 2 MB.