

How to Document Clear & Convincing Evidence

WHEN is clear and convincing evidence required?

Two things are required when you need to renew a 1-year license with stipulations but do not meet the renewal requirements:

1. Your employing school district must request the Department of Public Instruction to make an exception to the requirements.
2. You must provide clear and convincing evidence that you have started working toward earning a Tier II provisional teaching license.

WHAT COUNTS as clear and convincing evidence?

The required evidence varies based on your chosen pathway to licensure:

- **Complete an approved educator preparation program.** Evidence must document/verify that you are actively enrolled in an approved educator preparation program* and are working to complete the required coursework.

If you have completed all coursework for your approved program but still need to complete a test requirement, upload evidence to document/verify that you are registered for the test.

- **License based on a content area test.*** Evidence must document/verify that you are registered to take the specific content area test.

If this pathway also requires verification of experience that you have not yet earned, you must also provide a letter from your employing school district. The letter must verify contracted experience in the subject/grade range needed for the upcoming school year.

- **Montessori pathway.*** Evidence must document/verify how and when the components of the Montessori Pathway will be completed. Those components include all the following: (1) enrollment in or completion of an Association Montessori International (AMI) or Montessori Accreditation Council of Teacher Education (MACTE) accredited Montessori program, (2) enrollment in or completion of a three-credit special education course, (3) registration for or completion of the required Praxis II content exam, and (4) registration for or completion of the Foundations of Reading Test (FORT).

*Additional information available online. See [Learn More](#) on the next page.

- **American Board for the Certification of Teacher Excellence (ABCTE) pathway.***
Evidence is the ABCTE letter that verifies the period of enrollment and the license subject(s) you are seeking, and any available information regarding assessments you have attempted, completed, or for which you have registered.
- Must provide a copy of the ABCTE letter verifying the period of enrollment and the license subject(s) you are seeking. Must also provide any available information regarding assessments you have registered for, attempted, or completed.
- **Professional Teaching Permit pathway.*** Evidence must document/verify how and when the components of the Professional Teaching Permit Pathway will be completed. The components include (1) a bachelor's degree in an acceptable subject for the license you are seeking, (2) five years of professional experience, (3) you have completed or are registered for the required Praxis II content exam, and (4) you have completed or are enrolled in 100 hours of formal instruction in the application of modern curricula and pedagogy.
- **Charter school license pathway.*** Evidence must document/verify that you are registered to take the specific content area test.

HOW do I submit my clear and convincing evidence?

You will be prompted to upload your evidence during the Educator Licensing Online (ELO)* application process. DPI accepts PDF, MS Word (doc or docx), jpg/jpeg, and txt file formats. File names must be limited to letters and numbers, no special characters, and be less than 36 characters in length. Individual files must not exceed 2 MB in size.

*LEARN MORE:

- How do I find an [approved educator preparation program](#) in Wisconsin?
- What are the approved [pathways to licensure](#) in Wisconsin?
- Where do I find additional information about specific pathways to licensure?
 - [Content test pathway](#)
 - [Montessori school pathway](#)
 - [American Board for the Certification of Teacher Excellence \(ABCTE\) pathway](#)
 - [Professional teaching permit pathway](#)
 - [Charter school license pathway](#)
 - [School district-sponsored portfolio pathway](#)
 - [Accessing ELO to apply for a license](#)