

## TIP SHEET:

# How to complete form PI-1975

Substitute Teacher Verification (for students enrolled in an educator preparation program)

## WHAT is the purpose of form PI-1975?

[Wis.Stats. section 118.19\(7m\)](#) allows eligible individuals to apply for a three-year, short-term substitute teacher license. If you are enrolled in an educator preparation program (EPP) and meet the eligibility requirements described below, you must upload a signed [form PI-1975](#) when you apply for the license.

## WHO can apply?

To be eligible, you must:

- Be at least 20 years old.
- Be enrolled in a DPI-approved educator preparation.
- Have successfully completed the minimum number of credits required to achieve junior-level status in the program.
- Have successfully completed 15 hours of classroom observation.

## HOW do you fill out the form?

- 1) Fill out the first section (Section I) yourself.
- 2) Give the form to the certification officer of your educator preparation program. They must review it for eligibility, complete sections II and III, and sign the form.

## What comes next?

You will be prompted to upload the signed PI-1975 when you apply for your license. You may also be required to submit additional materials:

- Use the [Fingerprint Flowchart](#) to find out if your application will require fingerprints.
- Review the [Content and Competency](#) questionnaire to find out if your application will require additional documentation.

If you have additional questions, contact the Department of Public Instruction's online [licensing helpdesk](#).