



Date: July 21, 2023

To: District Administrators and Human Resource Personnel

From: Jennifer Kammerud, Director
Licensing, Educator Advancement and Development (LEAD)

Re: Licensure for Staff Seeking or Holding a Tier I License

This memo is meant as a guide to help you navigate the application process for those staff who have not met full licensure requirements in advance of the school year. Those who have not met full requirements may seek a Tier I license. There are a variety of Tier I license pathways. This memo is not an exhaustive list of those pathways but covers district responsibilities, required documentation, and the application process for those licenses for which we are frequently contacted.

In general, please keep in mind common issues that tend to impact the timely completion of applications and issuance of licenses. Any help you can provide your staff who are a Tier I license in any of these areas will help to expedite the application process. Common issues include:

1. Using the current version of the required form(s). Current versions for all licensure forms can be found [here](#).
2. Completing the required forms correctly.
3. Making a timely application with all required documentation.
4. Knowing the requirements for the license. These can be found both on the LEAD Team [website](#) and under WI Administrative Code, particularly [PI 34](#). Please note the three-year limitation under IDEA for all special education Tier I license requests under 34 CFR 300.156.

If there are questions about this information, please contact our [Licensing Online Help Desk](#). The LEAD Team typically assigns all requests for help through the online help desk within 24 hours. If needed, district administrators also have access to the superintendent telephone hotline and all school district staff may access supports for completing applications through their Cooperative Educational Service Agency (CESA). The LEAD Team contracts with all 12 CESAs to provide licensing support to school district staff.

Teacher Scenarios	District Requested?	Application in ELO	Documentation Required
Renewal of any previously issued 1-year license with stipulations Renewal Tip Sheet	YES	T001-1115 for teacher (see below for SLP)	PI-1624-LWS1 completed by the district; PI-1624-LWS-PROG form completed by the approved program verifying progress in the approved program. If the educator is not completing an approved program as their pathway to licensure OR did not do so by the 8/31 deadline, an exception to renewal requirements under PI 34.028 (4) must be requested by the district supported by clear and convincing evidence .
Initial Request for someone with an accredited bachelor's degree not in education	YES	T001-1115	Transcript verifying a bachelor's degree from an accredited college/university and a PI-1624-LWS1 form completed by the district.
Initial request for someone who has recently graduated from a Wisconsin approved program and has completed all coursework requirements, including student teaching, but is not yet eligible for the WI program's endorsement.	NO	T001-1115	Transcript verifying a bachelor's degree from an accredited college/university and a PI-1612-T form completed by the WI educator preparation program.
Out-of-state program completer who is not yet eligible for the endorsement from that program or license in that state. Those who <u>do</u> qualify for endorsement as evidenced on the PI-1612-T or license must use the T001-1025	YES	T001-1115	Transcript verifying a bachelor's degree from an accredited college/university and a PI-1624-LWS1 form completed by the district.

Teacher Scenarios	District Requested?	Application in ELO	Documentation Required
instead of the 1115 application for initial request.			
GUEST teacher	YES	T001-1115	PI-1624-GUEST form and a foreign credential evaluation that verifies both a bachelor's degree earned that is comparable to degree requirements in the United States and the completion of a teacher training program in the subjects for which you have hired this educator. If you have hired this person to teach something other than what they were trained to teach, then the request is not for a guest license, but a 1-year license with stipulations. This will require this person to complete a pathway to licensure.

School Speech/Language Pathologist	District Requested?	Application in ELO	Documentation Required
Request for school SLP (renewable up to three school years per IDEA if documentation is current each year of request)	NO	T001-1116	Master's degree in communication disorders and the license issued by the hearing and speech examining board through the WI Dept. of Safety and Professional Services.

Pupil Services Scenarios	District Requested?	Application in ELO	Documentation Required
Initial request for a School counselor license	YES	P001-1115	PI-1624-LWS1 form completed by the district + either master's degree transcript OR bachelor's degree transcript and evidence of enrollment in an

Pupil Services Scenarios	District Requested?	Application in ELO	Documentation Required
			approved program leading to school counselor license in WI.
Initial request for a School psychologist license	YES	P001-1115	PI-1624-LWS1 form and a transcript that verifies a master's degree in school psychology has been earned and is enrolled in a program leading to this license.
Initial request for a School social worker license	YES, unless the staff member meets the requirements below for the clinically-trained social worker	P001-1115	PI-1624-LWS1 form completed by the district + either master's degree transcript OR bachelor's degree transcript and evidence of enrollment in an approved program leading to school social worker license in WI.
Renewal request for a pupil service license in one of the above scenarios	YES	P001-1115	PI-1624-LWS1 completed by the district; PI-1624-LWS-PROG form completed by the approved program verifying progress in the approved program. If the educator did not complete at least 6 semester credits toward their approved program by the 8/31 deadline, an exception to renewal requirements under PI 34.028 (4) must be requested by the district supported by clear and convincing evidence .
Initial or renewal request for a School social worker license.	NO - if holds the required documentation	P001-1116	A transcript verifying the master's degree in social work and a valid license through the WI Dept. of

Pupil Services Scenarios	District Requested?	Application in ELO	Documentation Required
			Safety and Professional Services.

Administrator Scenarios	School Board Requested?	Application in ELO	Documentation Required
Initial request for 1-year board-requested administrative license	YES	A201-1015	<p>PI-1622-ADMIN form and program plan verifying enrollment in a program leading to the requested administrative license within two school years. While school business manager and CTE coordinator do not require it, other administrator licenses require prerequisite licensure and experience.</p> <p>Prerequisite licenses include a teaching or pupil service license at the tier II, III or IV level. Prerequisite experience includes holding a regularly contracted assignment as a teacher for three years or three years of regular contracted experience as a pupil services staff member with 540 hours of coteaching.</p>
One-time renewal request for 1-year	YES	A201-1215	PI-1622-ADMIN form and program plan verifying enrollment in

Administrator Scenarios	School Board Requested?	Application in ELO	Documentation Required
board-requested administrative license			a program leading to the requested administrative license.