



**Date:** June 7, 2024

**To:** District Administrators and Human Resource Directors

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

**Subject:** Licensure for Staff Seeking or Renewing a Tier I One-Year License with Stipulations

This memo is meant as a guide to help you navigate the one-year license with stipulations (LWS1) application process for those staff who have bachelor's degrees but have not met full licensure requirements in advance of the 2024-2025 school year. Applications for LWS1s for 2024-2025 should not be submitted until July 1. The only exception to this requirement is for those applicants who need to manage visa processes for the upcoming school year.

### **Initial requests for a LWS1**

Initial requests for a LWS1 can be requested via three options:

- **School District Request candidate.** This option is available to a candidate who holds at least a bachelor's degree and has been hired by a school district in a teaching or pupil service assignment prior to completing their pathway to licensure or have been hired in an assignment for which they are not currently licensed. Note, school psychologists must hold at least a master's degree in school psychology to request a LWS1.
- **Wisconsin educator preparation program (WI EPP) candidate self-request.** This option is available to a candidate who has completed all coursework components of their WI EPP, who has obtained the appropriate degree for their licensure area but have outstanding non-coursework requirements to complete and is seeking their first LWS1.
- **Out-of-state educator preparation program (OOS EPP) candidate self-request.** This option is available to a candidate who has completed all licensure requirements in the state where their program is headquartered and is eligible for their program's licensure endorsement. For teaching, this candidate cannot yet verify they hold a valid out-of-state license and have one year of teaching experience, nor has this candidate completed Wisconsin testing requirements for

licensure. Review the [out-of-state pathways webpage](#) for additional information and other licensing options for those coming from out-of-state.

### **Renewal requests for a LWS1**

Renewal of a LWS1 must be requested by an employing school district when the candidate has not completed all criteria of their chosen pathway by August 31. The documentation required and when a candidate can apply for the LWS1 renewal will depend on their chosen pathway to licensure and ability to meet renewal requirements by August 31.

Per PI 34.028(4) there are two criteria that meet renewal requirements for an LWS1. Under those criteria the candidate either:

- Enrolled into an approved program toward the license needed for their assignment and completed at least six credits or the equivalent in the program by August 31; or
- Completed all coursework of the approved program, as verified by the certification officer, then the educator attempted to complete all required tests remaining for licensure.

Those candidates working to complete an educator preparation program must provide the following documentation with their renewal application:

- [PI-1624-prog form](#) completed by the certification officer at their educator preparation program. Note that school district staff should not sign the PI-1624-prog form.
- Acceptable transcripts verifying a bachelor's degree.
- [PI-1624-LWS1](#) form. Prior to the school district completing the PI-1624-LWS1 form, the district should first review the complete PI-1624-prog form provided by the candidate to ensure accuracy in filling out the PI-1624-LWS1 form.

Those candidates working to complete a pathway to licensure other than an approved educator preparation program who did not complete their chosen pathway by August 31 (e.g., license based on a content test pathway, charter school license pathway, Montessori pathway, American Board (ABCTE) pathway, etc.) or candidates working with an approved program who did not meet renewal requirements by August 31 must provide clear and convincing evidence with their renewal application. Please review the [How to Document Clear and Convincing Evidence document](#) for more information about the required documentation. Candidates who do not meet renewal requirements must discuss this with their employing school district. If the district decides to request an exception, they can do so based on the clear and convincing evidence provided by the candidate. The district must check box "c" in section II of the PI-1624-LWS1 form and the candidate will include both the PI-1624-LWS1 form and the clear and convincing evidence with their application.

Please review the [LWS1 Renewal Tip Sheet](#) for additional information. Application directions for the LWS1 can be found [here](#).

### Common Errors

- Submitting applications too early.
  - We do not begin accepting LWS1 applications until July 1. Keep in mind that the deadline to complete a pathway to licensure or meet LWS1 renewal requirements is August 31. Candidates still working on coursework or testing requirements over the summer must wait to apply until the outcome of this activity is completed as it has an impact on the documentation required for renewal or whether the LWS1 is needed. Certification officers at preparation programs cannot sign off on the PI-1624-prog form until the work (i.e., completed coursework or test attempts) has been completed and verified. Additionally, if someone is attempting a test, which may be their final licensure requirement, passing that test would most likely result in submission of an application for the full license as the LWS1 would not be needed.
- Not understanding if the LWS1 request is a renewal or an initial request.
  - Use [License Look-Up](#) to see if the candidate has previously held a LWS1 in the subject area the district will be requesting. If they have, the request is a renewal.
- Submitting incomplete applications. Examples of incomplete applications include:
  - Incomplete or inaccurate forms. Both the district and the candidate should review the forms for accuracy and completeness prior to applying. Ensure all fields are filled out.
  - Missing documentation. Check with the candidate prior to applying to ensure they have all required documents scanned to upload to their application in ELO.

If there are further questions about the LWS1 or a specific application, please contact the [online licensing helpdesk](#). Please see the attached chart that describes in more detail when a district must request a LWS1, the application that should be submitted, and required documentation for the application.

Teacher Scenarios	District Requested?	Application in ELO	Documentation Required
Renewal of any previously issued 1-year license with stipulations <a href="#">Renewal Tip Sheet</a>	YES	T001-1115 for teacher (see below for SLP)	PI-1624-LWS1 form 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 <a href="#">clear and convincing evidence</a> .
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-1627 form completed by the WI educator preparation program. The applicant should contact their WI EPP to request this form.
Out-of-state program completer who is not yet eligible for the endorsement from that program or license in that state. <i>Note: Those who <u>do</u> qualify for endorsement as evidenced on the PI-1612-T or license must use the T001-1025 instead of the 1115 application for initial request.</i>	YES	T001-1115	Transcript verifying a bachelor's degree from an accredited college/university and a PI-1624-LWS1 form completed by the district.

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 and either a master's degree transcript OR a bachelor's degree transcript and evidence of enrollment in an 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 and either a master's degree transcript OR a 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 form completed by the district; PI-1624-LWS1-PROG form completed by the certification officer at the approved program verifying progress in the approved

Pupil Services Scenarios	District Requested?	Application in ELO	Documentation Required
			<p>program. If the educator did not complete at least six 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 <a href="#">clear and convincing evidence</a>.</p>
<p>Initial or renewal request for a School social worker license.</p>	<p>NO - if holds the required documentation</p>	<p>P001-1116</p>	<p>A transcript verifying the master's degree in social work and a valid license through the WI Dept. of Safety and Professional Services.</p>

Administrator Scenarios	School Board Requested?	Application in ELO	Documentation Required
<p>Initial request for 1-year board-requested administrative license</p>	<p>YES</p>	<p>A201-1015</p>	<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. 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</p>

Administrator Scenarios	School Board Requested?	Application in ELO	Documentation Required
			services staff member with 540 hours of coteaching.
One-time renewal request for 1-year board-requested administrative license	YES	A201-1215	PI-1622-ADMIN form and program plan verifying enrollment in a program leading to the requested administrative license.