

# Teacher Licensing: Position & Assignment Codes

Presenters: Julie Hagen and Ari Baker

## Day 2: 1:00 - 1:45 PM Questions and Answers:

1. **PP LEA? Question in the state reporting during pandemic directed here - Q)** DPI is waiting for fingerprinting. The employee had that done on Jan. 27, 2021 at FieldPrint. FieldPrint confirmed that the DOJ processed the prints and that there is no error. How do I proceed?
  - a. The educator can submit an email to our helpdesk notifying our office that the fingerprinting was completed. <https://dpi.wi.gov/support/contact-us>
2. **Pattie and LEA? Question in the state reporting during pandemic directed here - - Q)** If the license application is pending, how do we note that? The error is in the audit report not the validation.
  - a. If the WISEstaff assignment is reported correctly, there isn't anything to note in WISEstaff. It is something to keep an eye on to ensure the license is issued so that by the time the final audit is run in June 2021, the educator won't continue to flag on your final audit.
3. **HS:** This year we hired a teacher to work with our virtual students at elementary. We are a small school so he covered students in grades K-5. We got an error that there can't be that many grade levels with a 53-50 license.
  - a. You can submit this question to the [Licensing Help Desk](#), please include the educator's name and entity number so that we can look it up and provide a more in-depth answer. A warning may show if more than two grades are reported, but it should not prevent you from entering the WISEStaff assignment code this way.
4. **Melanie Flannery:** How can we get more clarification on assignment codes when we are not certain of how specific classes should be coded?
  - a. May need to involve the school district director of curriculum and instruction to determine this. May need to look at what [academic standards](#) were used for the course curriculum.
5. **Lisa Christensen:** If we are to report the curriculum grade and not the building grade I get an error. One teaching advanced math to 8th graders would be logged as teaching grades 9 & 10 but wisestaff won't let me select the middle school for grades 9 and 10. Should I say he's working at the high school when he's really at the middle school?
  - a. At the middle level, we do not have them differentiate. It's a math assignment, grade 8.
6. **Carissa:** A teacher of ours is licensed with Grades 1-9 Social Studies (1703) and we were hoping they could teach Sociology. Understanding that they can't teach upper level students, I didn't think this was possible. Did I hear you correctly if the curriculum is at a

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lower level, they can still teach this? We have two 11th graders needing it for a social studies credit.

- a. Please send this question in via the help desk, please cite the educator's name and entity number.
  - b. **Carssia:** Thank you. She does have a 1703.
7. **PP:** We have a new employee Drew Phillips who teaches our Information Technology courses. He has an 8013 Experienced Based Tech Ed and Tech Related Occupations. In the description, it does say Information Technology. However, we are getting an error on our Wisestaff report. It says he needs to apply for a License with stipulations. Shouldn't 8013 cover him?
- a. Reported as a computer science teacher, the 8013 license will not cover a computer science (53-0405) assignment.
8. **Evenlyn Eckhardt:** Are districts required to have a CTE coordinator? Can teachers help with this or do they need a special license?
- a. If there is Carl Perkins funding, yes, you must have a CTE coordinator and that person needs to hold the license.
9. **HS:** What is the best way for a teacher who is having license application issues to get a hold of someone at DPI?
- a. Contacting the Licensing Help Desk.
10. **Benjamin:** computer science...can a business educator with Bus ed license teacher CS courses?
- a. Two reporting codes in WISEStaff, computer science (53-0405) and computer literacy (53-0404). The teacher would need to hold a computer science license if they are in a computer science assignment. May want to review the "[What can I teach with my license](#)" webpage.
11. **Nicki:** we are still waiting for DPI to get back to a teacher about a license issue - when can we expect a response?
- a. We are currently processing help desk tickets through March 8th.
12. **Diane:** How long does it usually take to get a response back from the ELO help desk?
- a. For general questions the turnaround time may be a week or two, for more complicated questions, it may need to be escalated, and could take longer to be answered.
13. **Diane:** What happens if we don't receive a response back from ELO before the WISEstaff certification deadline?

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- a. If your question is about the WISEStaff audit, please include the School District name and reference that this is an audit question in the title. These are routed to the person that reviewed your district's audit and are typically answered quickly.

**14. Sarah Oudenhoven:** Will there be any flexibility in Summer School licensure this year?

- a. [Summer school guidelines](#) on our website. The short-term substitute can do what they do normally during the school year, if the short term substitute has a BA, they may be able to be hired under one-year license with stipulations to cover a longer assignment.

**15. Becky Schmidt:** When does the emergency rule 2043 end? Does it apply to someone with a regular teaching license, but their license is outside of the grade level of the sub assignment?

- a. Emergency license expires in April, but it should be extended to cover the remainder of the school year. Someone who holds a Tier II provisional or higher license, is able to long-term substitute/teach in the area of their license, or they can short-term substitute in any area.

**16. Kris L:** A person with a BS in Education who never got their license now wants to work as a substitute. Do they need to take certified sub training or will their degree suffice?

- a. If they completed a teacher training program, yes, they can use their bachelor's degree in lieu of verifying completing a substitute training program. I believe they will need to attach their transcript in place of the training certificate and circle the degree.

**17. Name and LEA - Q)**

- a.

**18. Name and LEA - Q)**

- a.

**19. Name and LEA - Q)**

- a.

**20. Name and LEA - Q)**

- a.