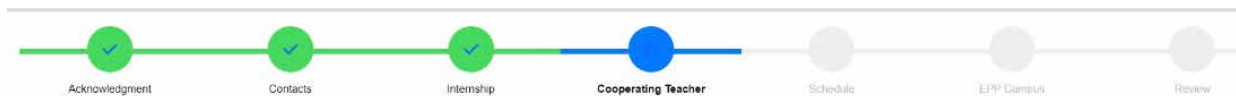Wisconsin Improvement Program (WIP) Portal

QuickStart Guide

The WIP online portal connects school districts with approved educator preparation programs to create school-based internship opportunities for eligible pre-service teachers. The portal helps districts get their requests from the starting point to "Approved" smoothly and efficiently.

EASY District users create, submit, and monitor their intern requests, start to finish, in the portal.

SUPPORTIVE The portal provides prompts, drop-down menus, and other supports to help minimize error and guide users through the process.

INFORMATIVE District users may log in to the portal at any time to view progress on their internship request.

EFFICIENT The portal's DocuSign function automatically issues email requests to all individuals required to sign an internship request. It tracks signatures as they come in and notifies DPI when an internship request is ready for review.

Everything happens right in the portal.

Log in to the WIP Portal: [How to Access the WIP Portal](#).

The Home Screen

The portal will open to your home screen. From the home screen you may start new internship requests, filter and search for in-progress requests, and monitor requests throughout the process.

To start a new request, click the blue "+ Create Internship" button.

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1. Acknowledgment

The navigation graphic at the top of the screen represents your pathway through the internship request process. Your current screen always appears as a blue disk. Completed steps appear as green disks.

- Read all of the information. If you agree, click "Agree" to move to the next screen.

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2. Contacts

Contact information for the primary contact, the district admin/designee, and the principal is required. Adding a secondary contact and teacher association representative is required. The signature requests will be sent electronically to the required signers via DocuSign email using the school/district email input in this section.

3. Internship Information

Choose the appropriate options for your school/district from each drop-down menu and/or by entering information as requested.

- Start/end dates:
  - Fall: start date must be August 1 of the academic year or after. The end date must be no later than January 31 of the same academic year.
  - Spring: start date must be January 1 of the academic year or after. The end date must be no later than June 30th of the same academic year.
- Grade level: Lowest and highest grade levels are determined by your specific internship. Depending on the structure of your internship, they may be the same grade or a grade range.
- Subject area: Choose a subject area from the drop-down options. More than one subject may be selected (as in the case of dual-certification).

4. Cooperating Teacher

Provide all requested information for the cooperating teacher(s):

- Locate your cooperating teacher(s) using the search features. You may search by entity number, first name, or last name.
- Once you have identified the correct cooperating teacher, click the blue "+ Add" to confirm your selection.
- The cooperating teacher(s) must be fully licensed in the specific license area of the internship, including subject and grade/developmental level. If two cooperating teachers are selected, their combined licenses must match the internship.
- Enter school/district email addresses only.
- You must attest to the WIP requirements for cooperating teachers before moving on to the next screen.

5. Schedule

The intern workload requirements are outlined in the WIP Handbook ([Internship Structure](#)). Interns may teach no more than 50% of the time over the course of the semester.

- Schedule information: Provide responses specific to your internship.
- Schedule breakdown:
    - Select the type and number of teaching units (period, block, hour) specific to your internship.
    - Specify how much time the intern will be teaching on their own, team teaching, and observing, planning, and preparing.
    - You must select a number in each drop-down menu (select "0" when appropriate).
    - The combined total number of units (period, block, or hour) listed in the lower part of the schedule breakdown must equal the number of units indicated immediately above.
    - The system will not let you proceed until the numbers add up correctly.

6. Educator Preparation Program (EPP) Campus

There are 27 WIP member education preparation programs (EPPs) in Wisconsin.

- Only the EPPs chosen in this section will be able to view your intern request.
    - Click "Yes" to enable all WIP member educator preparation programs to view your intern request.

        or

    - Click "No" and select specific WIP member educator preparation programs based on your local or regional preferences.

7. Review

Review all information entered into your request carefully. Use the edit button in each section to make changes as necessary.

- After clicking "Edit," you may navigate between sections by clicking the navigation graphic or clicking the "Next" button at the bottom of the screen.

- Click the blue "Submit Intern Request" button when your review is complete. After submission, you will be returned to your home screen.

- Your internship request will appear in the list of Intern Requests for your school/district on the home screen. The status will be *Awaiting Signatures*.

What Happens Next?

The portal sends an auto-generated DocuSign email to your required signers. The required signers will follow the email prompts to electronically sign the intern request. After DPI review, you will receive one of three responses:

- *Approved*: The request status will change to *Approved/Ready to Fill*.

- *Resubmission Edits Required*: School/district may make necessary edits (identified in an email from DPI) for approval. Districts have 7 days in which to update their request and resubmit. Note: Resubmission will initiate a new round of required signatures.

- *Denied*: Intern request cannot be approved or resubmitted.

The current status of intern requests can be viewed on home screen (example above). In-progress requests have a blue "Resume" button to the far right of the screen. Submitted requests have a white "View" button.