



**INSTRUCTIONS:** The Educator Preparation Program (EPP) Contact Form is used by the EPP dean or agency administrator to request or remove access to users for certain functions related to the Department of Public Instruction (DPI) or Educator Licensing Online (ELO). **Once completed, email the form to the liaison assigned to you by DPI.**

**I. EPP INFORMATION**

EPP Name		EPP 4-Digit ID <i>Title II</i>	
EPP Address <i>Number/Street</i>	City	State	Zip
		WI	
Dean/ Director	Title of Dean/ Director		
Phone No. <i>Area Code/No.</i>	Email Address		

**Note:** When adding new contacts, only indicate one or two people for that specific role. Indicate any contacts, on reverse side, who should be removed due to changes in personnel or responsibilities.

**II. ACTIVE AND NEW CONTACTS**

PRIMARY Contact 1 Full Name <i>First, Last Name</i>	Title of Primary Contact 1
Phone No. <i>Area Code/No.</i>	Email Address

Add Contact Effective <i>Mo./Day/Yr.</i>	Access to be Granted <i>Check all that apply.</i> <input type="checkbox"/> <b>Deans &amp; Directors Distribution List</b> <i>Receives email from Director or Assistant Director of TEPDL</i> <input type="checkbox"/> <b>ECL Data Uploader</b> <i>Rights to submit endorsed candidates for licensure via ECL Upload</i> <input type="checkbox"/> <b>Certification Officer</b> <i>Responsible for endorsing candidates for licensure.</i> <input type="checkbox"/> <b>EPP Public Contact</b> <i>Contact listed on DPI website <a href="https://dpi.wi.gov/tepd/ep/approved-programs">https://dpi.wi.gov/tepd/ep/approved-programs</a></i> <input type="checkbox"/> <b>Title II Contact</b> <i>(ETS, HEOA, WESTAT) Limit one Title II Contact per EPP</i> <input type="checkbox"/> <b>CRP Contact</b> <i>Coordinates CRP with DPI Liaison</i> <input type="checkbox"/> <b>WIP Coordinator</b> <i>Receives information regarding WIP</i>
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ADDITIONAL Contact 2 Full Name <i>First, Last Name</i>	Title of Additional Contact 2
Phone No. <i>Area Code/No.</i>	Email Address

Add Contact Effective <i>Mo./Day/Yr.</i>	Access to be Granted <i>Check all that apply.</i> <input type="checkbox"/> <b>Deans &amp; Directors Distribution List</b> <i>Receives email from Director or Assistant Director of TEPDL</i> <input type="checkbox"/> <b>ECL Data Uploader</b> <i>Rights to submit endorsed candidates for licensure via ECL Upload</i> <input type="checkbox"/> <b>Certification Officer</b> <i>Responsible for endorsing candidates for licensure.</i> <input type="checkbox"/> <b>EPP Public Contact</b> <i>Contact listed on DPI website <a href="https://dpi.wi.gov/tepd/ep/approved-programs">https://dpi.wi.gov/tepd/ep/approved-programs</a></i> <input type="checkbox"/> <b>Title II Contact</b> <i>(ETS, HEOA, WESTAT) Limit one Title II Contact per EPP</i> <input type="checkbox"/> <b>CRP Contact</b> <i>Coordinates CRP with DPI Liaison</i> <input type="checkbox"/> <b>WIP Coordinator</b> <i>Receives information regarding WIP</i>
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ADDITIONAL Contact 3 Full Name <i>First, Last Name</i>	Title of Additional Contact 3
Phone No. <i>Area Code/No.</i>	Email Address

**II. ACTIVE AND NEW CONTACTS (cont'd)**

Add Contact Effective Mo./Day/Yr.	Access to be Granted <i>Check all that apply.</i> <input type="checkbox"/> <b>Deans &amp; Directors Distribution List</b> <i>Receives email from Director or Assistant Director of TEPDL</i> <input type="checkbox"/> <b>ECL Data Uploader</b> <i>Rights to submit endorsed candidates for licensure via ECL Upload</i> <input type="checkbox"/> <b>Certification Officer</b> <i>Responsible for endorsing candidates for licensure.</i> <input type="checkbox"/> <b>EPP Public Contact</b> <i>Contact listed on DPI website <a href="https://dpi.wi.gov/tepd/epp/approved-programs">https://dpi.wi.gov/tepd/epp/approved-programs</a></i> <input type="checkbox"/> <b>Title II Contact (ETS, HEOA, WESTAT)</b> <i>Limit one Title II Contact per EPP</i> <input type="checkbox"/> <b>CRP Contact</b> <i>Coordinates CRP with DPI Liaison</i> <input type="checkbox"/> <b>WIP Coordinator</b> <i>Receives information regarding WIP</i>
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ADDITIONAL Contact 4 Full Name <i>First, Last Name</i>	Title of Additional Contact 4
Phone No. <i>Area Code/No.</i>	Email Address

Add Contact Effective Mo./Day/Yr.	Access to be Granted <i>Check all that apply.</i> <input type="checkbox"/> <b>Deans &amp; Directors Distribution List</b> <i>Receives email from Director or Assistant Director of TEPDL</i> <input type="checkbox"/> <b>ECL Data Uploader</b> <i>Rights to submit endorsed candidates for licensure via ECL Upload</i> <input type="checkbox"/> <b>Certification Officer</b> <i>Responsible for endorsing candidates for licensure.</i> <input type="checkbox"/> <b>EPP Public Contact</b> <i>Contact listed on DPI website <a href="https://dpi.wi.gov/tepd/epp/approved-programs">https://dpi.wi.gov/tepd/epp/approved-programs</a></i> <input type="checkbox"/> <b>Title II Contact (ETS, HEOA, WESTAT)</b> <i>Limit one Title II Contact per EPP</i> <input type="checkbox"/> <b>CRP Contact</b> <i>Coordinates CRP with DPI Liaison</i> <input type="checkbox"/> <b>WIP Coordinator</b> <i>Receives information regarding WIP</i>
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**III. DEACTIVATE CONTACT**

CONTACT 1 Full Name <i>First, Last Name</i>	Title of Contact 1
Phone No. <i>Area Code/No.</i>	Email Address

Deactivate Contact Effective Mo./Day/Yr.	Access to be Granted <i>Check all that apply.</i> <input type="checkbox"/> <b>Deans &amp; Directors Distribution List</b> <i>Receives email from Director or Assistant Director of TEPDL</i> <input type="checkbox"/> <b>ECL Data Uploader</b> <i>Rights to submit endorsed candidates for licensure via ECL Upload</i> <input type="checkbox"/> <b>Certification Officer</b> <i>Responsible for endorsing candidates for licensure.</i> <input type="checkbox"/> <b>EPP Public Contact</b> <i>Contact listed on DPI website <a href="https://dpi.wi.gov/tepd/epp/approved-programs">https://dpi.wi.gov/tepd/epp/approved-programs</a></i> <input type="checkbox"/> <b>Title II Contact (ETS, HEOA, WESTAT)</b> <i>Limit one Title II Contact per EPP</i> <input type="checkbox"/> <b>CRP Contact</b> <i>Coordinates CRP with DPI Liaison</i> <input type="checkbox"/> <b>WIP Coordinator</b> <i>Receives information regarding WIP</i>
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CONTACT 2 Full Name <i>First, Last Name</i>	Title of Contact 2
Phone No. <i>Area Code/No.</i>	Email Address

Deactivate Contact Effective Mo./Day/Yr.	Access to be Granted <i>Check all that apply.</i> <input type="checkbox"/> <b>Deans &amp; Directors Distribution List</b> <i>Receives email from Director or Assistant Director of TEPDL</i> <input type="checkbox"/> <b>ECL Data Uploader</b> <i>Rights to submit endorsed candidates for licensure via ECL Upload</i> <input type="checkbox"/> <b>Certification Officer</b> <i>Responsible for endorsing candidates for licensure.</i> <input type="checkbox"/> <b>EPP Public Contact</b> <i>Contact listed on DPI website <a href="https://dpi.wi.gov/tepd/epp/approved-programs">https://dpi.wi.gov/tepd/epp/approved-programs</a></i> <input type="checkbox"/> <b>Title II Contact (ETS, HEOA, WESTAT)</b> <i>Limit one Title II Contact per EPP</i> <input type="checkbox"/> <b>CRP Contact</b> <i>Coordinates CRP with DPI Liaison</i> <input type="checkbox"/> <b>WIP Coordinator</b> <i>Receives information regarding WIP</i>
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**IV. CERTIFICATION/SIGNATURES**

I HEREBY AUTHORIZE DPI to make the above additions or changes on behalf of our EPP. **Email form to your liaison.**

Signature of Dean/ Director ➤	Date Signed Mo./Day/Yr.
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