



**INSTRUCTIONS:** If your employee needs a one-year license for an administrator position, use ELO license type A201 with the form PI-1622-ADMIN instead.

For best results, any PDF form should be downloaded and opened in Acrobat Reader rather than filled out in the browser. Not all PDF features will work as intended when opened in a browser.

I. GENERAL INFORMATION			
CESA No.	LEA No.	Requesting School District	Telephone Area/No.
School No.	School Name—Location of Assignment		Charter School? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, check box if Virtual Charter</i> <input type="checkbox"/>
Subject(s)/Position Requested		Development Level/Grade(s)	
Percentage of School Day in this Assignment(s) <input type="checkbox"/> Full-time (in the assignment for the full school day) <input type="checkbox"/> Part-time (in the assignment for part of school day) <i>Specify percentage of day in this assignment: _____%</i>		Is the license needed for a Long-term Substitute assignment? <input type="checkbox"/> Yes <i>Assignment begin and end date must be provided</i> <input type="checkbox"/> No	
		Request for this person in this assignment(s) is a: <input type="checkbox"/> First Time Request <input type="checkbox"/> Renewal Request— <b>Must complete Part II.</b>	
Assignment Begin Date Mo./Day/Yr.	Assignment End Date Mo./Day/Yr.	Employee Name <i>First, Middle, Last</i>	

**Identify the pathway to full licensure your employee will utilize/is utilizing to either renew this one-year license with stipulations or become eligible for full licensure by August 31 of the year the one-year license would expire. Check one.**

**ENROLL (ED)** in an approved licensure program leading to the license in the above listed subject/position and taking six semester credits in licensure program through a college/university or the equivalent training at a Wisconsin approved alternative educator preparation program.

Name of Program	Anticipated Completion Date Mo./Day/Yr.
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- PASS** the appropriate test(s) required to apply for full licensure. *Indicate the test name and registration date below.*
- via the license based on a Content Test.  
*(for the teacher with Provisional, Lifetime or Master Educator License seeking to add other license by content test only. Attempts at testing to add license via Content test are not considered adequate progress to renew a one-year License with Stipulations).*
  - via endorsement from a Wisconsin approved educator preparation program.  
*(for the person who has completed all educator preparation program requirements, but has yet to pass the Wisconsin exams)*
  - via endorsement from an OUT-OF-STATE educator preparation program.  
*(for the person who has completed all educator preparation program requirements, but has yet to pass the Wisconsin exams)*
  - for a Charter School License (for non-virtual charter teaching assignments)  
*(Attempts at testing to add a Charter School License is not considered adequate progress to renew a one-year License with Stipulations)*

Test Name	Registration Date Mo./Day/Yr.
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- SUCCESSFULLY COMPLETE** License Based on Equivalency (LBE). Note: if utilizing the DPI assessment process, the teacher must verify eligibility for LBE by completing Part I of this two-part process in the first year of the one-year license and Part II of the LBE process must be completed in the second year.
- SUCCESSFULLY COMPLETE** the Montessori Pathway.
- SUCCESSFULLY COMPLETE** the American Board for the Certification of Teacher Excellence (ABCTE). Enrollment in the American Board pathway to license and attempts at completing the testing for this process are not considered adequate progress to renew a one-year License with Stipulations.

**II. LEA RENEWAL VERIFICATION**

During the last one-year license with stipulations but by no later than August 31, the applicant has:

- a. met the renewal requirements under PI 34.028 (4). This means enrollment in an approved educator preparation program and completed at least six semester credits toward this license or who has completed all coursework of the program, but made attempts to complete non-coursework requirements for licensure. Attached is the 1624-LWS1-PROG form.
- b. attempted to pass WI testing requirements as cited by the department based on our review of their out-of-state educator preparation program. Attached is a score report of the attempt made.
- c. **not completed applicable requirements under a-b above for full licensure.** Our district requests an exception to renewal requirements be considered for this school year. Attached is our clear and convincing evidence (e.g., evidence of enrollment, registration for exams, etc.) as to how the applicant will meet the pathway to licensure identified on page 1.

**III. ATTESTATION—REQUIRED**

**I ATTEST** the information on this form is true and that:

- a search for a fully licensed candidate was conducted and fully licensed and qualified candidates were not acceptable per PI 34.028.
- I understand this teacher will be considered as teaching out of field and either inexperienced or unqualified under ESSA.
- I understand a request for renewal requires that the applicant has made adequate progress as verified in Part II.
- *Special Education Requests Only:* I understand this request meets IDEA requirements, including our district/school's need to provide high-quality professional development that is sustained, intensive and classroom-focused; to provide intensive supervision, including regular ongoing support; and that the teacher must demonstrate yearly adequate progress toward program completion. IDEA requires the teacher to complete all licensure requirements to be eligible for full licensure within three school years.

Name of School District Administrator or Designee <i>Type/Print Clearly</i>	Title
Email Address	Phone <i>Area Code/No.</i>
Signature of School District Administrator or Designee  ➤	Date Signed <i>Mo./Day/Yr.</i>