

# Application Checklist for New Driver's Education Teaching License via Non-WI Program

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- READ THE APPLICATION DIRECTIONS: <https://dpi.wi.gov/tepd/elo/oos/drivers-ed-tips>
- If required, have you submitted your fingerprints through Fieldprint?
- If required, have you scanned any documentation to upload into the Conduct and Competency questionnaire?
- Have you collected and scanned the following documents into files that are 2MB or smaller?
  - PI-1612-Institutional Endorsement and Assurances form
  - PI-1613 Employment Verification form(s)
  - Transcripts (bachelor's degree plus prep program if not part of bachelor's)
  - Test score reports (tests required by the state in which you were prepared)
- Do you have your Wisconsin driver's license on hand?
- Have you created a WAMS ID through the WAMS Self-Registration?
- Have you Onboarded and found your licenses?
- Do you have a credit card or pre-paid credit card to complete online payment?

WHEN YOU CAN CHECK OFF EVERY BOX, YOU ARE READY TO SUBMIT YOUR APPLICATION. YOU WILL RECEIVE AN EMAIL NOTIFICATION ONCE THE PROCESSING IS COMPLETED, AT WHICH TIME YOU MAY LOG BACK IN TO PRINT A COPY OF YOUR LICENSE. DPI NO LONGER MAILED OUT LICENSE CERTIFICATES.

APPLICATION SHOWN BELOW IS FOUND ON THE ELO QUICK START MENU

**Start a New Transaction for a New License**

What are you applying for? If you need help choosing, please visit [Educator Licensing Online](#)

1-Teacher Category ▼

N-Teacher - Driver Education License [T021] ▼

Driver Education: Request First Time Educator License - Out of State Program [1025] ▼ Select