

# One-Year License with Stipulations Application Checklist

- READ THE APPLICATION DIRECTIONS: <https://dpi.wi.gov/tepd/elo/substitute-emergency/lws-oneyear>
- 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-1624-LWS1 District Request for One-year License with Stipulations
  - transcript verifying bachelor's degree
- 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 MAILES OUT LICENSE CERTIFICATES.

THE THREE APPLICATIONS SHOWN BELOW ARE FOUND ON THE ELO QUICK START MENU

Option 1: If you are applying for a **teacher** License with Stipulations:

**Apply for a NEW LICENSE**

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

1-Teacher Category

A-Teacher (including 5-Year Sub) [T001]

Teacher: Request 1 Year License with Stipulations [1115] **Go!**

Option 2: If you are applying for a **driver's education** teacher License with Stipulations:

**Apply for a NEW LICENSE**

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

1-Teacher Category

M-Teacher - Driver Education License [T021]

Driver Education: Request 1 Year License with Stipulations [1115] **Go!**

Option 3: If you are applying for a **pupil services** License with Stipulations:

**Apply for a NEW LICENSE**

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

3-Pupil Services Category

A-Pupil Services [P001]

Pupil Services: Request 1 Year License with Stipulations [1115] **Go!**