

# Application Checklist for Renewal of OT/OTA/PA/PTA License

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- READ THE APPLICATION DIRECTIONS: <https://dpi.wi.gov/tepd/elo/other/ot-pt>
- 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?
  - copy of valid DSPS license (DSPS wallet card is acceptable)
- 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

*This screenshot shows the name of the application as it would appear for an Occupational Therapist. The name of the application will dynamically change depending upon the educator in question. All applications are located in the same section of the Quick Start Menu, so use this screenshot to find where your application is located on the Quick Start Menu.*

