

Educators may apply for Wisconsin Initial Licenses and Renewal Licenses in teaching, pupil services, administrator, and other license categories using the Educator Licensing Online (ELO) license application system. The ELO system allows educators to provide the information, supporting materials, and payment needed for DPI to process their license. The ELO license application system streamlines the application process and allows the applicant to manage their own licensing information, including printing a copy of their license certificate and renewing their licenses when applicable.

REVIEW APPLICATION TIPS AND UPDATED ELO INFORMATION: <http://tepd.dpi.wi.gov/licensing/elo>

Manage Your Educator Licenses

All educators currently licensed in the State of Wisconsin can print a copy of their license certificate from the ELO **Quick Start** menu. The DPI will no longer mail license certificates. The ELO system is a place for educators to manage their license(s).

Step 1:	Visit the ELO Public Search and locate your name as it is currently in the system. Write this information down. You will need to locate your licensing record(s) in ELO with that exact name. http://tepd.dpi.wi.gov/licensing/elo-public-search
Step 2:	Create or locate your WAMS ID . WAMS is required for ELO login. We recommend that you use a personal email account to manage your license information. http://wise.dpi.wi.gov/files/wise/pdf/wams-guide.pdf
Step 3:	Log into ELO with the name you located in the ELO Public Search . (You can change your name and address in ELO during the renewal process). https://elo.wieducatorlicensing.org/
Step 4:	Print a copy of your license certificate(s). Under Manage Your License Information you will be able to choose from a drop-down menu and “Choose Transaction” to print your license certificate.

License Renewals

All educators can renew their licenses in the ELO system. In order to prepare for your license renewal and to ensure that the process goes smoothly follow these steps:

Prior to entering the ELO system you will need to review the tips sheets , scan transcripts verifying 6 credits of coursework (PI-3 renewals) – or – submit your PDP electronically for verification (PI-34 renewals). http://tepd.dpi.wi.gov/licensing/elo/	
Step 1:	Visit the ELO Public Search and locate your name as it is currently in the system. Write this information down. You will need to locate your licensing record(s) in ELO with that exact name. http://tepd.dpi.wi.gov/licensing/elo-public-search
Step 2:	Create or locate your WAMS ID . WAMS is required for ELO login. We recommend that you use a personal email account to manage your license information. http://wise.dpi.wi.gov/files/wise/pdf/wams-guide.pdf
Step 3:	Log into ELO with the name you located in the ELO Public Search . (You can change your name and address in ELO during the renewal process). https://elo.wieducatorlicensing.org/
Step 4:	Locate the ELO Quick Start heading. You will see a statement that says “ It is Time to Renew! ” if you are eligible for renewal at this time.
Step 5:	Follow the screen-by-screen application process for renewing your license and attach your supporting documents and continue to the ELO Cart.
Step 6:	Pay for your transaction by credit card. If you do not already have a credit card to pay the renewal fee, you should purchase a pre-paid credit card at a local convenience store. Complete the fingerprinting requirement ahead of time if necessary: http://tepd.dpi.wi.gov/backgroundchecks/completing-the-fingerprint-requirement

Wisconsin Applicants

All educators who have never held a Wisconsin license and completed an approved teacher education program from a Wisconsin educator preparation program will create a new account in ELO.

All educators applying for additional licensure who completed the requirements through a Wisconsin educator preparation program will need to on-board first so that the system may locate their previous and current licensing data. Review the tips sheets for assistance with this process.

Prior to entering the ELO system you will need to review the tips sheets located next to the application type. http://tepd.dpi.wi.gov/licensing/elo	
Step 1:	Create or locate your WAMS ID . WAMS is required for ELO login. We recommend that you use a personal email account to manage your license information. http://wise.dpi.wi.gov/files/wise/pdf/wams-guide.pdf
Step 2:	Start a New Transaction for a New License. The ELO system will locate the endorsement from your Educator Preparation Program. If this information is unavailable, you will need to contact your program to ensure that the information is reported to ELO.
Step 3:	Complete the fingerprinting requirement ahead of time if necessary: http://tepd.dpi.wi.gov/backgroundchecks/completing-the-fingerprint-requirement
Step 4:	Pay for your transaction by credit card. If you do not already have a credit card to pay the renewal fee, you should purchase a pre-paid credit card at a local convenience store.

Out-of-State Applicants: Applicants Completing an Out-of-State Program

Out-of-state applicants will complete an out-of-state program application in ELO. Current Wisconsin educators who apply for additional licensure but completed a program from an out-of-state program must complete an out-of-state program application.

Prior to entering the ELO system , please review the out-of-state program pathway requirements , the Wisconsin licensure testing requirements, and the required supplemental documents needed to complete your application in ELO: http://tepd.dpi.wi.gov/licensing/elo	
If you have lived, worked, or attended school outside the State of Wisconsin in the past twenty years, you will need to complete the fingerprinting requirement for the background check component. More information on the fingerprinting requirement is found here: http://tepd.dpi.wi.gov/backgroundchecks/completing-the-fingerprint-requirement	
Step 1:	Create or locate your WAMS ID . WAMS is required for ELO login. We recommend that you use a personal email account to manage your license information. http://wise.dpi.wi.gov/files/wise/pdf/wams-guide.pdf
Step 2:	Start a New Transaction for a New License. Review these tips for out-of-state completers . All out-of-state applicants must provide a copy of the PI-1612 to their program, and then upload a signed copy of the form into the ELO application. http://tepd.dpi.wi.gov/files/forms/pdf/pod1612.pdf
Step 3:	Pay for your transaction by credit card. If you do not already have a credit card to pay the renewal fee, you should purchase a pre-paid credit card at a local convenience store.

For additional information about ELO as well a periodic updates to the system, please visit the [ELO website](#) <http://tepd.dpi.wi.gov/licensing/elo>. You may also [contact DPI Teacher Education, Professional Development & Licensing](#):
<http://dpi.wi.gov/support/contact-us>