

# First-Time Board-Requested One-Year Administrator Application Checklist

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READ THE APPLICATION DIRECTIONS:

<https://dpi.wi.gov/tepd/elo/substitute-emergency/one-year-admin-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-1622-Admin One-Year Admin School Board Request form

PI-1613 Employment Verification form

Signed program plan from an Educator Preparation Program that confirms enrollment in order to obtain the necessary license AND includes the anticipated completion date

Pupil Services Professionals (i.e., school counselors, psychologists, and social workers) must also attach a letter signed by a school administrator from employing district(s) confirming at least 540 hours of successful PK-12 classroom teaching experience.

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.**

APPLICATION SHOWN BELOW IS FOUND ON THE ELO QUICK START MENU

**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.

2-Administrator Category ▼

B-Administrator - Board Requested One-Year License [A201] ▼

Administrator: New Board Requested One-Year Admin License [1215] ▼ **Go!**