

License Based on Reciprocity Application Checklist

- READ THE APPLICATION DIRECTIONS: <https://dpi.wi.gov/tepd/elo/other/reciprocity>
- 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-1613 Employment Verification form(s)
 - copy of valid license in good standing from another state
- 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.

APPLICATIONS SHOWN BELOW ARE FOUND ON THE ELO QUICK START MENU

Option 1: If you are applying for a teacher License Based on Reciprocity:

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 Wisconsin License Based on Out of State Reciprocity [1045] ▾ **Go!**

Option 2: If you are applying for an administrator License Based on Reciprocity:

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 ▾

A-Administrator (e.g. Superintendent, Principal) [A001] ▾

Administrator: Request Wisconsin License Based on Out of State Reciprocity [1045] ▾ **Go!**