

New Special Education Program Aide Application Checklist

- READ THE APPLICATION DIRECTIONS: <https://dpi.wi.gov/tepd/elo/other/special-ed-aide>
- 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 obtained PI-1622-Aide form signed by your employing school district?
- Have you scanned the PI-1622-Aide form into a file that is 2 MB or less?
- Have you created a WAMS ID through the WAMS Self-Registration?
- Have you Onboarded?
- Do you have a credit card or pre-paid credit card to complete online application?

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.

4-Other Category ▾

A-Special Education Program Aide License [0070] ▾

Request New Special Education Program Aide License [1015] ▾ **Go!**