

# New Three-year Short-term Substitute License Application Checklist

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READ THE APPLICATION DIRECTIONS:

<https://dpi.wi.gov/tepd/elo/substitute-emergency/sub-permit-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 scanned your degree transcripts into a file(s) that is 2 MB or less?

Have you scanned the evidence that you've successfully completed the substitute training into a file(s) that is 2 MB or less? Acceptable documentation of successful completion can be shown through:

CESA Certificate of Completion, including date of completion.

Confirmation letter of successful completion, on district letterhead, including date of completion, signed by an authorized Administrator.

PI-1633 Substitute Teacher Training Verification Form

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 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 license below.

1-Teacher Category

S-Teacher - Short Term Substitute License [T910]

Teacher: Request Short-term Substitute License [1910]