

New Three-year Short-term Substitute Permit Application Checklist

- 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-Sub form signed by your employing school district and transcripts confirming your bachelor's degree?
- Have you scanned the PI-1622-Sub form and bachelor's transcripts into a file(s) 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?

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.

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 ▾

S-Teacher - Short Term Substitute Permit [T910] ▾

Teacher: Request New Short-term Substitute Permit [1015] ▾ [Go!](#)