

New Teacher License from Out of State License Program 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 collected and scanned the following documents into files that are 2MB or smaller?
 - Transcripts from any other colleges/universities you attended
 - PI-1612-T Institutional Endorsement and Assurances
 - Test score report(s)
 - PI-1613 Employment Verification form(s) (if you have previous teaching experience)
- Have you created a WAMS ID through the WAMS Self-Registration?
- If you have existing license(s), have you onboarded and found your license(s)?
- Do you have a credit card or pre-paid credit card available for 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 INTO ELO TO PRINT A COPY OF YOUR LICENSE. DPI DOES NOT MAIL OUT LICENSE CERTIFICATES.

APPLICATIONS SHOWN BELOW ARE FOUND ON THE ELO QUICK START MENU

Option 1: If you completed your educator preparation program on or after September 1, 2004, and have less than five years of experience as an educator, request an Initial Educator License:

■ 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 Initial Educator 5 year - Out of State Program [1025]	▼
Go!	

Option 2: If you completed your educator preparation program before September 1, 2004, or have five or more years of experience as an educator, request a Professional Educator License:

■ 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 New Professional Educator 5 year - Out of State Program [1035]	▼
	Go!