

OUT OF STATE APPLICATION CHECKLIST FOR TEACHER, ADMINISTRATOR OR PUPIL SERVICES APPLICANTS

1. CHECK THE WEBSITE

- Start at <http://dpi.wi.gov/tepd/pathways/oos/applicants> for general information about the process. Use this Checklist in conjunction with the above webpage to determine if you are ready to submit your application.
- Did you complete an approved elementary education program? If so, please read the information <http://dpi.wi.gov/tepd/pathways/oos/elementary> about DPI's developmental levels and testing requirements.

2. REVIEW AND SCAN TRANSCRIPTS

- Scan the following documents into files (.jpeg/.jpg, .doc/.docx, .pages, .txt, .pdf) no larger than 2 MB
 - Bachelor's degree transcript
 - Graduate degree transcript(s) (when applicable)
 - Any other college or university transcript showing additional credits, even if no degree was earned
- Please make sure your transcripts meet the following DPI requirements:
 - Is a scanned image of an original transcript or grade report
 - Contains the name and address of the college or university
 - Lists the name of the course(s) and the grade and number of credits earned
 - Lists the term when the credits were earned
 - Lists your name
 - Is not password protected (see <http://dpi.wi.gov/tepd/elo/password-protected-transcripts> for directions on how to extract your transcript from a protected file)

3. SCAN THE PI-1612 INSTITUTIONAL ENDORSEMENT AND ASSURANCES FORM

- The PI-1612 Institutional Endorsement and Assurances Form must be completed and signed by your educator preparation program. The form is available for download: <http://dpi.wi.gov/tepd/elo/supplementary-forms> .

4. SCAN THE PI-1613 EMPLOYMENT VERIFICATION FORM(S)

- If you have five or more years of experience as an educator have your employer(s) fill out the PI-1613 Employment Verification form. The form is available for download at:
<http://dpi.wi.gov/tepd/elo/supplementary-forms> .

5. SCAN THE BASIC SKILLS SCORE REPORT – COMPLETED PROGRAM AFTER 8/31/1992

- Did you complete your preparation program after 8/31/1992? If yes, you need to submit a basic skills test score report. We accept any of the following:
 - ACT
 - SAT
 - GRE
 - Praxis Core
 - Basic Skills test from another state

For passing scores for each test please see

<http://dpi.wi.gov/sites/default/files/imce/tepd/pdf/OOSTestingInformation.pdf>

6. SCAN THE CONTENT KNOWLEDGE TEST SCORE REPORT – COMPLETED PROGRAM AFTER 8/31/2004

- Did you complete your teacher or pupil services preparation program after 8/31/2004? If yes, you need to submit a Praxis II or ACTFL content knowledge test score report. To find the required test for your license area, please check:

<http://dpi.wi.gov/sites/default/files/imce/tepd/pdf/OOSTestingInformation.pdf>

7. SCAN THE FOUNDATIONS OF READING TEST SCORE REPORT – WHEN APPLICABLE

Check whether you are applying for one of the licenses below:

- Elementary teacher
 - Special Education teacher
 - Reading teacher
 - Reading specialist
- If you checked one or more of the licenses above you must take and pass the Foundations of Reading Test. You need to submit a Foundations of Reading Test Score Report with your application showing a passing score of 240. More information can be found at:

<http://dpi.wi.gov/sites/default/files/imce/tepd/pdf/OOSTestingInformation.pdf>.

8. SUBMIT FINGERPRINTS – WHEN APPLICABLE

Most out-of-state applicants need to submit fingerprints. If you have lived, worked or attended school in any of the following places, you need to submit fingerprints.

- any other state in the USA
 - United Kingdom (England, Scotland and Wales)
 - US Territories (American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, or Virgin Islands)
 - Canada
- If you checked any of the boxes above you are required to submit fingerprints. Please follow the directions at <http://dpi.wi.gov/tepd/licensing/fingerprint/electronic-submission> to submit your fingerprints through Fieldprint.

9. CONFIRM WORK HISTORY/CREDITS

- If you completed your approved program prior to 9/1/2004 and have not been employed in your license area within the last five years you must have six semester credits of refresher course work within the five years immediately preceding the start date of the new license. Without one of these two requirements you would only be eligible for a substitute license.

10. CREATE WEB ACCESS MANAGEMENT SYSTEM (WAMS) ID

- Use the WAMS Self-Registration (<http://dpi.wi.gov/tepd/elo/web-access-management-system>) to create a user ID and password that you will use to login to the ELO system.

11. ONBOARD YOUR LICENSES

- After logging into ELO you will need to answer questions to determine if you have an existing Wisconsin license file. This process is called the Onboarding (<http://dpi.wi.gov/tepd/elo/onboarding>), and is a one-time process.

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.

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!](#)

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 Initial Educator 5 year - Out of State Program [1025] ▼ [Go!](#)

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.

3-Pupil Services Category ▼

A-Pupil Services [P001] ▼

Pupil Services: 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!

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 Professional Educator 5 year - Out of State Program [1035] ▾

Go!

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.

3-Pupil Services Category ▾

A-Pupil Services [P001] ▾

Pupil Services: Request Professional Educator 5 year - Out of State Program [1035] ▾

Go!