

## PI-1602-OS Application Submission Checklist

This checklist will assist you in assembling the documents necessary to complete the application process for Wisconsin educator license. Without these documents the application process may be delayed.

### Checklist Items

1. Did you complete all sections of the applicant information in Section I?
2. Did you specify the type(s) of license(s) you are requesting in Section II?

Note: The department will review your application materials to determine **eligibility** for each license requested. You may apply for more than one license or application type (principal, teaching, pupil services) with one application form/fee; however, you will only be eligible for licenses that meet Wisconsin licensing criteria. (See [Wis. Admin. Code PI 34](#))

3. If you are (or have ever been) licensed in another state/territory, did you **enclose a copy of that educator license**?
4. If requesting an early childhood, elementary, reading teacher/specialist (or substitute) license authorizing teaching grades PK-5, is the Section II phonics question answered?
5. Did you send a completed [PI-1612](#) Institutional Endorsement and Assurances form to each college where you completed an educator preparation program?

Note: This form must be signed by the designated certification officer at each institution where you completed an educator preparation program. Signature by a state department of education official, school district official, or university registrar will not suffice. (This form is also used to verify completion of all applicable tests and student teaching.)

6. Did you enclose **original** transcripts from all institutions attended original transcripts from all post-secondary institutions attached, including verification of a baccalaureate degree?
  - Graduates of **foreign** universities, did you send a detailed, course-by-course credential evaluation (replaces institutional endorsement)?
  - Transcripts must be original, but do not need to be in a sealed envelope.
  - Photocopies or online transcripts are not acceptable.
7. Did you send each employer listed in Section IV a [PI-1613](#) Experience Verification form?
8. Please note, if you have not been employed in education within the past five years, you need to verify completion of six semester credits of refresher work during the past five years (attach original transcripts or grade reports).

9. Did you answer all Conduct and Competency questions on PI-1602-A?

- PI-1602-A is part of your application package.
- Completion of this form is required with every license application submitted.
- Is your signature on this form notarized?

10. Did you include two completed Fingerprint Cards with all required entries?

- Are both FBI fingerprint cards signed and dated by the official taking your fingerprints?
- Fingerprint cards must be requested from DPI.

11. Did you enclose the \$150 fee payment?

- Mail (regular 1st class US mail only) application, all required documentation and fee payment together to:  
**DPI Educator Licensing, Drawer 794  
Milwaukee WI 53293-0794**
- The fee shown on each application form is an "application" fee, meaning that the fee covers the cost of processing/reviewing a license application.
- It is not a "license issuance" fee.
- Therefore no refunds are made if, after processing an application, it is determined that a license will not be issued.

12. Did you submit copies of score reports from basic skills, pedagogy, and/or content examinations passed in other states? See testing information (below).

13. Are you requesting a teaching substitute license only?

- The five-year substitute license may be issued to an applicant who has completed a state-approved educator preparation program through a regionally accredited four-year bachelor degree granting institution. You must attach a copy of a regular (not substitute) teaching license from another state as well as original transcripts from all post-secondary institutions attached, including verification of a baccalaureate degree.

### **Other Instructions**

Do **NOT** send this checklist along with your application.