

## Extension/Renewal of Board-Requested One-Year Administrator License Application Checklist

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READ THE APPLICATION DIRECTIONS:

<https://dpi.wi.gov/tepd/elo/substitute-emergency/admin-renewal-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 collected and scanned the following documents into files that are 2MB or smaller?

**New** PI-1622-Admin One-Year Admin School Board Request form

Signed and **updated** program plan from an Educator Preparation Program that confirms includes the anticipated completion date

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

**Manage Your EXISTING LICENSE(S)**  
An application against an existing license is **only required when the license expires this calendar year.**  
See [directions](#) for important details.

Administrator: Professional Educator Administrator 5 Year	<Choose Transaction>	Go!
Board Requested One-Year Administrator	Administrator: Board Requested One-Year Extension [1315]	Go!