WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Carolyn Stanford Taylor, State Superintendent

DATE: **February 2021**

TO: District Administrator/Agency Administrator/WISEstaff application contacts

FROM: DPI Teacher Education, Professional Development & Licensing (TEPDL) team

SUBJECT: 2020-21 School District Educator Licensing Audits

The DPI TEPDL team has now completed its review of your district's WISEstaff data against educator licensing records. The corresponding WISEstaff licensing audit and reports are available for your review in the WISEstaff system by selecting the Audit Results link from the Reports menu.

Districts can Open/Save each of the following reports in the WISEstaff system in the Audit Results page:

- Active Staff Report: Lists all of your district's reported staff (in licensed positions) for the current school year.
- Audit Error Report: Lists assignments/positions for which it appears that the staff member is not fully licensed for his/her assignment. The report supplies information about the audit error (more information about possible audit errors is shown below).
- Special Education Audit Error Report: Lists special education assignments/positions for which it appears that the staff member is not fully licensed for his/her assignment. The report supplies information about the audit error (more information about possible audit errors is listed below). Note, any errors that remain after the final audit may impact a district's special education categorical aid.
- Reject Report – Lists any *licensed* assignments which were *not* audited. This typically occurs because the educator did not have a DPI ELO Entity Number or because the educator has not applied for his/her DPI license. This also means this educator is automatically considered unlicensed for the reported assignment.

To view those staff whose licenses will expire 6/30/2021 and/or Lifetime License holder staff who are due to submit a background check by the end of the 2020-2021 school year, you have a few options:

- Look for the new widget on the WISEstaff Data Quality Dashboard labeled: "Expiring Staff Licenses".
    - You will see the number of licenses that will expire at the end of the current school year: if the number is zero then the widget will be green; if there are one or more licenses expiring, the widget will be orange
    - Click the widget to generate a download of the staff whose licenses will expire
- Or, to view licensing details for all staff or to view expiring background checks:
    - Select the Licensing Download link from the Manage Staff Data menu
    - Choose whether to search for staff by ID number or see your full staff list from a working school year
    - Optional: Select whether to filter the staff list by license expiration date or background check expiration year; select the year to filter by
        - Note: This is an optional step - you will still see the license expiration date and background check expiration year for each educator in the download if you don't use the filter option and can sort the results by either expiration date column.

- Click the Download Report button to generate the licensing file

Individuals with errors are flagged with one or more of the following:

- **License Not Valid for This Current School Year:** Educator does not have the correct license for his/her assignment, or the license was not valid for the entire school year.
- **Reported Grade Range Outside License Grade Range:** Educator is reported in an assignment that includes a grade range that is above/below the actual license s/he holds.
- **Educator Has No License:** Educator was reported in an assignment that requires a license but s/he does not hold a DPI license of any kind.
- **No Matching License:** Educator was reported in an assignment that requires a license; while the educator holds one or more DPI licenses, s/he does not hold an appropriate license for the reported assignment.
- **No Bilingual License:** Educator was reported as teaching in a bilingual program without the license
- **Sub License Not Valid for Assignment:** Educator was reported as teaching in a regular assignment but only holds a substitute license.
- **Under Investigation:** Educator is under investigation by the Department. **If you have any questions regarding any educator with this notation, please email Educator Licensing using the Email link at:** https://dpi.wi.gov/support/contact-us
- **Revoked:** Educator's license has been revoked by the Department. **For information about the misconduct investigation process, you may visit our website at:** http://dpi.wi.gov/tepdl/licensing/background/misconduct-investigation

You and your staff should now follow-up and attempt to remedy all discrepancies.
IF assignment coding errors exist (e.g., reported an incorrect position, subject, and/or grades, the district should make corrections in WISEstaff. If assistance is needed in making these corrections, request help using the WISEstaff Help Ticket system at: http://dpi.wi.gov/wisedash/help/ticket

IF all staff assignments were coded correctly but there is still an audit error, the district must work with any educator who flagged on the Audit Error Report and/or Special Ed Audit Error Report to apply for the appropriate license. **If an application has not already been submitted to the DPI, please have the educator submit an application immediately**. In this situation, no additional changes to the WISEstaff report are needed. If the educator becomes appropriately licensed for this current school year's assignment, they will not flag as an error again on the final audit.

Districts may confirm receipt of a current application by accessing the licensing website at: http://dpi.wi.gov/tepdl/license-lookup. Click on Online License Lookup, type in the educator's entity # or first name and last name, and click [Submit]. The "Most Recent Application/Payment Received" shown in License Lookup is the date of the most recent application we have received from that educator.

If you have any other questions related to the licensing audit reports, please use the Contact TEPDL form at https://crmportal365.dpi.wi.gov/CRMPortal/DistrictContact. In that form, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

If desired, feel free to download these reports and share them with other staff in your district.