



## **Online Teacher License Application Directions for Adding on a New License**

### **Pre-application process**

**Conduct and Competency Materials (if needed)** As part of the application process, you will be asked to answer a series of Conduct and Competency questions. If you answer yes to any question, you will be required to upload documents written by yourself and/or court documents or supporting documents. See the last few pages of this document for a preview of these questions and make sure you have gathered/written all documents you may need for this process. Prepare any required documents and SCAN them so they can be attached during the application process. You will need to include a written explanation and court documents (when applicable).

Clarifications from DPI's current website:

1. Where can I get copies of the documents you requested?

*Court orders, including the judgment of conviction, and the criminal complaint and information are public records, and can be obtained from the Clerk of Circuit Court in the county where your offense occurred. Police reports may be requested from the law enforcement agency that investigated the offense. Also, if you were placed on probation for the offense, and your case was closed less than five years ago, the probation office where you were supervised will likely still have your file, which will contain many of these and other useful documents. Employment records are available from your employer's personnel or human resources office.*

2. Can I just provide you with a printout from the Wisconsin Circuit Court access site (CCAP) rather than a written explanation and all of the additional paperwork?

*No – providing a printout of your offenses is not sufficient. You must provide the requested documentation and a written explanation for every "yes" answer on your Conduct and Competency form.*

**Family and Consumer Science Majors** who plan to apply for one of the "vocational" licenses (HERO, Family and Child Services, etc.) - You will need to have work verifications and transcripts saved as one .pdf file and it should be ready to upload.

**Fingerprints** Determine if you will need to submit electronic fingerprints. Not everyone is required to do these, so it is important that you know whether or not you are someone who will be required to submit them. If you do need to submit electronic fingerprints, we recommend taking care of it as soon as possible. You will need to go to an approved site in order to get them done, so it is important that you follow these directions carefully. You can still apply for your license if you do not have them ready at the time of application, but your license application will not be processed until they are submitted. There may be a deadline to do this. To find out if you will need to submit your fingerprints, visit this website:<http://tepd.dpi.wi.gov/backgroundchecks/completing-the-fingerprint-requirement>

**Payment** Make sure you have a credit card that can handle the \$125 fee. Debit cards will not be accepted, unless they can also be used as a credit card. If you do not have a credit card, you can go to a store and purchase a prepaid credit card.

## Application Process

Apply for your license on DPI's website: <https://dpi.wi.gov/tepd/elo> Choose "initial Educator Wisconsin Prep Program" for your application as this is a new license for you, even if you are a lifetime licensed teacher.  
NOTE: UWSP must first upload your approval before you will be able to go online and apply for your license. Please follow those directions from our Add-On Application Process website:  
<https://www.uwsp.edu/education/Pages/TeacherLicense/addonApplication.aspx>

### NOTES:

- DPI has recently changed their log-on process. You will now be asked for the last 5 digits of your social security number, your date of birth and your legal first name.
- NOTE: It is up to you as to when you apply for your license, but we recommend applying right away. If state legislation changes, you could fall under new requirements if you do not apply for your license.

As you go through the screens on DPI's website, you will be asked to answer many questions. Your responses must be accurate for successful approval.

You must carefully follow the directions and complete all sections and make payment in order to be successful. When asked if you completed the program before 2004, they are only referring to the new license you are applying for, not your previous license(s).

Application Type:

- For a teaching license field, choose TEACHERS.  
**Reading Specialist license should choose ADMINISTRATORS.**

Quick Start Menu – Start a New Application for a New License – After reading DPI's directions, there should be a green button at the top on the left "Apply for a License (ELO).

- Choose category – choose "1-Teacher Category"  
**Reading Specialist Licenses, Choose the "Administration Category"**
- Choose license type – choose "A-Teacher (including 5-year Sub) (T001)"  
**Reading Specialist Licenses, Choose the "Reading Specialist"**

- Choose application – "Teacher: Request New Educator License – In-State WI Program (1020)

If you are applying for a Reading Specialist license, which is an administrative license, and this is your FIRST administrative license, you would apply for an "initial educator" license. If this is not your FIRST administrative license:

Choose the level that matches your current administrative license.

Transaction Suitability Questions – this in reference to the new license(s) you are adding, not any previous licenses.

- Entity Name and Personal Details - You must use your complete legal name, not a preferred name or nickname. If your name has changed, go ahead and change it.

Contact Information Page

- Pay attention to the structure of the address fields, and enter your zip code to populate the city, state, and country fields. Your primary email address needs to be an address that will be active for an extended period of time. Do NOT use your school district email address because you may change school districts and some school districts block some outside emails. You should be checking this email on a

regular basis as this is the email that DPI will use when sending you information that your license is processed, and future emails on license renewal.

Degree Information Page

- Make sure to list all Bachelor's, Master's and PhD or EdD Degrees.

Self-Reported History – If you have taught, you should complete this section.

Educator Preparation Program Page - See next page for screen shot (this may look different on DPI's website as they may have made a few minor changes.

- Check to make sure every NEW license you are eligible for is listed.
- Check to make sure no license is listed incorrectly.
- You must “select” each box for each license. If you do not, you will only be licensed in those fields you select.
- If something is incorrect or missing, contact us immediately, 715-346-2040. Ask for Maggie Beeber, [mbeeber@uwsp.edu](mailto:mbeeber@uwsp.edu) . If we need to fix something, we can upload it within one day, in most cases. In some cases, a change to a name can affect your ability to apply for your new license and Maggie will work with DPI to resolve this for you. **PLEASE NOTE: Sometimes when people change their name, it does not connect with what we have uploaded for you. If this is the case, please email or call Maggie Beeber and make sure to let her know your prior name and your new name, and she will request DPI to fix it on their end and then she will get back to you to try a new application transaction. DPI is working on this glitch.**
- At this point, you can “cancel” if something is incorrect or missing and it will ask you if you want to save it. Make sure to say “yes.” If everything is accurate, hit “next” and continue with the process.

License Requested Start Date

- Indicate the date you wish your new license to begin. The default date should be correct.

Additional Information

- *Phonics Training* – If your major is ECE or Elementary Education (including the new K-9 add-on), you must check “I completed Phonics Training (Education 302, just so you know).” All other majors should leave the box blank.

*WI Foundations of Reading Test – score of 240 or higher required*

- You must pass this test only if you are adding on a license in Early Childhood Regular Education EC ages 0-8, Elementary Regular Education MC-EA ages 6-13, Elementary/Middle School MC-EA ages 6-13, K-9 Elementary and Middle School, Special Education, Reading Teacher or Reading Specialist. If you are certified as a lifetime licensed teachers, FoRT is not required, unless you are seeking the Reading Specialist license and have another Administrative License at that is not a “lifetime license.” If you did not need this test, leave the question blank. We would have requested a score report if you need this test.

NOTE: If you are seeking a special education license and you have completed our approved FoRT Alternative program, leave this question blank.

Application Attachments -This is where you will need to submit any additional attachments. For example, the Reading Teacher and Reading Specialist licenses do require verification of employment. See “Exception on next page.” Otherwise, there are no attachments you will need to submit at this point in the application.

**Exception:** Family and Consumer Science (FCS) majors seeking additional vocational licenses in HERO, Child Services, etc. - You will need to complete two transactions in the same “sitting”. There will be something of a shopping cart feature that will allow you to do this. It will only be one fee if you complete both transactions in one sitting. If you do each transaction in different “sittings”, you will be paying twice. You will need to apply for your FCS license and any other licenses that are not one of the “vocational” licenses (example: FCS and Health Ed). Immediately following the completion of that process, you will be required to do a second transaction requesting the “vocational” licenses. You will need to upload work verifications and transcripts as a part of this application, so they should be scanned in and ready to go. You cannot come back and do this at a later time without being charged an additional \$100. Here are the directions DPI sent us via email.

Summary - Proof your work; make sure everything is correct. “Edit” buttons will be provided in case you need to make any corrections. Once you have reviewed your application and all information is correct, select “submit.”

Attestation — You will be asked to verify the accuracy of the information in your application and that you are the applicant. (Yes/No statement)

Go to “Make Payments.”

- For information on accepted modes of payment, see “Payment” above.

Complete “Conduct and Competency Questionnaire.”

- This section first helps you determine if you need to submit fingerprints. See “Fingerprints” section above.
- It will then walk you through a series of questions in regards to your Conduct and Competency history. Be prepared to upload any documents for “yes” responses. See “Conduct and Competency Materials” section above.
- You must finalize this section by finishing the electronic signature.
- You then “make a payment.”

Payment—\$125.00 by credit card only (debit card must have a credit option)

Conduct and Competency Questionnaire

- Must be completed in one sitting; you will answer questions to determine whether fingerprinting is required. “Yes” responses to any conduct questions require you to upload an explanation and/or any court documents related to the offense. See the last few pages of this document for a preview of the questions.
- You will complete this section by typing your full legal name; it will serve as your electronic signature.

Entity Number—The system will generate and assign an Entity Number to you. Write down this number; you will use the Entity Number any time you need to communicate with the DPI.

When you have completed the application, remember to log off and close your browser.

When your application has been processed, you will receive an email from the DPI directing you to log back into your ELO account to print out your license. The DPI will not mail a license to you after your application has been processed.

## Preview of Educator Licensing Online (ELO) Conduct & Competency Questions

Below is a copy of the Conduct and Competency (C&C) questions that all applicants must answer as part of the application process. The Conduct and Competency Questionnaire does not have a 'save' feature and will timeout after 30 minutes of inactivity. Responses will not be saved, so applicants should plan to complete this process in one sitting.

Applicants must respond to ALL questions fully and truthfully. Incomplete responses will stop the application process and/or delay licensure. Inaccurate responses can result in denial of an application. Applications are complete ONLY after the Conduct and Competency Questionnaire is submitted and payment has been made in full.

There may be multiple parts to a question, depending on an applicant's response to the original question. An example of the potential for multi-part questions is shown below in Question 1 and Question 2.

The first few questions determine whether the applicant is required to submit fingerprints with their application. The applicant must process them electronically. More information about the electronic fingerprint submission process, including service locations, is available at: <http://tepd.dpi.wi.gov/backgroundchecks/completing-the-fingerprint-requirement>.

The pattern shown in Question 2 below applies to Questions 3 – 14 as well.

\*\*\*\*\* **1A.** Within the last 20 years, but only since you turned 17, have you physically lived, worked or attended school in a state other than Wisconsin, a listed U.S. Territory (American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, or the U.S. Virgin Islands), Canada or Great Britain (England, Scotland, or Wales)? (No/Yes)

If yes to 1A, answer **1B.** Have you ever submitted fingerprints to the Wisconsin DPI with a prior license application? (No/Yes)

If yes to 1B, answer **1C.** Since you last submitted fingerprints to the Wisconsin DPI for purposes of licensure, have you physically lived, worked or attended school in a state other than Wisconsin, a listed U.S. Territory (American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, or the U.S. Virgin Islands), Canada or Great Britain (England, Scotland, or Wales)? (No/Yes)

If 1A = Yes and 1B= No (or 1A= Yes and 1B=Yes and 1C=Yes), answer **1D** - Based on the information you provided, you are required to submit fingerprints to the DPI with this application. You must submit fingerprints electronically, unless you currently physically reside outside of the U.S. (check one below)

My fingerprints were captured and submitted electronically by the DPI's authorized vendor as part of this application for licensure.\*

I currently live outside of the United States. Please send me a set of two paper fingerprint cards.\* \* I understand that if I do not submit fingerprints according to DPI requirements, processing of my application will be delayed, and may result in denial of my license.

**2.** Have you ever been disciplined for alleged misconduct in the course of **any** employment or as a member of **any** licensed or regulated profession? (No/Yes)

If 2 = yes, answer **2A** - I reported/provided information to the DPI regarding my “Yes” answer on a previous DPI license application. (True/False)

If 2A = True, answer **2B** - I have not had any instances of professional discipline since my last application. (True/False)

*Note: For any “Yes” and “False” answers to questions 2-14, applicants will be required to upload an electronic (e.g., MS Word or PDF) version of a detailed written explanation, in their own words, describing the facts and circumstances associated with what they are reporting. Applicants must also provide complete electronic (scanned) copies of documents associated with the matter that can corroborate / illuminate their explanation of the incident. These may include the criminal complaint, judgment of conviction, police reports, disciplinary letters/findings, correspondence, etc., as applicable. (Note: Court history information printed from the CCAP web site is NOT sufficient.)*

If 2A or 2B = False, **complete 2 Upload**. Applicants must upload a complete written explanation/documentation regarding their answer.

*Please note: This same process for 2, 2A, 2B, and 2 Upload applies throughout the C & C questionnaire. Below are the main questions for 3, 4, 5, etc. The additional sub-questions, as show in questions 1, 1A, 2, 2A, etc. above, have not been included here to avoid redundancy.*

**3.** Have you ever resigned, retired, been disciplined, been dismissed or been non-renewed from any teaching or other school position, in part, for alleged:

“Immoral Conduct?” (“Immoral conduct” means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any pupil. “Immoral conduct” includes the intentional use of an educational agency's equipment to download, view, solicit, seek, display, or distribute pornographic material. (Sec. 115.31(1)(c), Wis. Stats.)). (No/Yes)

**3AA.** Have you ever resigned, retired, been disciplined, been dismissed or been non-renewed from any teaching or other school position, in part, for alleged:

“Incompetence?” (“Incompetence” means a pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, and which endangers the health, welfare, safety or education of any pupil. (PI 34.35(1)(d), Wis. Admin. Code)). (No/Yes)

**4.** Have you ever had a permit, certificate or license to teach or perform other school duties denied, revoked, suspended or surrendered? (No/Yes)

**5.** Is any disciplinary action in any jurisdiction currently pending against you regarding your educationally related license or employment, or any other professional license or employment? (No/Yes)

**6.** Have you ever been convicted of violating any civil law, local ordinance, state law or federal law, including cases that have been expunged (removed) from your record or pardoned, for any of the following?:

- actions involving sexual and/or sexually motivated behavior
- physical abuse of a child

- any other act of violence or threat of violence toward a child
- any non-violent offense in which a child was a victim, whether intentional or accidental
- any offense that involved contributing to the delinquency of a child

(yes/no)

**7.** Have you ever been convicted of any criminal offense (including criminal traffic matters, not general traffic violations) in any jurisdiction, including cases that have been expunged (removed) from your record or for which you have been pardoned? (No/Yes)

IF 7 = Yes, answer **7 Yes:** Identify the type(s) of criminal offenses for which you have been convicted: (check all that apply)

- Felony (indicate in your written response whether the offense occurred on school property and/or involved a pupil).
- Misdemeanor (indicate in your written response whether the offense occurred on school property and/or involved a pupil).
- Ordinance/Forfeiture/Traffic violation (indicate in your written response whether the offense occurred on school property and/or involved a pupil).
- Other criminal offense or violation (indicate in your written response whether the offense occurred on school property and/or involved a pupil).

*Note, after 7 Yes, 7A, 7B, and 7 Upload occurs in the same way as Question 2A, 2B, and 2 Upload above.*

**8.** Have you ever participated in a deferred prosecution agreement or program to dispose of charges resulting from a criminal investigation, including cases that have been expunged (removed) from your record?

(No/Yes)

**9.** Are you currently on probation, parole, conditional release, supervised release, bail/bond, electronic monitoring, administrative supervision or any other court-ordered supervision in any jurisdiction? (No/Yes)

**10.** Have you ever been found not guilty /acquitted for reasons of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis, of a criminal offense involving sexual or sexually motivated conduct, harm to another person or an animal or threat of harm to another person or an animal? (No/Yes)

**11.** Is any criminal charge or investigation pending against you in any jurisdiction? (No/Yes)

**12.** Have you and/or a school district/educational setting where you worked, and/or any agency or business that provided goods/services to a school/school district ever been a party to a civil settlement, award, or agreement of any kind that involved an allegation about your conduct as an educator, or in an educationally related position, or as an employee of an agency or business that provided goods/services to a school/school district, or as paid or unpaid worker of any kind in an educational setting? (No/Yes)

**13.** Are you now, or have you ever been required to register with any state or federal sex offender registration program? (No/Yes)

**14.** Has any state, county or local human services agency ever made a finding that you engaged in conduct that constituted abuse/maltreatment and/or neglect of any person, child or adult? (No/Yes)

After answering all questions, you will then attest to the following and electronically sign by typing your name:

I AFFIRM that all of my responses to the Conduct and Competency questions and all additional information in this license application and the accompanying documentation are true to the best of my knowledge. I understand that any false statements or assertions that I make may result in denial, revocation or suspension of my license.

I HEREBY AUTHORIZE any of my current or previous employers, law enforcement agencies and the courts to release to the Wisconsin Department of Public Instruction information that pertains to my responses to questions on this form.

I UNDERSTAND that if I restrict, prevent or otherwise limit the release to the DPI of the aforementioned information, my application for licensure may be deemed, "incomplete." An incomplete application for licensure may result in denial of my license request.

\*\*Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.