



### Directions for applying for a Wisconsin Teacher License: Read Carefully!

In order to apply for a teaching license, students in teacher education programs who graduate in Spring or Summer 2020 need to complete the steps below. If you are in an Elementary or Special Education program – please see directions that are specific to your licenses.

These directions assume that you already successfully completed your student teaching placement through the last day of the school district calendar and completed a final triad meeting with your university field supervisor and your cooperating teacher. If these conditions are not met – please seek the advice of your program coordinator.

- 1) Complete the [License Endorsement Request](#).  
This step ensures UW-Madison’s Student Status Examiner (Mitchell Patton) knows your intention to apply for a Wisconsin DPI license this summer. (No deadline, but must be completed before step 4 can be completed.)
- 2) Confirmation of pedagogical content knowledge.
  - a) Achieve a passing score on the edTPA (scored by Pearson) or receive a waiver if your score was within the acceptable range.
  - b) Earn a passing mark on an approved alternative assessment submitted to Canvas for local review. (Note: Candidates in some secondary education programs also had the option to submit an alternative assessment to their program advisor.)

With option b), the earliest endorsement will occur after July 1. *Please confer with your program coordinator or Kelly Hayek in the Teacher Education Center if you are unsure about which of these options applies to you.*

- 3) Complete documentation of [UW-Madison Teacher Performance Standards](#) via a portfolio or whatever format is required for your program.

After all steps 1-3 are completed, look for an email confirmation from Mitchell Patton to verify your endorsement has been sent to Wisconsin DPI.

- 4) Submit a license application through DPI’s [Application Directions for Teachers Prepared in Wisconsin](#) page, which provides step-by-step instructions for applying.
  - We recommend you complete these steps in July to be positioned to have your license activated for the start of the 2020-21 school year.
  - The application fee is \$125, payable by credit card. If you are applying for two licenses *at the same time* (e.g., Math Educator and an ESL license), you only have to pay one application fee.

If you have additional questions, email Mitchell Patton ([mlpatton@wisc.edu](mailto:mlpatton@wisc.edu)) or the Teacher Education Center ([tec@education.wisc.edu](mailto:tec@education.wisc.edu)).