Directions for applying for an Elementary Education Wisconsin Teacher License: Read Carefully!

In order to apply for a teaching license, students in Elementary Education who graduated in **Spring 2020** need complete the steps below -- though not necessarily in this order!

1) **Take and pass the WFORT.**
   - Please note that the New Horizons and Pearson testing centers have re-opened.
   - If you are *not* able to take and pass the WFORT by August 1, please refer to the directions for graduates who have not passed the WFORT.

2) **Complete the License Endorsement Request** so that Mitchell Patton (Student Status Examiner in the School of Education Student Services office) knows that you are planning to apply for a teaching license this summer. (No deadline, but must be completed before step 8 can be completed.)

3) **Submit the edTPA to Pearson** or submit an alternative assessment for local review. (Talk to your program or cohort leader if you are unsure about how to complete this requirement.)

4) **Complete documentation of standards via a portfolio** or whatever format is required for your cohort.

5) **Complete your final triad** with your university field supervisor and your cooperating teacher.

6) **Successfully complete your student teaching placement** through the last day of the school district calendar.

7) **Look for confirmation from Mitchell Patton** (in late June or early July) via email that he has forwarded your name to DPI.

8) **After all steps 1-7 are completed, you can submit a license application** through DPI’s **Educator Preparation and Licensing (ELO)** page.
   - Choose “Apply for an Educator License.”
   - Then choose “Initial Educator Wisconsin Prep Program” and follow the directions for a Teacher License.
   - We recommend you complete this step in July or August, so that you have your license in time for the 2020-21 school year.
   - The application fee is $125, payable by credit card. If you are applying for two separate licenses *at the same time* (e.g., an MC-EA Cross Categorical Special Education license and an MC-EA Regular Education license), you only have to pay one application fee.

Last updated July 1, 2020 by the UW-Madison SoE Teacher Education