



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.