



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

If you graduated from Elementary Education in **Summer 2020**, you need complete the following steps (but 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 23, 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 after you have graduated. (No deadline, but this must be completed before you can complete step 7.)
- 3) Submit the edTPA to Pearson or submit an alternative performance 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) Successfully complete your student teaching placement through the last day of the school district calendar (which includes a final triad).
- 6) Look for confirmation from Mitchell Patton via email that he has forwarded your name to DPI.
- 7) After all steps 1-6 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 as soon after graduation as possible.
  - 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.