



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

If you graduated from Elementary Education in **Spring 2020** but you are **not able to take and pass the WFORT by August 1**, please complete these steps (not necessarily in this order!):

- 1) 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.)
- 2) Complete documentation of standards via a portfolio or whatever format is required for your cohort.
- 3) Complete your final triad with your university field supervisor and your cooperating teacher.
- 4) Successfully complete your student teaching placement through the last day of the school district calendar.

Once you have met all other program requirements (i.e., #1-4 above), you can submit an application for a Tier 1: Provisional License with Stipulations through DPI's [Educator Licensing Online](#) (ELO) portal. A "License with Stipulations" means that you have completed a teacher education program but still have one or more outstanding requirements (or "stipulations") to complete before you can get a regular license.

- 5) Before you log into ELO, complete your personal information in [form PI-1612-T](#) in Section I: Applicant Information, save or scan the form, and sent it to [Mitchell Patton](#). Please include information about your practicums and student teaching (subjects and grade levels) in the email to Mitchell.
- 6) Mitchell will fill out Section II: Institutional Endorsement and Assurances section and return the document to you. Once the form is returned to you, log in to ELO.
- 7) Be sure you are applying for the One-Year License with Stipulations. When the application asks for the PI-1624-LWS1 form, upload the PI-1612-T form instead and click the "Next" button.
- 8) The next screen will ask for a number of seemingly unrelated questions. Answer them as follows:
  - o LEA Number: 1846
  - o Requesting School District: University of Wisconsin-Madison
  - o Percentage of time in this appointment: 100%
  - o You can enter any dates in the next two boxes based on what you hope your assignment will be, or you can use July 1, 2020 as the start date and June 30, 2021 as the end date.
  - o In the next dropdown box, selection "Traditional IHE" or whatever is closest

- Answer “Yes” to the next two questions
  - Enter Mitchell Patton’s name and email address ([mlpatton@wisc.edu](mailto:mlpatton@wisc.edu) ) for the School District Administrator name and address.
  - Click the “Next” button and complete the application.
- 9) Unlike the steps above – Mitchell Patton will not need to forward your name to DPI in advance in order for you to apply for this Tier 1 license.

- We recommend you complete Step 5 by mid-August at the latest, 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, you only have to pay one application fee.
- **You will have one year to complete the “stipulations” on your license which in this case will be passing the WFORT.** Then you can apply for a regular license.

If you have additional questions, email [Mitchell Patton](#) or the [Teacher Education Center](#)