



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

In order to apply for a **special education teaching license**, students who graduated in **Spring or Summer 2020** need to complete the steps below.

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) Fulfill the requirement to document mastery of reading instruction content through one of the two options below.
 - a. Take and pass the WFORT.
 - i. Please note that the New Horizons and Pearson testing centers have re-opened.
 - b. Receive a pass on a portfolio of work submitted to the RPSE department. Portfolio of work is associated with RPSE 465. This option is not available until mid-July, 2020.
 - **Note: Option B will only be available for special education license seekers. If you are also seeking an elementary education license, you will still need to pass the WFORT for that license. This requirement is set by the Wisconsin Legislature.**
 - **If you are *not* able to complete either of these options by August 1, please refer to the directions on page 3 for graduates who have not passed the reading instruction content requirement.**
- 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. (Must be completed before step 6 can be completed.)
- 3) Achieve a passing score on a test of pedagogical content knowledge through either:
 - a. A passing score on the edTPA (scored by Pearson) or receive a waiver if your score was within the acceptable range; or
 - b. A pass on an approved alternative assessment submitted to Canvas for local review.
- 4) Complete documentation of standards via a portfolio.
- 5) Look for confirmation from Mitchell Patton via email that he has forwarded your name to DPI.

- 6) After all steps 1-5 are completed, you can submit a license application through DPI's [Educator Preparation and Licensing](#) 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.

If you completed a program leading to licensure in Special Education in Spring or Summer 2020 but you are **not able to pass the the reading instruction content requirement (either through the WFORT or the RPSE 465 portfolio) by August 1**, please complete the steps below.

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) Achieve a passing score on a test of pedagogical content knowledge through either:
 - a. A passing score on the edTPA (scored by Pearson) or receive a waiver if your score was within the acceptable range; or
 - b. A pass on an approved alternative assessment submitted to Canvas for local review.
- 2) Complete documentation of standards via a portfolio.
- 3) Submit an application for a Tier 1: Provisional License with Stipulations through DPI's [Educator Preparation and Licensing](#) page.

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.

To submit an application for a Tier 1: Provisional License with Stipulations follow the instructions below.

Complete Section I: Applicant Information on [form PI-1612-T](#)
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.

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 DPI's [Educator Licensing Online](#) (ELO) portal.

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.

The next screen will ask a series of questions. Answer them as follows:

- LEA Number: 1846

- Requesting School District: University of Wisconsin-Madison
 - Percentage of time in this appointment: 100%
 - 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.
 - 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) for the School District Administrator name and address.
 - Click the “Next” button and complete the application.
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- We recommend you apply for your Tier 1 license 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.** At that point you be able to apply for a regular license.

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