

# ELO Training Webinar

# Agenda

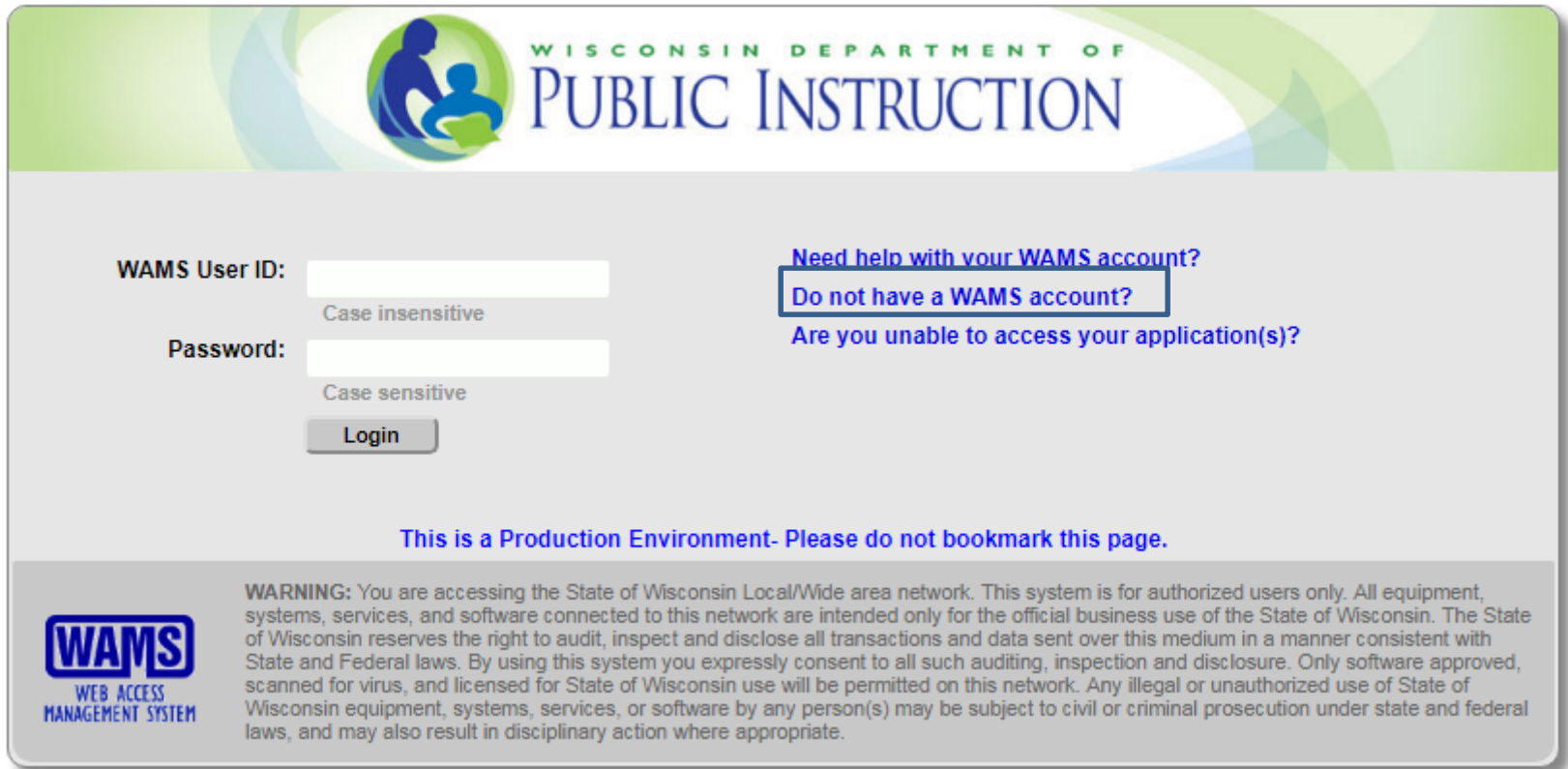
- Applicant Screens in ELO
- Tips for Applicants
- Q&A


## APPLICANT SCREENS:

From a link off the DPI web site

(<https://dpi.wi.gov/tepd/elo/in-state/wi-teacher-tips> ),

applicants will be taken to the following page ...



 WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION


WAMS User ID:   
Case insensitive

Password:   
Case sensitive

Login

[Need help with your WAMS account?](#)  
[Do not have a WAMS account?](#)  
[Are you unable to access your application\(s\)?](#)

This is a Production Environment- Please do not bookmark this page.

 **WAMS**  
WEB ACCESS  
MANAGEMENT SYSTEM

**WARNING:** You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.



Step 1: Establish an  
ELO Account

Step 2: Provide Identifying  
Information

Step 3: Confirm Information


### Welcome to the ELO Onboarding Process

Establish your ELO account by going through the following steps.

#### Step 1

Have you ever **held** or **applied** for a Wisconsin educator license?

Please select "Yes" if you appear in the DPI [Public Search](#) site.

☐ Yes 

☐ Let me check

< For Brand New DPI Licensees

Select "Yes" if you have **EVER** been issued a paper or electronic license certificate by the Wisconsin DPI.

Select "Let me check" if you have never been licensed by the Wisconsin DPI, or if you are unsure.



Next

Cancel



Step 1: Establish an  
ELO Account

Step 2: Provide Identifying  
Information

Step 3: Confirm Information


### Provide identifying information below

#### Step 2


Enter your personal information below. You will be allowed to update your name during the application process, if necessary.

If you have never held or applied for a DPI license or permit, the Quick Start Menu will be displayed next.

\* *required field*

\* Last Name (as shown in Public Search\*): 

Nine

\* Social Security Number: 

\*\*\*\*\*

All 9 Digits of SSN required, no dashes. All 9 Digits of SSN required, no dashes.

\* Social Security Number (confirm):

\*\*\*\*\*

All 9 Digits of SSN required, no dashes.

\* Date Of Birth:

06/16/9999

(mm/dd/yyyy)

\* PLEASE NOTE: The Last Name **must** match the name you find in DPI [Public Search](#).

If necessary, delete the pre-populated last name and type the one from Public Search so your DPI record(s) can be linked with your ELO account.

You will be allowed to update your name during the application process.



Next

Cancel



### Quick Start Menu

Welcome to the DPI Educator Licensing Online system.

The Quick Start menu is the home for educator transactions, payments, and license certificates.

After each transaction, scroll down to view important information.

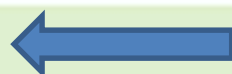
#### License Information

No License Information Available

## Apply for a NEW LICENSE

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

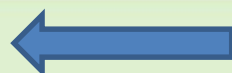
<Choose Category> ▼



<Choose License Type> ▼



<Choose Transaction> ▼



Go!

# Subset of Quick Start Menu

Choosing the CORRECT application is critical.  
The 1020 application (shown below) is ONLY  
for WI EPP completers  
who are applying for a Provisional License

## ■ Apply for a NEW LICENSE

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator?  
Apply for a new license below.

1-Teacher Category ▼

A-Teacher (including 5-Year Sub) [T001] ▼

Teacher: Request New Educator License - In-State WI Program [1020] ▼

Go!



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! Transaction Suitability  
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Summary (pre-fees)

Teacher: Request New Educator License - In-State WI Program [1020] - Introduction

This transaction is designed for an applicant who either:

- A. completed a Wisconsin approved program as a teacher since August 31, 2004 and is applying for the first time for a teaching license in Wisconsin; or,
- B. completed a Wisconsin approved program in a new teaching subject or at a new grade level and is applying for the first time for a license in the additional teaching subject/level.

Follow these general directions when applying for this license:

- You must first contact your Wisconsin college/university/alternative program provider where you completed your approved teacher preparation program and confirm or request that your program completion data has been or will be uploaded into ELO; this transaction cannot be completed until this data has been received.
- Carefully complete each screen of this transaction as appropriate.
- Upon returning to the Quick Start Menu and selecting "Access ELO Cart", carefully read and answer the Conduct and Competency questionnaire. Upload any supporting documentation, if required
- Fee payment via credit card is required. The application fee covers the cost of application review and processing. No refund will be made regardless of whether or not a license is issued.

**All paid applications will be reviewed by DPI. The length of the review process (and possible approval) will vary due to the complexity of each application and overall volume of applications received. This process may take at least 6-8 weeks.**

Press "Next" to continue. On subsequent screens, press the "Next" button to save information entered and continue with this transaction.

Press "Exit" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

Next

Exit





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Summary (pre-fees)

### Teacher: Request New Educator License - In-State WI Program [1020] - Transaction Suitability Questions

Transaction suitability questions help to confirm you selected the correct transaction. Please respond to the questions honestly to ensure timely processing of your transaction.

Answer the question(s) and press "Next" to continue. On subsequent screens, press the "Next" button to save information entered and continue with this transaction.

Press "Previous" to return to the previous section.

Press "Cancel" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

Question	Answer
Did you complete an educator preparation program that is approved by the state of Wisconsin?	<input type="radio"/> Yes <input type="radio"/> No
Did you complete your teacher preparation program for the First Time AFTER August 31, 2004?	<input type="radio"/> Yes <input type="radio"/> No

[Previous](#)

[Next](#)

[Cancel](#)



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Summary (pre-fees)

### Teacher: Request New Educator License - In-State WI Program [1020] - Entity Name and Personal Details

Confirm your identity, including any previous legal names you have used that may appear as part of the mandatory background check.

Issuance or renewal of any license or permit by DPI is conditional pending the receipt of a satisfactory background investigation. (Sec. 119.19(10)(e), Wis. Stats.) All information received from the Federal Bureau of Investigation and the Wisconsin Department of Justice as part of a background check, remains confidential. (Sec. 118.19(10)(f), Wis. Stats.) You will be notified only if the department determines that the result of the background investigation is unsatisfactory.

*Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.*

If you want to modify the name on file with DPI, click on the "Change Name" button and submit your updated, full legal name.

Press "Next" to continue. On subsequent screens, press the "Next" button to save information entered and continue with this transaction.

Press "Previous" to return to the previous section.

Press "Exit" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

\* Legal First Name:

Mark

Legal Middle Name:

\* Legal Last Name:

Nine

\* Social Security Number:

(No Dashes)

\* Confirm Social Security Number:

(No Dashes)

\* Date of Birth:

(mm/dd/yyyy)

Previous Full Legal Name(s):

[Add Previous Name](#)

[Back](#)

[Next](#)

[Exit](#)



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## Teacher: Request New Educator License - In-State WI Program [1020] - Entity Degree Information

Add Degree Information **Add**

Click Add IF more than one degree

### Degree Information

Please enter degree data for the accredited college or university where you were granted a degree. If you earned more than one degree, please report each one by clicking the "Add" button at the top of this page.


If you are applying for or renewing a license that does not require a degree, you may click "Remove" or "Delete" and then click "Next" to continue.

- \* Institution of Higher Education: 
- \* City:
- \* State:
- \* Country:
- \* Major:
- Minor:

This degree must already be earned supported by a Month and Year in the past. A degree in progress should not be reported at this time.

- \* Graduation Month:
- \* Graduation Year:  Enter the year with four digits.

At a minimum, you must have a degree from an accredited institution.

- \* Degree Obtained:   If you also obtained a higher degree, please report each one by clicking the "Add" button at the top of the page.

# Oops ...



# ELO

Wisconsin Department of Public Instruction  
Educator Licensing Online

Logged in as **Nine, Mark**

[Update Profile](#) | [Logout](#) | [Contact Us](#)

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#### Error

- Fields marked by asterisk are mandatory. Enter appropriate information for the mandatory fields.

### Teacher: Request New Educator License - In-State WI Program [1020] - Entity Degree Information

Add Degree Information **Add**

#### Degree Information

Please enter degree data for the accredited college or university where you were granted a degree. If you earned more than one degree, please report each one by clicking the "Add" button at the top of this page.


If you are applying for or renewing a license that does not require a degree, you may click "Remove" or "Delete" and then click "Next" to continue.

- \* Institution of Higher Education: 
- \* City:
- \* State:
- \* Country:
- \* Major:
- Minor:

This degree must already be earned supported by a Month and Year in the past. A degree in progress should not be reported at this time.

- \* Graduation Month:
- \* Graduation Year:  Enter the year with four digits.

At a minimum, you must have a degree from an accredited institution.

- \* Degree Obtained:   If you also obtained a higher degree, please report each one by clicking the "Add" button at the top of the page.

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Teacher: Request New Educator License - In-State WI Program [1020] - Entity Self-Reported Work History

Add Self-Reported Work History **Add**



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**Exit**

**NOTE:** Click ADD button (above) IF you have worked in a paid position in a PK-12 school. Do not report student teaching experience. If no experience to report, click Next.



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Summary (pre-fees)

### Teacher: Request New Educator License - In-State WI Program [1020] - Educator Preparation Program

**NOTE:** Program completion data will only be visible on this screen AFTER you fill out the "Entity Name and Personal Details" page and click "Next."

This information will be submitted by your Educator Preparation Program (EPP) **after** you have FULLY completed your educator preparation program which may include student teaching, practicum, clinical, or portfolio requirements.

Endorsed Candidates for Licensure (ECL) data will appear on this screen only upon successful submission and confirmation by your EPP and DPI.

If you see missing or incorrect information about the license(s) you are eligible to receive, **YOU MUST** contact your EPP before proceeding. Failure to address the missing or incorrect information before submitting this application may require you to reapply (and pay a second fee) in order to receive an additional or updated license(s).

Developmental Level	Subject	Position	Approved Program Provider	Program Completion Date	Select
---------------------	---------	----------	---------------------------	-------------------------	--------

Your data will show here – click Select for each existing row of data

[Back](#)

[Next](#)

[Exit](#)





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Summary (pre-fees)

### Teacher: Request New Educator License - In-State WI Program [1020] - Additional Information

On this screen, you may indicate if you had training in phonics, successfully completed the WI Foundations of Reading Test, or both.

Regarding phonics, it is the teaching of reading using the phonic value of letters, letter groups and syllables. Licensure in early childhood education, elementary education, special education, reading teacher, and reading specialist require completion of training in the teaching of reading that includes phonics. This requirement could have been fulfilled as part of a college or university course, or through a conference, seminar, or workshop.

Regarding the WI Foundations of Reading Test, applicants for licensure in early childhood education, elementary education, special education, reading teacher, and reading specialist **MUST** successfully complete this test IF they apply for their first-time license on or after January 31, 2014. **To successfully complete this test, applicants must attain a benchmark passing score of at least 240.**

However, anyone who successfully completed the WI Foundations of Reading Test should check this box, when applicable.

Please select/de-select the desired attribute and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Save/Exit" to save this application and return to the Quick Start Menu.

Additional Attribute:

**WI Foundations of Reading Test**

Selection:

☐

I passed the WI Foundations of Reading Test with a benchmark passing score of AT LEAST 240.

Additional Attribute:

**Phonics Training**

Selection:

☐

I completed Phonics training as part of a course, conference, seminar, or workshop

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Summary (pre-fees)

### Teacher: Request New Educator License - In-State WI Program [1020] - Transaction Attachments

#### Not all transactions require attachments.

- Possible files that could be attached are identified in the "Attachment List" below.
- The required files are preceded with an asterisk (\*) in the drop down menu.
- If no files have an asterisk, then no attachments are required.

Note: Licenses with stipulations are non-renewable. Stipulations are displayed on the Quick Start Menu in the Entity Information box if they exist. All stipulations must be satisfied before the next license can be issued. Transcripts or other supporting documents must be uploaded on this screen.

Make sure attachments are converted to an acceptable electronic format.

- Acceptable extensions are: .pdf, MS Word .doc or .docx, .jpg/.jpeg, .pages, or .txt, **all lower case**.
- File names **must only contain letters and numbers**, no special characters, and be **less than 36 characters** in length. An example of a useful attachment name is "[Last Name] - University Transcript"
- Each uploaded attachment must be **no larger than 2MB**.

**All attachments you have uploaded are visible below. Confirm they are also included on the Transaction Summary page so the DPI review process is not delayed due to missing required attachments.**

Select an attachment type from the list and then locate your file with the "Browse" or "Choose File" button.

File names should be meaningful and clearly represent the included information. Notes are optional. Click "Attach File" to upload each file with your transaction.

Once attached you can View or Remove each file as needed. **If any file is illegible when viewed, the application review process will be delayed.**

When all files are uploaded click the "Next" button.

Press "Exit" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

\* Attachment List:

\* File:

Choose File No file chosen

Notes:

None are required for 1<sup>st</sup> time licensees

[Attach File](#)

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[Exit](#)





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Summary (pre-fees)

## Teacher: Request New Educator License - In-State WI Program [1020] - License Requested Start Date

### License Requested Start Date

Consideration is given to requests based on program completion date or to ensure proper licensing for employment.

**The default start date is July 1 of the  
year the license application is paid.**

\* Would you like the default start date for  
your license?:

Attention first-time applicants: The default start date is January 1 for December and January program completers. The default start date is July 1 for May and June program completers.

Requests for an alternate start date will be  
reviewed on an individual basis.

Alternate start date requested:

(mm/dd/yyyy)

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**Exit**



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**Summary (pre-fees)**

### Teacher: Request New Educator License - In-State WI Program [1020] - Transaction Summary

Please review each section of your primary application for completeness and accuracy. Use the "Edit" button per section to modify the data if necessary. You will be allowed to save your changes and proceed to the Summary page again.

Once you agree this represents the most truthful responses to all required components, you may continue to the Conduct and Competency Questionnaire and Payment process within the Payment and Additional Activities section on the Quick Start Menu.

Note - only applications with full payment will be reviewed by the Wisconsin DPI.

Review the data and press "Submit" to advance to the attestation page.

Press "Previous" to return to the previous section.

Press "Exit" to save information, quit this transaction and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

Single Transaction

License Type: Teacher: Provisional License  
Transaction Date: 11/24/2017

Personal Information

Legal Name: Mark Nine  
Social Security Number: \*\*\*\*\*  
Birthdate: 06/16/1979

**Edit**

Home Address

125 South Webster Street

**Edit**



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Summary (pre-fees)

Teacher: Request New Educator License - In-State WI Program [1020] **Attestation**

All paid applications will be reviewed by DPI. The length of the review process (and possible approval) will vary due to the complexity of each application and overall volume of applications received. This process may take at least 6-8 weeks.

An email notification will be sent to you with the next required step - make payment.

Press "Previous" to return to the previous section.

Press "Submit" to confirm this transaction and advance to the Quick Start Menu.

Press "Cancel" to save information, quit this transaction and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.

By transmitting this license application form, I certify, under penalty of perjury, under the laws of the State of WISCONSIN, that I am the applicant named above.

☐ Yes

☐ No

[Previous](#)

[Submit](#)

[Cancel](#)



### Fee and Summary Report

An email notification has been sent to you for this transaction. Follow the stated directions in that email for your next steps.

If there are fees or deficiencies for this transaction, they are listed below. Review them before proceeding.

Would you like to apply for another license?

You may submit multiple transactions for multiple licenses at the same time. Based on the fees associated with each application, the final amount due may be reduced when applications qualify for a discount.

If necessary, click "Quick Start" to apply for or renew additional license(s) before checking out.

Your primary transaction data has been submitted. Check below for deficiencies related to the transaction before continuing.

Press "Edit App" to review the transaction and edit the information.

Press "Quick Start" to return to the main menu.

### Fees

WI In-State Application Fee: \$125.00

Total Amount Due: \$125.00

### Deficiencies

1. Application payment due. Navigate to "Access ELO Cart" section on the Quick Start Menu.
2. One Conduct and Competency Questionnaire is required. ONLY IF DIRECTED by DPI should you amend the C&C. Navigate to "Access ELO Cart" section on the Quick Start Menu if necessary.

[Edit App](#)

[Quick Start](#)

[View PDF Summary Report](#)





### Quick Start Menu

Welcome to the DPI Educator Licensing Online system.

The Quick Start menu is the home for educator transactions, payments, and license certificates.

After each transaction, scroll down to view important information.

Your DPI Entity #

Entity Information

Show Stipulations

Have Stipulations? No

License Information

No License Information Available

### Access ELO Cart and Additional Activities

Unless otherwise noted, all transactions require a Conduct & Competency Questionnaire (C&C) and a payment.  
*No refund will be made regardless of whether or not a license is issued.*

**Submit C&C and Payment to complete application** (1)

Go!

### Apply for a NEW LICENSE

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

<Choose Category> ▼

<Choose License Type> ▼

<Choose Transaction> ▼

Go!

### View Transaction Status

A status of Open means the transaction has been submitted. Click "View Details" to check transaction deficiencies. If deficiencies exist, you must follow the instructions before DPI will begin the review process.

Teacher Category - Teacher: Request New Educator License - In-State WI Program [1020]

Status: Open,  
Submitted – Unpaid

View Details



## ELO Shopping Cart Contents

### Would you like to apply for another license?

You may submit multiple transactions for multiple licenses at the same time. Based on the fees associated with each transaction, the final amount due may be reduced when transactions qualify for a discount.

If necessary, click "Quick Start" to apply for or renew additional license(s) before proceeding.

### Are you ready to check out?

The following steps must be evaluated when you are finishing the application process:

1. Do you need to submit fingerprints with this application based on the [Fingerprint Decision Tree](#)? If so, contact Fieldprint to [schedule your appointment](#) since fingerprints must be submitted BEFORE you complete the application process.
2. Do you have your credit card ready? The application fee covers the cost of application review and processing. No refund will be made regardless of whether or not a license is issued.
3. Do you have a minimum of 30 minutes to complete the Conduct and Competency Questionnaire? Click "Next" at the bottom of this page to finish your application.

### Final Amount Due

The fees you see below are for each transaction you have checked. You will see the **final amount due on the next screen** and have a chance to return to this screen if you want to choose different transactions to submit before you start the Conduct and Competency Questionnaire.

All paid applications will be reviewed by DPI, including the mandatory background check required for each applicant. The length of the review process (and possible approval) will vary due to the complexity of each application and overall volume of applications received. This process may take [at least 6-8 weeks](#).

Select the transactions you wish to pay for and press "Next" to continue

Press "Show Fee Type" to show a breakdown of the fee type and amounts.

Press "Quick Start" to return to the Quick Start Menu

Transaction Number	Transaction	License Number	License Type	Applicant Name	Application Fee
113783	Teacher: Request New Educator License - In-State WI Program [1020]		A-Teacher (including 5-Year Sub) [T001]	NINE, MARK	\$125.00 <input checked="" type="checkbox"/>

Payment Method ☒ Credit Card (MasterCard, VISA, and Discover)

[Next](#)

[Show Fee Type](#)

[Quick Start](#)





## Confirm Payment Details

### Total Fee Due - Ready to Check Out

The total fee due is the amount that will be charged to your credit card for the transaction(s) listed below.

The total transaction fee covers the DPI review and processing cost. No refund will be made regardless of whether or not a license is issued.

Your application is only complete once the Conduct and Competency Questionnaire is submitted and payment has been made in full.

Press "Continue" to complete the application process.

Transaction Number	Transaction	Applicant Name	Fee Amount
113783	Teacher: Request New Educator License - In-State WI Program [1020]	NINE, MARK	\$125.00
Total Fee Due			\$ 125.00

Payment Method: Credit Card (MasterCard, VISA, and Discover)

[Continue](#)

[Back to Cart](#)



## Mandatory Background Process - Overview

Per Wis. Stats. (Sec. 118.19(10)(e)) Issuance or renewal of any license or permit by DPI is conditional pending the receipt of a satisfactory background investigation. The background check process for all applicants includes [fingerprinting](#), when necessary, responding to the [Conduct and Competency Questionnaire \(C&C\)](#), and [federal and state background](#) review.

**Your application is only complete once the Conduct and Competency Questionnaire is submitted and payment has been made in full.**

Press "Previous" to return to the previous section.

Press "Next" to continue answering questions.

Press "Cancel" to cancel this page and return to the Shopping Cart.

*The Mandatory Background Process does not have a 'save' feature and will timeout after 30 minutes of inactivity. Your responses will not be saved.*

*Please plan to complete this process in one sitting.*

To determine whether or not you must submit fingerprints, use this [Decision Tree](#) for assistance. Click "Cancel" to exit now.

If you are required to [submit fingerprints](#) with your application, you must have had your fingerprints captured by DPI's vendor, Fieldprint.

**Failure to submit fingerprints as required and/or failure to submit complete information will result in a delay in processing your application, and may ultimately result in denial of your application.**

[Previous](#)

[Next](#)

[Cancel](#)





Mandatory Background Process - **Residency/Employment/School History**

Press "Previous" to return to the overview page.

Press "Next" to continue answering questions.

Press "Cancel" to cancel this page and return to the online payment selection page.

**1A.** Within the last 20 years, but only since you turned 17, have you physically lived, worked or attended school in a state other than Wisconsin, a listed U.S. Territory, Canada or Great Britain?

☐ No ☐ Yes

U.S. Territories include: American Samoa, Guam, Puerto Rico, Commonwealth of the Northern Mariana Islands and the U.S. Virgin Islands.

Great Britain includes: England, Scotland and Wales

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[Next](#)

[Cancel](#)



## Mandatory Background Process - Conduct and Competency Question 2 of 14

The Conduct and Competency questionnaire is a screening tool that is part of the mandatory background check process. The questions contained in the Conduct and Competency review have been developed to alert the department to cases that may warrant further examination/consideration before issuing a license. While most educators do not pose a danger to the health, welfare, safety or education of pupils, there are exceptions. In order to protect pupils our law requires the department to investigate the background of each applicant for a Wisconsin educator license, each time an application is submitted.

You must respond to **ALL questions** fully and truthfully. Incomplete responses will stop the application process and/or delay licensure. Inaccurate responses can result in denial of your application. Your full cooperation is necessary and appreciated.

All information received from the Federal Bureau of Investigation and the Wisconsin Department of Justice as part of a background check, remains confidential. (Sec. 118.19(10)(f), Wis. Stats.) You will be notified only if the department determines that the result of the background investigation is unsatisfactory.

Press "Previous" to the return to the last question you answered.

Press "Next" to continue answering questions.

Press "Cancel" to cancel this page and return to the online payment selection page.

For the purposes of this questionnaire, "teaching" refers to all licensed school personnel including but not limited to teachers, pupil services personnel, administrators, library media specialists, substitute teachers, licensed aides, etc.

Please note if any documentation needs to be submitted to the DPI, it **must** be in an electronic format such as .pdf, MS Word, .jpg, or .pages.

*As stated in the Conduct and Competency Overview, this portion of the application will time out after 30 minutes of inactivity and your responses will be lost. Please be prepared to complete this process in one sitting.*

**2.** Have you ever been disciplined for alleged misconduct in the course of **any** employment\* or as a member of **any** licensed or regulated profession?

☐ No ☒ Yes

Example of Yes screens

\* The context is NOT limited to an educational setting.

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### Mandatory Background Process - Conduct and Competency Question 2a

Press "Previous" to return to the last question you answered.

Press "Next" to continue answering questions.

Press "Cancel" to cancel this page and return to the online payment selection page.

**2A.** reported/provided information to the DPI regarding my "yes" answer on a previous DPI license application.

☐ True ☒ False

← If False ...

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### Mandatory Background Process - Conduct and Competency Question 2 Upload

The Conduct and Competency questionnaire is used to alert the department to matters in an applicant's history that may warrant further investigation. Answering "yes" to a question or having a criminal record **does not** automatically make you ineligible for licensure. Each situation is considered independently, and the final decision is made on a case-by-case basis. Your cooperation is appreciated.

**For any "Yes" answer to questions 2-14**, you will be required to upload an electronic version of a detailed written explanation, in your own words, describing the facts and circumstances associated with what you are reporting. You must also provide complete electronic copies of documents associated with the matter that can corroborate / illuminate your explanation of the incident.

Examples of appropriate documentation include:

- Complete copies of the police reports (if any) associated with the matter, available to you from the law enforcement agency that conducted the investigation.
- Copies of correspondence, including emails, between you and your employer about the matter.
- Copies of the "Criminal Complaint and Information" for any court case, available from the Clerk of Circuit Court in the county where charges were filed.
- Copies of court orders, judgments of conviction, etc.
- Copies of treatment notes, proof of treatment completion, etc. You may request these from your treatment provider.
  - If you were represented by an attorney, s/he may have these documents in their file.

It is your responsibility to provide these documents. Please **do not** simply provide contact information, and request DPI staff to obtain materials.

Please do not provide copies of information printed from CCAP, similar court history websites, or copies of a background check you conducted yourself. These materials **will not** be sufficient.

You may also submit information about mitigating factors, as well as any other relevant information you would like considered.

Press "Previous" to return to the last question you answered.

Press "Next" to continue answering questions.

Press "Cancel" to cancel this page and return to the online payment selection page.

**2 Upload.** I have uploaded a complete written explanation/documentation regarding my answer.

\*File Name:  No file chosen

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Mandatory Background Process - **Conduct and Competency Attestation**

Press "Previous" to the return to the last question you answered.

Press "Next" to continue answering questions.

Press "Cancel" to cancel this page and return to the online payment selection page.

**I AFFIRM** that all responses to the Conduct and Competency questions and all additional information in this license application and the accompanying documentation are true to the best of my knowledge. I understand that any false statements or assertions that I make on this document may result in denial, revocation or suspension of my license.

**I HEREBY AUTHORIZE** any of my current or previous employers, law enforcement agencies and the courts to release to the Wisconsin Department of Public Instruction information that pertains to my responses to questions on this form.

**I UNDERSTAND** that if I restrict, prevent or otherwise limit the release to the DPI of the aforementioned information, my application for licensure may be deemed, "incomplete." An incomplete application for licensure may result in denial of my license request.

**\*\*Collection of social security number is a requirement of s. 118.19(1m) and (1r).** The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.

Please type your full legal name to serve as your electronic signature

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Mandatory Background Process **Conduct and Competency Summary**

Please review your responses below. If you need to change an answer, press the "Edit" button in that section. You will be taken to that question and allowed to edit your response. You will have to advance through each question again and re-attest to your new responses.

Once complete, press "Save with App" to continue.

Application Group

License Type: T001  
Transaction Type: Request New License Based on WI Program  
Application Number: 113783

Question 1

Within the last 20 years, but only since you turned 17, have you physically lived, worked or attended school in a state other than Wisconsin, a U.S. Territory, Canada or Great Britain? No

Edit

Question 2

Have you ever been

Edit



## Mandatory Background Process - Conduct and Competency Submitted

All paid applications will be reviewed by DPI, including the mandatory background check required for each applicant. The length of the review process (and possible approval) will vary due to the complexity of each application and overall volume of applications received. This process may take at least 6-8 weeks.

Press "Make Payment" to input payment information for the State of Wisconsin e-Payment Services.

Press "Exit" to quit the Mandatory Background Process and return to the online payment selection page.

Continue to the payment functionality by clicking on the "Make Payment" button. You will be automatically redirected to State of Wisconsin e-Payment Services.

[Make Payment](#)

[Exit](#)





# State of Wisconsin

## e-Payment Services

### Make a Payment

#### My Payment

DPI - Educator Licensing Online

Amount Due \$125.00

File # 836611

Transaction # 387520

#### Payment Information

Frequency One Time

Payment Amount \$125.00

Payment Date Pay Now



# Cautions

- Not all screens were shown
- It is also important to note that screens shown above may change if there are changes in statutes or rules

# Tips for Applicants

- Use legal name during the application process
- Use *personal* email address that you will use even after you graduate
- Be prepared BEFORE you login ...
  - Determine whether you need to get fingerprinted. For more info, see <https://dpi.wi.gov/tepd/licensing/fingerprint>
  - Prepare any required documents and SCAN them so they can be attached during the application process. For instate applicants, this would really only apply if there is some type of misconduct that needs to be reported. If so, you will need to include a written explanation and court documents (when applicable)
  - Have your credit card ready

QUESTIONS?