Agenda

• Applicant Screens in ELO
• Tips for Applicants
• Q&A
APPLICANT SCREENS:
From a link off the DPI web site (https://dpi.wi.gov/tepdl/elo/in-state/wi-teacher-tips), applicants will be taken to the following page ...
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.

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.
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*):

* Social Security Number:

* Social Security Number (confirm):

* Date Of Birth:

* 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.
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.

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!
Choosing the CORRECT application is critical. The 1020 application (shown below) is ONLY for WI EPP completers who are applying for a Provisional License.
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.
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.
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. 116.19(1m) and (1t). 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:  

Legal Middle Name:  

Legal Last Name:  

* Social Security Number:  

* Confirm Social Security Number:  

* Date of Birth:  

Previous Full Legal Name(s):  

Add Previous Name
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 ...

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.
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.
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).
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.

<table>
<thead>
<tr>
<th>Additional Attribute</th>
<th>WI Foundations of Reading Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection:</td>
<td>I passed the WI Foundations of Reading Test with a benchmark passing score of AT LEAST 240.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Attribute</th>
<th>Phonics Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection:</td>
<td>I completed Phonics training as part of a course, conference, seminar, or workshop</td>
</tr>
</tbody>
</table>
None are required for 1st time licensees.
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?:

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

Alternate start date requested: (mm/dd/yyyy)
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.

**License Requested Start Date**

<table>
<thead>
<tr>
<th>Single Transaction</th>
<th>License Type:</th>
<th>Teacher: Provisional License</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transaction Date:</td>
<td>11/24/2017</td>
</tr>
</tbody>
</table>

**Personal Information**

<table>
<thead>
<tr>
<th>Legal Name:</th>
<th>Mark Nine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
<td>**********</td>
</tr>
<tr>
<td>Birthdate:</td>
<td>06/16/1979</td>
</tr>
</tbody>
</table>
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
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

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WI In-State Application Fee</td>
<td>$125.00</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

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.
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.

**Quick Start Menu**

**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
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

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Transaction</th>
<th>License Number</th>
<th>License Type</th>
<th>Applicant Name</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>113783</td>
<td>Teacher: Request New Educator License - In-State WI Program [T020]</td>
<td></td>
<td>A-Teacher (including 5-Year Sub) [T001]</td>
<td>NINE, MARK</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

Payment Method

- Credit Card (MasterCard, VISA, and Discover)
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.

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Transaction</th>
<th>Applicant Name</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>113783</td>
<td>Teacher: Request New Educator License - In-State WI Program [1020]</td>
<td>NINE, MARK</td>
<td>$125.00</td>
</tr>
<tr>
<td></td>
<td>Total Fee Due</td>
<td></td>
<td>$125.00</td>
</tr>
</tbody>
</table>

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

* The context is NOT limited to an educational setting. Example of Yes screens
Mandatory Background Process - Conduct and Competency Question 2a

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.

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

If False...

Previous  Next  Cancel
Mandatory Background Process - Conduct and Competency Question 2Upload

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: Choose File No file chosen
Mandatory Background Process - **Conduct and Competency Attestation**

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.

**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

[Input field for signature]
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.

<table>
<thead>
<tr>
<th>Application Group</th>
<th>License Type: T001</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transaction Type: Request New License Based on WI Program</td>
</tr>
<tr>
<td></td>
<td>Application Number: 113783</td>
</tr>
</tbody>
</table>

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
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 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/tepdl/licensing/fingerprint](https://dpi.wi.gov/tepdl/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?