

Submitting materials for DPI License

Please print off for future use!

Go to <http://dpi.wi.gov/forms/pdf/f1602-is.pdf>

You will have then reached the Initial In-State Teaching or Pupil Services PI 1602-IS which you can fill out on line and then print.

Send materials to Hayward office for completion, after processing we will send to the DPI.

We also ask that you when you send in your license application, that it be accompanied by a statement of ***where you taught (what school district) and what level. This is required by the DPI.***

Send (to Hayward office at P.O. Box 867 Hayward, WI 54854):

1. Completed DPI application (don't forget to have notarized!)
2. Original transcripts (unless already submitted at time of emergency or sub license) ***including ORIGINAL transcripts from St. Mary's that reflect completion of 10SPED coursework.*** All transcripts must come from the University in a sealed envelope stamped by the registrar.
3. \$100 check made out to DPI (or credit card information on the application)
4. All original evaluations, including cooperating teacher's, 10SPED supervisor's, and principal's/administrator's (if any) *(This will come from your 10sped supervisor)*
5. Statement of where you did your student teaching and at what level
6. Self-addressed, stamped envelope so we can return copy of completed license application to you. Once you have submitted this application you can apply for any job.

Please note: All 10SPED license applications will be sent solely or as a group in early February or July each year. After the DPI has received applications, they will be posted on the DPI web site. In the interim, as our certification officer, Mark Stensvold, signs off on each application, we will send a copy to you for your records in the envelope you provide.

All licenses are issued with a February 1, 20xx or July 1, 20xx beginning date – even if received after that date.

If you have any further questions regarding your license, please contact our certification officer, Mark Stensvold in our Ladysmith office at 715-532-6084 or mark@projectteaching.com.

On the following page you will find an example taken from the online application, middle of the first page, Sections II, and III. We have filled out an example for you - **in red.**

Note: If you are requesting a license for early childhood, please refer to second example.

Example 1.

II. LICENSE(S) REQUIRED					
Indicate grade level(s), subject(s), and positions(s) for which you are requesting a license					
Grade Level(s)/Developmental Range(s)	Subject(s)/Category(ies) and/or Positions			Date License to Begin	
72 – Middle childhood/Early Adolescence ** (Ages 6-13) OR 73 – Early Adolescence/Adolescence (Ages 10-21)	801 - Cross Categorical Special Education 810 or 811 or 830 (only ONE of these)			July 1, 20xx or February 1, 20xx	
III. POST SECONDARY EDUCATION AND INSTITUTIONAL ENDORSEMENT					
List each institution where you earned a degree or completed a state-approved educator-licensing program with the most recent first.					
Inst. & Location (City/State)	Degree or Licensing Program	Grad.Date	Major(s)	Minor(s)	Concentration(s)
Norda: 10SPED Ladysmith, WI	Certification	12/09			EBD or LD or CD**
College where you got your bachelor's degree	The degree you received (BS, BA...)	Date	Major	Minors	Leave blank

*Select the appropriate grade level/developmental range

** Indicate (one) area of concentration (ED/LD/CD)

Example 2.

II. LICENSE(S) REQUIRED					
Indicate grade level(s), subject(s), and positions(s) for which you are requesting a license					
Grade Level(s)/Developmental Range(s)	Subject(s)/Category(ies) and/or Positions			Date License to Begin	
70 – Early Childhood	809 – Early Childhood Special Education			July 1, 20xx or Feb 1, 20xx	
III. POST SECONDARY EDUCATION AND INSTITUTIONAL ENDORSEMENT					
List each institution where you earned a degree or completed a state-approved educator licensing program with the most recent first.					
Inst. & Location (City/State)	Degree or Licensing Program	Grad.Date	Major(s)	Minor(s)	Concentration(s)
Norda: 10SPED Ladysmith, WI	Certification	6/2009			EC
College where you got your bachelor's degree	The degree you received (BS, BA...)	Date	Major	Minors	Leave blank