



This form is available at: <https://dpi.wi.gov/licensing/apply-educator-license/supplementary-forms>

**Instructions for the Applicant:** Complete Section I below. Have the Educator Preparation Program (EPP) complete Section II and Section III of the form with signature. Then upload the completed form into your online application.

**Instructions for Educator Preparation Program:** Complete Section II and Section III below, sign, and return to applicant.

**SECTION I.  
APPLICANT INFORMATION**

Legal Name *Last, First, Middle*

Other / Previous Names

**SECTION II.  
SUBSTITUTE TEACHER EPP VERIFICATION**

- The applicant listed above in Section I has completed all the following requirements, listed below:
- Individual is at least 20 years of age.
  - Individual is enrolled in a teacher preparatory program approved by the state superintendent.
  - If the teacher preparatory program in which the individual is enrolled awards a bachelor's degree, the individual has successfully completed the minimum number of credits to have achieved junior level status.
  - The Individual has completed 15-hours of classroom observation.

Date of EPP Verification

**SECTION III.  
EDUCATOR PREPARATION PROGRAM INFORMATION**

Educator Preparation Program

Name of Certifying Officer (Printed) *First and Last Name*

Email Address of Certifying Officer

**SIGNATURE**

**I, THE CERTIFYING OFFICER, ATTEST** that the educator listed above has completed all requirements.

Signature of Certifying Officer

Date Signed *Mo./Day/Yr.*

