

How to Apply for a TEACHING License (For Out-of-State Applicants)

Choose the scenario that most closely matches your situation. Follow it to determine what documents you will need to upload when you apply for your license. When ready, apply using the Educator Licensing Online (ELO) link in the bottom box of the scenario.



Scenario 1

I have a fully valid teaching license from a state other than Wisconsin. I have taught for a minimum of one year in the state where I am licensed or in Wisconsin while holding a valid Wisconsin teaching license.

REQUIRED DOCUMENTS*

- A copy of your valid teaching license from another state.
- Form [PI-1613 Employment Verification](#).
- Any additional required paperwork as determined by reading:
 - [Conduct & Competency Questions](#)
 - [Fingerprint Decision Flowchart](#)

Follow ELO application instructions for a [license based on reciprocity](#).



Scenario 2

I have a fully valid teaching license from a state other than Wisconsin. I have not yet taught for a minimum of one year in the state where I am licensed or in Wisconsin while holding a valid Wisconsin teaching license.

REQUIRED DOCUMENTS*

- [Transcripts](#): bachelor's degree (minimum).
- Transcripts for any additional college degree(s) or credit earned.
- A copy of your valid teaching license from another state.
- [PI-1612-T Institutional Endorsement](#) (form will automatically download to your desktop).
- Any test score(s) required for licensure in the state where your educator preparation program is headquartered.
- Any additional, required paperwork as determined by reading:
 - [Conduct & Competency Questions](#)
 - [Fingerprint Decision Flowchart](#)

Follow ELO application instructions for [teachers prepared outside of Wisconsin](#).



Scenario 3

I completed a teacher preparation program in a state other than Wisconsin. I passed all required tests and was endorsed for licensure in that state. I did not get my license, however.

Contact the certification officer for your educator preparation program if unsure of your endorsement status.

REQUIRED DOCUMENTS*

- [Transcripts](#): bachelor's degree (minimum).
- Transcripts for any additional college degree(s) or credit earned.
- [PI-1612-T Institutional Endorsement](#) (click to download the form to your desktop).
- Any test score(s) required for licensure in the state where you completed your educator preparation program(s).
- Any additional, required paperwork as determined by reading:
 - [Conduct & Competency Questions](#)
 - [Fingerprint Decision Flowchart](#)

Follow ELO application instructions for [teachers prepared outside of Wisconsin](#).



Scenario 4

I completed a teacher preparation program in a state other than Wisconsin. I did not complete all testing requirements for that state. I was not endorsed for licensure.

I have been offered an assignment/position in a Wisconsin school/district.

Contact the certification officer for your educator preparation program if unsure of your endorsement status.

REQUIRED DOCUMENTS*

- [Transcripts](#): bachelor's degree (minimum).
- Form [PI-1624-LWS1](#) (to be completed by school district that has offered you a position.)
- Any additional, required paperwork as determined by reading:
 - [Conduct & Competency Questions](#)
 - [Fingerprint Decision Flowchart](#)

Follow ELO application instructions for a [One-Year License with Stipulations](#).



If you have taken the Praxis or Foundations of Reading test (FORT), please include documentation of your scores when you apply for your license. DPI will review your application to determine what Wisconsin-specific requirements may be needed and offer options for fulfilling test requirements and/or licensing without the required scores.

* Be prepared to upload the required documents when you apply for your license. DPI accepts PDF, MS Word (doc or docx), jpg/jpeg, and txt file formats. File names must be less than 36 characters in length, limited to letters and numbers, and include no special characters. Individual file size must not exceed 2 MB.