

How to Apply for an ADMINISTRATOR 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 valid administrator license from a state other than Wisconsin. I have a minimum of one year of administrative experience in the state where I am licensed.

REQUIRED DOCUMENTS:*

- A copy of your valid administrative 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 valid administrator license from a state other than Wisconsin. I do not have a minimum of one year of administrative experience in the state where I am licensed.

REQUIRED DOCUMENTS:*

- [Transcripts](#): master's degree (minimum).
- Transcripts for any additional college degree(s) or credit earned.
- A copy of your valid administrative license from another state.
- [PI-1612-AD Institutional Endorsement](#) (form will download to your desktop).
- Form [PI-1613 Employment Verification](#) to verify at least three years of teaching experience or pupil service experience, including 540 hours of classroom teaching experience.
- Form [PI-1612-T \(teacher\)](#) or [PI-1612-P \(pupil services\)](#) to verify you are eligible to hold a Wisconsin provisional teacher or provisional pupil services license if you do not already hold a Tier II teaching or pupil service license (form will download to your desktop).
- 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 3

I finished an administrator preparation program in a state other than Wisconsin. I do not have an administrator license yet.

REQUIRED DOCUMENTS:*

- [Transcripts](#): master's degree (minimum).
- Transcripts for any additional college degree(s) or credit earned.
- [PI-1612-AD Institutional Endorsement](#) (form will download to your desktop).
- Form [PI-1613 Employment Verification](#) to verify three years experience as a teacher or pupil services professional, including 540 hours of classroom teaching experience.
- Form [PI-1612-T \(teacher\)](#) or [PI-1612-P \(pupil services\)](#) to verify you are eligible to hold a Wisconsin provisional teacher or provisional pupil services license (form will download 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 [Administrators Prepared Outside of Wisconsin](#).



If you have 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.