

## TIP SHEET:

# How to Renew a 1-Year License with Stipulations

## WHAT are the renewal requirements for a 1-year license with stipulations?

Per PI 34.028(4), there are two criteria that meet renewal requirements for the one-year license with stipulations (LWS1). An educator is eligible for renewal when they:

1. Are enrolled in an approved program toward licensure and have completed at least six credits or the equivalent in the program,
- OR
2. Have completed all coursework or the equivalent in an approved program and attempted to complete all of the tests required for licensure.

## WHAT documents will you need?

All documents must be fully completed and signed.

- a) **Transcripts.** An official copy of your bachelor's degree transcripts is required, even if you have submitted a copy previously.
- b) **PI-1624-PROG form.** This form is only required if you are working with or enrolled in an approved educator preparation program:
  - o Fill out Section I (the upper part) completely. Do this first.
  - o Upon completing Section I of the form, give it to the certification officer at the approved educator preparation program you are working with. The certification officer must complete Section II (the lower part), sign the form, and return it to you.
- c) **PI-1624-LWS1 form.** Give this form *and* the completed PI-1624-PROG form to your school district administrator or authorized designee. The completed PI-1624-PROG form will help your employer accurately complete section II of the PI-1624-LWS1 form. The administrator or designee must complete this PI-1624-LWS1 form, sign, and return it to you.

*Note: Educators who have chosen a pathway to licensure that does not meet the above renewal requirements may still be eligible for renewal. Their employing school district must request an exception by checking box "c" in Section II of the PI-1624-LWS1 form. The educator must also provide clear and convincing evidence\* documenting how they will obtain the license.*

**Important:** Some applicants will also be required to submit:

- Fingerprints.\* If fingerprints are needed, they must be on file at DPI before you start your online renewal application. Be sure to start this process well in advance of your application;
- Written documentation of any alleged misconduct\* must be scanned and ready to upload as part of the Educator Licensing Online (ELO) application process.

\*Specific information is available online. See [Learn More](#) on the next page.

## HOW will you apply?

- Gather the required documents. DPI accepts pdf, MS Word (doc or docx), jpg/jpeg, and txt file formats. File names must be limited to letters and numbers, no special characters, and be less than 36 characters in length. Individual files must not exceed 2 MB in size.
- [Go to the DPI website:](#)
  - Follow the directions that apply to you (teacher or pupil services).
  - Complete the steps under *How to Apply for One-Year License with Stipulations*. Note: Step #3 will direct you to apply for a “new” license. Follow the directions as written even though you are actually applying to *renew* a license.
  - Upload the required documents when prompted.

### \*Learn More:

- What are the approved [pathways to licensure](#) in Wisconsin?
  - What counts as [clear and convincing evidence](#) of progress for LSW1 renewal?
  - What are the [requirements for submitting transcripts](#) with my application?
  - How do I find an [approved educator preparation program](#) in Wisconsin?
  - [Will I need fingerprints](#) to renew my LWS1 license?
  - [Where do I go to get fingerprints and how long will it take?](#)
  - How do I provide [documentation of alleged misconduct](#)? Note: This document previews the conduct and competency questions you will be asked during the renewal application process. Directions for documenting alleged misconduct appear at the end of the document.
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