

When can I apply for my license?

In order to have your completion data uploaded to the Department of Public Instruction's electronic licensing portal, you must have completed student teaching, received passing edTPA scores, and had your final term's grades posted. At approximately 3:30PM on the final date of your student teaching experience, the certification officer will begin processing student completions for that date. When the processing is complete, the certification officer will send out an email notification clearing you to apply for your license. A detailed set of instructions on how to apply for your license will also be included in the notification email. Please do not apply for your license until you receive the notification email from the certification officer.

I have completed student teaching for my Middle Childhood-Early Adolescence (MC-EA) major and I will be going into my Special Education student teaching experience next term. Can I apply for my MC-EA license now and my Special Education license later?

In this case, no. Because Special Education is your minor, so your program/degree at UWL will not be considered complete until all of the requirements for your major and minor are complete. You will be eligible to apply for your licenses after you have completed your Special Education semester of student teaching.

I am still awaiting final edTPA scores, but I have finished student teaching. Can apply for my license and have my degree posted to my transcript?

Passing scores on the edTPA are required for both program completion at UWL and teacher licensure in Wisconsin, so no completion data can be uploaded to the licensing portal or posted to your transcript until you pass edTPA.

I completed some of my student teaching experience in another state/country, do I need to submit fingerprints to DPI?

According to the Wisconsin Department of Public Instruction website, any student who has worked, resided, or attended classes in another state or country will need to submit fingerprints with their application. Complete details about this requirement can be found at this link: <https://dpi.wi.gov/tepd/licensing/fingerprint>.

I have applied for my Wisconsin teaching license, but I need a letter of completion stating my program is official completed for an immediate job opening. How can I get this?

Please email Ashley Cree at acree@uwlax.edu to request a superintendent letter to use while your license application is being processed.

I am applying for my teaching license in another state, but there is a program verification form that UWL needs to complete on my behalf. Who can help me?

Please email Ashley Cree at acree@uwlax.edu and scan a copy of the form to her for completion. Please note that some states require an original signature or the college seal on the form, so those would need to be mailed directly to you or picked up in the School of

Education Dean's Office (145 Graff Main Hall) after they have been signed.

I am planning on applying for my Minnesota teaching license. Can you help me with that process?

The process is fairly simple, but since it is a different state, you may have some additional requirements that you would be required to complete. However, the only to find out what deficiencies (if any) you have is to go through the application process. Here is the link to the

Minnesota licensing information:

https://mn.gov/pelsb/assets/Minnesota%20Educator%20License%20Application%20Instructions%20Accessible.post_tcm1113-327790.pdf.

Please pay attention to the "Out of State Teaching Licenses" section, as well as the "First Time, Full Professional Teaching License" and the "Minnesota teacher Licensure Examinations" sections. Here is the link to the application portal: <https://mn.gov/pelsb/aspiring-educators/apply/>. Please note that there is a form that you will need to send Ashley Cree at acree@uwlax.edu in order to verify your program completion; Minnesota requires an original signature on the completed verification form, so it can be picked up or mailed to you.

I participated in the recent graduation ceremony. When will my degree be posted to my transcript?

Unfortunately, graduation is not yet complete even though the ceremony has already taken place. Your final grade for student teaching will not be posted until after you have completed that experience, so you will not be officially graduated in WINGS (or on your transcript) until after that occurs.

I am experiencing technical difficulties with the electronic licensing portal on the Wisconsin DPI website. What do I do?

Unfortunately, SOE does not have access to troubleshoot technical difficulties in the DPI electronic licensing portal. Please contact DPI directly via this link for assistance: <https://dpi.wi.gov/support/contact-educator-licensing>.