

TIP SHEET:

How to Renew a 1-Year License with Stipulations

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

Renewal requirements for the one-year license with stipulations (LWS1) are:

1. Enrollment in an approved program toward licensure; and
2. Completion of at least six credits or the equivalent in the approved program. *If you have completed all coursework, you must also have completed ALL non-coursework requirements.*

If you do not meet the requirements above or are completing a different pathway to licensure, you may still be eligible to renew your license. Your district must request an exception using the PI-1624-LWS1 form (see below). Additionally, you must submit related documentation of [clear and convincing evidence](#)* when you apply to renew your license.

WHAT documents will you need?

You must submit the following documents, fully completed and signed, when you apply to renew your LWS1 license:

- a) [Transcripts](#). Acceptable transcripts or credential evaluation verifying at least a bachelor's degree is required for teachers, 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](#). This form must be completed and signed by your school district administrator or authorized designee, then returned to you. *Be sure to give both this form and the completed PI-1624-PROG form to your employer at the same time. They will need the completed PI-1624-PROG form to accurately complete section II of this form.*

Note: If you do not meet the requirements to renew your LWS1 license or are completing a different pathway to licensure, your employer must check box "c" in section II of this form. You must submit the related [clear and convincing evidence](#) when you apply.

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.

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 applicable directions (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 all 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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