

TIP SHEET:

How to Document Clear & Convincing Evidence

WHEN is clear and convincing evidence required?

When you know that you will not meet renewal requirements or complete your chosen pathway to full licensure by August 31st, you will need to discuss your situation with your employer and provide them evidence of what you are doing to obtain the license needed for your assignment. Your employer will need to review your evidence and determine if they will request an exception for the upcoming school year. This evidence is what is referred to as “clear and convincing evidence” and must be attached with your application.

Clear and convincing evidence is required for the following situations:

- You did not complete at least six semester credits in your approved program;
- You did not attempt all non-coursework requirements after having completed all coursework of the approved program;
- You chose an option for licensure (e.g. American Board, content test, Montessori, charter school) other than an approved educator preparation program; or
- You did not complete all cited testing and statutory stipulations based on your out-of-state application review.

WHAT COUNTS as clear and convincing evidence?

The required evidence varies based on your chosen pathway to licensure:

- **Complete an approved educator preparation program.**
Evidence on the PI-1624-prog form that you are actively enrolled in an approved educator preparation program* and are working to complete the required coursework.

If you have completed all coursework for your approved program but still need to complete a test requirement, upload evidence to verify that you are registered for the test.
- **Out-of-state program completer.**
Those that have previously applied via the out-of-state pathway and received a one-year license with stipulations due to outstanding testing and statutory stipulation requirements, evidence must verify you are registered to complete any outstanding tests and cited statutory stipulations. Information about how to satisfy statutory stipulations can be found on [our website](#)
- **License based on a content area test.***
Evidence must verify that you are registered to take the specific content area test. The registration must include your name, the test you are taking, and the date for which you are scheduled to attempt the test. In some instances adding a license via a content test additionally requires evidence of semesters of experience and/or evidence of completing specific statutory stipulations, which you will also need to verify.

- **Montessori pathway.***
Evidence must verify how and when the components of the Montessori Pathway will be completed. Those components include all the following: (1) enrollment in or completion of an Association Montessori International (AMI) or Montessori Accreditation Council of Teacher Education (MACTE) accredited Montessori program; (2) enrollment in or completion of a three-credit special education course; (3) registration for or completion of the required Praxis II content exam; and (4) registration for or completion of the Foundations of Reading Test (FORT).
- **American Board for the Certification of Teacher Excellence (ABCTE) pathway.***
Evidence is the ABCTE letter that verifies the period of enrollment, the license subject(s) you are registered to complete, and any available information regarding assessments you have attempted, completed, or for which you have registered. The renewal of the one-year license with stipulations requires that we look at where you are at in completing this process by August 31st each year. The Department will not consider more than two exceptions for those working to complete this pathway.
- **Charter school license pathway.***
Evidence must verify that you are registered to take the specific content area test.

HOW do I submit my clear and convincing evidence?

You will be prompted to upload your evidence during the Educator Licensing Online (ELO)* application process. 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.

*LEARN MORE:

- How do I find an [approved educator preparation program](#) in Wisconsin?
- What are the approved [pathways to licensure](#) in Wisconsin?
- Where do I find additional information about specific pathways to licensure?
 - [Content test pathway](#)
 - [Montessori school pathway](#)
 - [American Board for the Certification of Teacher Excellence \(ABCTE\) pathway](#)
 - [Charter school license pathway](#)
 - [Access ELO to apply for a license](#)