

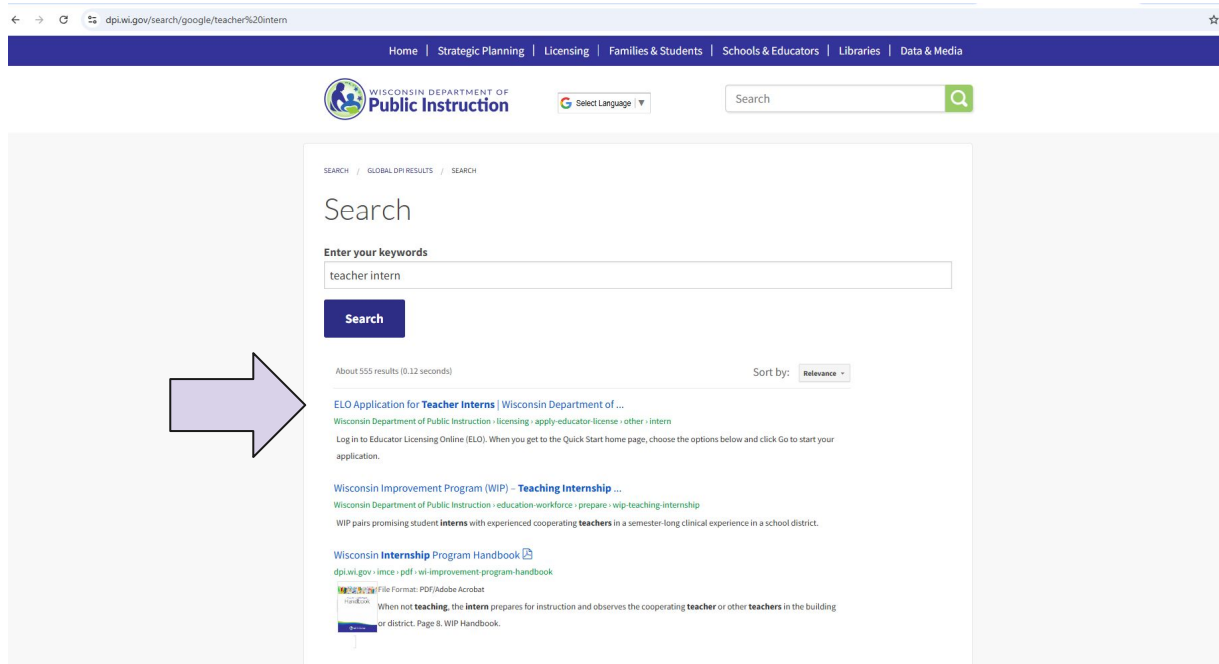


# Applying for an Intern License

Step-by-step guide

# Go to the DPI Website

- ❖ In the search box type “Teacher Intern”
  - Select the first link that populates



The screenshot shows a web browser window with the URL `dpi.wi.gov/search/google/teacher%20intern`. The website header includes navigation links: Home, Strategic Planning, Licensing, Families & Students, Schools & Educators, Libraries, and Data & Media. The main content area features the Wisconsin Department of Public Instruction logo, a language selection dropdown, and a search bar. Below the search bar, the search results are displayed. A large purple arrow points to the first search result, which is titled "ELO Application for Teacher Interns | Wisconsin Department of ...". The search results also show "About 555 results (0.12 seconds)" and a "Sort by: Relevance" dropdown.

SEARCH | GLOBAL DPI RESULTS | SEARCH

## Search

Enter your keywords

Search

About 555 results (0.12 seconds) Sort by: Relevance

[ELO Application for Teacher Interns | Wisconsin Department of ...](#)  
Wisconsin Department of Public Instruction - licensing - apply-educator-license - other - intern  
Log in to Educator Licensing Online (ELO). When you get to the Quick Start home page, choose the options below and click Go to start your application.

[Wisconsin Improvement Program \(WIP\) - Teaching Internship ...](#)  
Wisconsin Department of Public Instruction - education workforce - prepare - wip-teaching-internship  
WIP pairs promising student **interns** with experienced cooperating **teachers** in a semester-long clinical experience in a school district.

[Wisconsin Internship Program Handbook](#)  
`dpi.wi.gov/wince-pdf/wi-improvement-program-handbook`  
File Format: PDF/Adobe Acrobat  
When not **teaching**, the **intern** prepares for instruction and observes the cooperating **teacher** or other **teachers** in the building or district. Page 8, WIP Handbook.

# Press the link in number 3 “Log in to Educator Licensing Online”

The screenshot shows the website [dpi.wi.gov/licensing/apply-educator-license/other/intern](https://dpi.wi.gov/licensing/apply-educator-license/other/intern). The navigation bar includes links for Home, Strategic Planning, Licensing, Families & Students, Schools & Educators, Libraries, and Data & Media. The Wisconsin Department of Public Instruction logo is visible, along with a language selection dropdown and a search bar.

The main content area is titled "ELO Application for Teacher Interns" and includes a sub-header "Teacher Interns in the Wisconsin Improvement Program (WIP)". It lists three steps:

- 1. Determine if you must submit fingerprints**
  - Use the fingerprint decision tree to determine if this step is needed. If you have determined that you need fingerprints, submit them electronically via our vendor Fieldprint by following the Electronic Fingerprint Submission directions.
- 2. Gather Documents**
  - Scan all documentation into files (.pdf, .doc/docx, .jpg/jpeg, or .txt) that are 2MB or less in size.
  - Preview the ELO Conduct & Competency Questions to see if you will need to provide documentation of any alleged misconduct.
  - Obtain the **Internship Request Number** from your Wisconsin Educator Preparation Program so you can enter it during the application process.
  - Identify the Local Education Agency (school district) who will be hosting your internship.
- 3. Log in to Educator Licensing Online (ELO)**
  - Within ELO, make sure you have answered the three onboarding questions.
  - When you get to the Quick Start home page, choose the options below and click Go to Start your application:

A purple arrow points to the third step, "Log in to Educator Licensing Online (ELO)".

# Fill out all your correct information!

- ❖ Fill in the last 5 numbers of your SSN (Social Security Number)
- ❖ Fill in Date of Birth (mm/dd/yyyy)
- ❖ Legal FIRST name
- ❖ Select the “I’m not a robot” box

elo.wieducatorlicensing.org/datamart/mainMenu.do



**ELO**

Wisconsin Department of Public Instruction  
Educator Licensing Online

[Public License Search](#) | [Contact DPI](#)

Educator Licensing Online (ELO) is DPI's on-line educator licensing portal. Use this portal to apply for, renew, print, and pay for your Wisconsin educator license application.


*No account set-up is needed! Just enter your personal information below and you will be logged in to ELO.*

Last 5 Digits of SSN

Date of Birth

Legal First Name

Click the white check box next to "I'm not a robot"

 I'm not a robot 

Login

**WARNING:** You are accessing the State of Wisconsin local/wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect, and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection, and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

# Select boxes under “Apply for a License”

- ❖ Press the dropdown box for “Choose Category”
  - Select “1-Teacher Category)
- ❖ Press the dropdown box for “Choose License Type”
  - Select “F-Teacher - Intern [T990]
- ❖ Press the dropdown box for “Choose Application”
  - Select “Teacher: Request WI Intern License [1020]
- ❖ Press GO

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Educator Licensing Online

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### Quick Start Menu

Welcome to the DPI Educator Licensing Online system.

The Quick Start menu is the home for educator transactions, payments, and license certificates.

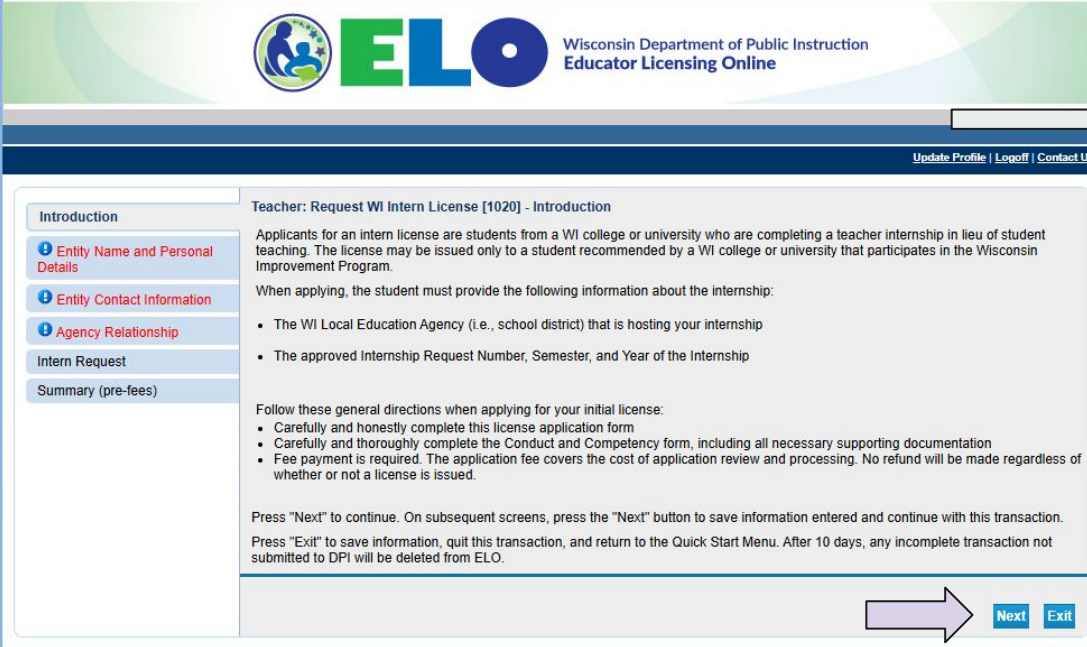
After each transaction, scroll down to view important information.


**LICENSE INFORMATION**  
NO LICENSE INFORMATION AVAILABLE

- Access ELO Cart and Additional Activities  
Unless otherwise noted, all transactions require a Conduct & Competency Questionnaire (C&C) and a payment.  
No refund will be made regardless of whether or not a license is issued.  
**Onboard Now!** - Associate Existing DPI Record(s) with this Account [Go!](#)
- Apply for a License  
Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator?  
Apply for a license below.  
1-Teacher Category   
F-Teacher - Intern [T990]   
Teacher: Request WI Intern License [1020]  [Go!](#)

# Read the Introduction

- ❖ Read through the whole introduction
- ❖ Press NEXT



 Wisconsin Department of Public Instruction  
Educator Licensing Online

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**Introduction**

[Entity Name and Personal Details](#)

[Entity Contact Information](#)

[Agency Relationship](#)

[Intern Request](#)

[Summary \(pre-fees\)](#)

Teacher: Request WI Intern License [1020] - Introduction

Applicants for an intern license are students from a WI college or university who are completing a teacher internship in lieu of student teaching. The license may be issued only to a student recommended by a WI college or university that participates in the Wisconsin Improvement Program.

When applying, the student must provide the following information about the internship:



- The WI Local Education Agency (i.e., school district) that is hosting your internship
- The approved Internship Request Number, Semester, and Year of the Internship

Follow these general directions when applying for your initial license:

- Carefully and honestly complete this license application form
- Carefully and thoroughly complete the Conduct and Competency form, including all necessary supporting documentation
- Fee payment is required. The application fee covers the cost of application review and processing. No refund will be made regardless of whether or not a license is issued.

Press "Next" to continue. On subsequent screens, press the "Next" button to save information entered and continue with this transaction.

Press "Exit" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

# Entity Name and Personal Details

- ❖ Fill out all CORRECT information in the fields
- ❖ Legal first Name
- ❖ Legal last name
- ❖ SSN (Social Security Number)
  - No dashes
    - WRONG: 012-34-5678
    - CORRECT: 012345678
- ❖ Date of Birth
  - (mm/dd/yyyy)
- ❖ Press NEXT if you don't have a previous name
  
- ❖ IF you have a previous name, select Previous Name
- ❖ Fill in you previous FULL LEGAL NAME
- ❖ Press NEXT

**ELO** Wisconsin Department of Public Instruction  
Educator Licensing Online

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**Teacher: Request WI Intern License [1020] - Entity Name and Personal Details**

Confirm your identity, including any previous legal names you have used that may appear as part of the mandatory background check.

Issuance or renewal of any license or permit by DPI is conditional pending the receipt of a satisfactory background investigation. (Sec. 119.19(10)(e), Wis. Stats.) All information received from the Federal Bureau of Investigation and the Wisconsin Department of Justice as part of a background check, remains confidential. (Sec. 118.19(10)(f), Wis. Stats.) You will be notified only if the department determines that the result of the background investigation is unsatisfactory.

Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.

If you want to modify the name on file with DPI, click on the "Change Name" button and submit your updated, full legal name.

Press "Next" to continue. On subsequent screens, press the "Next" button to save information entered and continue with this transaction. Press "Previous" to return to the previous section.

Press "Exit" to save information, quit this transaction, and return to the Quick Start Menu. After 10 days, any incomplete transaction not submitted to DPI will be deleted from ELO.

\* Legal First Name:

Legal Middle Name:

\* Legal Last Name:

\* Social Security Number:  (No Dashes)

\* Confirm Social Security Number:  (No Dashes)

\* Date of Birth:  (mm/dd/yyyy)

Previous Full Legal Name(s):  [Add Previous Name](#)

[Back](#) [Next](#) [Exit](#)

# Entity Contact Information

- ❖ Fill out all CORRECT information in the fields
- ❖ Address Number
- ❖ Street Name
- ❖ Zip Code
- ❖ City
- ❖ State
- ❖ Country
- ❖ Phone Number
- ❖ Primary Email
- ❖ Press NEXT

**ELO** Wisconsin Department of Public Instruction  
Educator Licensing Online

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**Teacher: Request WI Intern License [1020] - Entity Contact Information**

This information will be used in the event the Wisconsin Department of Public Instruction must contact you.

- The address below must be your home address per s.115.28(7)(h).
- The primary phone is the number to reach you from 8:00 a.m. to 4:00 p.m. Central time.
- The primary email address is your electronic contact information. All automated communications will be sent to this email address including application payment confirmation and renewal notices.

Home Address

\* Address Nbr:

\* Street Name:

Address Line 2:

Address Line 3:

\* Zip Code:

City:

State:

\* Country:

\* Phone Number:  (999-999-9999)

Extension:

\* Primary Email:

[Back](#) [Next](#) [Exit](#)



# Agency Relationship IMPORTANT

- ❖ Go to “Search By”
- ❖ Select the dropdown menu for “Agency Type”
  - Select “Local Education Agency (or Public/Private School District)”
- ❖ Select the dropdown menu for “Relationship Type”
  - Select “Public Schools/Districts, CESA, Tribal”
- ❖ Type in Agency name (School name) in the “Agency Name” field
  - Press “SEARCH”

The license or permit you are applying for requires association with at least one agency.

To add a relationship, follow these steps:

Navigate to the “Search By” section.

Select the Agency Type from the drop down menu.

Select the Relationship Type from the drop down menu.

Type in only the beginning of the name of the public school district, private school, or educator preparation program in the Agency Name field. Partial searches are highly recommended.

Click the “Search” button.

All agencies that match the partial name are displayed in the list below, including an assigned agency number.

Type the 8 digit agency number from the desired agency in the Agency Number field in the “Related Licenses” section.

Click the “Add” button to add the relationship.

Repeat steps 1-8 if a second relationship is required.

Press “Next” when finished adding the related license(s).

## Related Licenses

Related Agency: Local Education Agency for Intern Teacher (Required: Y )

Your Role: Intern Teacher

\* Agency Type: Local Education Agency (or Public/Private School District)

\* Agency Number:  [Add](#)

Related Agency: Educator Preparation Program for Teacher Intern (Required: Y )

Your Role: Teacher Intern

\* Agency Type: Educator Preparation Program (EPP)

\* Agency Number:  [Add](#)

## Search By:

\* Agency Type: Local Education Agency (or Public/Private School District) ▼

\* Relationship Type: Public Schools/Districts, CESA, Tribal ▼

\* Agency Name : deforest

Not Applicable:  [Search](#)

# Agency Relationship IMPORTANT

- ❖ IF “No Results” show up, try typing the first part of the school name, first few letters of the school’s name, or search for the District

**Related Licenses**

Related Agency: Local Education Agency for Intern Teacher (Required: Y )

Your Role: Intern Teacher

\* Agency Type: Local Education Agency (or Public/Private School District)

\* Agency Number:  [Add](#)

Related Agency: Educator Preparation Program for Teacher Intern (Required: Y )

Your Role: Teacher Intern

\* Agency Type: Educator Preparation Program (EPP)

\* Agency Number:  [Add](#)

**Search By:**

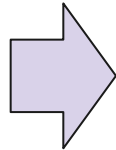
\* Agency Type: Local Education Agency (or Public/Private School District) ▾

\* Relationship Type: Public Schools/Districts, CESA, Tribal ▾

\* Agency Name

Not Applicable:  [Search](#)

Name	Agency Number	Agency Status
No Results		



**Related Licenses**

Related Agency: Local Education Agency for Intern Teacher (Required: Y )

Your Role: Intern Teacher

\* Agency Type: Local Education Agency (or Public/Private School District)

\* Agency Number:  [Add](#)

Related Agency: Educator Preparation Program for Teacher Intern (Required: Y )

Your Role: Teacher Intern

\* Agency Type: Educator Preparation Program (EPP)

\* Agency Number:  [Add](#)

**Search By:**

\* Agency Type: Local Education Agency (or Public/Private School District) ▾

\* Relationship Type: Public Schools/Districts, CESA, Tribal ▾

\* Agency Name

Not Applicable:  [Search](#)

Name	Agency Number	Agency Status
De Forest Area Sch Dist	13160000	Current
De Pere Sch Dist	14140000	Current
De Soto Area Sch Dist	14210000	Current
Deerfield Community Sch Dist	13090000	Current
Delavan-Darien Sch Dist	13800000	Current
Denmark Sch Dist	14070000	Current

# Agency Relationship IMPORTANT

- ❖ Type the WHOLE Agency number in the first box labeled “Agency Number”
  - Select ADD
- ❖ Type in YOUR Agency number in the second box labeled “Agency Number”
  - Your Agency Number is 1921
    - Select ADD
- ❖ Press NEXT

**Related Licenses**

Related Agency: Local Education Agency for Intern Teacher (Required: Y )

Your Role: Intern Teacher

\* Agency Type: Local Education Agency (or Public/Private School District)

\* Agency Number:  [Add](#)

Related Agency: Educator Preparation Program for Teacher Intern (Required: Y )

Your Role: Teacher Intern


\* Agency Type: Educator Preparation Program (EPP)

\* Agency Number:  [Add](#)

**Search By:**

\* Agency Type: Local Education Agency (or Public/Private School District) ▾

\* Relationship Type: Public Schools/Districts, CESA, Tribal ▾

\* Agency Name :

Not Applicable:  [Search](#)

Name	Agency Number	Agency Status
De Forest Area Sch Dist	<input type="text" value="13160000"/>	Current

Related Agency: Educator Preparation Program for Teacher Intern (Required: Y )

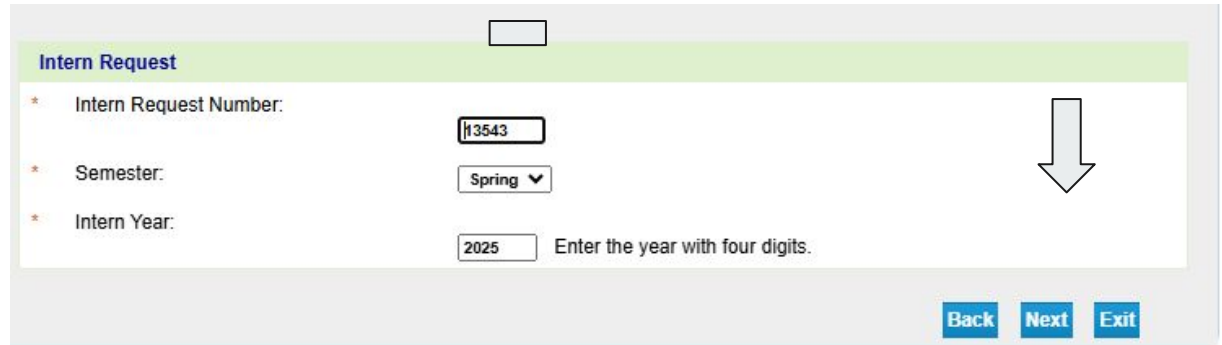
Your Role: Teacher Intern

\* Agency Type: Educator Preparation Program (EPP)

\* Agency Number:  [Add](#)

# Intern Request

- ❖ Fill in your Intern Request Number
  - (Review email RE: APPLY for Intern License ASAP from Clinical Experiences)
- ❖ Select which semester
  - Fall or Spring
- ❖ Type the year you will be an Intern
  - 4 digits
    - WRONG: 25
    - RIGHT: 2025
- ❖ Press NEXT



The screenshot shows a web form titled "Intern Request" with a light green header. The form contains three required fields, each marked with an asterisk (\*):

- Intern Request Number:** A text input field containing the value "13543".
- Semester:** A dropdown menu currently set to "Spring".
- Intern Year:** A text input field containing "2025", followed by the instruction "Enter the year with four digits."

At the bottom right of the form, there are three blue buttons labeled "Back", "Next", and "Exit". A large white arrow with a black outline points downwards on the right side of the form area.

# Summary (Pre-fees)

- ❖ Verify that ALL of the information is correct
- ❖ Press SUBMIT
- ❖ Check you “Cart”
- ❖ Go into your Cart and “Check out”
- ❖ There is a \$75 fee
  - Your license will not being to process until AFTER you have paid the fee!!!

