

License Application Checklist

BEFORE License Applications can be submitted to DPI you must have:

1. Completed (and documented in Teacher Ed Office) the Human Relations Requirement
 - 25 hours Part A
 - 25 hours Part B
2. Portfolio completed and approved
3. Successfully completed Praxis II (Content Knowledge Test).
4. Degree posted on Transcript

*****Note – If you have any outstanding bills with St. Norbert College, the Finance Office will put a “Hold” on your transcript until they are paid.**

5. Completed the License Application on the DPI Web Site and submitted it to the St. Norbert College Teacher Education Office with payment.

The DPI asks that you allow 10 to 14 weeks for processing applications.

*******NOTE: If you do not plan to teach in the state of Wisconsin, you are not required to submit a Wisconsin License Application. *******

