

## Submitting materials for DPI License

*Students: Please print off for future use!*

Please find following and attached some information you may find helpful as you apply for your license:

Go to [www.norda.us](http://www.norda.us)

Click on “Current Participants”

Click on “license application forms”

then Click on Application Forms (on left)

then Click on PI-1602-IS (at bottom)

**You will have then reached the Initial In-State Teaching or Pupil Services PI 1602-IS which you can fill out on line and then print.**

Send materials to Hayward office for completion, after processing we will send to the DPI as a packet.

We also ask that you when you send in your license application, that it be accompanied by a statement of **where you taught (what school district) and what level. This is required by the DPI.**

Send (to Hayward office at P.O. Box 867 Hayward, WI 54854):

1. Completed DPI application (**don't forget to have notarized!**)
2. Original transcripts (unless already submitted at time of emergency or sub license) **including ORIGINAL transcripts from St. Mary's that reflect completion of 10SPED coursework.** All transcripts must come from the University in a sealed envelope stamped by the registrar.
3. \$100 check made out to DPI (or credit card information on the application)
4. **Your 10sped supervisor will send to 10SPED in Hayward**, all original evaluations, including cooperating teacher's, 10SPED supervisor's, and principal's/administrator's.
5. Statement of where taught at what level
6. Self-addressed, stamped envelope so we can return copy of completed license application to you. Once you have submitted this application you can apply for any job.

Please note: All 10SPED license applications will be sent as a group in early July, 2010. After the DPI has received applications, they will be posted on the DPI web site. In the interim, as our certification officer, Mark Stensvold, signs off on each application, we will send a copy to you for your records.

All licenses are issued with a July 1, 2010 beginning date – even if received after that date.

If you have any further questions regarding your license, please contact our certification officer, Mark Stensvold in our Ladysmith office at 715-532-6084 or [mark@norda.com](mailto:mark@norda.com).

Following you will find an example taken from the online application, middle of the first page, Sections II, and III. We have filled out an example for you - **in red**.

**Note: If you are requesting a license for early childhood, please refer to second example.**

Example 1.

II. LICENSE(S) REQUIRED					
Indicate grade level(s), subject(s), and positions(s) for which you are requesting a license					
Grade Level(s)/Developmental Range(s)		Subject(s)/Category(ies) and/or Positions			Date License to Begin
72 – Middle childhood/Early Adolescence ** (Ages 6-13) OR 73 – Early Adolescence/Adolescence (Ages 10-21)		801 - Cross Categorical Special Education  810 or 811 or 830			July 1, 2010
III. POST SECONDARY EDUCATION AND INSTITUTIONAL ENDORSEMENT					
List each institution where you earned a degree or completed a state-approved educator-licensing program with the most recent first.					
Inst. & Location (City/State)	Degree or Licensing Program	Grad.Date	Major(s)	Minor(s)	Concentration(s)
Norda: 10SPED Ladysmith, WI	Certification	06/10			EBD or LD or CD**

\*Select the appropriate grade level/developmental range

\*\* Indicate (one) area of concentration (ED/LD/CD)

Example 2.

II. LICENSE(S) REQUIRED					
Indicate grade level(s), subject(s), and positions(s) for which you are requesting a license					
Grade Level(s)/Developmental Range(s)		Subject(s)/Category(ies) and/or Positions			Date License to Begin
70 – Early Childhood		809 – Early Childhood Special Education			July 1, 2010
III. POST SECONDARY EDUCATION AND INSTITUTIONAL ENDORSEMENT					
List each institution where you earned a degree or completed a state-approved educator licensing program with the most recent first.					
Inst. & Location (City/State)	Degree or Licensing Program	Grad.Date	Major(s)	Minor(s)	Concentration(s)
Norda:10SPED Ladysmith, WI	Certification	12/09			EC