

Tips for Completing DPI License Applications
License Application: Initial In-State Teaching or Pupil Services
PI-1602-IS (Rev. 12-04)

Part II. License(s) Requested

Grade Level(s)/Developmental Range(s)

The date of the program completion will dictate the field.

- PI 3 (prior to 8/31/04) program completers will request a grade level license in the first field and the appropriate subject information in the second field.
- PI 34 (after 8/31/04) program completers will request developmental ranges in the first field (EC, EC-MC, MC-EA, EA-A or EC-A) and the appropriate subject information in the second field.

Be sure to request the correct developmental range. Please note:

- Special Education (includes cross categorical, ED, LD, CD) has only **2** approved developmental levels: MC-EA and EA-A

Subject(s)/Category(ies) and/or Position(s)

Licensure will be given accordingly:

- MC-EA program completers must include endorsable minors in section II.
- EA-A Broadfield (science, social studies, language arts) program completers must include endorsable minors in section II.
- Majors, minors and concentrations must match the DPI Index of Approved Programs for your campus.

Part III. Post Secondary Education and Institutional Endorsement

College/university/degree information

- The school, city and state are critical for all applications but especially for an educator who has completed more than one degree or post-baccalaureate program.
- All pupil services programs require the completion of an advanced degree in a DPI approved program. For more information, see PI 34.31 regarding what degree is required for school counselor, school psychologist, and school social worker.
- An advanced degree is also required for speech and language pathology (master's degree in communicative disorders) and instructional library media (master's degree or the equivalent in an approved library media services program).
- Be sure to complete all information regarding majors, minors and concentrations.