

**Tips for Completing DPI License Applications**  
***License Application: Initial In-State Administration or Reading***  
**PI-1602-AD (Rev. 12-06)**

**Part II. Initial Administration or Reading License(s) Requested**

- Check the appropriate box(es) for license requested.
- Insert the year license begins.

**Part III. Experience**

- Superintendent/District Administrators (03) must be eligible for a Wisconsin teaching **or** pupil services license and a Wisconsin principal license and have completed a DPI approved program including a specialist degree or the equivalent.
- Applicants for superintendent (03), principal (51), program coordinator (64), reading specialist (17), library media supervisor (91), and career & technical education coordinator (93) must have confirmation of **three** years of PK-12 teaching experience. If the applicant is licensed in a pupil services category, the applicant must have confirmation of **three** years of PK-12 experience in that category and **540** hours of PK-12 classroom instruction experience.
- Applicants for a reading teacher license (316) must have confirmation of **two** years of regular PK-12 classroom teaching experience to be eligible for a reading license.
- Experience verification is not required for business administration (08) applicants.

**Part IV. Graduate Education Program and Institutional Endorsement**

- All applicants must record the name(s) of the institution(s), location(s), degree(s) or licensing program(s) and graduation date(s).
- Administrative programs require documentation of advanced degrees or the equivalent of an advanced degree (must include how equivalency was determined). Please indicate the degree in addition to the license program. For example: MS-principal, EdS-superintendent, etc.