

# Steps to Obtain School Counselor Licensure in Wisconsin

In the state of Wisconsin there are a number of requirements that need to be fulfilled to be eligible for a School Counselor License from the Wisconsin Department of Public Instruction (DPI).

At UW-Whitewater, school counselor students must:

- Complete the 60-credit school counseling emphasis
- Complete a September-May internship in a school setting with substantial experience at all levels (elementary, middle and high school)
- Pass the Praxis II Professional School Counselor Exam (5421)
- Apply for Pupil Services License (see below)
- Complete an [online DPI license application](#)

\* Please note: Student's master degree must be posted before the license application can be processed by UWW's Certifying Officer.

## **Exam to Take:**

Praxis II - <http://www.ets.org/praxis/prepare/materials/5421/>

\*Study companion can be found [here](#).

**How to Apply for Pupil Services License** (for those completing program before August 31, 2019)

**Step 1:** Please submit the Educator Licensing Online (ELO) UWW form found here:

<http://www.uww.edu/coeps/academics/licensure/applying> and submit to the Winther Hall Information Desk window ([education@uww.edu](mailto:education@uww.edu)) no later than May 1, 2019.

**Step 2:** Check here to see if you are required to submit fingerprints to the Department of Public Instruction (DPI): <http://dpi.wi.gov/tepd/licensing/fingerprint#Tree>.

**Step 3:** Check your email approximately one to four weeks *after* you **complete** your program (or complete Step 1 - whichever comes later), looking for an email from Jillian Smith, UWW Certifying Officer. The email will confirm that your endorsement for licensure has been submitted to the DPI.

**Step 4:** *After* you receive the confirmation email from the UWW Certifying Officer you may begin the DPI ELO application process. Please note: Step 1 and Step 3 **MUST** occur before the

DPI ELO system will be ready for you. Here is the web address where you will be able to apply: <http://dpi.wi.gov/tepd/elo>. You will also be sent the DPI ELO web address in the confirmation email.

**Additional Information:**

- DPI will require UWW to upload your name into ELO before you will be able to submit your license application.
- If all your ducks are in a row, DPI estimates you should be able to complete the online application in approximately 40 minutes.
- DPI will require a \$125 credit card payment (no PINS are accepted).
- Once you are applying on DPI's ELO website, if you encounter problems please contact DPI at: <http://dpi.wi.gov/support/contact-educator-licensing>.
- To check on the status of your application at DPI once your license application has been submitted by you online, use the [ELO Public Search](#) at the Department of Public Instruction.

**After the initial license is issued:**

- Recent changes in educator licensure in the state of Wisconsin have moved to a tiered system of licensure as outlined here: <https://dpi.wi.gov/sites/default/files/imce/tepd/pdf/DPI-Licensing-Tiers.pdf>. See frequently asked questions here: <https://dpi.wi.gov/tepd/faqs>

**Additional Resources**

- Praxis Information: <https://www.ets.org/s/praxis/pdf/5421.pdf>
- DPI School Counselor Licensure should be: <https://dpi.wi.gov/sspw/pupil-services/school-counseling/licensing/program-guidelines>
- College of Education and Professional Studies Licensure and link to: <http://www.uww.edu/coeps/academics/licensure/applying>