

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 an electronic portfolio
- Complete a yearlong (September - May) internship in a school setting
- 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.

Additional coursework for non-teachers:

- A course in working with students with disabilities
- A course in learning strategies
- Completion of the Humans Relations Code Requirements:
 - COUNSED 741: Social and Cultural Foundations,
 - COUNSED 738: Perspectives in School Counseling
 - COUNSED 795: Supervised Internship
 - 25 hours working with diverse populations

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, 2018)

Step 1: Please submit the [Educator Licensing Online \(ELO\) UWW Application Form](#) to the Winther Hall Information Desk window (education@uww.edu) no later than May 1, 2018.

Step 2: Check here to see if you are required to submit fingerprints to the Department of Public Instruction (DPI): <http://dpi.wi.gov/tepdl/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/tepdl/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.
- In order for UWW to submit your name to ELO, you will have needed to complete Step 1 (see above), have your final grades in, your degree posted (if applicable), your Phase 4 Portfolio or edTPA completed, your human relations requirement completed, and passed any required content exams.
- If you are an undergraduate student, you may view your Unofficial Transcript in WINS if you would like to track when your grades have been posted, your Bachelor's degree posted, and to see if your Human Relations Requirement and Phase 4 Portfolio or edTPA milestones have been posted. **EVERYTHING must be posted before your name will be submitted to DPI.**
- 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:

- The Initial Educator license is issued for a period of five years, and is non-renewable.
- Prior to the expiration of this license (and no sooner than three years after the issue date), a school counselor must prepare a professional development plan (PDP) which demonstrates successful completion of the Initial Educator requirement, as well as ongoing, increased proficiency in all standards.
- This is done in collaboration with a PDP Team. The team is comprised of an administrator designated by the school district and approved by the school board; a representative from a graduate program that prepares professional school personnel; and a school counselor who is not the mentor. This team approves the PDP and monitors the initial educator's progress toward its completion. Initial Educators are also mentored by a peer who is not a member of the PDP Team.
- Final approval of the completed PDP allows an Initial Educator to move to the next level of licensure, the Professional Educator. Decisions of the PDP team can be appealed.

Additional Resources

- [Praxis Information](#)
- [DPI School Counselor Licensure](#)
- [College of Education and Professionals](#)