

# ELEMENTARY EDUCATION, BSE

## CERTIFICATION/LICENSURE

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#### ADDITIONAL CERTIFICATION REQUIREMENTS

Students interested in certification must, in addition to completing UW–Madison's program requirements, also complete Wisconsin statutory requirements related to teacher education and certification requirements established by the Wisconsin Department of Public Instruction. Students must complete all requirements and also obtain the endorsement of the program faculty to receive certification through UW–Madison. For additional certification requirements and information about applying for a license, see the Mary T. Kellner Teacher Education Center (<https://tec.education.wisc.edu/current-students/>).

#### APPLYING FOR A TEACHING LICENSE

The State of Wisconsin requires that anyone wishing to teach in a public K–12 setting hold a valid teaching license issued through the Department of Public Instruction. In addition to completing a certification program, students must submit a separate application for this license. Students intending to complete a teacher certification program should monitor program requirements carefully. The Wisconsin Department of Public Instruction (DPI) periodically implements regulations that affect all certification programs; teacher certification candidates are responsible for having up-to-date information about certification requirements.

#### Licensing Levels

The following undergraduate teacher licensing options are offered at UW–Madison.

- The core Elementary Education licensing level will be Kindergarten through Grade 9. Early Childhood, and English as a Second Language Kindergarten through Grade 12, can be added to the K–9 option.
- Special Education will offer licensing at the Early Childhood level, Kindergarten through Grade 12 level, and a program option that licenses in both Early Childhood Special Education and K–12 Special Education.
- The new Elementary Education and Special Education degree certifies students in both Special Education Kindergarten through Grade 12 and Elementary Education Kindergarten through Grade 9.
- Students in special fields such as Art, Music, and Physical Education will be licensed at the Kindergarten through Grade 12 level.
- Health licenses at the Kindergarten through Grade 12 level.

#### Wisconsin State Licensing

The State of Wisconsin issues an initial teaching license to certified teachers. The current fee is \$125. An online license application is available through the Department of Public Instruction (<http://dpi.wi.gov/tepd/elo/>). A background check will also be conducted by DPI. Information about fingerprint submission, when necessary, is available through the Department of Public Instruction (<http://dpi.wi.gov/tepd/licensing/fingerprint/electronic-submission/>).

Before applying for a license, DPI requires the electronic submission of "Endorsed Candidate for Licensure" (ECL) data by the certifying officer of the institution where the teacher preparation was completed. For UW–Madison teacher certification students the endorsement will come from the School of Education, L139 Education Building, 1000 Bascom Mall. Once this information has been submitted to DPI, students are notified by email that they may begin the application online.

Before endorsing a student, UW–Madison requires that

- all certification requirements are met;
- student teaching (following the school district calendar) is completed;
- final grades are posted and reviewed;
- the degree is posted (<https://registrar.wisc.edu/posting-of-degrees/>) by the Registrar's Office (which can take up to four to six weeks after the degree conferral date); and
- a recommendation for certification is received from the program faculty.

The Wisconsin Department of Public Instruction may require an additional six to eight weeks for license processing.

#### Licensing Outside of Wisconsin

To apply for a license in a state other than Wisconsin, first check out the application requirements of that state. The University of Kentucky has a website (<https://education.uky.edu/accreditation/certification/states/>) that provides links to teacher licensing agencies in all 50 states, the District of Columbia, and Puerto Rico.

Many states have a verification form that needs to be signed by a UW–Madison certification officer. This form verifies that a state-approved licensing program has been completed. These forms should be sent to the School of Education's Mary T. Kellner Teacher Education Center at L139 Education Building, 1000 Bascom Mall, Madison, WI 53706, or by email ([educatorlicensing@education.wisc.edu](mailto:educatorlicensing@education.wisc.edu)) to be completed. You must complete your personal information on the form before sending it to the Teacher Education Center. If the form requests information about practicum and student teaching assignments (names of schools, grade levels, dates, etc.), this information must also be completed before sending the form to the Teacher Education Center.

#### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1>)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW–Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure requirements in the following states:**

Wisconsin

**The requirements of this program do not meet certification/licensure requirements in the following states:**

Not applicable

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