



Teacher Education Department

900 Wood Road – P. O. Box 2000
Kenosha, WI 53141-2000
Tel: 262-595-2100 Fax: 262-295-2265

Procedures for individual with valid Wisconsin DPI teaching licensure and is seeking a new category licensure (initial licensure) at UW-Parkside

Please review the following website to determine:

- if UW-Parkside offers the licensure you are seeking and
- if you have completed any necessary course work required for this licensure:

<http://www.uwp.edu/departments/teacher.education/index.htm>

http://www.uwp.edu/departments/teacher.education/documents/aca_dept_liaisons.pdf

Additional Wisconsin Department of Public Instruction information on licensures can be found at:

<http://dpi.wi.gov/tepd/fqlex.html>

The teacher education department will require that you submit the following information: (to be organized in a teaching portfolio)

- Letter of intent indicating the licensure that you are seeking as well as the reasons
- Copy of current DPI licensure
- Copy of all transcripts including undergraduate and graduate coursework
- Resume
- Teaching philosophy based on the current Wisconsin 10 Teaching Standards
- Artifacts based on the 10 Wisconsin Teaching Standards that include Sample of lesson plans, curriculum being taught and activities
- Examples of how you may have met coursework required for the licensure you are seeking. This may include college course syllabi, or examples of lesson plans, curriculum, or activities currently being taught.
- Evidence of passing scores for PRAXIS I and II.
- If you are seeking to student teach in your current working place, please include a letter from your principal indicating his or her support and arrangement plans that have been made for student teaching.

You might also wish to review our course schedules to determine if you are able to attend classes that may be required to complete additional certification. Semester schedules may be found at:

<http://www.uwp.edu/departments/registrar/>

After you have submitted the above information, the teacher education department faculty will review your records and report back to you within three to four weeks if the request is made during the semester. Summer requests may take additional time.

If you have any questions, please do not hesitate to call our office at 262 595-2100.

Thank you for your interest in pursuing additional licensure at UW-Parkside. We hope that we may be of service to you.