

SCHOOL DISTRICT OF ASHLAND
WI Substitute Teacher Permit Application Instructions

Requirements:

- US Resident
- Graduate with 2 or 4 Year Degree
- Substitute Teacher Training Verification Form PI-1633 (attend a School District of Ashland sub training)
- *Electronic Fingerprints may be required. Selection is random and you will be notified online while completing the application.

Go to WI DPI Website www.dpi.wi.gov

- Click Schools and Educators on the top
- Under Licenses, Click Applications
- Scroll down to find the box with the large exclamation point.
- Click on Substitute or Licenses with Stipulations

- Or enter this web address :<https://dpi.wi.gov/tepd/elo/substitute-emergency/sub-permit-tips>

- Scroll down to:

Three-Year Short-term Substitute License

(for applicants who hold an associate degree or higher but have not completed an educator preparation program)

Application Type	Status
Request for New Short-term Substitute Permit	Go

- Click on Request for New Short-term Substitute Permit to begin
- Or Click on GO to review the status/progress of your application

Review the Instructions:

- On the left click My ELO (blue box)
- Follow prompts and set up an account. You will need to have a valid email address.
- Check Email follow the link to activate.
- After creating an ELO account, login
- Under Apply for a new license -
 - Choose Category- 1-Teacher
 - Choose Type-S Teacher Short Term Substitute Permit (T910)
 - Choose Application-Teacher-Request new Short Term Sub Permit (1015)
- Continue to follow the prompts.
- Upload Substitute Teacher Training Verification Form PI-1633 as requested. (See above: Needs to be signed by School District Training Personnel)

Submit Step 1:

- After submitting you will need to wait for an email response from DPI.
- When you receive the email for Step 2, follow the prompts.

Step 2:

- Payment required \$125.00, follow the prompts to pay online.

If you have questions in regards to these steps, please contact DPI. On the bottom of their web page is a link:

Contact Educator Licensing

After completion of step 2 please notify Julie Vitek at the District Office at 715-682-7080 or e-mail Julie at jvitek@sdak12.net so that she can add your name to Absence Management.

Substitute hours are irregular and cannot be estimated. Substitute assignments are found on our website at www.ashland.k12.wi.us. Mouse over Departments and scroll down to Substitute Resources and click.