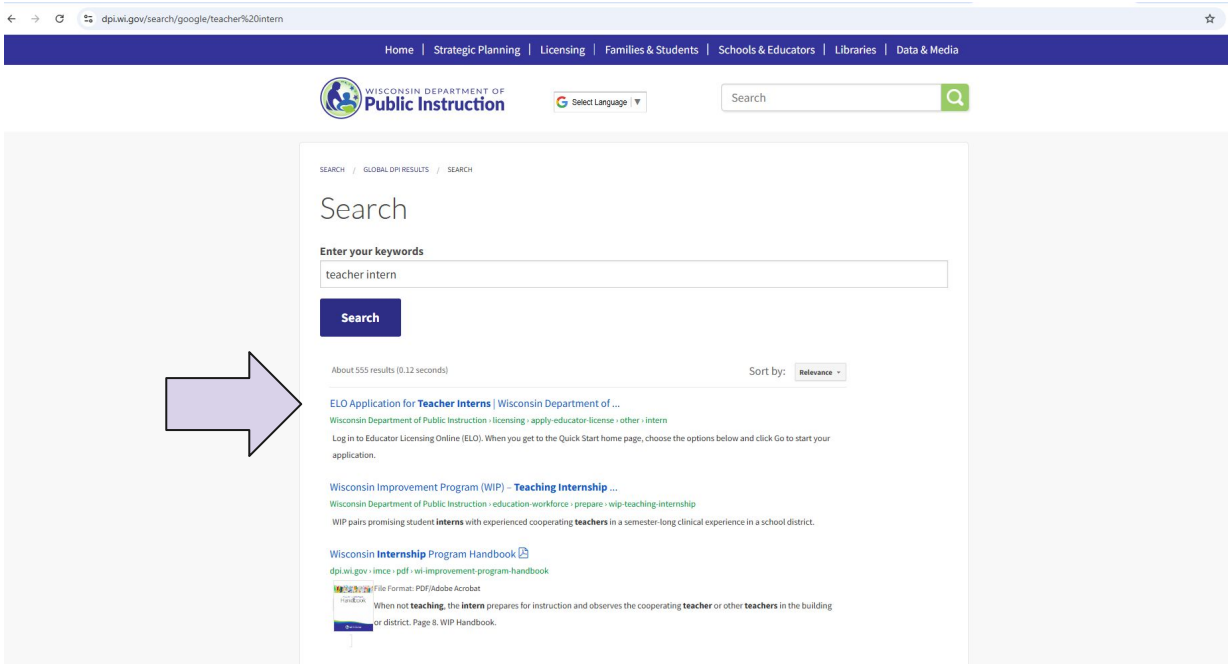
Applying for an Intern License

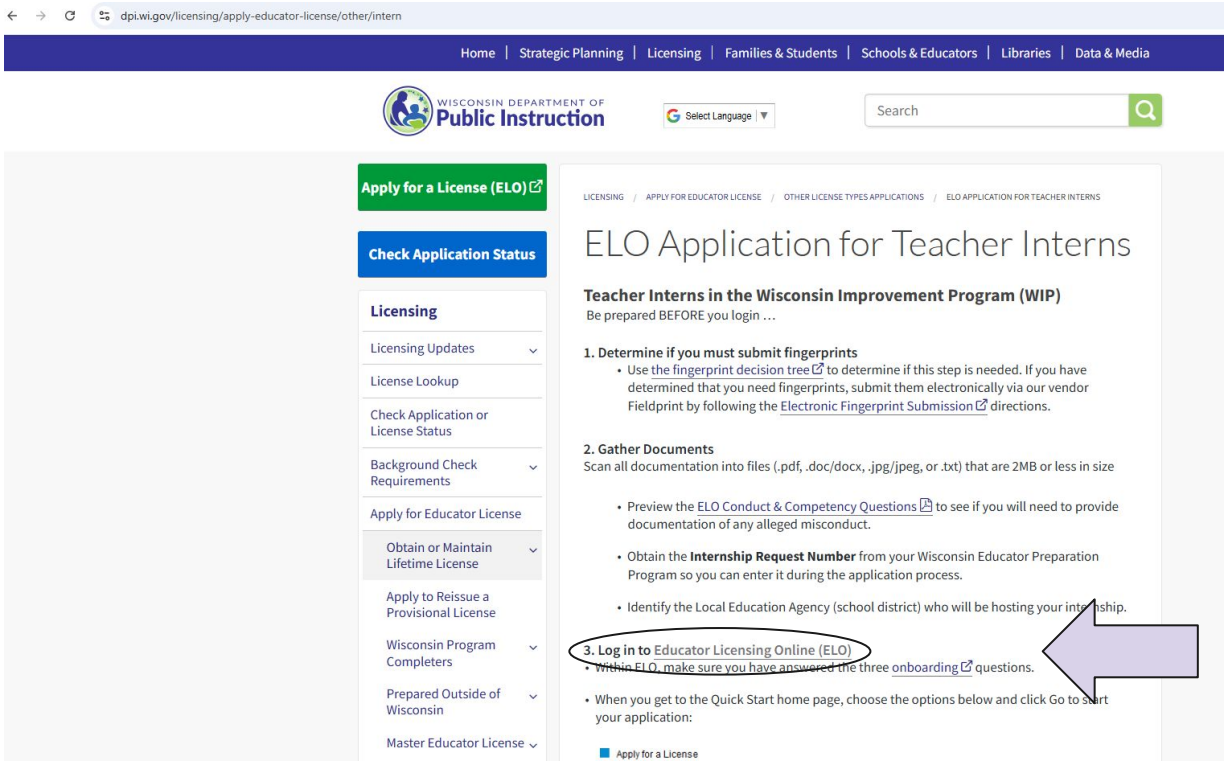
Step-by-step guide

Go to the DPI Website

- In the search box type “Teacher Intern”
  - Select the first link that populates

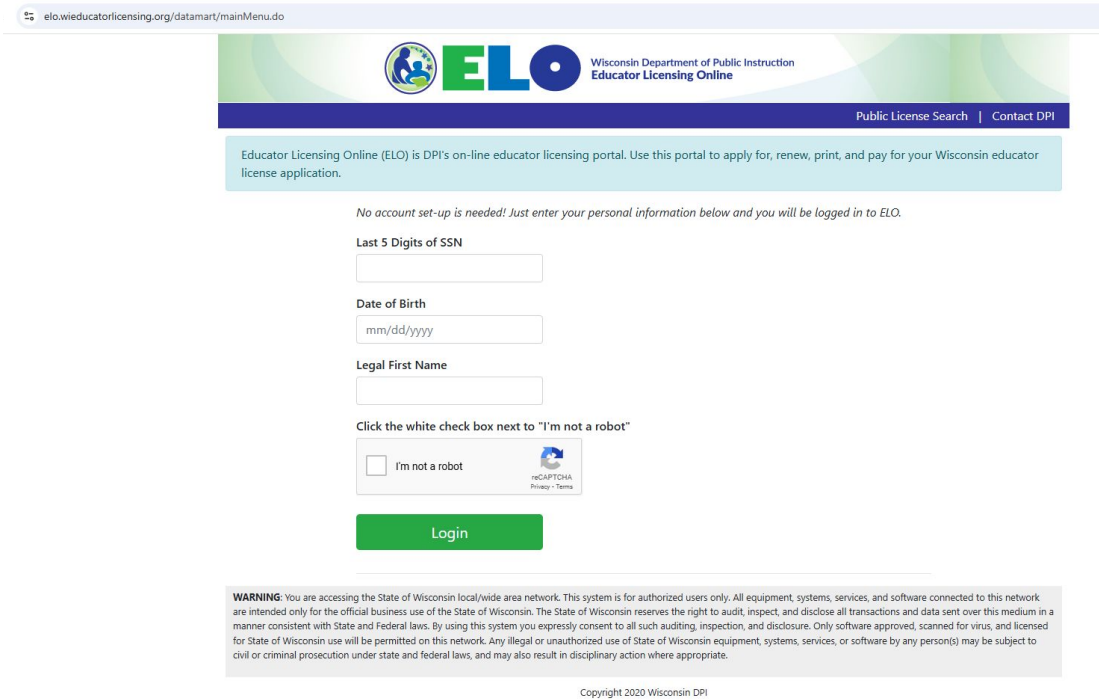


Press the link in number 3 “Log in to Educator Licensing Online”



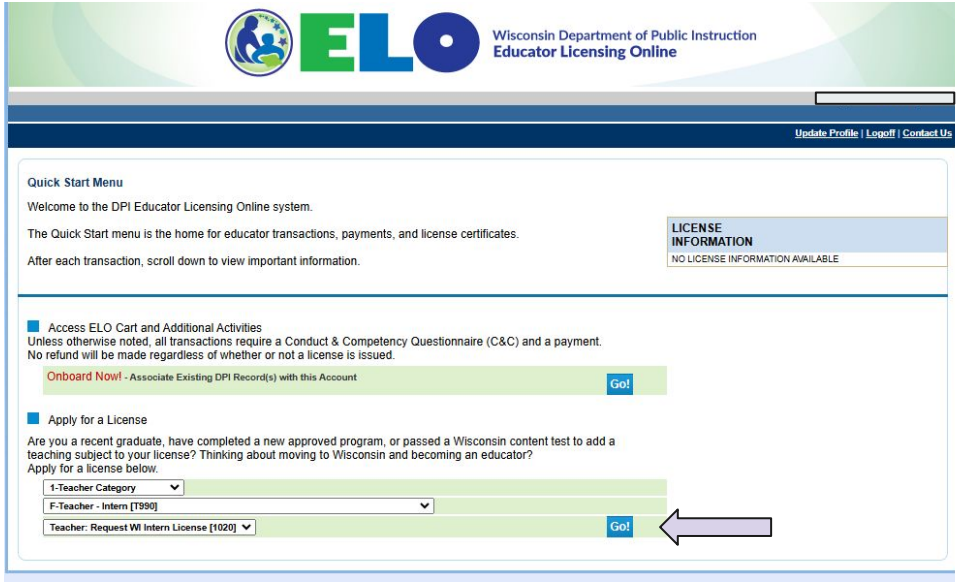
Fill out all your correct information!

- Fill in the last 5 numbers of your SSN (Social Security Number)
- Fill in Date of Birth (mm/dd/yyyy)
- Legal FIRST name
- Select the “I’m not a robot” box



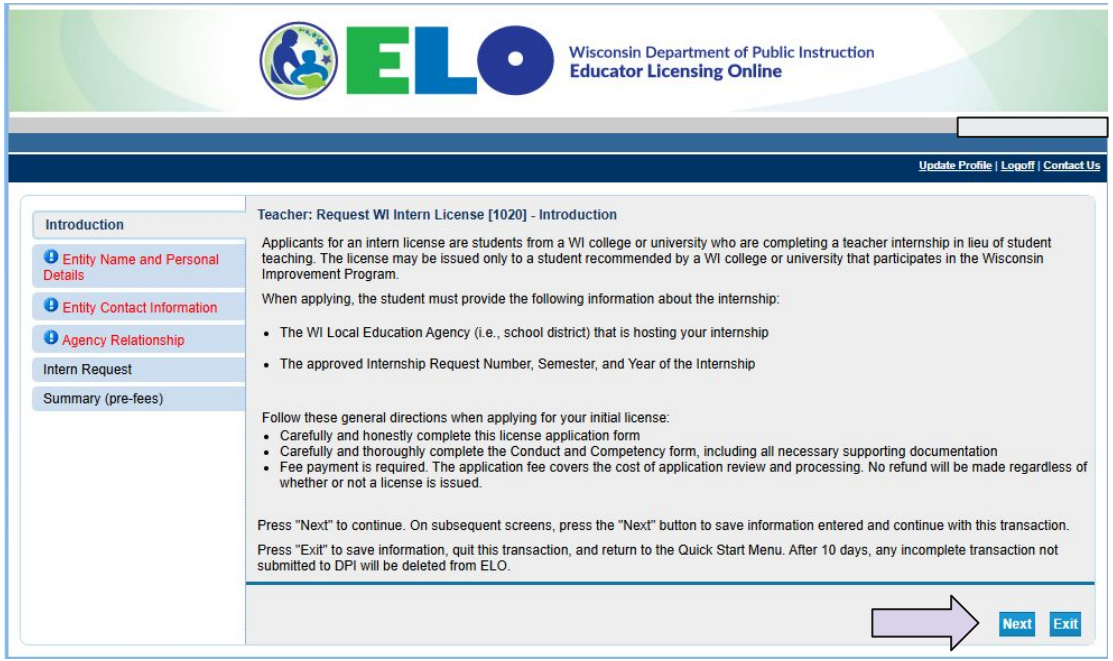
Select boxes under “Apply for a License”

- Press the dropdown box for “Choose Category”
  - Select “1-Teacher Category)
- Press the dropdown box for “Choose License Type”
  - Select “F-Teacher - Intern [T990]
- Press the dropdown box for “Choose Application”
  - Select “Teacher: Request WI Intern License [1020]
- Press GO



Read the Introduction

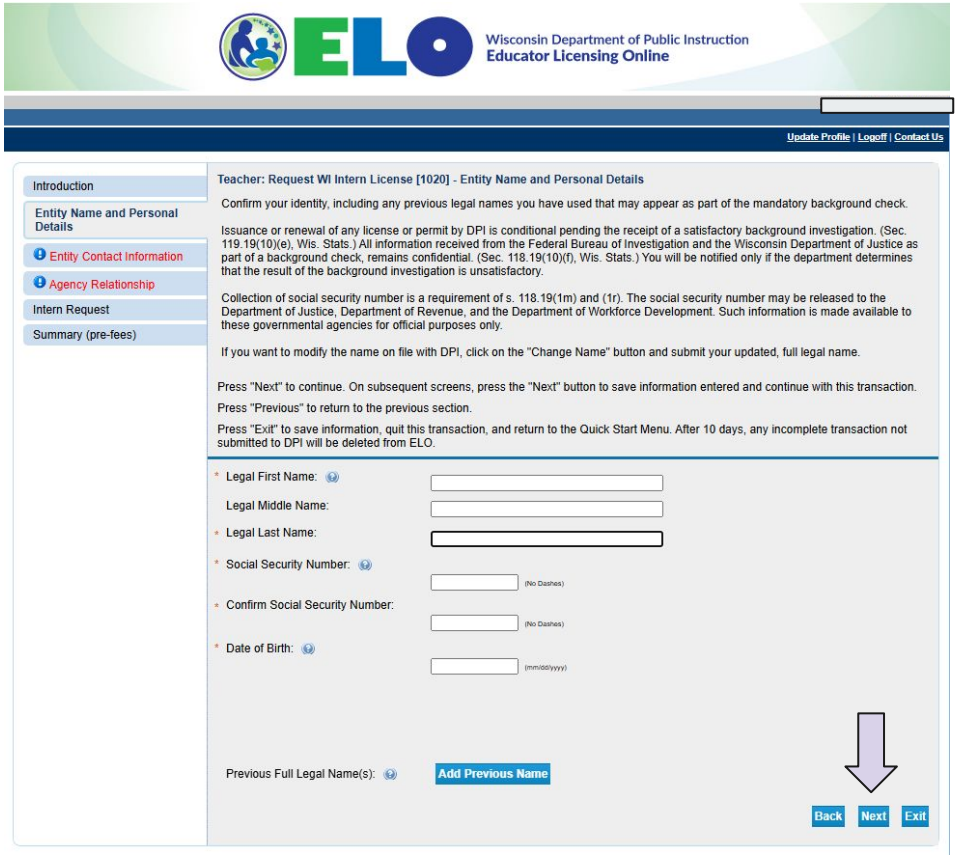
- Read through the whole introduction
- Press NEXT



Entity Name and Personal Details

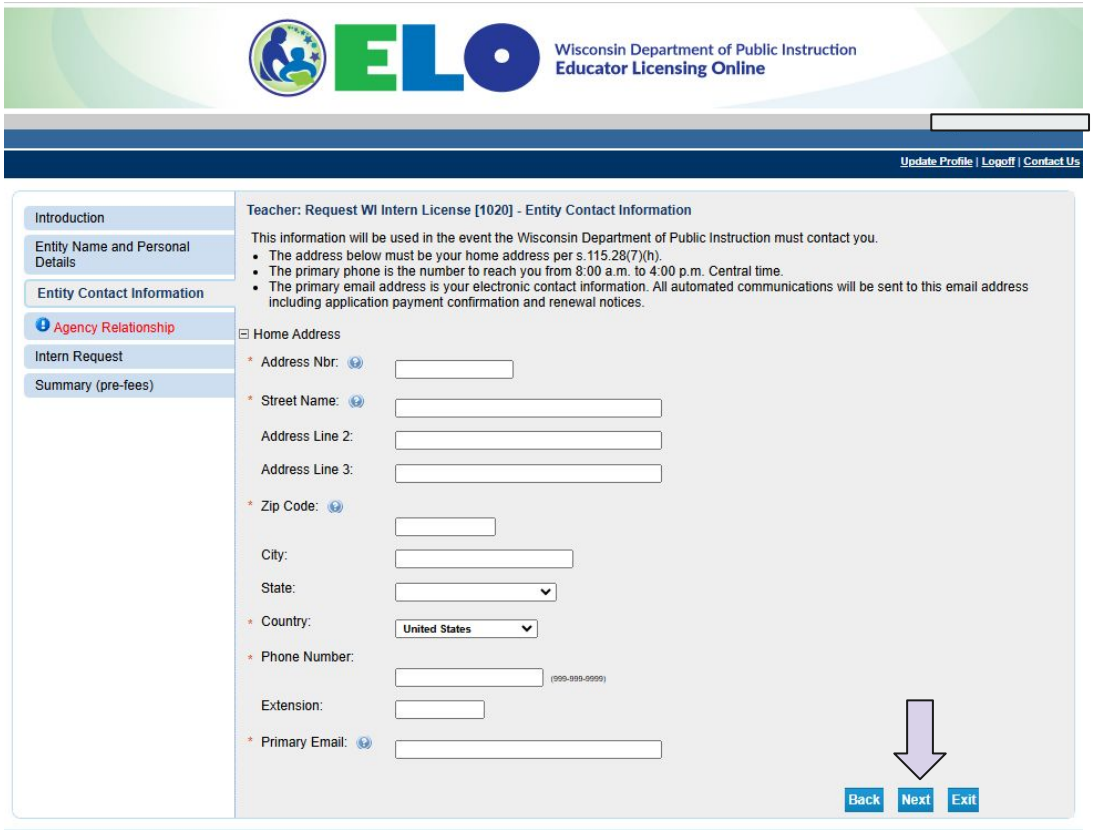
- Fill out all CORRECT information in the fields
- Legal first Name
- Legal last name
- SSN (Social Security Number)
  - No dashes
    - WRONG: 012-34-5678
    - CORRECT: 012345678
- Date of Birth
  - (mm/dd/yyyy)
- Press NEXT if you don't have a previous name

- IF you have a previous name, select Previous Name
- Fill in you previous FULL LEGAL NAME
- Press NEXT



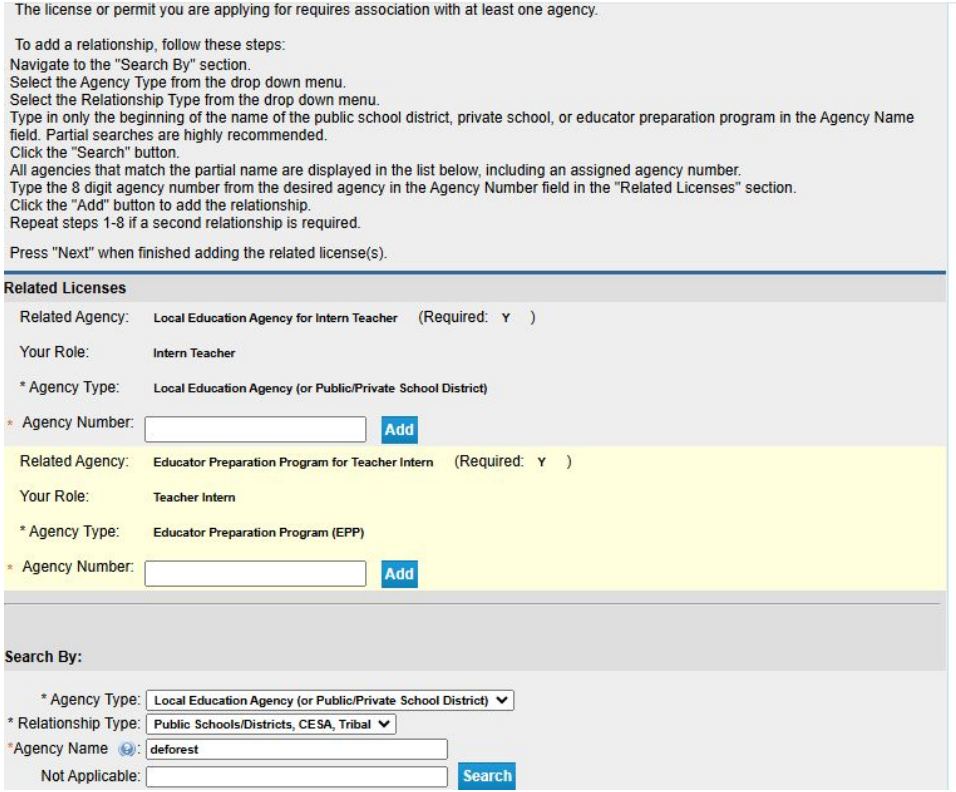
Entity Contact Information

- Fill out all CORRECT information in the fields
- Address Number
- Street Name
- Zip Code
- City
- State
- Country
- Phone Number
- Primary Email
- Press NEXT



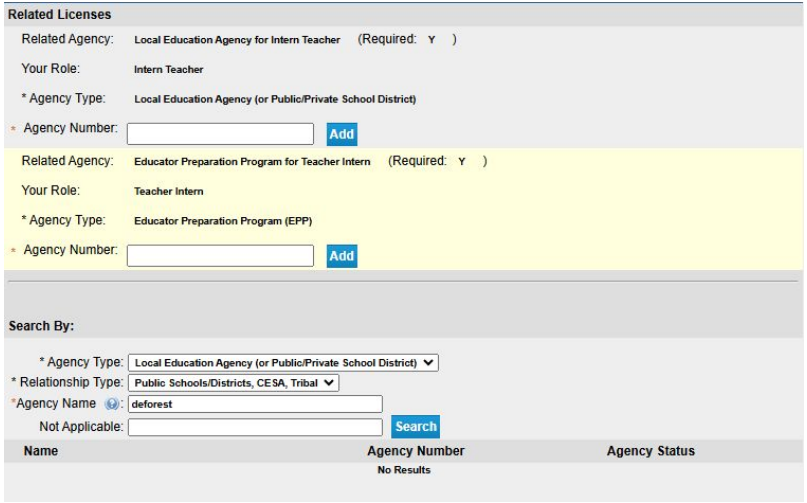
Agency Relationship IMPORTANT

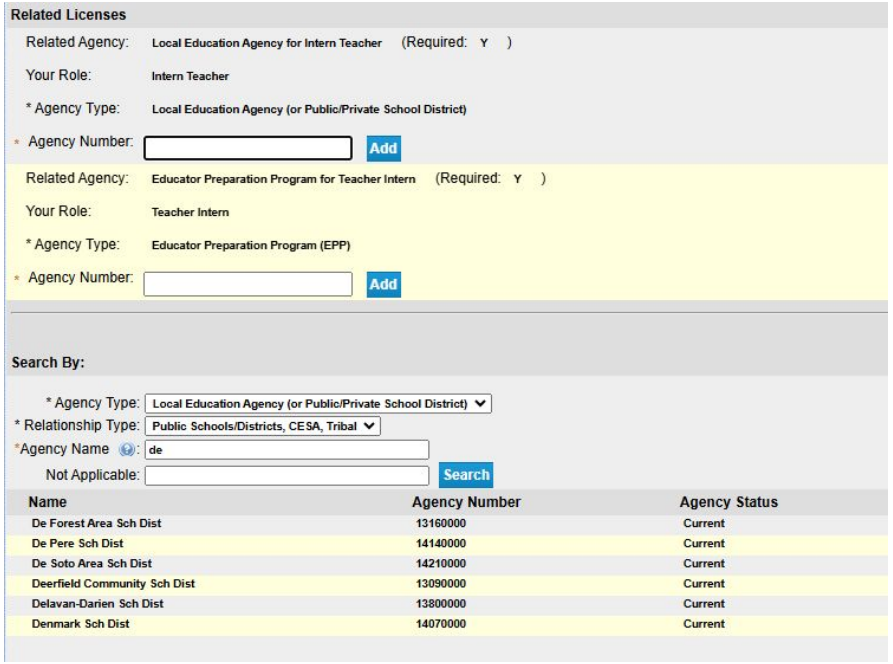
- Go to “Search By”
- Select the dropdown menu for “Agency Type”
  - Select “Local Education Agency (or Public/Private School District)
- Select the dropdown menu for “Relationship Type”
  - Select “Public Schools/Districts, CESA, Tribal”
- Type in Agency name (School name) in the “Agency Name” field
  - Press “SEARCH”



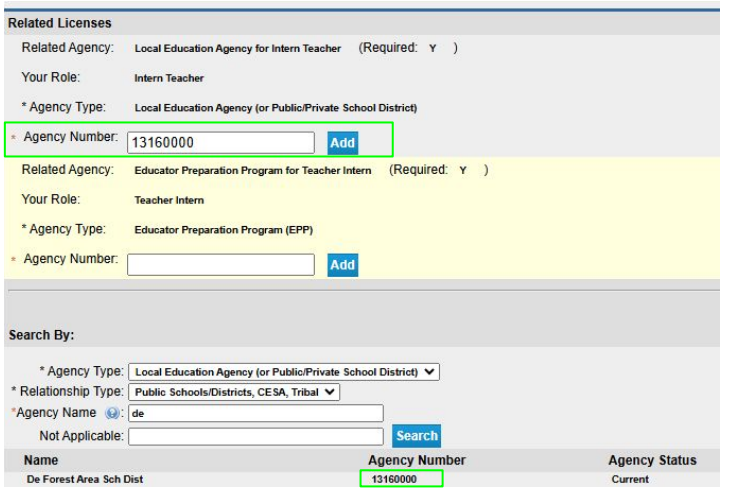
Agency Relationship IMPORTANT

- IF “No Results” show up, try typing the first part of the school name, first few letters of the school’s name, or search for the District



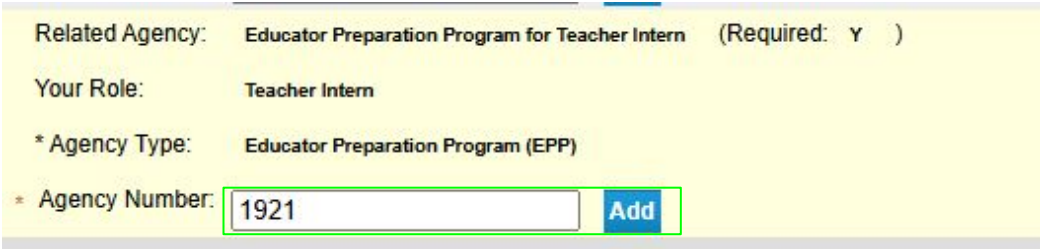


Agency Relationship IMPORTANT



- Type the WHOLE Agency number in the first box labeled “Agency Number”
  - Select ADD

- Type in YOUR Agency number in the second box labeled “Agency Number”
  - Your Agency Number is 1921
    - Select ADD
- Press NEXT



Intern Request

- Fill in your Intern Request Number
  - (Review email RE: APPLY for Intern License ASAP from Clinical Experiences)
- Select which semester
  - Fall or Spring
- Type the year you will be an Intern
  - 4 digits
    - WRONG: 25
    - RIGHT: 2025
- Press NEXT

Summary (Pre-fees)

- Verify that ALL of the information is correct
- Press SUBMIT
- Check you “Cart”
- Go into your Cart and “Check out”
- There is a $75 fee
  - Your license will not being to process until AFTER you have paid the fee!!!