TIP SHEET:

How to complete form PI-1975

Substitute Teacher Verification (for students enrolled in an educator preparation program)

WHAT is the purpose of form PI-1975?

Wis.Stats. section 118.19(7m) allows eligible individuals to apply for a three-year, short-term substitute teacher license. If you are enrolled in an educator preparation program (EPP) and meet the eligibility requirements described below, you must upload a signed form PI-1975 when you apply for the license.

WHO can apply?

To be eligible, you must:

- Be at least 20 years old.
- Be enrolled in a DPI-approved educator preparation.
- Have successfully completed the minimum number of credits required to achieve junior-level status in the program.
- Have successfully completed 15 hours of classroom observation.

HOW do you fill out the form?

1) Fill out the first section (Section I) yourself.

2) Give the form to the certification officer of your educator preparation program. They must review it for eligibility, complete sections II and III, and sign the form.

What comes next?

You will be prompted to upload the signed PI-1975 when you apply for your license. You may also be required to submit additional materials:

- Use the *Fingerprint Flowchart* to find out if your application will require fingerprints.
- Review the *Content and Competency* questionnaire to find out if your application will require additional documentation.

If you have additional questions, contact the Department of Public Instruction's online licensing helpdesk.