

**Tips for Certifying Officers: Completing DPI License Application PI-1602-AD**  
**Initial In-State Administration or Reading**

**Part II. Initial Administration or Reading License(s) Requested**

- Check the appropriate box(es) for license requested.
- Insert the year license is to begin. Note: license may not be backdated to begin prior to completion of an approved program or equivalent.

**Part III. Experience**

- Applicants for all Administrator licenses, except School Business Manager, must hold or be eligible to hold a Professional Educator teaching or pupil services license.
- Applicants for superintendent (03), principal (51), program coordinator (64), reading specialist (17), library media supervisor (91), and career & technical education coordinator (93) must have confirmation of **three** years of PK-12 teaching experience. If the applicant is licensed in a pupil services category, the applicant must have confirmation of **three** years of PK-12 experience in that category and **540** hours of PK-12 classroom instruction experience.
- Superintendent/District Administrators (03) must be eligible for a Wisconsin teaching or pupil services license and a Wisconsin principal license and have completed a DPI approved program including a specialist degree or the equivalent.
- Applicants for a reading teacher license (316) must have confirmation of **two** years of regular PK-12 classroom teaching experience to be eligible for a reading license.
- Experience verification is not required for business administration (08) applicants.

**Part IV. Graduate Education Program and Institutional Endorsement**

- All applicants must record the name(s) of the institution(s), location(s), degree(s) or licensing program(s) and graduation date(s). *For WiscAd enter the following: Norda: WiscAd – Ladysmith WI – the license you are applying for (Superintendent, Principal, Dir. of Inst., director of Dp. Ed./Pupil Serv., Business Manager) – the date of your last portfolio review.*
- Administrative programs require documentation of advanced degrees or the equivalent of an advanced degree (must include documentation of how equivalency was determined). Please indicate the degree in addition to the license program. For example: MS-principal, EdS-superintendent, etc.
- If verifying degree equivalency, please indicate Master Equivalency (e.g. MS-EQ) or Education Specialist Equivalency (e.g. ES-EQ).
- When appropriate, indicate that the applicant completed a certification-only program.