

**University of Wisconsin-Milwaukee (UWM)
Department of Educational Policy and Community Studies**

**DPI Certification (952 License) for Alternative Education
Checklist**

In order to receive a State of Wisconsin Department of Public Instruction (DPI) 952 license certification for Alternative Education you must:

- Have a State of Wisconsin Teaching Certificate
- Complete ED POL 534: The Student At-Risk (Causes) and ED POL 535: Educating At-Risk Students and receive a B- (minus) or better in the courses.
- Complete a mini-portfolio, which is addressed through work completed in the required courses. The portfolio will be assessed by the course instructors.
- Fill out a Change of Student Plan Program Form if you are not enrolled in a regular UWM program (ex: if you applied as a University Special Student) and return it to the Office of Academic Services in Enderis 209. (Note: At this time you will also need to submit a copy of your State of Wisconsin DPI Teaching Certificate)

Once you have completed ED POL 534 and 535 you must:

- Fill out the State of Wisconsin DPI license application form (Initial In-State Teaching or Pupil Services--PI-1602-IS) which can be found on their website or by visiting the Office of Academic Services (Enderis 209) or the Certification Office (Enderis 210)
- Once the form is completed, you must take it to be notarized. This can be done at your financial institution or at the Certification Office (Enderis 210)
- Forward your notarized license application and \$100 payment to:

UWM School of Education
Certification Office, Enderis 210
P.O. Box 413
Milwaukee, WI 53201-0413

If you have any questions about how to acquire the Alternative Education Certification 952 license please contact Linda Randolph at 414-229-4153.