Certification/Licensure Information

Basic Application Information:

- License applications can be found online at www.uwsuper.edu/cert. Links to all state licensing bureaus can be found on this website.

- Carefully read the directions and complete all necessary parts of the application. A complete file, including payment, must be received by the certification office in order to send the application on to the licensing bureau. Incomplete applications will remain inactive until all materials are submitted by the applicant.

- Submit your application after your degree is posted on your transcripts.

- All license applications require a personal declaration by your signature that you have completed the required coursework and appropriate student teaching, practicum, and/or internship. This Declaration of Completion form is available online at www.uwsuper.edu/cert and must be sent to the Certification office with your application or faxed to us at 394-8146. For students certifying in Educational Administration, the department will furnish this office with appropriate documentation. If a degree is not required, an additional letter may be requested from your advisor or department showing that certification requirements have been satisfied.

- Initial licenses for Minnesota require official transcripts. Request your transcripts from the Registrar's Office.

- UW-Superior certification processing for educational licensure often takes less than one week once the applicant has submitted all necessary materials. Once your application is sent to the state licensing agency, you may check their website for the application status.

- The application is mailed directly to the licensing agency. We do not send signed applications back to the applicant.

- Information regarding fingerprinting for Wisconsin applications is available at http://dpi.wi.gov/tepdl/fphelp.html. The Certification Office also has fingerprint cards available. The Douglas County Sheriff's Office is a resource for fingerprinting. Electronic submission of fingerprints is available.

- Information regarding fingerprinting for Minnesota applications is available at http://www.education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Licensing_Info/First_Time_Licensure/000579. The Certification Office also has fingerprint cards available. Electronic submission of fingerprints is available.

- Wisconsin uses codes for age levels and subjects. The listing may be found at http://www.dpi.state.wi.us/tepdl/devlevels.html. It is the responsibility of the applicant to use the appropriate codes.

Contact Information:
• Notary Public services are available for faculty, staff and students at several locations on campus:
  Registrar's Office, Campus Safety, Human Resources Office, the Bookstore, and Jim Dan Hill Library

• Send your completed application to:
  
  Office of Certification
  UW-Superior, McCaskill 102
  Belknap & Catlin Ave
  PO Box 2000
  Superior, WI 54880-4500

  Phone and email: (715) 394-8295, cert@uwsuper.edu