

Administrative Leadership

Educational Administration & Supervision

DPI Licensure Requirements

Wisconsin state licensure as a Principal, Director of Instruction, Director of Special Education and Pupil Services, or School Business Administrator requires a master's degree in education with corresponding course work geared to achieve competency of the [UWM-WI State Department of Public Instruction standards](#) for school administrators. In addition, DPI licensure requires three years of classroom teaching or its equivalent. The School of Education at UWM also requires additional competencies in the [core guiding principles](#). All candidate competencies are evaluated by faculty through an electronic portfolio process.

In addition, Wisconsin DPI licensure as a superintendent can be obtained at UWM either through a post master's Specialist Certificate program or a Ph.D. program. Previous licensure as a school principal is required and the candidates must demonstrate proficiency in UWM-WI standards for administrators and the UWM guiding principles through development of or addendum to an existing electronic portfolio.

Candidates enrolled in specific masters or doctoral degree programs within the department can earn administrative licenses as part of their degree. Licenses can be earned through degree programs (M.S. or Ph.D.) or non-degree programs.

The non-degree option is open only to candidates who already possess a graduate degree in an education-related field. These candidates may complete course requirements for licensure as a Non-Degree Candidate (NDC) and, subsequently, be recommended for the appropriate license upon successful completion of required course work and demonstration of competencies of the UWM-WI school administrative standards

and the UWM guiding principles. Individuals may also “add on” additional administrative licenses as a non-degree candidate.

Graduate work or degrees completed prior to beginning licensure at UWM may be applied toward requirements subject to departmental approval. Candidates need to submit official transcripts from other universities to the UWM Graduate School. Department faculty will review transcripts or course material taken from other universities to determine which courses would be appropriate for the candidate to achieve competencies of the UWM-WI standards. There is no grade point average admission requirement for NDC status. Applications can be processed completely online.

As candidates proceed through their program of studies, they are required to develop, update and edit their [electronic portfolios](#). All candidates are expected to work closely with their advisors throughout their graduate programs.

The development of individual electronic portfolios begins the first semester of a candidate's graduate program and should be regularly reviewed by that candidate's advisor throughout their program of study. At the completion of required coursework, all licensure applicants must complete and submit their electronic portfolio for review to the department. A one-time fee is assessed for the electronic portfolio. Candidates are responsible for securing this service from the designated UWM provider.

The final assessment will be completed by 2 members of the Educational Administration and Supervision faculty. These final reviews are held once each semester including Fall, Spring and Summer. Typically, these reviews are made in a face-to-face meeting held at UWM. Proof of final portfolio assessment, along with advisor verification of program of study completion, are required before an application for licensure can be made. Candidates should apply to submit and defend their final electronic portfolio during the semester in which they intend to

complete their program and apply for a licensure. The application for portfolio review is only available online and can be found [here](#).