



When Do I Need a Background Check If I Have a Lifetime License?

Per PI 34.041 (4), educators with a Lifetime license **must submit a request to the department to have a new background check conducted once every five years**. The request shall be made between January 1 and June 30 of the fifth year since the individual's last background check.

There are several ways to determine when you need a background check. Below are options to help you do so.

Option 1 - Check for Background Check Dates

1. Go to: <https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do>
2. Click on **Search by Name** or **Search by File/Entity Number** (if you know your number)

Wisconsin Educator License Lookup

Please note: When you submit a complete and accurate renewal application before June 30th of the year in which your license expires, Wis. Stat. 227.51 (2) provides that your existing license does not expire until the DPI completes the processing of your renewal application.

You can use the online license lookup to review a licensee's Wisconsin education licensure. Each licensee may also log into his/her account and view more details about pending and approved licenses.

All paid applications will be reviewed by DPI. The length of the review process (and possible approval) will vary due to the complexity of each application and overall volume of applications received. This process may take at least 6-8 weeks.

Click on the type of search below to enter search criteria.

Click on "Cancel" to return to the TEPDL website.

[Search by Name](#) ←

[Search by File/Entity Number](#) ←

3. Locate your name or file/entity number and click on it.

Name	File Number
Fish , Heather Leigh	734311
FISH, HEATHER JO	630418
FISHER WALLIN, HEATHER L	673545



4. This will open your listed licenses; below your name and entity number, you will see:

Last Background Check Submitted: Date

FISH, HEATHER JO

Entity Number: 630418

Last Background Check Submitted: 2020



License Type:	A001 - Administrator
Stage:	Lifetime License
License Number:	2590000981
Original License Date:	09/22/2017
Most Recent Application/Payment Received:	
Valid From:	09/22/2017
Expires On:	
License Status:	Valid for Dates Shown
Renewal Guidelines:	Valid w/ Employment & Background Check
Pending Renewal/Extension:	No

Background checks need to be completed every **five** years. This example shows an educator who needs to apply for a background check to renew their lifetime teaching license between January 1, 2025, and June 30, 2025.

Option 2 - Check for Background Check Dates

1. Go to: <https://dpi.wi.gov/support/contact-us>
2. On the left side of the screen, under the **My License** area, click **Contact Licensing**

Get In Touch
Your issues and concerns are important to us. Please let us know how we can help you.

<p>My License</p> <p>I need help with ...</p> <ul style="list-style-type: none">• General License• My Licensing Situation• Educator Preparation Programs• Other licensing questions... <p>Contact Licensing</p>	<p>I am Asking About Another Educator</p> <p>I am asking about someone else...</p> <ul style="list-style-type: none">• A staff member of ours• A teacher of my child <p>Contact Licensing About Someone Else</p>	<p>Data and Reporting</p> <p>I need help with ...</p> <ul style="list-style-type: none">• Using WISEdash for Districts and/or the WISEdash Public Portal• Requesting Data
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4. Enter your **Entity/File Number (EFN)** (Use the [License Lookup](#) to find your EFN if needed), **First Name**, and **Last Name**.

After your information has been entered, you will see that a list opens up that identifies when your license(s) expire. When you scroll to the bottom of the list, it will provide you with a **Last Background Check Date**.

Entity/File# (EFN)

Use [License Lookup](#) to find your EFN if you do not know it.

First Name*

Enter your name you used at the time of your license application.

Last Name*

Announcements

No Announcement

Information on File:

LICENSE: Teacher EXPIRES: 06/30/2021
LICENSE: Teacher EXPIRES: LIFETIME LICENSE ←
LICENSE: PDP Reviewer EXPIRES: 10/15/2020
LICENSE: PDP Reviewer EXPIRES: 10/15/2020
LICENSE: PDP Reviewer EXPIRES: 10/15/2020
LICENSE: PDP Reviewer EXPIRES: 10/15/2020
LICENSE: Admin EXPIRES: 06/30/2021
LICENSE: Admin EXPIRES: LIFETIME LICENSE ←
LICENSE: Admin EXPIRES: LIFETIME LICENSE ←
LAST BACKGROUND CHECK DATE : 2020 ←

In this case, the license holder has several lifetime licenses and needs a background check every 5 years. This individual needs a new background check by June 2025 (5 years after 2020).

Next Step:

If you need to request a background check, please visit [this instruction page](#).

- Please note that DPI is the final authority in determining pathways and issuing educator licenses. CESA 5 is providing technical support and guidance as you apply for your DPI license.