

# How to Become a Substitute Special Education Program Aide

The purpose of this document is to explain how to become a substitute Special Education Program Aide in the School District of Westfield. The process of becoming a substitute aide involves completing the application process through the Wisconsin Department of Public Instruction, and applying for a substitute aide position in the School District of Westfield. Please read each step carefully and complete all necessary forms.

## Question: What are the qualifications for a substitute aide?

To work as a substitute special education program aide in Wisconsin, you must hold a special education program aide license issued by the Wisconsin Department of Public Instruction.

## Question: What is the first step in obtaining a substitute special education program aide license?

Before you even begin the process of applying for a substitute license, you need to create a WAMS ID Account. The Web Access Management System (WAMS) is a user ID system managed by the State of Wisconsin. DPI uses WAMS IDs as the login for Educator Licensing Online (ELO). You need to create a WAMS Account in order to access Educator Licensing Online (ELO.)

The link for applying for a WAMS account: <https://on.wisconsin.gov/WAMS/SelfRegController>

## Question: After I create my WAMS account, how do I apply for a substitute special education program aide license?

The application process is a multi-step process governed by the Wisconsin DPI. The process must be followed step by step in order to be successful. The process is listed below:

### How to Apply for a Substitute Special Education Aide



#### 1. Determine if you must submit fingerprints

- Use [the fingerprint decision tree](#) to determine if this step is needed. If you have determined that you need fingerprints, submit them electronically via our vendor Fieldprint by following the [Electronic Fingerprint Submission](#) directions.

#### 2. Gather Documents

Scan all documentation into files (.pdf, .doc/docx, .jpg/jpeg, or .txt) that are 2MB or less in size

- Preview the [ELO Conduct & Competency Questions](#) to see if you will need to provide documentation of any alleged misconduct.
- Have your school district complete and sign the [PI-1622-Aide Request](#).

#### 3. Log in to [Educator Licensing Online \(ELO\)](#) with your [WAMS ID](#)

- Within ELO, make sure you have answered the three [onboarding](#) questions.

- Find the **APPLY FOR A NEW LICENSE** section of the Quick Start Menu. From the drop-down menu, select the following choices (as seen in the screenshot below):

#### Apply for a NEW LICENSE

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

4-Other Category

A-Special Education Program Aide License [O070]

Request New Special Education Program Aide License [1015]

Go!

- Choose "4-Other Category" from the drop-down menu
- Choose "A-Special Education Program Aide License [O070]"
- Choose "Request new Special Education Program Aide License [1015]"
- Click the "GO!" button.
- Complete each page of the application as instructed. Review your Application Summary and edit information if necessary OR click the "SUBMIT" button to submit your application.

#### 4. Receive Email Confirmation

#### 5. Application on ELO

- Click the GO! button next to "Submit C&C and Payment to Complete Application."
- Review your fees.
- Complete the Conduct and Competency Questionnaire (14 questions).
- Pay with a credit card or pre-paid card. For fee amounts and additional payment information please see [License Application Fees](#).
  - The substitute special education program aide license application fee is \$100.**

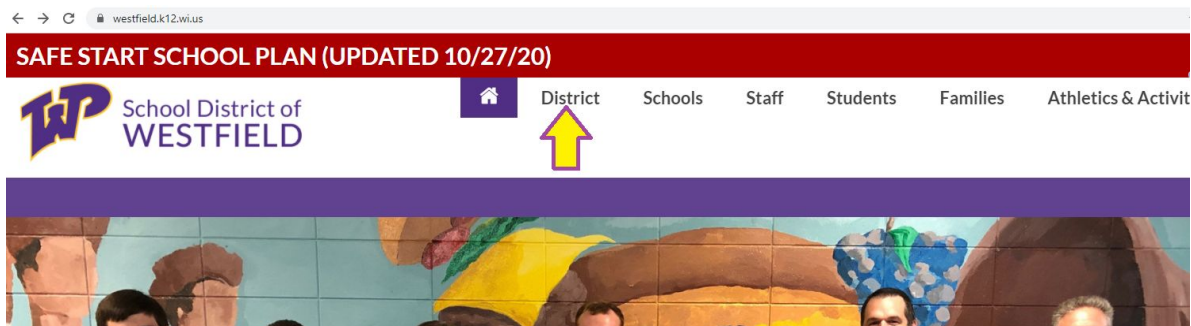
#### 6. Processing Times

- DPI's processing times vary throughout the year. For current processing times see [Check Application Status](#).
  - The review process for licensure decisions often takes 6-8 weeks from the time the paid application is received.

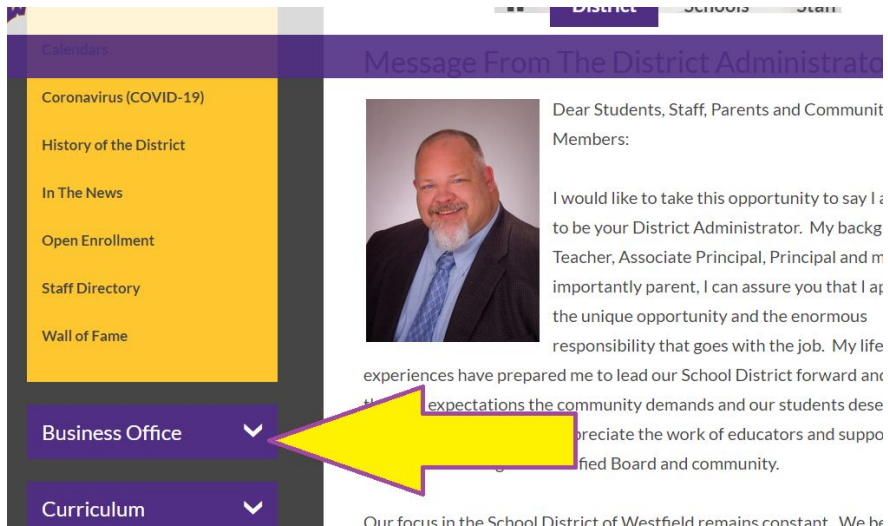
**Question: After I have obtained my substitute special education program aide license, how do I apply to become a substitute special education program aide in the School District of Westfield?**

The process for applying to be a substitute special education program aide in the School District of Westfield is listed below:

- Overview of application process: [https://www.westfield.k12.wi.us/cms\\_files/resources/Sub%20Special%20Education%20TA%208-2019%20updated%2010-29-20.pdf](https://www.westfield.k12.wi.us/cms_files/resources/Sub%20Special%20Education%20TA%208-2019%20updated%2010-29-20.pdf)
- Go to the School District of Westfield's homepage: [www.westfield.k12.wi.us](http://www.westfield.k12.wi.us)
- Click on "District" at the top of the page.



4. Scroll down and click on “Business Office” on the left hand side of the page.



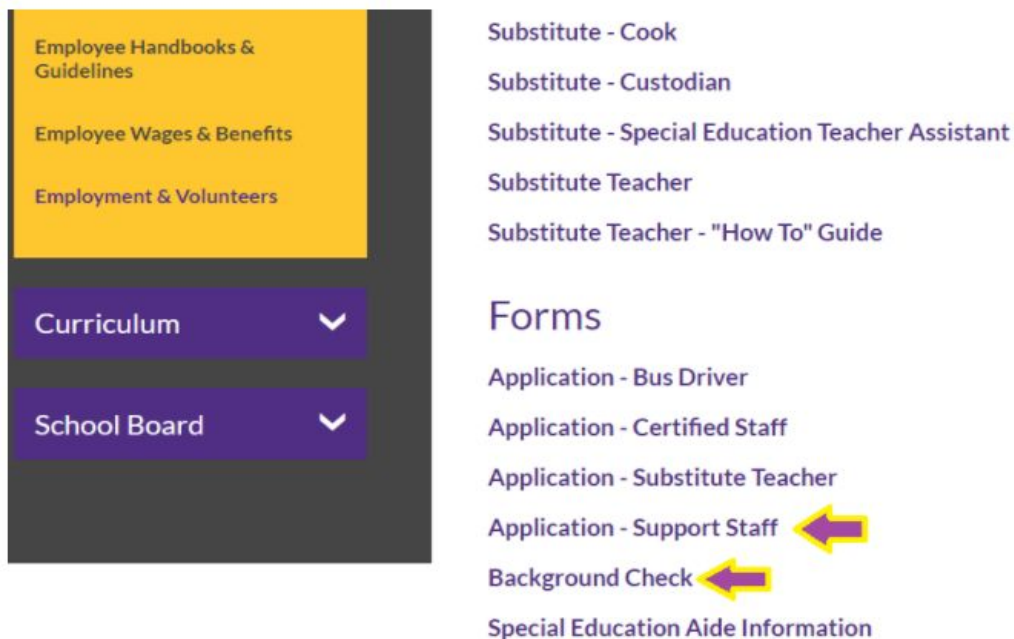
The screenshot shows a website navigation menu on the left side. The menu items are: Coronavirus (COVID-19), History of the District, In The News, Open Enrollment, Staff Directory, Wall of Fame, Business Office (highlighted with a yellow arrow), and Curriculum. The main content area on the right is titled "Message From The District Administrator" and features a photo of a man in a suit and tie. The text below the photo reads: "Dear Students, Staff, Parents and Community Members: I would like to take this opportunity to say I am pleased to be your District Administrator. My background includes being a Teacher, Associate Principal, Principal and most importantly parent, I can assure you that I appreciate the unique opportunity and the enormous responsibility that goes with the job. My life experiences have prepared me to lead our School District forward and meet the expectations the community demands and our students desire. I appreciate the work of educators and support staff, the School Board and community. Our focus in the School District of Westfield remains constant. We have..."

5. Then click on “Employment & Volunteers.”



The screenshot shows a website navigation menu on the left side. The menu items are: District Home, Business Office (expanded), Employee Forms, Employee Handbooks & Guidelines, Employee Wages & Benefits, and Employment & Volunteers (highlighted with a yellow arrow). The main content area on the right is titled "Business Office" and contains the following text: "The business office is responsible for school district budgeting, transportation, food service, buildings and grounds, purchasing, accounts payable, accounts receivable, enrollment, and other auxiliary services. The goal of the business office is to provide the most efficient and effective services as possible to support the district goals. Please feel free to contact us if we can be of service to you." Below this text is contact information for Andrew Saloun, Business Manager, with email [andrew.saloun@westfieldpioneers.org](mailto:andrew.saloun@westfieldpioneers.org) and phone number 608-296-2141 ext 1009. Below that is the text "Financial / Human Resources Assistant".

6. Then click on “Application - Support Staff” and “Background Check.”



The screenshot shows a website navigation menu on the left side. The menu items are: Employee Handbooks & Guidelines, Employee Wages & Benefits, Employment & Volunteers, Curriculum, and School Board. The main content area on the right is titled "Application - Support Staff" and contains the following text: "Substitute - Cook", "Substitute - Custodian", "Substitute - Special Education Teacher Assistant", "Substitute Teacher", "Substitute Teacher - 'How To' Guide", "Forms", "Application - Bus Driver", "Application - Certified Staff", "Application - Substitute Teacher", "Application - Support Staff" (highlighted with a yellow arrow), "Background Check" (highlighted with a yellow arrow), and "Special Education Aide Information".

7. Complete the Application for Support Staff and the Background Check Form.
8. Return both forms, along with a resume and a list of three references, to the District Office in person, via email, or by mail.

If returning via email, please send the forms to: [cathy.rohner@westfieldpioneers.org](mailto:cathy.rohner@westfieldpioneers.org)

If returning via mail, please mail the completed forms to:

**School District of Westfield**

**Attn: Cathy Rohner**

**N7046 County Rd. M**

**Westfield, WI 53964**

**Payroll forms to be completed the first day of subbing:**

- **ACH, I9, W4, and WT-4, see link <http://www.westfield.k12.wi.us/district/forms.cfm>**
- **Two forms of ID are also required, typically driver's license and social security card.**