

## Chapter LES 4

### CERTIFICATIONS

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**LES 4.01 Certifications.** The following certifications shall be made by the board on the basis of information to be acquired on forms designed by the bureau and approved by the board. Where necessary or deemed advisable, additional information may be acquired through personal inquiry. All board decisions are subject to appeal by any interested party.

(1) Schools shall be certified on the basis of adequacy of facilities and competency of staff and faculty. Where the school is a permanent or on-going unit, the certification shall be for a period of 2 years, subject to renewal.

(2) **INSTRUCTORS.** (a) Any person who participates as an instructor in a preparatory course or in an instructor course or who employs a training guide approved by the board shall be certified by the board.

(b) All existing instructor certificates shall expire on March 1, June 1, September 1, or December 1, 2001 based on the March, June, September or December date of initial certification by the board. All certifications held by an instructor shall expire on the same date. Rules of recertification shall apply to instructor recertifications in the year 2001.

(c) The board shall certify persons to be new instructors as outlined in s. LES 4.02. It shall authorize persons to be professional instructors as outlined in s. LES 4.03. Instructor certifications shall be granted on the basis of documented qualifications of experience, education, and training in accord with the requirements of this section.

(d) The board may deny, suspend, or revoke an instructor's certification or authorization when the board finds that the person:

1. Has failed to meet the board's requirements for certification or professional authorization;
2. Has failed to remain knowledgeable and current in the instructional area of expertise;
3. Has failed to meet reasonable instructional standards and practices.

(e) Upon a written request a person aggrieved by the determination of the board relative to non-certification, or revocation of certification as a certified instructor, shall be entitled to a hearing as provided in ch. 227, Stats.

(3) **TRAINEES.** Trainees shall be certified as eligible for permanent appointment when they have met the recruitment qualifications and recruit training standards for law enforcement, tribal law enforcement, jail or secure detention officers as determined by information received from the employing authorities and training schools concerned.

**History:** Cr. Register, September, 1970, No. 177, eff. 10-1-70; am. (1) (c), Register, October, 1984, No. 346, eff. 11-1-84; r. and rec. (1) (b), Register, June, 1990, No. 414, eff. 7-1-90; correction made under s. 13.93 (2m) (b) 1., Stats., Register, August, 1993, No. 452; am. (1) and (3), Register, November, 1997, No. 503, eff. 12-1-97; am. (Intro.), (2) (a), (c) and (d), r. and rec. (2) (b), Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.02 New instructor.** (1) **NEW INSTRUCTOR CERTIFICATION.** Certification issued in this category on or after September 9, 1999, shall be approved for qualified persons who instruct a preparatory course or an instructor course or who employ training guides approved by the board. To qualify for new instructor certi-

fication, an applicant shall demonstrate to the satisfaction of the board, a combination of education, occupational experience and proficiency in the instructional process. Applicants shall meet the following minimum qualifications for new instructor certification:

(a) Any person who has been certified as an instructor by the Wisconsin technical college system under ch. TCS 3, administrative rules of the Wisconsin technical college system, and has completed an approved teaching methods course and other specialized instructor training designated by the board shall be certified by the board. A copy of the instructor certificate issued by the state technical college system, along with evidence of completion of an approved teaching methods course and other specialized instructor training designated by the board, shall be forwarded by the applicant to the board; and upon receipt of the documents, the board shall certify the applicant.

(b) Any applicant who has not been certified as an instructor by the Wisconsin technical college system shall present documentary evidence showing that the applicant has successfully completed a teaching methods course approved by the board and any other specialized instructor training designated by the board. In addition:

1. Any applicant requesting certification to teach any portion of the jail or secure detention preparatory course or to employ board approved training guides, shall at a minimum, show evidence of obtaining a high school degree or of obtaining a high school equivalency diploma from the state of Wisconsin or its equivalent from another state and has acquired 3 years of occupational experience as a certified jail officer or as an administrator or specialist in a field directly related to the subject for which he or she requests certification to instruct; or,

2. Any applicant requesting certification to teach any portion of the board approved law enforcement and tribal law enforcement preparatory course or instructor course or to teach from board approved training guides, shall show evidence of being awarded an associate degree or 60 college credits and as having acquired 3 years of occupational experience as a certified law enforcement officer or as an administrator or specialist in a field directly related to the subject for which he or she requests certification.

(2) **TERM OF CERTIFICATION.** The term of certification of a new instructor is 3 years from the date of board approval. If a certified instructor receives additional board certification, the term of subsequent certification shall be for the balance of the initial certification period.

(3) **RENEWAL OF INSTRUCTOR CERTIFICATION.** A certificate may subsequently be renewed by the board for 3 year periods. The application for renewal shall provide documentary evidence indicating the applicant has continued occupational or related educational experience in any of the fields of practice for which recertification is sought during the previous 3 year period.

(a) Proof that the applicant has instructed each course for which recertification is sought at least twice within the 3 year period preceding the application for renewal.

(b) A favorable written recommendation from a director of a certified or approved school for whom the applicant has taught or from the chief law enforcement officer of a department for whom the applicant has taught; or a favorable evaluation by a board or bureau member based on on-site classroom evaluation of a presentation by the applicant during the previous 3 year period of instructor certification.

(c) Proof the applicant has completed all specialized training requirements related to any subjects for which recertification is sought as required by the board.

History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; correction in (3) made under s. 13.93 (2m) (b) 7., Stats., Register, August, 1993, No. 452; am. (1) (a), Register, November, 1997, No. 503, eff. 12-1-97; am. (1) (Intro.), (a), (b) 1. and 2., r. (1) (b) 3. and (3), r. and recr. (2), renum. (4) to be (3) and am., cr. (3) (c), Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.03 Specific skills instructor. (1) PROFESSIONAL INSTRUCTOR AUTHORIZATION.** A person holding a valid license issued by the state of Wisconsin or, if approved by the board, a comparable license issued by another state, may instruct in subjects in the general professional area covered by the license. The board shall determine which subjects shall be taught by an authorized professional instructor.

(a) A legal subject related to constitutional law shall be instructed only by an attorney.

(b) First responder emergency medical training may be instructed only by a medical doctor, a registered nurse, a physician's assistant, an emergency medical technician, a paramedic or a person who meets Wisconsin department of health and family services requirements as a first responder instructor.

(c) Cardio pulmonary resuscitation training shall be instructed by a person authorized to instruct first responder emergency medical training under (b) or by a person who has received instructor certification by the American Red Cross or by the American Heart Association.

**(2) TERMS AND CONDITIONS OF SPECIFIC SKILLS INSTRUCTOR CERTIFICATION.** The term of certification as a specific skills instructor is 3 years from the date the board issues a certificate. A certificate may subsequently be renewed by the board for 3 year periods. In addition to the requirements listed in s. LES 4.01, the application for renewal shall contain documentary evidence indicating the applicant has remained active as an instructional or occupational practitioner or both during the previous 3 year period. Evidence shall include, at a minimum, the following:

(a) Proof the applicant has, within the 3 year period preceding application for renewal, instructed a minimum of 8 hours in a board or bureau approved training course; and proof the applicant has, within the 3 year period of his or her certification, successfully completed special retraining requirements as set forth in sub. (1); and a favorable written recommendation from a school director or chief administrative officer of a law enforcement agency for

whom the instructor has conducted training; or a favorable evaluation by a board or bureau member based on on-site evaluation of a presentation by the instructor during the 3 year period of specific skills instructor certification.

History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; correction in (2) made under s. 13.93 (2m) (b) 7., Stats., Register, August, 1993, No. 452; r. and recr. (1), Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.04 Professional instructor.** History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; r. Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.04 Authority of board to modify requirements for certification.** The board shall have authority to hear the request of any agency or instructor on a case-by-case basis and to waive or to modify instructor certification requirements.

History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; renum. from LES 4.05, Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.05 Need for certified primary instructor.** There may be more than one instructor in a course however only one instructor need be certified. Other instructors assisting the certified instructor shall be determined by the law enforcement coordinator or law enforcement administrator to be sufficiently qualified to contribute to the class. No class shall be conducted without the certified instructor in the classroom or location where classes are held.

History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; renum. from LES 4.06, Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.06 Guest instructors.** Schools may use guest instructors with unique qualifications otherwise not available from certified instructors. Those guest instructors shall have generally accepted credentials, statewide or nationally, in the specific subject of their instruction.

History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; renum. from LES 4.08 and am., Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.07 Minimum teaching requirements for certified instructors.** History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; r. Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.07 Substitute instructors.** In an emergency, based on illness or unavailability of the scheduled instructor, schools may substitute instructors they feel to be competent in the area of instruction without prior approval.

History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; renum. from LES 4.09 and am., Register, December, 1999, No. 528, eff. 1-1-00.

**LES 4.08 Emergency medical certificates.** The board may accept as satisfactory the qualifications of any person who meets Wisconsin technical college system certification requirements to instruct a cardio pulmonary resuscitation course or other medical-related subjects in a preparatory course or an instructor course or from training guides approved by the board.

History: Cr. Register, June, 1990, No. 414, eff. 7-1-90; renum. from LES 4.10 and am., Register, December, 1999, No. 528, eff. 1-1-00.