

Chapter PI 3

LICENSES

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PI 3.01 Permits. A permit is an instrument, limited in time to one year or fraction thereof and to one specific job, given to permit the employment of a person who does not meet the minimum legal requirements for teaching as stated in section 40.43 (3), Wis. Stats. and section PI 3.03 (1), (2), (3), (4) and (5), Wis. Adm. Code. The permit is recognized as a substandard instrument given to an unqualified person.

(1) No permit may be issued to any person for the school year 1964-65 or thereafter who has secured credits for less than 4 semesters of work as prescribed by a college offering an accredited 2 year professional education course.

(2) A permit may be granted only upon the written request of the employing official and/or the county or district administrator.

(a) Such request shall state that a satisfactory qualified person is not available.

(b) A permit shall be limited to a certain position and may not exceed one school year.

(c) All permits shall expire as of June 30 or sooner of the school year for which they are issued.

(d) No permit may be renewed unless there shall be a continued shortage of available satisfactorily recommended qualified teachers, and at least 6 semester hours of credit have been gained during the school year or the summer preceding the school year for which the permit is to be issued. These credits must be acceptable to the college at which the permit teacher is working toward her next diploma or degree.

(e) All permit teachers must have their credits evaluated and a suitable pattern of procedure established by the proper college authority.

(f) The state superintendent may issue or decline to issue permits at his discretion.

(g) A permit to be known as an intern license may be given to a person working in an internship program which is approved by the state superintendent of public instruction. An intern who is paid by a board of education must hold such a license. Such license may be issued only to a student recommended by the proper teacher preparing college or university authorities and must hold senior or graduate ranking. A signed request by the administrator of schools of the participating district must be filed as a condition for the issuance of such license.

History: 1-2-56; am. intro. par., and (1), Register, November, 1958, No. 35, eff. 12-1-58; am. intro. par; (2), (2) (d); cr. (2) (g), Register, September, 1960, No. 57, eff. 10-1-60; am. (1), Register, June, 1962, No. 78, eff. 7-1-62.

PI 3.02 Special licenses. A special license is an instrument, limited in time to one year or fraction thereof and to one specific job, to permit the employment of a legally qualified teacher who does not meet the legal qualifications for the teaching position he is asked to handle. (1) Such license shall expire as of June 30 of the school year of issue or earlier.

(2) No special license will be renewed unless at least 6 semester hours of college work are taken between the date of issuance and the date of renewal. Such work must be directed toward the deficiency or deficiencies.

(3) The administrative officer of the school must request such special license in writing and must explain the situation.

(4) The state superintendent may, at his discretion, issue a teaching credential to an eminent scholar or scientist upon the recommendation and at the request of a school administrator who will attest that he wishes said person to be employed in his school system. A renewal credential may be granted upon request with affirmation of successful teaching. Eminence to be determined through the applicant's peers.

History: 1-2-56; cr. (4), Register, September, 1960, No. 57, eff. 10-1-60.

PI 3.03 Licenses. A license is a 1, 2 or 3 year instrument which indicates that the holder is fully qualified to teach the subjects or at the grade levels endorsed on the license. A teacher under the rules and regulations of the state department is a person whose work includes the exercise of any educational function for compensation, in any of the public schools, in instructing pupils, or in administering, directing or supervising any educational activity.

(1) **KINDERGARTEN.** A 3 year license to teach kindergarten is given to any person, recommended by the proper college authorities, who has successfully completed an accepted kindergarten education program with a bachelor's degree from an accredited 4 year college or university. A holder of a life certificate in primary education who has secured a bachelor's degree in elementary education and who has had at least 3 years of successful public school teaching experience may have her life certificate endorsed for kindergarten teaching upon completing a minimum of 6 semester credits in kindergarten methods and materials and observation and/or student teaching at the kindergarten level. A holder of a life certificate in primary education who has secured less than a bachelor's degree but at least a 2 year professional diploma and who has had at least 3 years of successful public school teaching experience may have her life certificate endorsed for kindergarten teaching upon completing a minimum of 12 semester credits in courses within the college curriculum in the kindergarten field. Such courses must meet the approval of the state superintendent.

(2) **ELEMENTARY.** A 2 year license will be granted to any recommended graduate of an accredited Wisconsin public supported state or county college who has completed the approved 2 year non-degree teacher education course. A 2 year license will be granted to any recommended graduate of an accredited state college who has completed the approved 3 year non-degree teacher education course. A 3 year license will be granted to any recommended graduate of a state college, a state university, a private college or university who has

earned a degree from an approved teacher education course. A degree-holding upper elementary teacher may be licensed at the ninth grade level in her areas of concentration when it is so recommended by the proper college authorities. Graduates of 4 year degree courses of out-of-state accredited colleges and universities are eligible for licenses providing they meet our state requirements. Graduates of 2 and 3 year courses in out-of-state colleges and universities are not eligible for regular licensing in Wisconsin based upon such preparation. The use of proficiency examinations in professional education and in subject areas may be substituted in part in lieu of regularly earned college credits. The method and extent of the use of such examinations shall be based upon the prior holding of a baccalaureate degree and upon the recommendation or recommendations of examining committees cooperatively established by the proper authorities of degree-granting colleges and universities accredited for the preparation of public school teachers in Wisconsin. Such recommendations as well as the plans and procedures involving the establishment of the examining committees and the overall methods of procedure must have the approval of the state superintendent before their acceptance for certification purposes.

(a) Degree-holding elementary teachers are expected to have a good general education background. It is strongly recommended that they acquire one or more subject matter areas of concentration.

(b) Degree-holding elementary teachers shall have graduated from an elementary education course approved by the state superintendent. A minimum of 26 semester credits of professional education including methods, child development including psychology of learning and student teaching is required. At least 5 semester credits will be required in student teaching, and a minimum of 8 semester credits in student teaching is suggested.

(3) HIGH SCHOOL. A 3 year license will be granted to a recommended degree-holding graduate of an accredited degree-granting college or university for those subjects for which he has had adequate preparation under the prescribed regulations. The use of proficiency examinations in professional education and in subject areas may be substituted in part in lieu of regularly earned college credits. The method and extent of the use of such examinations shall be based upon the prior holding of a baccalaureate degree and upon the recommendation or recommendations of examining committees cooperatively established by the proper authorities of degree-granting colleges and universities accredited for the preparation of public school teachers in Wisconsin. Such recommendations, as well as the plans and procedures involving the establishment of the examining committees and the overall methods of procedure, must have the approval of the state superintendent before their acceptance for certification purposes.

(a) High school teachers of all subjects shall have secured a good general education background for graduation from college. Colleges in Wisconsin preparing teachers for public high schools shall file their pattern of general education with the state superintendent in 1961 and at 4 year intervals thereafter. Applicants graduating from college in 1963 and thereafter shall have completed plan 1, plan 2 or plan 3 below:

1. One college or university approved major of at least 34 semester hour credits with one college or university approved minor of at least 22 semester hour credits.

2. Two college or university approved majors of at least 34 semester hour credits each.

3. One college or university approved broad field major of at least 54 semester hours.

4. Only those majors and minors that meet the standards of the college as to credits and pattern will meet the state requirements. These standards are those established by the college of graduation or the college in which the work in professional education is taken.

5. In all cases in which the college authorities recognize high school courses or other proof of proficiency by permitting advanced standing, such credit will be recognized in meeting the minor or the major when a statement of such recognition and placement is indicated upon the official transcript of the student or through an official note attached to the transcript.

6. College and university authorities are urged not to include as teaching majors those subjects which are not recognized as good secondary teaching fields in Wisconsin high schools.

(b) A license covering the broad field of science will be granted from 1960 to 1963 inclusive based on a major in science of at least 45 semester credits in science subjects with a minor of at least 20 semester credits in one science subject and at least one full year course of at least 8 semester credits in the other three courses. The subjects included are chemistry, physics, biology and earth science. Earth science courses may be in geology, meteorology, astronomy and physiography. As of January 1, 1964, the broad field science major must consist of at least 54 semester credits with a minor of at least 22 semester credits in one science subject and at least one full year course of at least 8 semester credits in the other three science courses. A minimum of 6 semester hours of college credit in mathematics shall be considered as a prerequisite to this major.

(c) A license covering the broad field of social studies will be granted from 1960 to 1963 inclusive based on a major in social studies consisting of at least 45 semester credits in social studies subjects with a minor of at least 20 semester credits in history and at least one full year course in sociology, economics, political science and social geography. Social geography will include all geography excepting physical geography. As of January 1, 1964, the broad field social studies major must consist of at least 54 semester college credits with at least 22 semester credits in history and at least one full year course in sociology, economics, political science and social geography.

(d) A license covering the broad field of music education will be granted in 1963 and thereafter upon a minimum of 54 semester hours in the field of music exclusive of methods. The pattern shall be approved by the state superintendent.

(e) A license covering the broad field of art education will be granted in 1963 and thereafter upon a minimum of 54 semester hours in the field of art exclusive of methods. The pattern of this major must be approved by the state superintendent.

(g) Speech shall be considered an academic subject.

1. High school teachers of speech shall hold a minimum of an approved college minor in speech preparation. Speech certification shall become mandatory for all classroom teachers of speech with the school year 1962-63. Persons with at least 12 years of experience as teachers of speech prior to July 1, 1962 may be licensed without meeting

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the above requirement. Persons with from 8 to 11 years of experience as teachers of speech prior to July 1, 1962 may be licensed by completing 6 semester hours of college speech training. A course in speech fundamentals is required.

2. Extra-curricular speech activities. Certification for coaching or directing extra-curricular speech activities will be recommended but not required. Colleges are urged to establish suitable patterns of preparation for coaching or directing extra-curricular speech activities. Such patterns should be established as minors and should be guides to employing officers.

(h) High school teachers must have at least 18 semester credits in professional education. These credits shall be in the fields of educational psychology or psychology of learning, methods to include some in the major subject, and at least 5 in student teaching. The remaining credits are elective in the field of professional education.

(4) SPECIAL SUBJECT FIELDS OF TEACHING. Three-year licenses will be granted to recommended degree-holding graduates of accredited degree-granting colleges or universities for those special subjects for which they are fully prepared in accordance with the prescribed regulations. The special subject fields are industrial arts, home economics, business education, agriculture, music, art and physical education.

(a) A major in a special subject shall consist of a minimum of 34 semester credits. The pattern in a special subject field may not be broad enough to cover the entire field. A license restricted to specific subjects within the field may then be issued.

(b) Three year licenses will be issued as follows:

1. Business and Occupations—Vocational.
2. Trades and Industry—Vocational.
3. Distributive Education—Vocational.
4. Technical—Vocational.

Current standards of certification will apply to the above licensing plus appropriate occupational (work) experience required of the licensee.

(c) A minor in a special subject field shall consist of a minimum of 22 semester credits exclusive of methods. Licenses for minors in special subject fields may be restricted to certain grade levels or to certain subjects within the field.

(d) The professional sequence shall include the areas of educational psychology, child growth and development, curriculum, methods and student teaching. Preparation for 12 grade teaching must include student teaching at a minimum of 2 grade levels.

(5) REMEDIAL READING. A Wisconsin teacher's license based upon a degree is required. In addition 12 special semester credits must be obtained. Courses in remedial reading and in a remedial reading clinic are required. The remaining credits may be chosen from adolescent literature, children's literature, techniques of improving developmental reading and techniques of teaching the mentally handicapped. Three years of teaching experience are a prerequisite to obtaining this license.

(6) NON-PROFESSIONAL FIELDS OF SERVICE. Under subsection 39.02 (21a), Wis. Stats., a one year license will be required for all people assisting teachers in the broad instructional program. This shall not

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include any non-professional workers whose duties are not a part of the instructional program such as those employed commonly as custodians, office secretaries, school lunch employees, and bus drivers.

(a) *Theme grader.* A theme corrector license restricted to the correction of technical errors in English may be issued based upon at least an 18 semester hour minor in English, in journalism or in speech (if the speech minor contains at least 9 semester hours in written communications); a minimum of 3 college years of credit toward a degree with the professional requirement of at least one four week English workshop. Such workshop may be a college sponsored workshop or an area school sponsored workshop supported by a group of boards of education. The latter must have the prior approval of the state superintendent. Experiences in the fields of journalism, writing and teaching at any level may be considered and evaluated in lieu of the workshop. A request for this license must be made in writing by the district administrator. If theme graders or correctors are assigned to the holding of personal conferences such as with pupils concerning themes, they must hold teachers licenses.

(b) *Supervisors of study halls.* Any elementary teacher holding a valid Wisconsin teacher's license who has had at least 3 years of successful teaching experience may be assigned as study hall supervisor. A study hall supervisor's license may be issued to a person having completed at least 3 years of college who has had at least 4 years of successful experience in organized work in the supervision of youth activities.

(c) An assistant monitors license may be issued for "before school, noon hour and after school" monitoring of playground activities and then only in case a fully qualified teacher is actively and personally in charge and present. Such a license may be issued to a person with 3 years of experience in the supervision of youth activities or to persons who have completed 3 years of college education and who are at least 20 years of age.

(d) The items listed (PI 3.03 (6) (a), (b) and (c)) shall not be considered as precluding unlisted positions for which school boards and administrators may request legal certification. The state superintendent hereby establishes the right to consider "unlisted" requests as new instructional procedure and ideas are developed. Proposals for experimental procedures shall be documented as to purpose, proposed procedures and evaluative criteria.

(7) LICENSE BASED UPON EXPERIENCE. A 2 year license may be granted to a person who presents evidence of full accreditation under section PI 3.03 excepting practice teaching providing evidence is presented proving eligibility for acceptance into practice teaching in the college of preparation and proof of 5 or more years of successful teaching experience at the level of preparation. A 3 year renewal license may then be issued upon proof of 2 years of successful teaching experience. Eligibility for a life certificate for such people is established at the end of 5 years of successful teaching experience in Wisconsin holding the two and three year licenses.

(8) REFRESHER WORK. Teachers who fully meet the current requirements, both academic and professional, but who have not been regularly employed within the teaching profession within the past 5 years, must present evidence of a minimum of 6 semester hours of refresher

work in methods and/or academic subjects. Extensive substitute teaching done during the period of non-regular teaching employment will be evaluated if done while holding a valid license.

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History: 1-2-56; am. (1), (2), (3); cr. (4) and (5), Register, November, 1958, No. 35, eff. 12-1-58; am. intro. par., (1), (2), (2) (a), (3), (3) (a), (3) (a) 1, (3) (a) 2, (3) (a) 3; cr. (3) (a) 4 and (3) (a) 5; am. (3) (b) and (3) (c); renum. (3) (d) to be (3) (f); cr. (3) (d) and (3) (e); am. (4), (4) (a), (b); r. (4) (c); renum. (4) (d) to be (4) (c); am. (5), Register, September, 1960, No. 57, eff. 10-1-60; am. intro. par.; cr. (3) (a) 6; renum. (3) (e) to be (3) (g); renum. (3) (f) to be (3) (h); cr. (3) (e); (6), (7), (8), Register, June, 1962, No. 78, eff. 7-1-62; renum. (4) (b) and (c) to be (4) (c) and (4) (d) and cr. (4) (b), Register, August, 1964, No. 104, eff. 9-1-64.

PI 3.04 Certificates. CERTIFICATES ARE TERM AND LIFE. The term non-renewable certificate indicates the length of time the holder has to reach the next level of legal certification.

(1) Five-year non-renewable certificates may be issued to graduates of recognized 2 year elementary teacher courses at the expiration of the 2 year license described in section PI 3.03 (2). The issuance of the renewal certificate shall be based upon proof of success as reported by superintendents, supervisors and principals and upon proof of the applicant having secured at least 6 semester credits of college work toward the bachelor's degree acceptable to the state superintendent. For any further certification the bachelor's degree in elementary education will be required. This rule shall take effect with the 2 year graduates of 1961.

(2) Since the graduate from a 2 year professional course in elementary education is allowed a total of 7 years to secure a degree in elementary education, the graduate of a 3 year course may have the same length of time after completing a 2 year course or the second year of a 3 year course. Term certificates will be issued upon graduation from the 3 year course in elementary education in accordance with the amount of time left within the above-mentioned period. For further certification the bachelor's degree in elementary education will be required. This rule shall take effect with the 3 year graduates of 1962.

(3) Life certificates may be granted to teachers who have earned bachelors' degrees or their equivalent and who are fully qualified graduates of a college or university accredited for teacher education under the following conditions.

(a) *Life certificates.* The unlimited or life certificate issued under date of July 1, 1962 or thereafter, for all types of certification, will be valid so long as the holder remains actively in the public school teaching profession. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in public education requiring the holding of a valid license. A person substituting for one-half of a school year shall be considered actively employed for that year. Such nullified credential may be renewed under regulations in force at the time of the application for renewal.

(b) *High school teachers.* They must hold a bachelor's degree and must have met the pattern of preparation approved by the state superintendent. Life certificates may be granted only in the major subject or subjects of preparation and such other subjects that have been taught successfully in Wisconsin public junior or senior high schools

for at least three years and which were endorsed on a regular Wisconsin license during that period of time. At least 1 of the 3 years shall have been within the 3 year period prior to the application for the life certificate. Proof of success shall be furnished as requested by the state superintendent.

(c) *Elementary teachers.* They must have met the pattern of preparation approved by the state superintendent and must be properly recommended graduates of a degree course or its equivalent in elementary education from a college or university accredited to offer a degree in the preparation of elementary teachers. Each applicant for a life certificate in elementary teaching must have held a regular license or licenses to teach in Wisconsin elementary schools and must have taught successfully under such license or licenses for at least 3 years in Wisconsin public elementary schools. At least 1 of the 3 years shall have been within the 3 year period immediately prior to the application for the life certificate. Proof of success shall be furnished as requested by the state superintendent.

(d) *Special field teachers as described in PI 3.03 (4).* To secure a life certificate in a special field a teacher must hold a degree from an accredited college or university and must have secured an acceptable major or master's degree in that special field. The applicant must have taught successfully in the special field while holding a regular Wisconsin license or licenses for at least 3 years. Such teaching must have been done in Wisconsin public schools.

Note: Life certificates may be issued to holders of minors in elementary school music teaching.

History: 1-2-56; am. (1); renum. (2) to be (3) and am.; cr. (2), Register, November, 1958, No. 35, eff. 12-1-58; am. (3); renum. (a), (b) and (c) to be (b) (c) and (d); cr. (3) (a); am. (3) (b), (3) (c) and (3) (d), Register, September, 1960, No. 57, eff. 10-1-60; am. intro.-par.; Register, June, 1962, No. 78, eff. 7-1-62.

PI 3.10 Special rules. (1) LIBRARIANS. Candidates holding a valid Wisconsin teaching license or certificate who have successfully completed courses in library science that cover the areas of school library administration, cataloging and classification, book selection, materials and reference. Minimum credits for certification in library science will be 15 semester hours. A library license may also be issued to degree holding candidates who have completed a program in library science who successfully complete an approved program of professional education which includes practice in school library service. Persons with degrees who are licensed to act as elementary school librarians may also be licensed to act as secondary school librarians by producing evidence of successful completion of a course in adolescent literature. Persons with degrees who are licensed to act as secondary school librarians may also be licensed to act as elementary school librarians by producing evidence of successful completion of a course in children's literature. This rule shall apply only to those librarians whose licensing had been limited as to grade level because their preparation had not covered the two areas of literature listed above.

(2) DRIVER EDUCATION. (a) As of July 1, 1969, a teacher must be a certified driver and safety education teacher to teach driver and/or safety education courses.

(b) In order to receive a license to teach driver education, a person must hold a Wisconsin teaching license and must have earned at least 6 semester hours of approved credit in the field of driver and safety education in an accredited teacher education college. At least 3 semester hours of such credit shall be in driver education which shall include a minimum of 10 class periods of experience in teaching practice driving. Applicants for the driver education license must have a minimum of 3 years driving experience while holding a state driver's license, hold a current Wisconsin driver's license, and have an acceptable driving record.

(c) As of July 1, 1969, a teacher must have successfully completed a basic driver education course, an advanced driver education course, and a general safety education course consisting of at least a total of nine semester hours. Six or more of these semester hours must consist of basic and advanced driver education course work and the balance, three semester hours, must be in general safety education course work.

(d) As of July 1, 1965, the first certificate issued to a beginning driver education teacher shall be a provisional one, for three years only. At the end of three years of successful teaching, a five year certificate may then be issued.

(3) SUPERVISOR OR COORDINATOR. A supervisor or coordinator under this rule is a person employed by a public school board of education as a general supervisor and director of instruction within any district or city school system. All general supervisors, coordinators and directors of instruction shall hold supervisors' licenses as of the school year 1959-60 and thereafter.

(a) A supervisor or coordinator in any public school system in Wisconsin must hold or be eligible to hold a license to teach in Wisconsin at the level of supervision and must have had at least 3 years of public school teaching experience at that level. Such license shall become invalid when the holder no longer holds a valid Wisconsin teacher's credential. The months and years of employment as an active supervisor or coordinator licensed in Wisconsin as such may be counted, for renewal licensing purposes, as both teaching and supervising or coordinating time.

1. To obtain a license to act as supervisor or coordinator, the applicant must be at least 24 years of age and must be a citizen of the United States. A physician's statement certifying to satisfactory health must be presented as a part of the application. The report made under section 40.30 (10m) (a), Wis. Stats., may be used. A supervisor or a coordinator in cities of the first class must meet the health requirements established by the board of school directors pursuant to sections 38.23 and 40.30 (17), Wis. Stats.

2. To secure a supervisor's or coordinator's license, a person must hold a master's degree with graduate courses in the areas of curriculum; supervision; measurements; guidance; and child and/or adolescent development. Note that this master's degree may be in any field but must contain the pattern shown in this paragraph.

3. If employed to act as supervisor or coordinator of both elementary and secondary fields, this person must have successfully completed courses at the graduate level in elementary supervision and curriculum if licensed to teach in high school or in secondary super-

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vision and curriculum if licensed to teach in elementary schools. Supervision and curriculum courses covering both the elementary and secondary fields will be accepted.

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(b) The original license for supervisor or coordinator shall be for 3 years. This license may be renewed upon satisfactory proof of successful work as supervisor or coordinator. A life certificate may be issued by the state superintendent to those successfully completing two post-master's degree courses in education of at least 2 credits each and by producing evidence of successful work as supervisor or coordinator for three or more years in Wisconsin public schools while holding a supervisor's or coordinator's license. This credential shall become invalid if for 5 or more consecutive years the holder is not actively employed as a supervisor or coordinator or director of instruction in public schools requiring the holding of a valid supervisor's license. Such nullified credential may be renewed under regulations in force at the time of the application for renewal.

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(c) People accepting new positions as supervisor or coordinator for the school year 1959-60 and thereafter must possess the proper supervisor's or coordinator's certificate. Those remaining in the position held in 1958-59 as supervisor or coordinator will be given until September 1, 1962 to qualify. Those 55 years of age or more on or before July 1, 1959 or who have held positions as supervisor or coordinator in Wisconsin public schools for 15 years or more as of that date need not qualify under this rule.

(d) A county supervising teacher who is employed as a general supervisor may secure a license as supervisor if fully qualified under PI 3.10 (3) (a) 1, 2 and 3. He may become eligible for the life certificate as supervisor by successfully completing 2 post-master's degree courses in education of at least 2 credits each and by producing evidence of successful work as a supervisor or coordinator for 3 or more years in Wisconsin public schools or as a county supervising teacher while holding a supervisor's or coordinator's license. Persons who held county supervising teacher positions on June 30, 1959 and who had at that time completed 15 full years as county and/or city school supervisors in Wisconsin may secure life certificates as supervisors if they have gained or do gain a minimum of 8 semester hours of graduate work in the general fields of school supervision or administration.

(e) General supervisors, curriculum coordinators and others classed as supervisors within the state department of public instruction whose regular duties take them into public schools to work with teachers, administrators or school boards, may secure licenses as supervisors if qualified under PI 3.10 (3) (a) 1, 2 and 3. They may become eligible for the life certificate as supervisor as in PI 3.10 (3) (b) or by serving successfully for 3 years as a supervisor within the state department of public instruction.

(4) SCHOOL ADMINISTRATORS. An administrator under this rule is a person employed by a public school board of education as an assistant principal or principal of a school or as an assistant superintendent or superintendent of any district or city school system. The original administrator's certificate shall be issued for a 3 year term if the applicant meets the minimum requirements. If there are minor temporary deficiencies, one year administrative licenses may be issued which will be renewable if at least one of the course deficiencies is

removed annually. After the minimum requirements are met, a regular 3 year certificate may be issued. After 3 years of successful administrative experience in Wisconsin public schools, while fully licensed, the life certificate may be granted to any administrator who holds the master's degree with the proper distribution of courses as indicated and who also has successfully completed a minimum of 2 courses of at least 2 graduate credits each at the post-master's level in subjects related to school administration, supervision or curriculum. This credential shall become invalid if for 5 or more consecutive years the holder is not actually employed as an administrator in Wisconsin public schools. To obtain a license to act as a school administrator, the applicant must be at least 24 years of age and must be a citizen of the United States. Administrators who have acquired tenure as principals in populous counties pursuant to section 40.42, Wis. Stats., need not qualify under this rule. All administrators included under subsections PI 3.10 (4) (a), (b), (c) and (d) must hold the proper license for an administrator. Such license shall become invalid when the holder no longer holds a valid Wisconsin teacher's credential. The months and years of employment as an active administrator licensed in Wisconsin as such may be counted, for renewal licensing purposes, as both teaching and administration time. Note that the master's degree for administrators may be in any field but that the prescribed pattern of graduate courses in education must be taken. All references in subsections (4) (a), (4) (b) and (4) (c) to elementary or secondary supervision or curriculum shall be considered as having been met if courses covering grades 1-12 have been taken.

(a) *Elementary school principal.* A principal of any public elementary school must hold or be eligible to hold a general license to teach at the elementary level in Wisconsin. A principal of any public elementary school housing or employing 6 or more teachers must hold an elementary administrator's license.

1. A principal of a public elementary school with 6-10 teachers shall have at least a bachelor's degree plus credits in a graduate course in school administration and must have had at least 2 years of public elementary school teaching experience. Principals of 6-10 teacher schools may have until September 1964 to fully qualify.

2. A principal of a public elementary school with 11 or more teachers must hold a master's degree including at least 16 semester hours of credit in graduate work in education. A course in school administration and one in elementary supervision are required. The remaining courses may be selected from the following fields: elementary school curriculum; problems, issues or trends in elementary education; child psychology; measurements; and guidance. A principal must have had at least 3 years of public elementary school teaching experience, one of which may have been as principal.

4. An assistant principal must meet the same requirements as the principal within 2 years after being officially named to such position by the board of education. The license issued to an assistant or vice principal will read assistant principal as of the issuance of licenses for the school year 1962-63. A life certificate to act as assistant principal may be received after serving 3 years in such capacity, fully qualified, licensed, and having gained the necessary post-masters courses.

(b) *Junior high school principal.* A principal of any public junior high school must hold or be eligible to hold a Wisconsin license to teach in the upper elementary grades or in secondary schools and must have had at least three years of public school teaching experience at either the elementary or secondary level.

1. The principal must hold a master's degree with graduate credit in courses in school administration and supervision and in addition at least three of the following fields: curriculum; problems, issues or trends in elementary or secondary education; educational measurements; adolescent psychology; and guidance.

2. An assistant principal must meet the same requirements as the principal within 2 years after being officially named to such position by the board of education. The license issued to an assistant or vice principal will read assistant principal as of the issuance of licenses for the school year 1962-63. A life certificate to act as assistant principal may be received after serving 3 years in such capacity, fully qualified, licensed, and having gained the necessary post-masters courses.

(c) *High school principal.* A principal of any public high school must hold or be eligible to hold a Wisconsin license to teach at the secondary school level and must have had at least 3 years of public school teaching experience at that level.

1. The principal must hold a master's degree with graduate credit in courses in school administration and supervision at the secondary level and in addition at least three of the following areas: secondary school curriculum; problems, issues or trends in education; measurements; adolescent psychology; guidance; school finance; and school law.

2. An assistant principal must meet the same requirements as the principal within 2 years after being officially named to such position by the board of education. The license issued to an assistant or vice principal will read assistant principal as of the issuance of licenses for the school year 1962-63. A life certificate to act as assistant principal may be received after serving 3 years in such capacity, fully qualified, licensed, and having gained the necessary post-masters courses.

(d) *Superintendents.* (City and area superintendents and/or supervising principal of K-12 or 1-12 grades.) Such administrator must hold or be eligible to hold a Wisconsin license to teach at either the elementary or secondary level and must have had at least 3 years of public school teaching experience.

1. He must hold a master's degree with graduate credit in courses in school administration, supervision and school business administration and in at least 3 of the following areas: curriculum; problems, issues or trends in education; measurements; psychology; guidance; school finance; and school law. He must have successfully completed at least one course in supervision and one in curriculum at the secondary level if he were licensed only as an elementary school teacher or at the elementary school level if he were licensed only as a secondary school teacher. (Two years' time may be given to meet this last provision.) Supervision courses covering both the elementary and secondary fields will be accepted.

2. An assistant superintendent must meet the same requirements as the superintendent within 2 years after being officially named to such position by the board of education. The license issued to an assistant superintendent will read assistant superintendent as of the issuance of licenses for the school year 1962-63. A life certificate to act as assistant superintendent may be received after serving 3 years in such capacity, fully qualified, licensed, and having gained the necessary post-masters courses.

(e) *County superintendents.* A county superintendent may secure a license as principal, superintendent or supervisor if fully qualified under PI 3.10 (4) (a), (b), (c) or (d). He may become eligible for the life certificate as principal, superintendent or supervisor under the same conditions as in PI 3.10 (4) after holding a principal's, superintendent's or supervisor's license for 3 years while successfully acting as a county superintendent in Wisconsin. Persons who held county superintendencies on June 30, 1959 and who had at that time completed 15 years as county superintendents or whose county superintendency years combined with district school principalships or superintendency or supervision equalled at least 15 years on June 30, 1959 may secure life certificates in their administrative or supervisory field of preparation or experience if they have gained or do gain a minimum of 8 graduate semester hours in the general fields of school administration or supervision. Elementary administration only in schools that had 6 or more teachers may be included.

(f) *Assistant principal, principal or superintendent of the state school for the visually handicapped and the state school for the deaf.* An assistant principal, principal or superintendent of the state school for the visually handicapped and the state school for the deaf may secure a license as assistant principal, principal or superintendent if fully qualified under subsection PI 3.10 (4) (a), (b), (c) or (d). He may become eligible for the life certificate as an assistant principal, principal or superintendent under the same conditions as in subsection PI 3.10 (4) or by serving successfully for 3 years as assistant principal, principal or superintendent of either of the schools named in this section.

(g) *State department superintendent, assistant superintendent, supervisors, coordinators or specialists.* The state superintendent of public instruction, all professional assistants to the state superintendent and all professional members listed as supervisors of instruction, coordinators or mental health specialists may secure licenses as principals or superintendents if fully qualified under PI 3.10 (4) (a), (b), (c) or (d). They may become eligible for the life certificate as a principal or superintendent under the same conditions as in PI 3.10 (4) or by having successfully performed their respective duties in the State Department of Public Instruction for 3 years.

(h) *President of county college.* A president of a county teachers college shall be considered an administrator under these rules and may be eligible to apply for an administrator's license as a principal or as a superintendent if fully qualified under PI 3.10 (4) (a), (b), (c) or (d). The years spent as the principal or president of a county teachers college shall count as years of public school administration. As of the school year 1963-64 the administrator's license shall be held as provided in section 41.41 of the Wis. Stats.

(i) *School business administrator.* 1. This classification shall apply to those who have been designated by the board of education and/or the superintendent to have general responsibility for the administration of the business affairs of the district. Qualified persons who are performing such duties may receive certification for the school year 1964-65 and thereafter. The certification will be a five year renewable certificate. This certification is not required.

2. To obtain a certificate as a school business administrator, the applicant must have had at least 3 years of experience in education or business and meet either of the following requirements:

a. The school business administrator shall have a Wisconsin superintendent's license or certificate or a Wisconsin teacher's license or certificate based upon a bachelor's degree with a minimum of 18 semester credits in courses such as accounting, auditing, taxation, management techniques, purchasing, school finance, investments, insurance, public relations, plant planning, budgeting, transportation, personnel relations, property management and food service management. Equivalent courses to be determined by the state superintendent or a bachelor's degree in accounting, economics or business administration granted by a college or university approved by the state superintendent of public instruction. A minimum of 18 semester credits of professional education chosen from such courses as history or philosophy of education, educational psychology, guidance, measurements, curriculum, trends in education, school administration, school law, school business administration and school plant planning. Equivalent courses to be determined by the State Superintendent.

b. School business administrators who have been officially designated as such and who have served for 5 years in this capacity as of July 1, 1964 may apply for and receive 5 year certificates.

(5) **CONVERSION TO ELEMENTARY TEACHING.** Conversion to teaching in grades 4 through 8 by qualified high school teachers requires either the completion of the plan for such conversion as established by a college of the applicant's choice or the completion of the following courses:

	Semester Credits
Child growth and development	3
Elementary curriculum	3
Teaching of reading techniques	3
Teaching of arithmetic techniques	2
Teaching of language arts techniques	2
Practice teaching on elementary level	4
Art	2
Music	2
Mathematics (2 semester credits arithmetic)	2
Social science (3 semester credits in American History, 3 semester credits in general geography which may include conservation)	6
Conservation	2
Science	6

Subjects and fields covered previously in college need not be repeated. Conversion to kindergarten and primary teaching by high school teachers is not encouraged and will require more extensive preparation.

(6) **CONVERSION TO SECONDARY TEACHING.** Conversion to secondary teaching by qualified elementary teachers requires either the successful completion of the following courses or a plan set up by the college of the applicant's choice.

	Semester Credits
Adolescent psychology -----	3
Methods in major field or subject -----	2 or 3
Establishment of 1 major and 1 minor or 2 majors	
(Practice teaching at the secondary level is recommended)	
Subjects and fields covered previously in college need not be repeated.	

(7) **LICENSES AND TERM CERTIFICATES.** All licenses and term certificates shall be issued for school years or less and the expiration date shall be of June 30 of the designated year.

(8) **REVOCAION OF LICENSES.** Section 40.43 (5), Wis. Stats., provides the grounds for revocation of teaching licenses.

(a) The state superintendent may revoke licenses of or deny licenses to persons whose teaching licenses have been revoked by some other state department of public instruction for inefficiency or immorality.

(b) The state superintendent will not review the case of a person whose license has been revoked in another state for inefficiency or immorality until such person has been officially reinstated in the state where the revocation took place.

History: 1-2-56; am. (7); r. & recr. (8); renum. (9) to be (11) and (10) to be (12); cr. (9) and (10), Register, July, 1958, No. 31, eff. 8-1-58; r. (1), (2), (3), (4), (5) and (6); renum. (7) and (8) to be (1) and (2); renum. (9) to be (3); am. (3) intro. par.; cr. (3) (d) and (3) (e); renum. (10) intro. par. to be (4) and am.; am. (4) (a), intro. par.; cr. (4) (e), (f), (g) and (h); renum. (11) to be (5) and am.; renum. (12) to be (7); cr. (6), Register, November, 1958, No. 35, eff. 12-1-58; am. (1), (2) (c), (3) (a), (3) (a) 2, (3) (a) 3, (3) (b), (3) (d), (4), (4) (a) 1; r. (4) (a) 2; am. and renum. (4) (a) 3 to be (4) (a) 2; am. (4) (b) 1, (4) (c) 1, (4) (d), (4) (e), (4) (h), (5), (6), Register, September, 1960, No. 57, eff. 10-1-60; am. (1); (2) (a), (b), and (c); (4) intro. par.; (4) (a) 4; (4) (b) 2; (4) (c) 2; (4) (d) 2; (4) (f); cr. (8), Register, June, 1962, No. 78, eff. 7-1-62; r. (2) (b); am. (1); renum. (2) (a) to be (2) (b); cr. (2) (a); am. (2) (c); cr. (2) (d); am. (3) (a) intro. par.; am. (4) (a) intro. par.; am. (4) (b) intro. par.; am. (4) (c) intro. par.; am. (4) (d), intro. par.; cr. (4) (i), Register, August, 1964, No. 104, eff. 9-1-64.

PI 3.20 Specialized areas. (1) **SCHOOL SOCIAL WORKER.** (a) *Junior school social worker.* Eighteen semester hours of professional education or its equivalent is basic. One year satisfactorily completed in an approved school of social work at the graduate level is required. The state superintendent may issue temporary certification to applicants with deficiencies either in social work or education. Such deficiencies must be removed at the minimum rate of 6 semester hours per year. There shall be no life certificate at the junior school social worker level. All persons who qualify as junior school social workers after June 30, 1964 must reach senior school social worker status before any form of renewal license may be given.

(b) *Senior school social worker.* Eighteen semester hours of professional education or its equivalent. A master's degree in social work taken in an approved school of social work. A minimum of 3 years experience in a recognized social agency working with children and youth or performance of the work of a school social worker for 3 years. Credits obtained in the social work course that the school's department of education will accept as equivalent to professional education will be accepted toward a license to teach in (a) and (b). The state superintendent may also determine equivalency.

(2) SCHOOL PSYCHOMETRIST. (a) Eighteen semester credits of professional education or its equivalent.

(b) A bachelor's degree plus 24 semester credits of graduate work in psychology and/or education.

(c) At least 18 semester credits in courses listed in Group A and at least 6 semester credits in courses listed in Group B.

Group A

- * Child or adolescent psychology
- * Psychology of learning
- Experimental psychology
- Abnormal psychology
- * Tests and measurements
- Statistics
- Social psychology
- Principles of psychotherapy
- * Individual mental testing
- Projective psychology
- * Supervised clinical practice
- Psychopathology
- Psychology of adjustment
- Social work

Group B

- Introduction to education
- Modern philosophies (issues) in education
- * Curriculum, elementary instructional problems or teaching course in subject major
- Education of exceptional children
- Remedial instruction
- Guidance techniques
- School administration
- School law
- School finance
- Educational laboratory

Note: Courses taken for bachelor's degree not to be repeated.

* Starred courses are required.

(d) At least 3 semester credits of supervised teaching or internship.

(e) Credits obtained in the area of psychology that the school's department of education will accept as equivalent to professional education will be accepted toward (a). The state superintendent may also determine equivalency.

(f) The life certificate as school psychometrist may be obtained after 3 years of successful full time work as a licensed school psychometrist in Wisconsin public schools. Credit towards a life certificate may be earned by a licensed school psychometrist for those years in which his work has been that of a school psychometrist at least 25% of the time. Eligibility is secured when such part-time work equals 3 full school years.

(g) Course work taken to fulfill the certification requirements in (c) must be taken at a college or university approved for this type of training by the Wisconsin department of public instruction.

(3) SCHOOL PSYCHOLOGIST. (a) A master's degree in psychology or education.

(b) Forty-eight semester credits of graduate work in the fields of psychology and education.

(c) Thirty semester credits in the field of psychology of which at least 24 semester credits shall be at the graduate level.

(d) Eighteen semester credits of professional education or its equivalent.

(e) At least 3 semester credits of acceptable supervised laboratory or clinical experience.

(f) Must have completed all courses required of school psychometrist.

(g) Must have had 4 years of experience in 2 or more of the following fields, 2 years of which must have been in school psychometric

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or psychological work: teaching in elementary or secondary schools (may be waived upon investigation of department), experience in guidance clinics at social agencies and institutions dealing primarily with children and adolescents, experience as school psychometrist under supervision, experience in an educational or psychological clinic.

(h) Credits obtained in the area of psychology that the school's department of education will accept as equivalent to professional education will be accepted toward (d). The state superintendent may also determine equivalency.

(i) Credit toward a life certificate may be earned by a licensed school psychologist if at least one-half of his time is spent as a school psychologist. Eligibility is secured when such part-time equals 3 years of full time work as psychologist or if 3 full years as school psychologist have been completed successfully.

(j) Course work taken to fulfill the certification requirements in subsections (b), (c) and (e) must be taken at a college or university approved for this type of training by the Wisconsin department of public instruction.

(5) (4) **NURSERY SCHOOL TEACHERS.** License will be granted upon evidence of completion of a four-year course in a school accredited for providing a professional major in the teaching of nursery school children.

(6) (5) **TEACHERS OF TRADES.** Licenses to teach technical courses such as plumbing, electricity and allied subjects may be issued to otherwise unqualified people who have had at least 3 years of practical experience beyond apprenticeship and who successfully complete 18 semester hours of college work in education. The areas of educational psychology, methods of teaching and student teaching shall be included. The student teaching program under college supervision of the proper college authority may be established on the job.

(7) (6) **TEACHERS OF HANDICAPPED CHILDREN.** (a) Persons preparing to be teachers of handicapped children must meet the general state requirement of a degree with the pattern approved for college or university of attendance in general education and professional education. Teachers holding a life certificate in another area of teaching or who have had a minimum of 3 years of successful teaching must satisfy the requirements specified below for regular licensing and must also satisfy the requirement for a bachelor's degree if they do not hold a life certificate. Under exceptional circumstances, and on the written request of the employing superintendent, a 1 year permit may be issued to experienced teachers who have not completed the requirements listed here. On completion of the course requirements, the candidate becomes eligible for a 3 year license. On satisfactory completion of 3 years of experience in the specialty, the license may be converted to a life certificate. Teachers who are fully qualified to hold a Wisconsin license to teach mentally retarded children in grades 1-8 or 4-8 may have their licenses extended to cover grades 9-10. Added requirements will be a course in adolescent psychology and a reasonable pattern of course work in the subject areas to be taught. Such patterns to be evaluated by the school district administrator and the state superintendent.

(b) In general professional training 18 semester credits are required of which child or adolescent development, group tests and measurements, practice teaching with normal children and curriculum planning are required. The remaining credits may be chosen from methods of instruction, history of education, personality adjustment, educational sociology, fundamentals of speech, audio-visual education, recreation, guidance, kindergarten-primary methods and educational psychology.

(c) Six semester credits of college work in the general area of exceptional children are required of which a course in the psychology or nature of exceptional children is required. The remaining credits may be chosen from abnormal or clinical psychology, individual mental testing (survey), guidance of exceptional children, administration and supervision of special education, speech correction, health problems of the exceptional child, field work with the exceptional child, home and community planning, psychological appraisal of the physically handicapped and teaching of physical education for the handicapped child.

(d) The areas of specialization involved are as follows:

1. Teachers of the deaf. Eighteen semester credits are required of which practice teaching and observation (deaf), techniques of teaching school subjects (deaf), speech and speech reading for the deaf and language problems and development are required. The remaining credits may be chosen from anatomy of hearing and speech organs, advanced problems of speech for the deaf, auditory training, audiology (audiometry and hearing aids) and arts and crafts.

2. Teaching of the mentally retarded. Twelve semester credits of special work are required of which methods of teaching the mentally handicapped, practice teaching of the mentally handicapped and *introduction to mental retardation* are required. The remaining credits may be chosen from courses in remedial reading, curriculum for the mentally handicapped, occupational information and guidance for the mentally handicapped, recreation for the mentally handicapped, arts and crafts, music education for the retarded and educational problems of the cerebral palsied.

3. Orthopedic specialization. Twelve semester credits of special work are required of which methods of teaching crippled children and practice teaching of crippled children are required. The remaining credits may be chosen from remedial reading, kinesiology or physical reconstruction, survey of pathology of crippling conditions, technique of teaching the mentally handicapped and survey of speech correction techniques.

4. Speech correction specialization. Twenty-one semester credits are required. Introductory speech correction and/or language development, advanced speech correction, techniques of teaching speech correction, practice teaching speech correction, phonetics, hearing rehabilitation and/or acoustic instrumentation and organs of speech and hearing will be required, and the remaining credits may be chosen from speech for deaf, remedial reading and psychology of speech. Note: Personality adjustment in (6) (b) may be used in lieu of curriculum.

5. Vision specialization. Twelve semester credits are required. Practice teaching visually handicapped children, techniques of teaching school subjects to visually handicapped and Braille reading and writing are required, and the remaining credits may be chosen from arts and crafts, introductory speech correction, speech for the visually handicapped and anatomy of the eye.

6. Emotionally disturbed. Fifteen semester hours of special work are required, of which methods of teaching the emotionally disturbed and/or the socially maladjusted, practice teaching of disturbed children, remediation of learning difficulties are required. The remaining credits may be chosen from courses in remedial reading clinic, internship with disturbed children (state superintendent to determine), nature and needs of children who are emotionally disturbed, practicum in behavior problems, child psychiatry, abnormal psychology, introduction to mental retardation, agencies serving emotionally disturbed and/or socially maladjusted children, arts and crafts, survey in occupational therapy techniques, juvenile delinquency, diagnosis and treatment of pupil adjustment difficulties, clinical studies in guidance and emotional and personality development in the elementary school.

(8)

(7) DRIVER EDUCATION AID. Pursuant to subsection 20.650 (47), Wis. Stats., the state superintendent of public instruction establishes a plan for the apportionment of financial aids to qualifying high schools and schools of vocational and adult education for driver education made available pursuant to subsections 20.560 (74), 20.560 (79), 20.650 (47) and 20.850 (11a) and in accord with subsection 40.71 (12).

(a) Aids shall be paid to high schools for eligible students as defined in paragraph 5 below, who are residents of Wisconsin and who during the preceding year successfully concluded a complete driver education course. As used herein, "successfully concluded" means that the student has participated in the minimum required number of hours of instruction in accordance with paragraph 1 below.

1. Such course shall include a minimum of 30 clock hours of instruction in the classroom phase and a minimum of 6 clock hours of observation time and 6 clock hours of actual behind-the-wheel instruction in the practice driving phase. Upon application to the state superintendent, consideration will be given to the approval of programs providing for use of a multiple-car driving range and/or instruction in a driving simulator for a portion of the practice driving instruction time. Such consideration will be based on the specific program proposed by the local district and on national recommendations such as those set forth in the national commission on safety education publication, "Policies and Practices for Driver Education, 1960 Edition."

a. During the regular school year the classroom phase shall extend over a minimum of 6 weeks for each student at no more than one regular class period per day or at no more than one two-hour meeting per week for classes taught in the evening or on Saturdays, and the practice driving phase shall extend over a minimum of 3 weeks for each student with no more than 45 minutes of actual behind-the-wheel instruction, exclusive of observation time, per day.

b. During a summer program the classroom phase shall extend over a minimum of 3 weeks for each student at no more than 2 hours per day and the practice driving phase shall extend over a minimum of 3

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weeks for each student with no more than 45 minutes of actual behind-the-wheel instruction, exclusive of observation time, per day. The above requirement relative to the classroom phase of summer programs shall be effective as of the summer of 1963. Summer programs in 1962 will be approved if the classroom phase extends over a minimum of 2 weeks for each student at no more than 3 hours per day.

c. Effective July 1, 1963, if a period of more than a year and one month elapses between completion of the classroom phase and the commencement of the practice driving phase, a refresher course of classroom instruction is required. Such refresher course shall be in substantial accordance with a course of study to be prepared by the department of public instruction.

2. High schools shall have their plans for teaching driver education approved by the state department of public instruction. Such approval shall be obtained before the course is begun. The plans shall be reported in a manner and using such forms as may be required to ascertain that the course meets the regulations set forth specifically in this rule, as well as adheres to other good educational procedures such as those involving length of class period, number of hours per day and per week, and number of students per teacher. Changes to be made in a course which has been approved shall be submitted to the department of public instruction for approval. Summer courses may be accepted based upon similar criteria.

3. The teacher of the practice driving phase shall possess a valid Wisconsin certificate to teach driver education issued by the department of public instruction. Effective July 1, 1962, the teacher of the classroom phase shall also possess such certification.

4. The maximum materials fee that may be charged for an approved course is \$5. For students who are not residents of the district, a tuition fee may also be charged. However, in no case may the total of the materials fee, tuition, and aid exceed the actual cost of instruction.

5. Aid shall be paid for the following categories of students:

a. During the school year, students of high school age regularly enrolled in that high school.

b. During a summer program, any person under 18 years of age and students 18 and 19 years of age who were regularly enrolled during the preceding school year in a high school or in a high school program in a school of vocational and adult education. Students who are 18 or 19 years of age remain eligible in the summer following their graduation from high school, if they graduated during the preceding school year.

6. School districts applying for this aid shall report annually upon the number of students successfully completing the complete driver education course and such other detailed information relative to the names and qualifications of teachers and expenditures for salaries, equipment, and supplies for the course as may be required.

(b) Aids shall be paid for eligible students of vocational and adult schools as defined in paragraph 5 below, who are residents of Wisconsin and who during the preceding year successfully concluded a complete driver education course. As used herein, "successfully concluded" means that the student has participated in the minimum required number of hours of instruction in accordance with paragraph 1 below.

1. Such course shall include a minimum of 30 clock hours of instruction in the classroom phase and a minimum of 6 clock hours of observation time and 6 clock hours of actual behind-the-wheel instruction in the practice driving phase. Upon application to the state director of vocational and adult education, consideration will be given to the approval of programs providing for use of a multiple-car driving range and/or instruction in a driving simulator for a portion of the practice driving instruction time. Such consideration will be based on the specific program proposed by the local district and on national recommendations such as those set forth in the national commission on safety education publication: "Policies and Practices for Driver Education, 1960 Edition."

a. During the regular school year the classroom phase shall extend over a minimum of 6 weeks for each student at no more than one regular class period per day or at no more than one two-hour meeting per week for classes taught in the evening or on Saturdays, and the practice driving phase shall extend over a minimum of 3 weeks for each student with no more than 45 minutes of actual behind-the-wheel instruction, exclusive of observation time, per day.

b. During a summer program the classroom phase shall extend over a minimum of 3 weeks for each student at no more than 2 hours per day and the practice driving phase shall extend over a minimum of 3 weeks for each student with no more than 45 minutes of actual behind-the-wheel instruction, exclusive of observation time, per day. The above requirement relative to the classroom phase of summer programs shall be effective as of the summer of 1963. Summer programs in 1962 will be approved if the classroom phase extends over a minimum of 2 weeks for each student at no more than 3 hours per day.

c. Effective July 1, 1963, if a period of more than one year and one month elapses between completion of the classroom phase and the commencement of the practice driving phase, a refresher course of classroom instruction is required. Such a course shall be in substantial accordance with a course of study to be prepared by the department of public instruction.

2. Vocational and adult education schools shall have their plans for teaching driver education approved by the state board of vocational and adult education. Such approval shall be obtained before the course is begun. The plans shall be reported in a manner and using such forms as may be required to ascertain that the course meets the regulations set forth specifically in this rule, as well as adheres to other good educational procedures such as those involving length of class period, number of hours per day and per week, and number of students per teacher. Changes to be made in a course which has been approved shall be submitted to the state board of vocational and adult education for approval. Summer and evening classes may be accepted based upon similar criteria.

3. The following requirements shall apply to teachers of the practice driving phase and/or the classroom phase:

a. The teacher shall either be certified by the state board of vocational and adult education as a full-time teacher, including the required courses in education, or licensed by the state department of public instruction.

b. The teacher shall hold a current Wisconsin driver's license and have an acceptable driving record.

c. The teacher shall have earned at least 6 semester hours of approved credit in the field of driver and safety education in an accredited teacher education college. At least 3 semester hours of such credit shall be in driver education and shall include experience in teaching practice driving. Teachers have a minimum preparation of 2 semester hours' credit in basic driver education, who have been teaching driver education regularly for at least one of the past 2 years and who meet the requirements in a and b above, will be approved until July 1, 1963. After this date, all teachers shall meet the 6 credit requirement.

4. The maximum materials fee that may be charged for an approved course is \$5. For students who are not residents of the district, a tuition fee may also be charged. However, in no case may the total of the materials fee, tuition, and aid exceed the actual cost of instruction.

5. Aid shall be paid for the following categories of students:

a. Any person under 18 years of age.

b. Students 18 or 19 years of age who during the school year are regularly enrolled in a high school or in a high school program in a school of vocational and adult education. Students who are 18 or 19 years of age remain eligible in the summer following their graduation from high school, if they graduated during the preceding school year.

6. Vocational and adult school districts applying for this aid shall report annually to the state board of vocational and adult education upon the number of students and such other detailed information relative to the names and qualifications of teachers and expenditures for salaries, equipment, and supplies for the course as may be required.

(c) Aids shall be paid for programs taught in part by a public high school and in part by a vocational and adult education school.

1. Such programs shall be established by action of both the board of education of the district operating the high school and the local board of vocational and adult education who are involved. Each board shall be responsible for that portion of the program taught as a part of its curriculum. However, the entire program shall be reported for approval by one of the schools. Aid will be claimed by and paid to the reporting school. Any distribution of the aid may be made locally as agreed upon between the respective boards of education. The responsibility for reporting, receiving the aid, and distributing the aid to the respective districts shall be specified in the action establishing the cooperative program.

2. Appropriate requirements in sections (a) and/or (b) of this rule shall apply.

(8) SCHOOL COUNSELOR OR GUIDANCE WORKER. This classification shall apply to those who perform counseling and guidance functions in an organized fashion. The recognized advisory duties of the regular classroom teacher shall not be considered as guidance. Qualified persons who are performing the duties of counselors or guidance personnel for 1960-61 may secure counselors' certificates. Proper certification of all school counselors or guidance workers spending one-fourth of the school day or more as counselors will be required as of 1963-64. Persons who have been officially designated as counselors or guidance workers and relieved from classroom and other duties one-fourth time for 5 or more years as of July 1, 1960 may be granted 3 year certificates without meeting the course requirements. Such certificates may be renewed by meeting one course requirement in 2b

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or 2c under School Counselor—Grade B and by having a minimum of one year of accumulated work experience after high school graduation in fields other than education. Five year renewal certificates may be obtained by earning graduate credits in two courses in 2b or 2c. The earning of credits shall be compulsory until grade B requirements are met. There will be no life certificates issued for guidance and counseling.

(a) *School Counselor—Grade B.* 1. General requirements are a bachelor's degree from an approved college or university, a current Wisconsin teaching license or eligibility to hold such license and a minimum of 2 years of teaching experience.

2. Educational requirements are a minimum of 18 semester hours of graduate work in education and guidance. Two courses among the following may be accepted from the undergraduate level, but this shall not decrease the graduate minimum requirement.

a. Required courses: a basic course in the introduction to a general understanding of guidance and a course in guidance techniques. Colleges and universities are urged to introduce and to require a course in supervised practice in counseling.

b. Select at least 3 courses from the following: human growth and development, including mental hygiene; educational and occupational information; curriculum development; statistics and measurements research; and study of individuals through tests, interviews, records and other means.

c. Other elective areas: administration and organization of guidance programs; group guidance; remedial and/or developmental reading; psychology of individual differences; school administration; the exceptional child; curriculum construction; and child or adolescent psychology.

(b) *School Counselor—Grade A.* 1. General requirements are a master's degree from an accredited college or university, a current Wisconsin teaching license or eligibility to hold such a license, a minimum of 2 years experience as a counselor, a minimum of one year of accumulated work experience after high school graduation in fields other than education and at least 2 years of teaching experience.

2. Educational requirements: at least 6 additional semester hours of graduate credit (above B level requirement). If not already taken, this must include administration and organization of guidance programs. Other courses to be selected from list in 2a, b and c (under school counselor—grade B). An applicant for a counselor's license (at either level) may receive a 3 year license if fully qualified. A renewal certificate may be issued for 5 years. Such certificate may be renewed for 5 year intervals, subject to future rules.

(12) (9) **SCHOOL PHYSICAL THERAPIST.** (a) A registered physical therapist may serve in a school situation if certified by the proper certifying agency.

(b) Certification as a school physical therapist is available, but will not be required.

(c) The school physical therapist must hold proper certification as a physical therapist and must have eighteen semester credits in professional education or its equivalent as approved by the state superintendent.

(13) (10) SCHOOL OCCUPATIONAL THERAPIST. (a) A registered occupational therapist may serve in a school situation if certified by the proper certifying agency.

(b) Certification as a school occupational therapist is available but will not be required.

(c) The school occupational therapist must hold proper certification as an occupational therapist and must have eighteen semester credits of professional education or its equivalent as approved by the state superintendent.

(14) (11) VALIDITY OF LIFE CERTIFICATES. All life certificates obtained under PI 3.20 (1), (2), (3), (4), (5) and (6) will be valid only so long as the holder remains actively employed in a public school professional position for which his license entitles him to employment. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in public education requiring the holding of a valid Wisconsin license. Such nullified credential may be renewed under regulations in force at the time of the application for renewal.

History: 1-2-56; am. (2) and (3); cr. (5) and (6), Register, November, 1958, No. 35, eff. 12-1-58; cr. (7), Register, April, 1959, No. 40, eff. 5-1-59; am. (1) (a), (2) (f), (3) (i), (6) (a), (6) (b), (6) (c), (6) (d) 2; cr. (6) (d) 6; (8) and (9), Register, September, 1960, No. 57, eff. 10-1-60; cr. (2) (g); (3) (j); am. (6) (a); (7); Register, June, 1962, No. 78, eff. 7-1-62; am. (6) (a); am. (6) (d) 2; am. (8) (a) 1; am. (8) (b) 1; renum. (9) to be (11); cr. (9) and (10), Register, August, 1964, No. 104, eff. 9-1-64.