

## 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. Licenses are given to persons who are recommended by the proper college authorities and who have completed a program approved by the state superintendent of public instruction. Approved programs must meet the minimum requirements set by the state superintendent but they may go beyond these minimums as determined by each teacher preparation institution and as approved by the state superintendent. 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) **EARLY CHILDHOOD EDUCATION (N-K).** Baccalaureate degree-holding applicants shall have completed an early childhood or elementary education program approved by the state superintendent. A minimum of 26 semester credits of professional courses which shall include required course work in child growth and development, psychology of learning, methods and curriculum in early childhood education, and student teaching (minimum of 5 semester credits). Student teaching is required at each level of specification for which certification is given (nursery; kindergarten).

(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. One college or university major in a given subject field.

5. Adequate preparation in conservation of natural resources (Wis. Stats. 40.43 (6)) must include a program of study including:

History and philosophy of the conservation movement,  
Appreciative understanding of the wide variety of natural resources,

Importance of conservation of natural resources in a national and international setting,

Relationship of supply of natural resources and economic structure,  
Natural resource management: techniques, need for and type of controls,

Role and importance of resource use planning for the future. Public and private schools of higher education, where section 40.43 applies, shall submit a syllabus of the course of instruction in the conservation of natural resources or a listing of units if the preparation in conservation is integrated in other courses. Time allotments must be indicated unless conservation of natural resources is offered for credit. In which case credit earned must be indicated.

6. 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.

7. 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.

8. 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 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. If the pattern in a special subject field is not sufficiently broad to cover the entire field, a license restricted to specific subjects within the field may be issued.

(b) 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.

(c) 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) TEACHERS IN VOCATIONAL PROGRAMS. Three-year non-renewable licenses designated business and office—vocational, trades and indus-

try—vocational (including drafting, power mechanics, industrial wood-working, building construction, metal working, electronics—electricity, and graphic arts), and distributive education—vocational may be issued.

(a) Applicants must complete a 34-semester hour major in business education, industrial education, or distributive education. A course in principles, issues, or philosophy of vocational education must be completed.

(b) Certification designated business and office—vocational and trades and industry—vocational requires completion of occupational experience totaling 2,000 hours during the 10-year period preceding the effective date of certification. Up to two-fifths of the occupational experience may be secured by earning university graduate credits in appropriate technical subjects or workshops, one semester hour counting as 95 clock hours of occupational experience and one clock hour of approved workshop experience counting as up to 3 clock hours of occupational experience. Workshops must have prior approval of the state superintendent.

(c) Certification designated distributive education—vocational requires completion of occupational experience totaling 4,000 hours under the conditions outlined in section (5) (b).

(d) Collegiate field experience (cooperative educational programs) resulting in college credit may be used to satisfy occupational experience requirements, each hour worked counting as up to 3 clock hours of occupational experience. Prior approval by the state superintendent of collegiate field experience programs is required.

(e) A 5-year renewable certificate may be granted upon completion of 3 years of successful teaching in a position requiring Wisconsin vocational certification for the subjects endorsed on the 3-year license and upon completion of 3 semester hours of appropriate collegiate credit. Two hundred eighty-five clock hours of appropriate occupational experience may be substituted for the 3 hours of collegiate credit. Workshops may also be substituted as in section (5) (b).

(f) Five-year certificates may be renewed by presenting evidence of completion of 5 semester hours of appropriate collegiate credit or 475 clock hours of appropriate occupational experience. Workshops may be substituted as in section (5) (b).

(g) There is no unlimited certification in certification categories designated vocational.

(6) LOCAL VOCATIONAL EDUCATION COORDINATORS. (a) For a 3-year license the applicant must possess evidence of vocational education and administrative competencies, credentials to include the following:

1. A baccalaureate or higher degree with a major in a vocational subject area or related area as identified by the state superintendent.
2. College-level course work in the following areas:
  - a. Issues, principles or philosophy of vocational education
  - b. Organization and administration of cooperative vocational programs
  - c. Curriculum planning and development
  - d. Supervision of instruction
  - e. Guidance with an emphasis on career development

f. Administration of public school districts.

3. Work experience outside of teaching to include at least 2,000 hours in one or more occupational fields. Collegiate field experience resulting in college credit may be used to satisfy occupational requirements, each contact hour counting up to 3 clock hours of occupational experience. Workshops may be substituted for occupational experience as follows: one clock hour of approved workshop experience counts up to 3 clock hours of occupational experience. Approval by the state superintendent is required.

4. Three years of successful teaching in a vocational subject area identified as such by the state superintendent, or 2 years of secondary teaching in vocational subject areas and an additional 2 years in administration and/or guidance.

(b) A 5-year license will be granted upon presentation of evidence of 3 years of successful employment as a local vocational education coordinator during the period of the 3-year license.

(c) Five-year certificates may be renewed by presenting evidence of the completion of 5 semester hours of collegiate credit or 475 clock hours of appropriate occupational experience which contributes to broadening the vocational competency of the applicant may be substituted for college credit. Collegiate field experience resulting in college credit may be used to satisfy occupational requirements, each contact hour counting up to 3 clock hours of occupational experience. Workshops may be substituted for occupational experience as follows: one clock hour of approved workshop experience counts up to 3 clock hours of occupational experience. Workshops must have prior approval of the state superintendent. These requirements are to be fulfilled within the immediate preceding 5-year period.

(7) **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.

(8) **NON-PROFESSIONAL FIELDS OF SERVICE.** Under section 115.29 (3), Wis. Stats., certification will not be required of people assisting teachers in the broad instructional program except where certification classifications of non-professional school employees have been established.

(a) *Handicapped children's aide.* A handicapped children's aide license may be issued to a person serving as a teacher's aide or paraprofessional assigned to a special education program or service supported by the handicapped children's services division. Role and function will be determined by the professional educator whom the handicapped children's aide assists and may encompass clerical, house-keeping, supervisory or instructional assistance depending upon the competency, background and training of the specific teacher aide or paraprofessional. Such a license may be issued to a person with 3 years of experience in the supervision of structured youth activities, or to persons who have completed 3 years of college education, or a

reasonable combination of these criteria, and who are at least 20 years of age.

(9) **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.

(10) **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.

(11) **SUBSTITUTE TEACHERS.** Term certificates allowing persons to serve as substitute teachers in the public schools may be issued to applicants who have held a regular Wisconsin credential which has expired or the equivalent credential issued in another state.

**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; rn. (3) (a) 4, 5, and 6, to be (3) (a) 6, 7, and 8; cr. (3) (a) 4, and 5; am. (6) (intro. par.); cr. (9), Register, September, 1966, No. 129, eff. 10-1-66; r. and recr. (4) (b), Register, April, 1968, No. 148, eff. 5-1-68; r. and recr. (6), Register, March, 1969, No. 159, eff. 4-1-69; r. and recr. (4) (a), r. (4) (b), renum. (4) (c) to be (b), (4) (d) to be (c), (5) to be (6), (6) to be (7), (7) to be (8), (8) to be (9), (9) to be (10) and cr. (5), Register, July, 1969, No. 163, eff. 8-1-69; am. intro. par.; r. and recr. (1); renum. (6) to be (7); cr. (6); renum. (7) to be (8); (8) to be (9); (9) to be (10); (10) to be (11), Register, May, 1970, No. 173, eff. 6-1-70.

**PI 3.04 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. Certificates are given to persons who are recommended by the proper college authorities and who have completed a program approved by the state superintendent of public instruction. Approved programs must meet the minimum requirements set by the state superintendent but they may go beyond these minimums as determined by each teacher preparation institution and as approved by the state superintendent.

(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

Register, May, 1970, No. 173



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; am. intro. par., Register, May, 1970, No. 173, eff. 6-1-70

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