

qualify and will be issued provisional one-year licenses to act in this capacity.

(c) General and special education 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) or (b). They may become eligible for the life certificate as supervisor as in PI 3.10 (3) (a) or (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 or a private school as a principal, assistant principal, district administrator, or assistant district administrator. All public school administrators included under section PI 3.10(4) must hold the proper administrative license. The initial non-renewable administrator's certificate shall be issued for a three-year period if the applicant meets the minimum requirements. If there are minor deficiencies, a one-year administrative license may be issued. This license may be renewed for 2 additional years if evidence is provided to the state superintendent that satisfactory effort has been made to remove the deficiencies. For the first renewable five-year license, an applicant must have completed 3 years of successful experience as an administrator while holding a license for the position(s) for which licensure is sought. For each subsequent five-year license, the applicant must have completed a planned program of professional development (6 semester credits or the equivalent) approved by the state superintendent. A school administrator license shall become invalid if for 5 or more consecutive years the holder is not actually employed in educational administration; renewal of an invalid license under this section will require the completion of 6 semester credits of graduate study approved by the state superintendent. Standards contained in this section take effect July 1, 1980; persons holding life licensure at that time are not affected by this rule, and persons holding three-year licensure expiring in 1980 and thereafter are eligible for licensure under rules for renewal in effect on July 1, 1980.

(a) *General requirements.* Initial district administrator and assistant district administrator licensure issued under PI 3.10(4) requires completion of an approved specialist's degree program in school administration or its equivalent. Initial licensure issued under PI 3.10(4) for all other administrators requires completion of an approved master's degree program in school administration or its equivalent. Approved programs shall include a practicum and shall be competency-based; competencies that candidates shall possess before program completion and before institutional recommendation for certification shall include but not be limited to the following:

1. Knowledge of the social context in which the school operates, including the organizational, political, and legal relationship between and among the school, the local community, and state and national agencies.

*The following licenses currently issued will be replaced by PI 3.10(4) (b), (c), and (d): 05, 06, 25, 26, 30, 31, 40, 35, and 36.

2. Ability for planning, budgeting, organizing, coordinating, stimulating, and evaluating school programs.

3. Vision and commitment to improving education including expertise in curriculum development and implementation which reveals a thorough understanding of children and youth.

4. Ability to motivate people to work together.

5. Knowledge and skill in utilizing both human, and material resources and in evaluating and improving one's own performance and that of staff.

6. Skill in utilizing effectively techniques of decision-making, communication, authority and influence, conflict resolution, leadership, problem-solving, and the introduction of change.

(b) *Elementary school administrator*. 1. For the initial three-year license, the applicant must meet the following criteria:

a. Eligibility to hold a Wisconsin license to teach in the elementary schools.

b. Three years of successful teaching experience at the elementary school, middle school, and/or junior high school levels.

c. A master's degree.

d. Successful completion of an approved master's degree program for the preparation of elementary school administrators or its equivalent and the endorsement of the educational institution which offers the approved programs.

2. For the first five-year license, the applicant must have completed 3 years of successful experience as an elementary school, middle school, and/or junior high school administrator or assistant administrator.

3. For each subsequent five-year license, the applicant must have completed a planned program of professional development (6 semester credits or the equivalent) approved by the State Superintendent.

Note: This licensure permits the holder to serve as a principal or an assistant principal in an elementary school, a middle school, or a junior high school.

(c) *Secondary school administrator*. 1. For the initial three-year license, the applicant must meet the following criteria:

a. Eligibility to hold a Wisconsin license to teach in the secondary schools.

b. Three years of successful teaching experience at the middle school, junior high school, and/or the senior high school levels.

c. A master's degree.

d. Successful completion of an approved master's degree program for the preparation of secondary school administrators or its equivalent and the endorsement of the educational institution which offers the approved program.

2. For the first five-year license, the applicant must have completed three years of successful experience as a middle school, junior high school, and/or senior high school administrator or assistant administrator.

3. For each subsequent five-year license, the applicant must have completed a planned program of professional development (6 semester credits or the equivalent) approved by the State Superintendent.

Note: This licensure permits the holder to serve as a principal or an assistant principal in a middle school, a junior high school, or a senior high school.

(d) *District administrator.* 1. For the initial three-year license, the applicant must meet the following criteria:

a. Eligibility to hold a Wisconsin license as an elementary or secondary school administrator

b. A specialist's degree or the equivalent.

c. Successful completion of an approved specialist's degree program for the preparation of district administrators or its equivalent and the endorsement of the educational institution which offers the approved program.

2. For the first five-year license, the applicant must have completed 3 years of successful experience as a district administrator or assistant district administrator

3. For each subsequent five-year license, the applicant must have completed a planned program of professional development (6 semester credits or the equivalent) approved by the State Superintendent.

Note: This licensure permits the holder to serve as a district administrator or an assistant district administrator as well as to serve in all positions included under PI 3.10(4) (b) and (c).

(e) *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 section 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 section 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.

(f) *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.

(g) *School business manager.* 1. This classification shall apply to those who have been designated to have general responsibility for the administration of the business affairs of the district.

2. Certification of the school business manager shall be mandatory as of July 1, 1972 for the school business manager in any district having an average daily membership exceeding 1,500.

3. To obtain certification as a district business manager, the applicant must meet any one of the following 3 minimum requirements:

a. A Wisconsin superintendent's license or certificate, with 3 years of experience as a chief school district administrator in a district employing at least 16 teachers, not including administrators.

b. 1) A master's degree from an accredited college or university.

2) At least 9 graduate semester credits in the area of school business administration. This area of study should include such courses as school financial accounting, school business management, purchasing and supply management, school plant planning, and personnel management.

3) At least 9 graduate or undergraduate semester credits in business administration, including such courses as accounting, public finance, investments, insurance, public relations, and data processing.

4) At least 9 graduate or undergraduate semester credits in educational foundation areas.

5) Credit for equivalent courses may be approved by the state superintendent.

c. School business managers, who have been officially designated as chief business manager and have served for 5 years in Wisconsin public schools in this capacity as of July 1, 1972, may apply for and receive an unlimited certificate. Also, those individuals who are certified under standards in force during the 1971-72 school year may apply for and receive the unlimited certificate.

4. Certificates shall be issued as follows:

a. The initial school business manager certificate shall be issued for a 3-year term if the applicant meets the minimum requirements.

b. After 3 years of experience as a successful school business manager in the Wisconsin public schools, the unlimited certificate shall be granted to an applicant who has fulfilled all of the requirements.

(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 prepara-
 tion.

(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) REVOCATION 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; r. cr. (3), Register, September, 1966, No. 129, eff. 10-1-66; am. (1), Register, May, 1968, No. 149, eff. 6-1-68; r. and recr. (4) (i), Register, July, 1969, No. 163, eff. 8-1-69; cr. (2) (e), Register, April, 1973, No. 208, eff. 5-1-73; r. and recr. (4) (intro), (a), (b), (c) and (d), r. (4) (e) and (h), renum. (f) and (g) to be (e) and (f) and renum. (4) (i) to be (g), Register, June, 1976, No. 246, eff. 7-1-76.

PI 3.20 Specialized areas. (1) **SCHOOL SOCIAL WORKER.** A school social worker certificate may be issued to an individual who meets the requirements stipulated in paragraphs (a) and (b) below:

(a) A master's degree in social work and completion of an approved program in school social work. Graduates should have competencies in the following areas: human growth and development, group dynamics, family management, organizational theory, program planning and coordination, systems analysis, research, various treatment modalities (e.g., behavior modification, transactional analysis, reality therapy, etc.), and special populations (e.g., handicapped, aged, delinquent youth, poverty groups, etc.).

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

1. Completion of at least 6 semester credits in professional education.

2. Two years of social work experience dealing with children and youth is required. One year of this experience must be completed in elementary or secondary schools or in an agency whose major responsibility is to serve children and youth and whose program is recognized by an institution with an approved program in school social work. In meeting the 18 semester credit education requirement, a maximum of 8 semester credits can be accepted at the rate of 4 semester credits for each year of social work experience completed as described in the preceding statement.

Note: Graduate and undergraduate credits obtained in social work, psychology, or sociology which the university school of education will accept as equivalent to professional education credits will be accepted toward completion of the 18 semester credit education requirement.

(2) **SCHOOL NURSE CERTIFICATION.** (a) *Degree requirements:* 1. The candidate for school nurse certification will meet requirements for the baccalaureate degree in nursing required by Wisconsin Statutes, chapter 441, and Wisconsin Administrative Code, section N 2.04 and will hold a current certification to practice as a registered professional nurse in Wisconsin.