

Chapter PI 3

LICENSES

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Note: Chapter PI 3 as it existed on January 31, 1980 was repealed and a new chapter PI 3 was created effective February 1, 1980.

PI 3.01 Definitions. (1) "Accredited" means that an educational institution meets required educational standards or accepted criteria of quality in its educational program as established by a recognized state, regional, or national accrediting agency.

(2) "Administrative assistant" means a degree holding person serving in the central administration office in a position which is not included elsewhere in chapter PI 3 and which does not normally include direct involvement with pupils, supervising teachers or curriculum development.

(3) "Approved program" means a teacher education program developed and offered by a higher education institution and approved by the state superintendent utilizing the process and criteria described in the administrative code.

(4) "Classroom" means an area or space designated for instructing students.

(5) "Consultant" means a specialist or resource person whose advice is sought in improving an educational program, facilities, or methods of cooperation, limited to a specified period of time, for a specific purpose or program.

(6) "Cooperating teacher" means a licensed teacher with 2 years experience in private or public nursery, elementary and secondary schools who supervises student teachers/interns in cooperation with the college or university supervising teacher.

(7) "Course" means organized subject matter in which instruction is offered within a period of time, and for which credit is usually granted toward graduation or licensure.

(8) "Curriculum coordinator or director of instruction" means a member of the professional staff of a school system responsible for coordination of various curricular offerings within either one or more schools in a school system.

(9) "Department" means the department of public instruction.

(10) "District administrator" means the person who acts as the administrative head of a district.

(11) "Early childhood education" for purposes of licensing, means the nursery school and kindergarten levels.

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(12) "Elementary school" means a school which usually includes any one or more grades within the range of nursery school level through grade 8.

(13) "Equivalency" means the state or condition of being equal or comparable in value, meaning or effect, to given criteria established for courses, course work, programs or experience.

(14) "High school" means a school which usually includes one or more grades within the range of grades 9 through 12.

(15) "Initial license" means the first regular license which verifies that the holder has satisfied the minimum requirements prescribed by the state superintendent in the administrative code.

(16) "Institutional endorsement" means written verification from the certifying officer at an institution which prepares teachers that the applicant has satisfactorily completed the Approved Program of teacher education and is recommended for a specific license.

(17) "Junior high school" means a school which usually includes any one or more grades within the range of grades 7 through 9.

(18) "License" means a document issued by the department granting authority or permission to practice in the teaching profession.

(19) "Middle school" means a school which usually includes any one or more grades within the range of grades 5 through 8.

(20) "Practicum" means a course of instruction aimed at closely relating the study of theory and practical experience, both usually carried on simultaneously.

(21) "Preparation institution" means a college or university which offers one or more Approved Programs in teacher education.

(22) "Professional education" means that phase of the teacher preparation program which usually includes a sequence of courses intended to prepare a person for the teaching profession and usually deals with the study of educational foundations, psychology, and teaching methods. As the culminating clinical experience, student teaching is also usually required.

(23) "Qualified" means having complied with the specific requirements for employment in a given position, including the holding of the appropriate license.

(24) "Regular license" means a license issued to a person who fully meets the licensing requirements for serving in a given position in education.

(25) "Regularly employed" means employment by a school system as a teacher, at fixed or uniform intervals, for at least one semester.

(26) "Secondary school" means a school which usually includes any one or more grades within the range of grades 7 through 12.

(27) "Special education" means the education of children and youth with exceptional educational needs because of emotional disturbance, hearing disability, learning disability, mental retardation or other devel-

opmental disability, physical or orthopedic disability, speech or language disability, or visual disability.

(28) "Special subjects" means practical or applied subjects such as agriculture, art, business education, home economics, industrial arts, music, or physical education.

(29) "State superintendent" means the superintendent of public instruction for the state of Wisconsin.

(30) "Student teacher" means a college or university student preparing for the teaching profession assigned to practice through observation, participation, and actual teaching under the direction of a supervisor of student teachers and cooperating teachers as a part of the preservice program offered by a preparation institution.

(31) "Substitute teacher" means a licensed teacher who occupies temporarily the position of an absent teacher. Day-to-day substitutes are defined as teachers employed for a maximum of 20 consecutive school days in the same teaching assignment. Long-term substitutes are defined as teachers employed for 21 or more consecutive school days in the same teaching assignment.

(32) "Supervisor" means a person responsible for the promotion, development, maintenance, or improvement of instruction in one or more fields.

(33) "Supervisor of student teacher(s)" means the person(s) employed by the teacher preparation institution who works with the cooperating teacher in the direction and supervision of student teaching/intern experiences.

(34) "Teacher" means a licensed member of the professional staff whose work includes the exercise of any educational function for compensation, in any elementary or secondary school instructing pupils, or administering, directing, or supervising any educational activity.

(35) "Teacher aide" means a person who performs a variety of duties under the direct supervision of a licensed teacher, except professional teaching responsibilities such as diagnosing educational needs, prescribing teaching-learning procedures, and evaluating the effects of teaching.

(36) "Teaching experience" means experience in which the licensed teacher as a regular employe is actually conducting learning experiences of students in an elementary or secondary classroom setting on a continuing basis.

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.

PI 3.02 Advisory council. The state superintendent shall appoint a broadly based, representative advisory council for teacher education and certification.

(1) **MEMBERSHIP.** (a) The advisory council shall consist of the following members:

1. Five practicing teachers,
2. Four school administrators,
3. Four higher education representatives,

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4. Four lay citizens,

5. One post-secondary school student.

(b) Members in the several categories shall be selected by the state superintendent in a manner that maximizes diversity of educational perspectives.

(2) **TERMS OF OFFICE.** (a) The term of office shall be for 3 consecutive years.

(b) Terms of office shall be staggered to provide for the expiration of the terms of only one-third of the members annually for continuity in the membership and council functioning.

(c) A member shall serve no more than 2 consecutive full 3-year terms.

(d) The term of office shall begin on July 1 and expire on June 30.

(e) A member whose classification has changed should have his/her term expire immediately and vacate the position so that an interim appointment can be made of someone who fulfills the requirements for representing that classification.

(f) Appointment to fill an interim vacancy shall be for the remainder of the unexpired term.

(3) **DUTIES.** (a) Propose to the state superintendent code requirements for certification of school personnel.

(b) Propose to the state superintendent guidelines to be used in the issuance of all types of licenses to school personnel.

(c) Propose to the state superintendent policies and procedures to insure that school personnel in the public schools are employed within their respective areas of licensing.

(d) Propose to the state superintendent standards for the approval of preparation programs for school personnel.

(e) Propose to the state superintendent policies and procedures for evaluating the effectiveness of programs for the preparation of school personnel.

(f) Review annually the activities of the department relating to the approval of school personnel education programs and to the issuance of licenses in order to advise the state superintendent.

(g) Receive complaints, suggestions, or inquiries on matters regarding certification and programs of preparation of school personnel, inquire into such complaints, suggestions, or inquiries, and, if appropriate, advise the state superintendent of action to be taken.

(h) Review the budget requests for the certification and program approval functions within the department and make recommendations to the state superintendent related to these requests.

(i) Prepare and report an annual summary of its actions and recommendations to the state superintendent.

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.

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PI 3.03 Licenses. A license may be issued to a person who has completed an Approved Program and who has obtained the institutional endorsement for licensure. A license may also be granted to a person who meets the requirements of the interstate agreement on qualification of educational personnel (s. 118.46 Stats.). The licensing year begins on July 1 and ends on June 30.

(1) **TYPES OF LICENSES.** Types of licenses issued are included under the certification areas or subjects, respectively, except those described below. The numbers preceding the specific license areas are for computer accounting use.

(2) **LIFE LICENSE.** The life license may be issued to a teacher in most fields who holds a bachelor's degree and has taught successfully in Wisconsin under a regular license for 6 semesters, 2 of which shall have been within the 3 years immediately prior to the issuance of this license. A life license issued prior to July 1, 1962, remains valid for the lifetime of the licensee unless revoked by the state superintendent. A life license issued after June 30, 1962, remains valid as long as the holder is active in the teaching profession unless revoked by the state superintendent. Employment in the teaching profession a minimum of 90 days in a given school year is considered sufficient to maintain the validity of this license. This license becomes invalid if for 5 or more consecutive years the holder is not actively employed in a position in the teaching profession. Such invalidated license may be renewed by completing the refresher work requirement. Exceptions to the above are included in the information under the respective fields in which licensing is available.

(3) **EMERGENCY LICENSES.** (a) *Special licenses.* 1. A special license is limited in time to one year or fraction thereof and to one specific assignment to permit the employment of a licensed teacher who does not meet the legal requirements for the teaching assignment for which a special license is requested. The license shall expire on June 30 or earlier in the school year of issuance.

2. The district administrator or designated official of the school system must request a special license in writing with full explanation and justification of the needs.

3. Renewal of a special license may be granted upon the satisfactory completion by the applicant of a minimum of 6 semester credits in an Approved Program between the date of issuance and the date of renewal. The district administrator or designated official of the school system must request a renewal of a special license in writing with full explanation and justification of the need and may include, but not be limited to, a continued shortage of available regularly licensed teachers.

4. The state superintendent may issue or deny a special license.

(b) *Permits.* 1. A permit is limited in time to one year or fraction thereof and to one specific assignment, given to permit the employment of a person who meets the minimum statutory requirements but who does not meet the minimum code requirements for teaching under PI 3.07. The permit is recognized as a substandard license issued to an unqualified person and expires on June 30 or earlier in the school year of issuance.

2. The district administrator or designated official of the school system must request a permit in writing with full explanation and justifica-

tion of the need. The request shall state that a satisfactory qualified person is not available.

3. Renewal of a permit may be granted under circumstances which include the satisfactory completion by the applicant of a minimum of 6 semester credits in an Approved Program between the date of issuance and the date of renewal. The district administrator or designated official of the school system must request a renewal of a permit in writing with full explanation and justification of the need. The request shall state that a satisfactory qualified person is not available and may include, but not be limited to, a continued shortage of available regularly licensed teachers.

4. The state superintendent may issue or deny a permit.

(c) *One-year license.* A one-year Wisconsin teaching license may be issued to an out-of-state applicant who has completed a state approved teacher education program but who has minor coursework deficiencies as required by Wisconsin statutes and administrative code.

(d) *License based on equivalency.* A Wisconsin teaching license may be issued to an applicant who has completed a teacher education program at a non-state approved, out-of-state institution if an equivalency statement is obtained from a state approved college or university offering teacher education programs.

(4) **INTERN LICENSE.** An intern license may be issued to a person assigned to a school system through an internship program approved by the state superintendent. An intern must hold an intern license to receive a stipend from a board of education. The license may be issued only to a student recommended by the proper preparation institution authorities and must hold senior or graduate rank. A request signed by the district administrator of the participating school system must be filed as a condition for the issuance of such license. An intern is assigned to limited administrative, pupil service or instructional duties under the direction of a fully licensed practitioner in the specific field of internship.

(5) **SUBSTITUTE TEACHERS.** (a) Short-term substitutes are defined as teachers employed for a maximum of 20 consecutive school days in the same teaching assignment. Short-term substitutes must be licensed teachers; however, they may be employed to teach any subject at any grade level. Long-term substitutes are defined as teachers employed for 21 or more consecutive school days in the same teaching assignment. Long-term substitutes may be employed only in the subject and/or grade level of their license. Emergency licenses may be granted to long-term substitutes based upon the provisions of PI 3.03 (3) (a) (b).

(b) A 3-year license allowing a person to serve as a substitute teacher may be issued to an applicant who has held or is eligible to hold a regular Wisconsin license for the teaching assignment or the equivalent license issued in another state.

(6) **LICENSE BASED UPON EXPERIENCE.** A 2-year license may be issued to a person who presents evidence of having completed an Approved Program in teacher education except student teaching. Evidence must be provided verifying eligibility for acceptance into student teaching in the preparation institution and verifying 5 or more years of successful teach-

ing experience in the subject or grade level of preparation. A 3-year renewal license may then be issued upon proof of 2 years of successful teaching experience under the 2-year license. Eligibility for a license for such person is established at the end of 5 years of successful teaching experience in Wisconsin while holding the 2 and 3-year licenses, respectively.

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.

PI 3.04 Validity of licenses. (1) **LIFE LICENSES.** Validity of life licenses is included under PI 3.03 (2).

(2) **REFRESHER WORK.** (a) Teachers who have not been regularly employed within the teaching profession within the past 5 years, but who are endorsed by a teacher preparation institution as having completed an approved teaching program, may be issued a one-year license upon the written request of an employing district administrator. For conversion of this license to a regular license, the completion of 6 semester credits of refresher work in methods or academic subject, or both, is required.

(b) A regular 3-year license may be issued to an applicant who has not been regularly employed in the teaching profession within the past 5 consecutive years who has an institutional endorsement and who presents evidence of having completed a minimum of 6 semester credits of refresher work in methods or academic subjects, or both, within the 5 year period immediately preceding the filing of application for licensure.

(3) **REVOCATION OF LICENSES.** (a) After written notice of charges and of an opportunity for defense, any certificate or license to teach issued by the department may be revoked by the state superintendent for incompetency or immoral conduct on the part of the holder (s. 118.19 (5), Stats.).

(b) 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 incompetency or immorality.

(c) The state superintendent will not review the case of a person whose license has been revoked in another state for incompetency or immorality until the person has been officially reinstated in the revoking state.

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.

PI 3.05 Approved programs. An Approved Program is a teacher education program developed and offered by a teacher preparation institution and approved by the state superintendent. An Approved Program must meet the statutory and administrative code requirements but may exceed these minimums as determined by the teacher preparation institution. The state superintendent shall conduct a site review at each institution which prepares professional school personnel at least once each 5 years for the purpose of approving programs which lead to licensing of such school personnel. Proficiency examinations may be used in lieu of course work by the college or university. Such examinations are to be administered by the college or university offering Approved Programs in teacher education and the credits earned by examinations are to be in-

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cluded on the official transcript of credits issued by the examining institution.

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.

PI 3.06 Cooperating teachers. Effective July 1, 1977, cooperating teachers utilized by colleges and universities in Wisconsin shall have completed or possess:

(1) A regular Wisconsin license (or its equivalent) for the teaching assignment.

(2) Two years of teaching experience with at least one year of experience in the school system of current employment.

(3) A course or seminar in supervision of student teachers/interns or successful service as a cooperating teacher. (Successful service as a cooperating teacher shall be determined by the recommendations of an immediate supervisor, a college supervisor, and a former student teacher or intern who have worked with the teacher in a student teaching or intern situation.)

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.

PI 3.07 Requirements for a license. (1) **GENERAL REQUIREMENTS.** The requirements for a license are the completion of an approved program including (a), (b), and (c) below, and the institutional endorsement.

(a) *Exceptional education.* Effective July 1, 1981, to be eligible for an initial license to teach in Wisconsin's elementary and secondary schools, persons shall have completed a course(s) consisting of a minimum of 3 semester credits or its equivalent in exceptional education. The equivalent may be accomplished in part or in full by including study of the exceptional child in existing required courses or other program requirements. Programs shall provide students with the following knowledge:

1. Knowledge of exceptional educational needs areas as defined by state (subch. IV, ch. 115) law and federal (Public Law 94-142) law.

2. Knowledge of the major characteristics of the disability areas in order to recognize their existence in children.

3. Knowledge of various alternatives for providing the least restrictive environment for children and youth with exceptional educational needs.

4. Knowledge of methods of teaching children and youth with exceptional educational needs effectively in the regular classroom.

5. Knowledge of referral systems, multi-disciplinary team responsibilities, and individualized education plan (IEP) processes.

(b) *Human relations.* Preparation in human relations, including intergroup relations, shall be included in programs for all professional school personnel required to hold an initial license. Institutions of higher education shall provide evidence that preparation in human relations, including intergroup relations, is an integral part of programs leading to the initial license and that members of various racial, cultural, and economic groups have participated in the development of such programs.

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1. Such preparation shall include the following:
 - a. Development of attitudes, skills, and techniques so that knowledge of human relations, including intergroup relations, can be translated into learning experiences for students.
 - b. A study of the values, life styles, and contributions of racial, cultural, and economic groups in American society.
 - c. An analysis of the forces of racism, prejudice, and discrimination in American life and the impact of these forces on the experiences of the majority and minority groups.
 - d. Structured experiences in which prospective teachers have opportunities to examine their own attitudes and feelings about issues of racism, prejudice, and discrimination.
 - e. Direct involvement with members of racial, cultural, and economic groups or with organizations working to improve human relations, including intergroup relations.
 - f. Experiences in evaluating the ways in which racism, prejudice, and discrimination can be reflected in instructional materials.

2. Programs of implementation and evaluation shall be submitted to the department for approval.

(c) *Reading.* 1. Effective July 1, 1975, to be licensed to teach in Wisconsin, all prospective elementary and middle school teachers must satisfactorily complete at least one discrete course in the teaching of reading. The course shall include information about the nature of the reading process and how to teach reading at the classroom level and shall focus upon the objectives, approaches, instructional materials, and practices and evaluation procedures involved in the teaching of reading in the elementary schools.

2. Effective July 1, 1977, to be licensed to teach in Wisconsin, all prospective secondary teachers must satisfactorily complete at least one discrete course in the teaching of reading. The course for secondary teachers shall be concerned with providing continued reading instruction for all students enrolled in secondary schools.

3. To be licensed to teach in both elementary and secondary schools in Wisconsin, a prospective teacher shall complete either (c) 1 or (c) 2 above.

(2) **EARLY CHILDHOOD EDUCATION (N-K).** A 3-year license may be issued to an applicant who has completed with general requirements, PI 3.07 (1) (a), (b), and (c), including the Approved Program and the institutional endorsement.

(a) A minimum of 26 semester credits of professional education is required including:

1. Child growth and development
2. Educational psychology or psychology of learning
3. Methods and curriculum in early childhood education

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4. Student teaching (minimum of 5 semester credits), some of which must be at the nursery school level and some at the kindergarten level.

(3) **ELEMENTARY EDUCATION.** A 3-year license may be issued to an applicant who has completed with general requirements, PI 3.07 (1) (a), (b), and (c), including the Approved Program and the institutional endorsement.

(a) A minimum of 26 semester credits of professional education is required including:

1. Child development including educational psychology or psychology of learning

2. Methods

3. Student teaching - a minimum of 5 semester credits

(b) An elementary or middle school teacher who is eligible for a license to teach grade 8 may be licensed to teach at the 9th grade level in areas in which an approved minor has been completed.

(4) **SECONDARY EDUCATION (7-12).** A 3-year license may be issued to an applicant who has completed the general requirements, PI 3.07 (1) (a), (b), and (c), including the Approved Program and the institutional endorsement.

(a) An applicant shall have completed a minimum of a major of at least 34 semester credits or a minimum of a teaching major with a teaching minor of at least 22 semester credits if certified in another area with a major.

(b) A minimum of 18 semester credits of professional education is required including:

1. Educational psychology or psychology of learning

2. Methods of teaching (at least in major subject)

3. Student teaching - a minimum of 5 semester credits

(c) Adequate preparation in conservation of natural resources is required under s. 118.19 (6) Stats. for a license to teach:

1. Sciences

a. 627 Astronomy

b. 605 Biology

c. 601 Broad Field Science

d. 610 Chemistry

e. 615 Conservation

f. 635 Earth Science

g. 620 General Science

h. 636 Geology

i. 637 Physical Science

- j. 625 Physics
- k. 630 Physiology
- l. 600 Science (all)

(d) Adequate preparation in both conservation of natural resources and in cooperative marketing and consumer's cooperatives is required under s. 118.19 (6) Stats. for a license to teach:

- 1. Social Studies
 - a. 701 Broad Field Social Studies
 - b. 702 Anthropology
 - c. 705 Civics (citizenship)
 - d. 710 Economics
 - e. 715 Geography
 - f. 725 History
 - g. 735 Political Science
 - h. 745 Sociology
 - i. 750 Social problems

(e) The program of study to satisfy the requirement of adequate preparation in conservation of natural resources must include:

- 1. History and philosophy of the conservation movement
- 2. Appreciative understanding of the wide variety of natural resources
- 3. Importance of conservation of natural resources in a national and international setting
- 4. Relationship of supply of natural resources and economic structure
- 5. Natural resource management techniques, need for and type of controls
- 6. Role and importance of resource use planning for the future

(f) Adequate preparation in cooperative marketing and consumers' cooperatives is required under s. 118.19 (6) Stats. for a license to teach:

- 1. 200 Agriculture

(g) Licenses may be issued in the following, as listed by code number, except as indicated:

- 1. 300 English
- 2. 310 Journalism
- 3. 320 Speech
- 4. 325 Drama
- 5. 350 Latin
- 6. 355 French

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7. 360 Italian
8. 365 Spanish
9. 370 German
10. 380 Polish
11. 385 Russian
12. 390 Other foreign language
13. 400 Mathematics
14. 405 Computer Science
15. 450 Driver education

a. A 3-year initial license or a renewal of such license to teach driver education and traffic safety education may be issued to an applicant who has completed or possesses:

- 1) A currently valid Wisconsin teaching license
- 2) A minimum of 3 years driving experience while holding a valid driver's license
- 3) A current state driver's license
- 4) An acceptable driving record
- 5) A minimum of 15 semester credits of approved course work in driver and safety education including:
 - a) A minimum of 9 semester credits of the 15 semester credits shall include:
 - i. A basic driver education course
 - ii. An advanced driver education course
 - iii. A general safety course
 - iv. A minimum of 3 semester credits of these 9 semester credits shall be in driver education which includes a minimum of 10 class periods of experience in teaching practice driving
 - b) A minimum of 6 semester credits of the 15 semester credits shall include specific courses in driver and traffic safety education that place emphasis upon critical factors that influence driver behavior in the driving task, including course work which will develop teacher competencies in alcohol education and behavioral factors (sociological and psychological) as related to traffic safety.

b. A 5-year license to teach driver education may be issued to an applicant who has completed all required course work and 3 years of successful driver education teaching while holding a valid Wisconsin driver education teaching license.

16. 455 Safety education

17. 600 Science (all). Effective January 1, 1964, until July 1, 1980, the 3-year license to teach all sciences in grades 7 through 12 may be issued to applicants who have completed:

- a. A 54 semester credit major in science including:
 - 1) A 22 semester credit minor in one of the following:
 - a) biology
 - b) chemistry
 - c) physics
 - d) earth science
 - 2) Eight semester credits in each of the following except in the subject of the minor:
 - a) biology
 - b) chemistry
 - c) physics
 - d) earth science
 - 3) Eight semester credits in science electives
- b. Six semester credits in mathematics

18. 601 Broad Field Science. Effective July 1, 1980, the 3-year license in broad field science which permits the teaching of all sciences in grades 7 through 12 (except 605 biology, 610 chemistry, 635 earth science, and 625 physics in grades 10 through 12) may be issued to the applicant who has completed:

- a. A 54 semester credit major in science, including:
 - 1) Fourteen semester credits in each of 2 of the following:
 - a) biology
 - b) chemistry
 - c) earth science
 - d) physics
 - 2) Eight semester credits in each of the remaining 2 sciences.
 - 3) Ten additional semester credits selected from:
 - a) biology
 - b) chemistry
 - c) earth science
 - d) physics
 - e) history of science
 - f) philosophy of science
- b. Six semester credits in mathematics

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19. 605 Biology or life science, or both
20. 610 Chemistry
21. 615 Conservation
22. 620 General science, until July 1, 1980
23. 625 Physics
24. 627 Astronomy, until July 1980
25. 630 Physiology, until July 1, 1980
26. 635 Earth science
27. 636 Geology, until July 1, 1980
28. 637 Physical science

29. Effective July 1, 1980, the 3-year license to teach 605 biology, 610 chemistry, 635 earth science, or 625 physics in grades 7 through 12 may be issued to the applicant who has completed:

- a. A 34 semester credit major in one of the following:
 - 1) biology
 - 2) chemistry
 - 3) earth science
 - 4) physics

and a minimum of 8 additional semester credits of course work in other science subjects, or

- b. A 22 semester credit minor in one of the following:
 - 1) biology
 - 2) chemistry
 - 3) earth science
 - 4) physics

Certification on the basis of completion of a minor in a science subject may be obtained only if the applicant has completed the broad field major or a major in another science subject except that with a major in mathematics and a minor in physics, certification in physics may be obtained.

30. Upon the request of a school system administrator, a person holding a license to teach science based on the broad field science teaching major but not meeting the credit requirement for extending certification to the specific subject in grades 10 through 12, a 2-year nonrenewable license may be issued to teach: 605 biology, 610 chemistry, 625 physics, or 635 earth science. In such cases it is required that the teacher shall complete required course work during this 2-year period to be eligible for a regular teaching certificate.

31. Effective July 1, 1980, the 3-year license to teach 610 chemistry, 625 physics and 637 physical science in grades 7 through 12 may be issued to the applicant who has completed:

a. A 44 semester credit major in physical science, including:

- 1) twenty-two semester credits in chemistry
- 2) twenty-two semester credits in physics

32. 701 Broad field social studies. Effective July 1, 1972, a 3-year broad field social studies license may be issued to teach only the fusion courses, which are those drawn from several of the social studies disciplines and, therefore, require a composite preparation, e.g., American problems, area studies, civics, social problems, vital issues, etc. The broad field social studies preparation includes eligibility for additional endorsement(s) for the Approved Program major(s) and minor(s) completed within the program for which a 3-year license may be issued. To be eligible for these licenses an applicant must have completed:

a. Fifty-four semester credits to include:

1) A minimum of a 34 semester credit major in one of the following subjects:

anthropology	philosophy
economics	political science
geography	psychology
history	sociology

and a minimum of 20 semester credits distributed over at least 2 of the other social studies subjects listed above; or

2) A minimum of a 22 semester credit minor in one of the social studies subjects listed above and a minimum of 32 semester credits distributed over at least 3 of the other social studies subjects listed above.

33. 702 Anthropology
34. 705 Civics (citizenship)
35. 710 Economics
36. 715 Geography
37. 720 International studies
38. 725 History
39. 730 Philosophy
40. 735 Political science
41. 740 Psychology
42. 745 Sociology
43. 750 Social problems
44. 755 Religious studies
45. 761 Afro-American studies

(5) SPECIAL SUBJECT FIELDS. The special subject fields are:

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200 Agriculture

210 Home economics

220 Industrial arts

250 Business education (all)

255 Bookkeeping

256 Data processing

260 Shorthand

265 Typewriting

270 Office practice

275 Basic business

500 Music (all), until July 1, 1982

505 Instrumental music

510 Vocal music, until July 1, 1982

511 Choral music

515 General music

530 Physical education

550 Art

(a) A 3-year license may be issued to an applicant who has completed the general requirements PI 3.07 (1) (a), (b), and (c), including the Approved Program and the institutional endorsement.

(b) The professional sequence of a minimum of 18 semester credits is required including:

1. Child growth and development
2. Educational psychology or psychology of learning
3. Curriculum
4. Methods

5. Student teaching - a minimum of 5 semester credits. Required in the special field subject for a license to teach that subject. (For a license to teach at both elementary and secondary levels, student teaching must be done at both levels.)

(c) A minimum of a 34 semester credit Approved Program major except that, effective July 1, 1982, all majors in music shall complete a 46 semester credit major, or

(d) A minimum of a 22 semester credit approved minor if certified in another subject area with a major. A license issued on the basis of a minor is valid only during the first 3 years following graduation. Further licensing requires the completion of an Approved Program major or a master's degree in the subject.

(e) 500 Music (all), until July 1, 1982, a 3-year license in broad field music education (500 Music) may be issued to an applicant who has completed a minimum of a 54 semester credit Approved Program major, in addition to the required professional sequence.

(f) A 3-year license in broad field art education (550 Art) may be issued to an applicant who has completed a minimum of a 54 semester credit Approved Program major, in addition to the required professional sequence.

(g) A life license may be issued to an applicant who has successfully taught the subject in Wisconsin schools for 3 years while holding a valid license and has completed an Approved Program major or a master's degree in the subject. Until July 1, 1982, life licenses may be issued to a holder of a minor in elementary music teaching.

(h) The music requirements are effective July 1, 1982. Until July 1, 1982, the 34 semester credit major applies to instrumental music (505) and vocal music (510).

(6) VOCATIONAL EDUCATION. The vocational subjects are:

1. 211 Child services - vocational
2. 212 Clothing services - vocational
3. 213 Food services - vocational
4. 214 Housing and equipment - vocational
5. 215 Family and community services - vocational
6. 281 Business and office - vocational
7. 285 Distributive education - vocational
8. 293 Drafting - vocational
9. 294 Electricity/electronics - vocational
10. 296 Graphics - vocational
11. 397 Metals - vocational
12. 298 Power mechanics - vocational
13. 299 Woodworking - vocational
14. 911 Health occupations - vocational

(a) A 3-year license to teach a vocational subject may be issued to an applicant who has completed or possesses:

1. A bachelor's degree
2. General requirements PI 3.07 (1) (a) (b) (c)
3. A minimum of a 34 semester credit Approved Program teaching major in business education, industrial education, distributive education, home economics, or health occupations
4. A course in principles, issues or philosophy of vocational education

5. An applicant for a license in health occupations - vocational may complete a minimum of a 34 semester credit major in a nationally recognized health occupations field in which the applicant holds current state or national certification and submit the institutional endorsement verifying the completion of the following professional requirements in lieu of (a) 3 above.

- a. Educational psychology or psychology of learning
- b. Curriculum planning
- c. Methods of teaching health occupations
- d. Student teaching - minimum of 5 semester credits
- e. Competency in the broad area of health care professions verified by the preparation institution

6. Certification designated health occupations - vocational requires that the applicant hold current state or national certification in a health care field.

7. A licensed teacher employed as a health occupations - vocational teacher for 2 semesters prior to July 1, 1978, may be issued a regular 3-year license upon verification by the employing school administrator that the experience was successful.

8. Eligibility for the vocational license requires related occupational experience during the 10-year period immediately preceding the application for the license, as stated below:

- a. Business and office - vocational requires a minimum of 2,000 clock hours.
- b. Distributive education - vocational requires a minimum of 4,000 clock hours.
- c. Health occupations - vocational requires a minimum of 2,000 clock hours in more than one setting
- d. Home economics - vocational requires a minimum of 2,000 clock hours of which a minimum of 1,000 clock hours is in one of the 5 home economics vocational subjects.
- e. Trades and industry - vocational requires a minimum of 2,000 clock hours.

9. The required occupational experience may be met in either of the following 2 ways:

a. Paid occupational experience in related occupations. Up to 40% of the occupational experience may be secured by completing:

1) Graduate credits in technical subjects specifically related to the vocational subject for which the license is being sought (One semester credit equals 95 clock hours of occupational experience.), or

2) Workshops specifically related to the vocational subject for which the license is being sought. (One clock hour of workshop experience equals a maximum of 3 hours of occupational experience.) Prior approval of the state superintendent is required.

b. Department approved occupational internships (directed field experience) resulting in college or university credits. (One hour of paid occupational internship equals 3 hours of occupational experience.)

10. The 3-year license renewal may be issued to an applicant who has completed a minimum of 3 semester credits in technical course work specifically related to the vocational program, or its equivalent.

a. Ninety-five clock hours of occupational experience specifically related to the vocational subject for which the license is being sought may count as the equivalent to one semester credit.

b. One clock hour of approved workshop experience may count as the equivalent to 3 clock hours of occupational experience.

c. One clock hour of instruction while enrolled in a continuing education unit (CEU) course may count as 3 hours of occupational experience.

11. The 5-year renewable license may be issued to an applicant who has completed:

a. A minimum of 3 years of successful teaching in a position requiring Wisconsin vocational certification while holding the 3-year license for the subject(s) endorsed on that license.

b. A minimum of 3 semester credits in technical course work specifically related to the vocational program or the equivalent as stated in 10 a, b, and c above.

12. The life license will not be issued. The 5-year license can be renewed by verifying completion of 5 semester credits in technical course work, specifically related to the vocational program or the equivalent as stated in 10 a, b, and c above.

(7) **ELEMENTARY, SECONDARY, OR ELEMENTARY AND SECONDARY EDUCATION.** A 3-year license may be issued to an applicant who has completed the general requirements, PI 3.07 (1) (a), (b), and (c), including the Approved Program and the institutional endorsement.

(a) Certification levels. Certification at the elementary, secondary, or elementary and secondary levels depends upon the preparation of the applicant.

1. **Bilingual/Bicultural Teacher:** 28 secondary, 33 junior high, 44 elementary. Effective July 1, 1978, any person who has a specific assignment to teach in a bilingual/bicultural educational program must hold certification as a bilingual/bicultural teacher.

a. A 3-year license may be issued to an applicant who has been employed as a bilingual/bicultural teacher in a bilingual/bicultural educational program for a minimum of 2 semesters prior to July 1, 1978, upon verification that the applicant has completed or possesses:

1) Successful experience as a bilingual/bicultural teacher

2) A regular teaching license in subjects or grades taught at the time of the bilingual/bicultural teaching experience

3) Proficiency in English and in the target language

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b. Effective July 1, 1978, a 3-year license may be issued to an applicant not certified under PI 3.07 (7) (a) 1 a, who has completed or possesses:

1) A regular Wisconsin teaching license in subjects or grades to be taught in the bilingual/bicultural teaching assignment

2) Proficiency in English and in the target language

3) An Approved Program in bilingual/bicultural education at the level (elementary or secondary, or both) of teaching license being sought which includes a minimum of 24 semester credits of course work in the following areas:

a) A minimum of 9 semester credits of course work in cultural and cross-cultural studies including:

i. Contemporary social problems with emphasis on the bilingual/bicultural child

ii. Culture of the target group(s)

iii. Contrastive analysis of the target culture(s) with other cultures

iv. Bilingual/bicultural field experiences in the community of the target group(s)

b) A minimum of 12 semester credits of course work in the following areas:

i. Foundations of bilingual/bicultural education including rationale, history, and survey of existing models

ii. Theory and methodology of teaching the bilingual/bicultural child in all basic content areas (elementary school level) or in the teacher's field(s) of specialization (secondary school level) in both English and in the target language

iii. A student teaching experience in bilingual/bicultural education

c) A minimum of 3 semester credits in language study which develop knowledge relating to phonology, morphology, and syntax in the target language as these elements contrast with English. This course work is required for elementary bilingual/bicultural certification and secondary English bilingual/bicultural certification.

2. 316 Reading Teacher. Effective July 1, 1972, any person who has specific assignment to teach reading must hold a reading teacher license.

a. A 3-year license may be issued to an applicant who has the institutional endorsement for the reading teacher license and has completed or possesses:

1) Eligibility to hold a Wisconsin license to teach or completion of an Approved Teacher education program.

2) Two years of teaching experience while holding a teaching license.

3) A minimum of 15 semester credits, of which a minimum of 9 semester credits must be taken beyond the bachelor's degree and of which a maximum of 6 semester credits may be taken within the bachelor's degree:

a) Required are:

i. Teaching of reading - elementary level for the K-8 license and teaching of reading - secondary level for the 7-12

ii. Reading disability

iii. Reading clinic practicum

b) Electives are to be chosen from:

i. Advanced courses and seminars in reading

ii. Child or adolescent psychology

iii. Language and learning disabilities

iv. Language arts

v. Literature for children or adolescents, or both

vi. Measurement or evaluation, or both

b. A 2-year nonrenewable license may be issued to an applicant who has completed or possesses:

1) Eligibility to hold a Wisconsin license to teach or completion of an Approved Teacher education program.

2) A minimum of 7 semester credits applicable towards the 3-year license for the reading teacher

3) A recommendation of a school district personnel officer or a higher education faculty member engaged in the training of reading personnel

3. Reading Specialist. Effective July 1, 1972, any person who works with reading teachers, classroom teachers, and others as a resource teacher to improve competency and interest in the teaching of reading and to prevent reading disabilities must hold a reading specialist license.

a. A 3-year license may be issued to an applicant who has the institutional endorsement for the reading specialist license, and has completed or possesses:

1) All requirements for a regular license as a reading teacher in addition to having the master's degree with a major emphasis in reading or at least a 30 semester credit program equivalent to the master's degree

2) In addition to the courses listed in PI 3.07 (7) (a) 2 and 3, course requirements should be selected from the following:

a) Required are:

i. Measurement or evaluation, or both

ii. Supervision and administration of reading programs

iii. Advanced reading courses and seminars

b) Electives are to be chosen from:

i. Curriculum, history, and philosophy of education

ii. Educational and psychological research

- iii. Exceptional children
- iv. Guidance and counseling
- v. Internship with a qualified reading specialist or consultant
- vi. Language and learning disabilities and techniques
- vii. Learning and human development

3) Two years of teaching or supervisory experience involved with the teaching of discrete reading courses

b. A 2-year nonrenewable license may be issued to an applicant who has completed or possesses:

- 1) All requirements for the regular reading teacher license
- 2) A minimum of 15 semester credits of course work applicable towards the 3-year reading specialist license
- 3) The recommendation of a school district personnel officer or a higher-education faculty member engaged in the training of reading personnel

4. 395 English as a second language

5. 535 Recreation

6. 536 Dance

7. 540 Coaching athletics

(License not required) A 3-year license may be issued to an applicant who holds a valid Wisconsin license to teach and has obtained the institutional endorsement for the license to coach athletics or an applicant who is eligible for or holds a minimum of a 3-year license in physical education based on a physical education major.

8. 900 Librarian. Effective July 1, 1970, a 3-year license may be issued to an applicant who has obtained the institutional endorsement for the school librarian license. In the case of the applicant who holds the library science degree, an Approved Program of a minimum of 18 semester credits of professional education including field experience in school library service and the general requirements PI 3.07 (1) (a), (b) and (c) must be completed.

a. Minimum credits for certification (covering both elementary and secondary schools) will be 22 semester credits in library science and related fields, including all of the following:

- 1) Administration of the school library-instructional materials center
- 2) Adolescent literature
- 3) Cataloging and classifying
- 4) Children's literature
- 5) Reference sources for schools
- 6) Selection and use of audio-visual materials

7) Selection and use of printed materials

b. Additional courses may be selected from:

- 1) Audio-visual materials and instruction
- 2) Developmental reading
- 3) Principles of elementary and secondary curriculum development
- 4) Remedial reading
- 5) Student teaching in school librarianship

c. The life license may be issued to the school librarian who has completed or possesses:

1) Master's degree in library science or instructional materials or the equivalent, which includes a minimum of 32 semester credits completed after obtaining the bachelor's degree including a minimum of 10 semester credits in subjects such as:

- a) Audio-visual materials and instruction
- b) Instructional materials
- c) Library science
- d) Social foundations of librarianship

2) Three years of successful experience as a school librarian in Wisconsin while holding a regular 3-year librarian's license

10. 904 Audio-visual director. Effective July 1, 1967, a person who directs, administers or provides those advisory production and distribution services which facilitate teaching-learning situations with media in an organized manner within an entire school system must hold this license.

a. A 3-year license may be issued to an applicant who has obtained the institutional endorsement for the audio-visual director's license and has completed or possesses:

1) Eligibility to hold a Wisconsin license to teach or completion of an approved teacher education program.

2) Three years of successful teaching

3) A minimum of 15 semester credits including:

a) Elementary school curriculum (a minimum of 2 semester credits) - for applicants with secondary school teaching experience, or secondary school curriculum - (a minimum of 2 semester credits) - for applicants with elementary school teaching experience

b) A minimum of 12 semester credits in:

i. Basic audio-visual methods - required

ii. Production of audio-visual materials - required

iii. Administration of audio-visual programs - required

iv. Electives in courses such as:

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educational television
 motion picture production
 photography
 programmed learning
 radio

11. 905 Audio-visual coordinator. Effective July 1, 1967, a person who provides those audio-visual advisory, production and distribution services which facilitate teaching-learning situations with media in an organized manner within a single building housing a typically organized grade unit of a school system such as an elementary school, middle school, junior high school, or secondary school must hold a license as an audio-visual coordinator.

a. A 3-year license may be issued to an applicant for the audio-visual coordinator's license who has completed or possesses:

- 1) A valid Wisconsin teaching license.
- 2) A minimum of 4 semester credits in:
 - a) Basic audio-visual methods - required
 - b) A second course in audio-visual instruction

12. 910 Health.

(8) SPECIAL EDUCATION. (a) A 3-year license to teach in any area of special education may be issued to an applicant who has completed the general requirements, PI 3.07 (1), (a), (b) and (c), including the Approved Program and the institutional endorsement. Certification may be at the elementary, secondary, or elementary and secondary level, depending upon the applicant's preparation.

1. General professional preparation of a minimum of 18 semester credits is required including:

a. Required:

- 1) Child or adolescent development
- 2) Group tests and measurements
- 3) Curriculum planning
- 4) Student teaching with normal children

b. Electives:

- 1) Audio-visual education
- 2) Educational psychology or psychology of learning
- 3) Educational sociology
- 4) Fundamentals of speech
- 5) Guidance
- 6) History of education

- 7) Kindergarten - primary methods
- 8) Methods of instruction
- 9) Personality adjustment
- 10) Recreation

2. General area of exceptional children - a minimum of 6 semester credits is required including:

a. Required:

- 1) Psychology or nature of exceptional children

b. Electives:

- 1) Abnormal or clinical psychology
- 2) Administration and supervision of special education
- 3) Field work with the exceptional child
- 4) Guidance of the exceptional child
- 5) Health problems of the exceptional child
- 6) Home and community planning
- 7) Individual mental testing (survey)
- 8) Psychological appraisal of the physically handicapped
- 9) Speech correction
- 10) Teaching physical education to the handicapped child

(b) Areas of specialization and specific requirements:

1. 805 Hearing Disability. In addition to the requirements in PI 3.07 (8) (a) 1 and 2, a minimum of 18 semester credits is required including:

a. Required:

- 1) Language problems and development for the hearing impaired
- 2) Speech and speech reading for the hearing impaired
- 3) Techniques of teaching school subjects to the hearing impaired
- 4) Student teaching and observation of hearing impaired

b. Electives:

- 1) Advanced problems of speech for the hearing impaired
- 2) Anatomy of hearing and speech organs
- 3) Arts and crafts
- 4) Audiology (audiometry and hearing aids)
- 5) Auditory training

PI 3

2. 808 Early childhood - exceptional educational needs. Effective July 1, 1978, all persons employed as teachers of early childhood - exceptional educational needs must hold a license to teach in this area.

a. A 3-year license may be issued to an applicant to teach early childhood - exceptional educational needs who has the institutional endorsement for a license to teach in this area. The applicant for this license must have completed a minimum of 34 semester credits including:

- 1) Child growth and development
- 2) Educational psychology or psychology of learning
- 3) Psychology of the exceptional child
- 4) Methods and curriculum in early childhood education
- 5) Methods of teaching reading
- 6) Student teaching with normal young children
- 7) Introduction to the education of the young exceptional child
- 8) Assessment of the young exceptional child
- 9) Language development and disorders of the young exceptional child
- 10) Organization and administration of programs for the young exceptional child
- 11) Methods, curriculum and materials for the young exceptional child
- 12) Student teaching with the young exceptional child
- 13) Parent training and family involvement of the young exceptional child

b. A teacher holding a regular special education license who has been successfully employed as an early childhood - special education teacher by a school system for a minimum of 2 semesters between July 1, 1973, and July 1, 1978, may be certified in early childhood - exceptional educational needs.

3. 810 Mental Retardation. In addition to the requirements stated in PI 3.07 (8) (a) 1 and 2, a minimum of 12 semester credits is required including:

a. Required:

- 1) Introduction to mental retardation
- 2) Methods of teaching the mentally retarded
- 3) Student teaching the mentally retarded

b. Electives:

- 1) Arts and crafts
- 2) Curriculum for the mentally retarded
- 3) Educational problems of the cerebral palsied

- 4) Music education for the mentally retarded
 - 5) Occupational information and guidance for mentally retarded
 - 6) Recreation for the mentally retarded
 - 7) Remedial reading
4. 811 Learning Disability. In addition to the requirements in PI 3.07 (8) (a) 1 and 2, a minimum of 15 semester credits is required including:
- a. Introduction to special learning disabilities
 - b. Special educational diagnosis and evaluation - learning disabilities
 - c. Language development for the exceptional child
 - d. Education of the child with learning disabilities
 - e. Student teaching of the learning disabled
5. 812 Occupational Therapist. Effective July 1, 1977, any person employed by a school system as a school occupational therapist must hold a license issued by the department.
- a. A 3-year license may be issued to a school occupational therapist who was employed by a school system for a minimum of 2 semesters between July 1, 1974, and June 30, 1977, upon verification that the experience was successful and that the applicant was certified by the appropriate professional licensing authority.
 - b. An applicant lacking the minimum of 2 semesters of experience as a school occupational therapist may be issued a one-year license for the 1977-78 school year, which may be followed by a 3-year license beginning July 1, 1978, upon verification of successful experience during the 1977-78 school year.
 - c. Effective July 1, 1978, a school occupational therapist not licensable under 5 a must complete or possess:
 - 1) A license to serve as an occupational therapist issued by the appropriate professional licensing authority
 - 2) A minimum of 9 semester credits in professional special education such as:
 - a) Adaptive physical education
 - b) Behavior modification for the exceptional child
 - c) Early childhood special education
 - d) Educational assessment/diagnosis of the exceptional child
 - e) Elective (s) in special education
 - f) Guidance of exceptional children
 - g) Introductory course to a specific area of exceptionality
 - h) Language development for the exceptional child
 - i) Language disorders

j) Psychology or nature of exceptional children

6. 815 Orthopedic Disability. In addition to the requirements in PI 3.07 (8) (a) 1 and 2, a minimum of 12 semester credits is required including:

a. Required:

- 1) Methods of teaching the orthopedically disabled
- 2) Student teaching the orthopedically disabled

b. Electives:

- 1) Kinesiology or physical reconstruction
- 2) Remedial reading
- 3) Survey of pathology of orthopedic conditions
- 4) Survey of speech correction techniques
- 5) Techniques of teaching mentally retarded

7. 817 Physical Therapist.

a. A 3-year license as a school physical therapist may be issued to an applicant who is licensed as a physical therapist by the Wisconsin department of regulation and licensing, medical examining board.

8. 820 Speech or Language Disability. Effective July 1, 1975, a 3-year license as a speech therapist may be issued to an applicant who has obtained the institutional endorsement and has completed or possesses:

a. A master's degree in communicative disorders (speech pathology, audiology, and language disorders) with undergraduate training including a minimum of 60 semester credits of which a minimum of 24 semester credits are graduate credit. Courses are to be selected from the suggested content areas which follow.

b. 18 semester credits in professional education including:

1) A minimum of 9 semester credits in basic and related areas selected from such content areas as:

a) Required:

i. Child/adolescent development

ii. Learning theory

b) Electives:

i. Child/adolescent psychology

ii. Clinical psychology

iii. Developmental/remedial reading

iv. Educational psychology or psychology of learning

v. Interprofessional relationships

vi. Personality adjustment

vii. Physiological psychology

viii. Statistics

2) A minimum of 6 semester credits in practicum to include a minimum of 300 clock hours of supervised student practicum; of this, a minimum of 200 clock hours must be earned in working with pre-school and school age children; of this, a minimum of 100 clock hours must be earned in a school setting under the supervision of a Wisconsin licensed speech and hearing therapist. A minimum of 150 of the total clock hours earned must be at the graduate level. Such practicum should include experience with a wide range of speech and language pathologies as well as auditory testing and hearing rehabilitation.

3) A minimum of 3 semester credits in methods or procedures in school speech and hearing programs

c. A minimum of 6 semester credits in supportive content areas selected from:

1) Required (at least one):

- a) Nature of the exceptional child
- b) Psychology of the exceptional child
- c) Guidance of the exceptional child

2) Electives:

- a) Abnormal or clinical psychology
- b) Guidance and counseling
- c) Learning disabilities
- d) Psychological appraisal of the orthopedically disabled
- e) Psychological testing

d. A minimum of 36 semester credits as follows:

1) A minimum of 12 semester credits in fundamental information applicable to the normal development and use of oral communication and hearing selected from such content areas as:

a) Required:

- i. Anatomy and physiology of speech and hearing
- ii. Phonetics
- iii. Development of speech, language, and hearing

b) Electives:

- i. Acoustics
- ii. Communication theory
- iii. Language theory
- iv. Linguistics
- v. Psychology of speech and hearing

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- vi. Social/cultural aspects of oral communication
- vii. Speech and hearing science
- viii. Theory of hearing

2) A minimum of 15 semester credits in diagnostic and evaluative techniques and in clinical procedures and management beyond survey courses, including:

- a) Impairments of articulation
- b) Impairments of fluency
- c) Impairments of voice
- d) Language disorders
- e) Neuromuscular impairments of speech
- f) Orofacial disorders

3) A minimum of 9 semester credits in diagnostic evaluative techniques and in auditory rehabilitation, including:

- a) Auditory disorders
- b) Hearing conservation
- c) Speech and language for the hearing impaired

e. Persons eligible to hold a valid Wisconsin speech therapist license prior to July 1, 1975, may continue such certification under the standards in force prior to July 1, 1975.

9. 825 Visual Disability. In addition to the requirements in PI 3.07 (8) (a) 1 and 2, a minimum of 12 semester credits is required including:

a. Required:

- 1) Braille reading and writing
- 2) Techniques of teaching school subjects to visually impaired
- 3) Student teaching visually impaired

b. Electives:

- 1) Anatomy of the eye
- 2) Arts and crafts
- 3) Introduction to communicative disorders
- 4) Speech for visually impaired

10. 830 Emotional Disturbance. In addition to the requirements in PI 3.07 (8) (a) 1 and 2, a minimum of 15 semester credits is required including:

a. Required:

- 1) Remediation of learning difficulties

2) Methods of teaching the emotionally disturbed and socially maladjusted

3) Student teaching of disturbed children

b. Electives:

1) Abnormal psychology

2) Arts and crafts

3) Child psychiatry

4) Clinical studies in guidance

5) Diagnosis and treatment of pupil adjustment

6) Emotional and personality development in the elementary school

7) Internship with disturbed children as approved by the state superintendent

8) Introduction to mental retardation

9) Juvenile delinquency

10) Nature and needs of the emotionally disturbed

11) Practicum in behavior problems

12) Remedial reading clinic

13) Role of agencies serving emotionally disturbed or socially maladjusted children, or both

14) Survey in occupational therapy techniques

11. Exceptional Education - Special Fields

a. A person licensed in any of the special fields listed below who has a specific assignment to teach exceptional children in that field, must hold a license in exceptional education if program reimbursement is to be approved. Those special fields are:

1) 860 Physical Education - special education

2) 861 Music - special education

3) 862 Art - special education

4) 863 Home Economics - special education

5) 864 Industrial Arts - special education

6) 865 Business Education - special education

7) 866 Agriculture - special education

b. A 3-year license may be issued to an applicant who has completed or possesses:

1) Eligibility for a license in one of the special fields named above

2) A minimum of 9 semester credits in:

a) Psychology or nature of exceptional children

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- b) Practicum in the area of specialization with exceptional children
- c) Elective in special education

3) A statement from the institution at which the above course work was completed attesting to the competence of the applicant in the area of specialization with exceptional children

12. 883 Special Education Program Aide. A 3-year license to serve as a special education program aide may be issued to an applicant who has completed or possesses:

- a. A minimum of 18 years of age
- b. A minimum of 3 years of experience in supervision of structured youth activities, or
- c. A minimum of 3 years of college education, or
- d. A combination of b and c totaling 3 years, or
- e. A planned 2-year program in child care and development approved by the department.

(9) PUPIL SERVICES. (a) A license in an area of the pupil services may be issued to an applicant who has completed the general requirements PI 3.07 (1) (a), (b), and (c), including the Approved Program and institutional endorsement.

1. 965 Provisional School Counselor. Persons born before July 1, 1913, may indefinitely renew license provided under standards in force in 1967. Effective September 1, 1968, a 5-year nonrenewable license may be issued to an applicant who has completed or possesses:

- a. A bachelor's degree
- b. Eligibility for a Wisconsin teacher's license to teach or completion of an approved teacher education program
- c. A minimum of 2 years of successful elementary or secondary school teaching experience, verified as requested
- d. A minimum of 18 semester credits of graduate work in education and guidance covering all the following competency areas:
 - 1) Understanding of the psycho-social foundations of individual and group behavior, including the structure of personality, human development, and the teaching-learning process
 - 2) Understanding of the philosophy, purposes, and structure of the total school enterprise, with special reference to the goals and services involved in guidance, pupil personnel, and in curricular programs
 - 3) Ability to develop staff relationships which will implement guidance services effectively
 - 4) Understanding of an ability to engage in individual counseling processes and relationships. Must include practicum experience
 - 5) Understanding of an ability to engage in small group processes and relationships

6) Knowledge of individual career development and of the social, educational, and vocational milieu, and the ability to use this knowledge effectively in the school guidance program

e. Undergraduate credit may be used to satisfy not more than 2 of the competency requirements, but shall not decrease the minimum graduate requirements

f. The state superintendent may approve of experimental programs based on completion of a master's degree in guidance and counseling and including completion of a full-time one-year elementary or secondary school counseling internship. At the discretion of the state superintendent the teacher certification and 2-year teaching experience requirements in the approval of such experimental programs may be waived.

2. 964 Professional School Counselor. Effective September 1, 1968, a 5-year renewable license may be issued to an applicant who has completed or possesses:

a. Eligibility for a Wisconsin provisional school counselor license

b. A master's degree in counseling and guidance, or

c. Thirty semester credits of graduate level course work appropriate to school counseling and guidance

d. A minimum of 2 years of successful experience as an elementary or secondary school counselor in an assigned position of at least half-time

e. A minimum of one year of accumulated work experience after high school graduation in fields other than education

f. All competency requirements listed for provisional school counselor certification and all the following competency requirements shall be included in the master's degree program or the 30 semester credit equivalent:

1) Ability to organize and administer guidance services effectively

2) Knowledge of other pupil personnel and community resources

3) Ability to analyze and synthesize data pertinent to both individual and group behavior

4) Ability to interpret relevant pupil personnel research to improve school practices

3. 964 Professional School Counselor Life License. Effective September 1, 1968, a professional school counselor life license may be issued to an applicant who has completed or possesses:

a. The professional school counselor license

b. An Approved Program for the professional school counselor life license including a minimum of 18 additional semester credits of graduate work arranged in a logical program of specialization in counseling and guidance

4. 75 School Nurse Certification (License not required)

a. Degree requirements

PI 8

1) The candidate for school nurse certification must meet requirements for the baccalaureate degree in nursing required by ch. 441, Stats., and Wis. Adm. Code, section N 2.04 and must hold a current certification to practice as a registered professional nurse in Wisconsin.

b. Professional education requirements include 18 semester credits as follows:

1) School nursing practicum including 6 semester credits of experience of a school setting:

2) Human growth and development throughout the life span (3 semester credits)

3) Nine elective semester credits distributed among at least 3 of the following areas:

a) Sociology

i. Social psychology

ii. Child welfare

iii. Sociology of education

b) Philosophy

i. Philosophy of education

ii. Philosophical issues in education

iii. Philosophical conceptions of teaching and learning

iv. Philosophy of health education

c) Psychology

i. Human abilities and learning

ii. Educational psychology or psychology of learning

iii. Psychology of the exceptional child

iv. Learning processes in children

d) Special education

i. Health problems of the exceptional child

ii. Psychological appraisal of the physically handicapped

iii. Speech correction

iv. Guidance of exceptional children

e) Other electives

i. Individualizing instruction

ii. General curriculum

iii. Problems and materials in health education

iv. Principles of health education

v. Guidance and counseling

c. Academic specialization:

1) An emphasis on pediatrics in ambulatory and community settings within the academic program is recommended.

d. Other certification provisions:

1) Candidates for school nursing certification who are graduates of schools of nursing and who have the preparation outlines in 4 a, b, and c above, as provided in an Approved Program, may be issued a 3-year license

2) Nurses presently employed by or for school boards may be issued a 3-year license if they have completed:

a) Three years of experience in school nursing within the past 5 years (in lieu of practicum), and

b) At least 12 semester credits in professional education from the list in 4 b 2) and 3) or their equivalents, or

c) At least 6 semester credits in professional education from the list in 4 b 2) and 3) or their equivalents, and hold public health nursing certification.

3) Nurses presently employed by or for school boards may be issued a 3-year license if they have completed:

a) Three years of experience in school nursing within the past 5 years (in lieu of practicum). Upon completion of an additional 6 semester credits from the list in 4 b 3) above or their equivalents, a 5-year renewable license may be issued to practicing school nurses. If a baccalaureate degree is completed, a life license will be granted.

4) The life license as a school nurse may be issued after 3 years of successful full-time work, or its equivalent, as a licensed school nurse in a Wisconsin school to:

a) Graduates of approved school nursing programs, or

b) Currently employed school nurses meeting criteria in 4 a and b who have completed work for a baccalaureate degree

5) No nurse graduating from a 3-year diploma school of nursing after June 30, 1975, shall be eligible for certification as a school nurse without the additional preparation outlined in 4 a and b or its equivalent.

5. 56 Provisional school psychologist. Until July 1, 1980, a 3-year non-renewable license as a provisional school psychologist may be issued to an applicant who has completed:

a. A minimum of 18 semester credits of professional education or the equivalent

b. Thirty to 36 semester credits of graduate courses of professional education and psychology including:

1) Area A - Psychological foundations - a minimum of 12 semester credits of which a), b), c), and d) are required:

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- a) Child or adolescent psychology
 - b) Psychology of learning
 - c) Educational statistics
 - d) Psychopathology (abnormal)
 - e) Research methods
- 2) Area B - Psychological methods and training - a minimum of 15 semester credits of which a), b), c) and d) are required:
- a) Group intelligence and achievement testing
 - b) Individual intelligence testing
 - c) Supervised clinical practicum (6 hours - Level A)
 - d) Assessment of personality (projective and nonprojective)
 - e) Personality theory
 - f) Individual child therapy
 - g) Interviewing and counseling techniques
 - h) Case study techniques
- 3) Area C - Educational foundations - a minimum of 6 semester credits elected from:
- a) Comparative education
 - b) Educational sociology
 - c) History of education
 - d) Philosophy of education
 - e) Social issues in education
- 4) Area D - School organization and programs - a minimum of 9 semester credits of which a), b), and c) are required:
- a) Diagnosis and remediation of learning differences
 - b) Curriculum
 - c) Educational programming for exceptional children
 - d) Educational courses
- 5) Area E - Electives
6. 57 School Psychologist I. Until July 1, 1980, a 3-year license may be issued to an applicant who has obtained the institutional endorsement for the school psychologist I license including:
- a. A master's degree
 - b. A minimum of 18 semester credits of professional education or its equivalent from areas C and D, of which at least 6 semester credits are graduate level including required courses

c. Forty-two to 48 graduate semester credits of professional education and psychology

d. All required courses

e. A life license may be issued after a total of 3 years of successful full-time experience or its equivalent, as a licensed school psychologist in Wisconsin schools.

1) Experience as a provisional school psychologist under the supervision of a fully qualified school psychologist is acceptable.

2) Competency in public relations with other school personnel, community agencies, parents and students is required.

7. 58 School Psychologist II. Until July 1, 1980, a 3-year license may be issued to an applicant who has completed or possesses:

a. A Doctor of Education or a Doctor of Philosophy degree or its equivalent (one additional year of study or approximately 60 graduate semester credits in addition to one year of appropriate experience or a one-year internship as a school psychologist under supervision)

b. An applicant who lacks prior experience as a licensed school psychologist within the schools, must obtain the institutional endorsement.

c. All required course work in areas A, B, C, and D including a minimum of 6 credits of supervised clinical practicum

d. A minimum of 18 semester credits in education

e. The life license may be issued after a total of 3 years of successful experience, or its equivalent, as a licensed school psychologist in Wisconsin. Experience shall have been on the basis of at least 50% of full-time employment

f. Competency in public relations with other school personnel, community agencies, parents, and students.

g. Course work taken to fulfill the certification requirements for the school psychologist license must be taken at or with the approval of a college or university offering an Approved Program for school psychologists.

8. 61 Provisional School Psychologist.

a. Effective July 1, 1980, a 3-year nonrenewable license may be issued to an applicant who has obtained the institutional endorsement and has completed or possesses:

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

2) A minimum of 48 graduate level semester credits including:

a) Psychological foundations - a minimum of 6 semester credits from:

i. Developmental psychology (or child and adolescent psychology)

ii. Measurement theory

iii. Personality theory

iv. Psychology of learning

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- v. Psychopathology (abnormal behavior disorders)
 - vi. Research theory and methods (thesis, dissertation may be used)
 - vii. Statistics
- b) Educational foundations - a minimum of 9 semester credits from the following, of which a minimum of 6 semester credits must be at the graduate level:
- i. Regular education methods or curriculum (various - a minimum of 3 semester credits)
 - ii. Special education methods (various - a minimum of 3 semester credits)
 - iii. Supervision, administration, school law, or other educational foundations courses (a minimum of 3 semester credits)
- c) Core professional program (a minimum of 33 graduate semester credits)
- i. Individualized programming (academic, behavioral) - a minimum of 6 semester credits
 - ii. Psychoeducational interventions (direct and indirect, consultation and therapeutic intervention) - a minimum of 6 semester credits
 - iii. Psychological and psychoeducational assessment (intelligence, personality, achievement, adaptive, sensory motor) - a minimum of 9 semester credits
 - iv. School psychological services (role, issues, ethics, laws and regulations) - a minimum of 3 semester credits
 - v. Supervised practicum in school psychological services (600 clock hours) - a minimum of 9 semester credits

9. 62 School Psychologist

a. Effective July 1, 1980, a 3-year license may be issued to an applicant who has obtained the institutional endorsement and has completed or possesses:

- 1) All requirements for the provisional school psychologist license
- 2) An Approved Program for the preparation of school psychologists, resulting in a Doctor of Philosophy, Doctor of Psychology, Doctor of Education, Education Specialist degree, or consisting of a minimum of 60 graduate semester credits
- 3) Completion of a year of successful experience or internship in school psychology under supervision of a school psychologist licensed by the department and a written recommendation from the school system administration. (The internship must be included in the Approved Program for a minimum of 12 graduate semester credits.)

b. An initial 5-year license may be issued to an applicant who has completed a total of 45 clock hours of continuing professional development activities approved by the state superintendent while holding the 3-year license as a school psychologist.

c. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent approved by the state superintendent

10. 50 School Social Worker. A 3-year license may be issued to an applicant who has obtained the institutional endorsement and has completed or possesses:

a. A master's degree in social work

b. Competencies in the following areas:

1. Family management

2. Group dynamics

3. Human growth and development

4. Organizational theory

5. Program planning and coordination

6. Research

7. Special populations (e.g., handicapped, aged, delinquent youth, poverty groups, etc.)

8. Systems analysis

9. Various treatment modalities (e.g., behavior modification, transactional analysis, reality therapy, etc.)

c. A minimum of 18 semester credits of professional education or its equivalent of which a minimum of 6 semester credits is professional education. (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.)

d. A minimum of 2 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 the preparation institution. Social work experience as described above may be accepted in lieu of a maximum of 8 semester credits of the required 18 semester credits in education at the rate of 4 semester credits for each year of social work experience.

(10) SCHOOL ADMINISTRATORS. This subsection is in effect until July 1, 1980. A school administrator is a person such as a principal, assistant principal, or administrator or assistant administrator of any school or school district. All administrators under this section must hold the proper license as administrators. Until July 1, 1980, a 3-year license may be issued to an applicant who meets the minimum requirements and holds a valid teachers's license. If there are minor temporary deficiencies, a one-year administrative license may be issued, which will renewable if at least one of the course deficiencies is removed annually. A life license may be issued to an applicant who has completed at least 3 years of successful experience as an administrator in Wisconsin schools while fully licensed and who has also completed at least 2 courses for at least 2 semester credits each at the post-master's degree level in subjects re-

lated to school administration, supervision, or curriculum. The life license becomes invalid if the holder is not employed as an administrator for 5 or more consecutive years in Wisconsin schools.

(a) 05 District Administrator. Until July 1, 1980, a 3-year license may be issued to an applicant who has completed or possesses:

1. Eligibility to hold a Wisconsin license to teach at either the elementary or secondary level or completion of an approved elementary or secondary level teacher education program

2. Three years of successful elementary or secondary school teaching experience

3. A master's degree in any field

4. Graduate courses in:

a. School administration (general)

b. School business administration

c. Supervision (general)

5. Graduate courses in a minimum of 3 of the following:

a. Curriculum (general)

b. Educational measurement

c. Guidance

d. Problems, issues and trends in education

e. Psychology

f. School finance

g. School law

6. Graduate courses in secondary supervision and curriculum, if licensed to teach at the elementary level

7. Graduate courses in elementary supervision and curriculum, if licensed to teach at the secondary level

8. Graduate curriculum and supervision courses in covering both elementary and secondary levels will satisfy 6 or 7, or both.

(b) 06 Assistant District Administrator. Until July 1, 1980, an assistant district administrator must meet the same requirements as the district administrator within 2 years after officially being named to such position by a board of education.

(c) 25 High School Principal. Until July 1, 1980, a 3-year license to serve as high school principal may be issued to an applicant who has completed or possesses:

1. Eligibility to hold a Wisconsin license to teach at the secondary level or completion of an approved secondary level teacher education program.

2. Three years of successful secondary school teaching

3. A master's degree in any field
4. Graduate courses in:
 - a. School administration
 - b. Secondary school supervision
5. Graduate courses in a minimum of 3 of the following:
 - a. Adolescent psychology
 - b. Educational measurement
 - c. Guidance
 - d. Problems, issues and trends in education
 - e. School finance
 - f. School law
 - g. Secondary school curriculum

(d) 26 Assistant High School Principal. Until July 1, 1980, an assistant high school principal must meet the same requirements as the high school principal within 2 years after officially being named to such position by a board of education.

(e) 30 Junior High School Principal. Until July 1, 1980, a 3-year license to serve as junior high school principal may be issued to the applicant who has completed or possesses:

1. Eligibility to hold a Wisconsin license to teach in the upper elementary level or secondary level or completion of an approved upper elementary level or secondary level teacher education program
2. Three years of successful elementary or secondary school teaching
3. A master's degree in any field
4. Graduate courses in:
 - a. School administration
 - b. Elementary or secondary school supervision
5. Graduate courses in a minimum of 3 of the following:
 - a. Adolescent psychology
 - b. Curriculum
 - c. Educational measurement
 - d. Guidance
 - e. Problems, issues and trends in elementary or secondary education

(f) 31 Assistant Junior High School Principal. Until July 1, 1980, an assistant junior high school principal must meet the same requirements as the junior high school principal within 2 years after officially being named to such position by a board of education.

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(g) 35 Elementary School Principal. Until July 1, 1980, a principal of any elementary school housing or employing 6 or more teachers must hold an elementary principal license. Until June 30, 1980, the 3-year license may be issued to the applicant who has completed or possesses:

1. Eligibility to hold a Wisconsin license to teach at the elementary level or completion of an approved elementary level teacher education program
2. Three years of successful elementary school teaching experience, one of which may have been as principal
3. A master's degree in any field
4. A minimum of 16 semester credits of graduate courses from the following:
 - a. School administration - required
 - b. Elementary school supervision - required
 - c. Child psychology
 - d. Educational measurement
 - e. Elementary school curriculum
 - f. Guidance
 - g. Problems, issues and trends in elementary education

(h) 36 Assistant Elementary School Principal. Until July 1, 1980, an assistant elementary school principal must meet the same requirements as the elementary school principal within 2 years after officially being named to such position by a board of education.

(i) 40 Elementary School Principal (6-10 teachers). Until July 1, 1980, a 3-year license to serve as elementary school principal in a school employing 6-10 teachers may be issued to an applicant who has completed or possesses:

1. Eligibility for a Wisconsin license to teach at the elementary level
2. Two years of successful elementary school teaching experience
3. A bachelor's degree
4. A graduate course in general school administration

(11) SCHOOL ADMINISTRATORS. Effective July 1, 1980, the following licenses currently issued will be replaced by PI 3.07 (11) (b), (c), and (d): 05, 06, 25, 26, 30, 31, 35, 36, and 40. 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 3.07 (11) must hold the appropriate administrative license. The initial administrator's license shall be issued for a 5-year period. If there is a minor deficiency, a one-year license may be issued. This license may be renewed for one additional year if evidence is provided to the state superintendent that satisfactory effort has been made to remove the deficiency. During the first renewable 5-year license period as well as for each subsequent 5-year license, the applicant must

have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent. Requirements contained in this subsection take effect July 1, 1980. Persons holding a life license at that time are not affected by this rule. Persons holding an administrator's license expiring after July 1, 1980, and thereafter must meet the rules for renewal in effect on July 1, 1980.

(a) **General Requirements:** The initial district administrator license issued under PI 3.07 (11) requires completion of an Approved Specialist Degree's Program or the equivalent. The initial license issued under PI 3.07 (11) for all other administrators requires completion of PI 3.07 (1) (a), (b), and (c) and an Approved Master's Degree Program in school administration or an equivalent Approved Program. Approved Programs shall include a practicum and shall be competency-based; competencies that candidates shall possess before program completion and before institutional recommendation for a license 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.

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) (04) **District Administrator.** This license permits the holder to serve as a district administrator or as an assistant district administrator as well as to serve in all positions included under PI 3.07 (11) (c) and (d).

1. For the initial 5-year license, the applicant must complete or possess the following:

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

b. Successful completion of an Approved Specialist's Degree Program for the preparation of district administrators or its equivalent and the endorsement by the preparation institution which offers the Approved Program

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent.

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(c) (34) Elementary School Administrator. This license permits the holder to serve as a principal or an assistant principal in an elementary school, a middle school, or a junior high school.

1. For the initial 5-year license, the applicant must complete or possess the following:

a. Eligibility to hold a Wisconsin license to teach in the elementary schools or completion of an approved elementary level teacher education program

b. Three years of successful classroom teaching experience at the elementary school, middle school, or junior high school level

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 by the preparation institution which offers the Approved Program.

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent

(d) 24 Secondary School Administrator. This license 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.

1. For the initial 5-year license, the applicant must complete or possess the following:

a. Eligibility to hold a Wisconsin license to teach in the secondary schools or completion of an approved secondary teacher education program.

b. Three years of successful classroom teaching experience at the middle school, junior high school or the senior high school level

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 by the preparation institution which offers the Approved Program.

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent.

(e) Persons who are eligible for pre-1980 certification in any administrative area may be issued that license through June 30, 1980.

(f) Individuals holding unlimited, 3-year, or 5-year administrative licenses based upon pre-1980 administrator license requirements are eligible to serve in the following administrative positions:

1. 05 District administrator - may serve as a district administrator or assistant district administrator

2. 06 Assistant district administrator - may serve as assistant district administrator

3. 25 High school principal - may serve as a high school principal or assistant high school principal

4. 26 Assistant high school principal - may serve as an assistant high school principal

5. 30 Junior high school principal - may serve as a junior high school principal, middle school principal, assistant junior high school principal, or assistant middle school principal

6. 31 Assistant junior high school principal - may serve as assistant junior high school principal or assistant middle school principal

7. 35 Elementary school principal - may serve as elementary school principal, middle school principal, assistant elementary school principal, or assistant middle school principal

8. 36 Assistant elementary school principal - may serve as assistant elementary school principal or assistant middle school principal

9. 40 Elementary school principal - may serve as elementary school principal or assistant elementary school principal in elementary schools with 6-10 teachers

(12) 08 SCHOOL BUSINESS MANAGER. This classification applies to a person who is designated to have general responsibility for the administration of the business affairs of the district. Effective July 1, 1972, the school business manager in any district having an average daily membership exceeding 1,500 must hold a valid license for this position issued by the department.

(a) A 3-year license to serve as school business manager may be issued to an applicant who meets any one of the following requirements: 1, 2, or 3:

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

2. A master's degree from an accredited college or university and completion of:

a. A minimum of 9 graduate semester credits in the area of school business administration, including courses such as:

- 1) Personnel management
- 2) Purchasing and supply management
- 3) School business management
- 4) School financial accounting
- 5) School plant planning

b. A minimum of 9 graduate or undergraduate semester credits in business administration, including courses such as:

- 1) Accounting

- 2) Data processing
- 3) Insurance
- 4) Investments
- 5) Public finance
- 6) Public relations

c. A minimum of 9 graduate or undergraduate semester credits in educational foundations areas

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

3. A school business manager who has been officially designated as chief business manager and has served for 5 years in Wisconsin school in this capacity as of July 1, 1972, may apply for and receive a life license. Also, a person who is licensed under standards in force during the 1971-72 school year may apply for and receive the life license.

(b) A life license may be issued to an applicant who has completed all requirements and has completed 3 years of successful experience as a school business manager while fully certified, as verified by the employing official.

(13) 90 ADMINISTRATIVE ASSISTANT. This classification shall apply to central office professional positions not described elsewhere in the Wisconsin Administrative Code and which do not normally involve curriculum development, staff development, supervision of the teaching staff, or direct contact with pupils

(a) A 3-year license may be issued to an applicant who has completed or possesses:

1. A minimum of a bachelor's degree with a major appropriate for the professional responsibilities for which employed

2. A written request for the license including a job description from the employing school administrator

(b) No life license is issued for the administrative assistant.

(14) 10, 15, 20 SUPERVISOR, COORDINATOR, OR DIRECTOR. A supervisor, coordinator, or director is a person employed by a board of education, a county handicapped children's education board, or a cooperative educational service agency as a general supervisor, special education supervisor or director, director of instruction, curriculum coordinator, local vocational education coordinator, or school librarian supervisor. All general supervisors, coordinators, and directors of instruction shall hold supervisor's licenses.

(a) 10 Supervisor K-12, 15 Supervisor K-8, 20 Supervisor 7-12. A 3-year license to serve as a supervisor, curriculum coordinator or director of instruction may be issued to an applicant who has completed or possesses:

1. Eligibility to hold a license to teach at the level of supervision or completion of an approved teacher education program at the level of supervision

2. A minimum of 3 years of teaching experience at the level of supervision

3. A master's degree in any field

4. Graduate courses in:

a. Child or adolescent psychology, or both

b. Curriculum (general)

c. Educational tests and measurements

d. Guidance

e. Supervision (general)

5. An applicant seeking a license at both elementary and secondary levels must complete elementary curriculum and supervision if licensed to teach at the secondary level and secondary curriculum and supervision if licensed to teach at the elementary level

(b) A life license may be issued to an applicant who has completed or possesses:

1. A minimum of 3 years of successful experience as a supervisor, curriculum coordinator or director of instruction in Wisconsin while holding a supervisor's license as verified by the employing school official

2. A minimum of 2 graduate level post-master's degree courses for at least 2 semester credits each

(c) 82 Special Education Supervisor - Level B. A 3-year license to serve as a level B special education supervisor, coordinator or director may be issued to an applicant who has obtained a recommendation of competence from a preparation institution and has completed or possesses.

1. Eligibility for a license or completion of an Approved Program

2. A license or degree in at least one field of exceptionality

3. A master's degree in any field

4. A minimum of 3 years of elementary or secondary teaching experience

5. Graduate courses in:

a. Child or adolescent psychology, or both

b. Curriculum (general)

c. Educational tests and measurements

d. Introduction to guidance

e. Supervision (general)

6. A core of a minimum of 6 graduate semester credits in:

a. Administration and supervision of special education programs, or

b. Field work or internship in the administration and supervision of special education programs, or

c. Seminar in the administration and supervision of special education programs

7. The state superintendent may substitute equivalent credit after reviewing verification of the applicant's competence in this area.

8. A life license to serve as a level B special education supervisor, coordinator or director may be issued to an applicant who has completed or possesses:

a. A minimum of 2 graduate level courses in special education for at least 2 semester credits each

b. Verification from an employing official of 3 years of successful experience as a special education supervisor, coordinator or director in Wisconsin schools while holding the level B license

(d) 81 Special Education Supervisor - Level A. A 3-year license to serve as a level A special education supervisor may be issued to an applicant who has obtained a recommendation of competence from a preparation institution and has completed or possesses:

1. Eligibility to hold the level B license for supervisor, coordinator or director of special education

2. A 6th year specialist's degree or its equivalent. (One year of graduate work in special education beyond the master's degree or a minimum of 18 semester credits of post-master's level course work in the broad areas of exceptionality meets this requirement. At least 12 semester credits of this graduate work shall be in areas other than the original area of specialization in special education.)

3. A life license to serve as a level A special education supervisor, coordinator or director may be issued to an applicant upon verification from an employing official of a minimum of 3 years of successful experience as a special education supervisor level A in Wisconsin schools while holding the level A license.

(e) A general or special education supervisor, curriculum coordinator, or other classed as a supervisor within the department whose regular duties extend into public schools to work with teachers, administrators or school boards may secure a license as a supervisor if qualified under PI 3.07 (14) (a), (b), (c), or (d), or by serving successfully for 3 years as a supervisor within the department.

(f) Local Vocational Education Coordinator 1. A 3-year license to serve as local vocational education coordinator may be issued to an applicant who has completed or possesses:

a. A minimum of a bachelor's degree with a major in a vocational subject area

b. College-level course work in the following areas:

1) Curriculum planning and development (general)

2) Guidance with an emphasis on career development

3) Issues, principles or philosophy of vocational education

4) Organization and administration of cooperative vocational programs

5) School administration (general)

6) Supervision of instruction (general)

c. Work experience outside of teaching to include at least 2,000 hours in one or more occupational fields. College 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 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.

d. Three years of successful secondary school teaching in a vocational subject area or 2 years of secondary school teaching in vocational subject areas and an additional 2 years in administration and guidance, or both

2. A 5-year license may be issued to an applicant upon completion of 3 years of successful employment as a local vocational education coordinator.

3. A 5-year license may be renewed upon completion of 5 semester credits of college course work or 475 clock hours of related occupational experience which contributes to broadening the vocational competency of the applicant may be substituted for college credit. 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.

(g) 09-900 School Librarian Supervisor (This license is not required). A 3-year license to serve as school librarian supervisor may be issued to an applicant who has completed or possesses:

1. A master's degree in library science or related area

2. Five years of successful experience as a licensed school librarian

3. Graduate level course in:

a. Principles of school administration

b. Supervision (or personnel management)

c. School librarianship or information science

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.