

**Chapter A-V 3**

**REQUIREMENTS FOR CERTIFICATION**

A-V 3.01	General	A-V 3.05	Counselors
A-V 3.02	Instructional staff	A-V 3.06	Librarians
A-V 3.03	Supervisors—coordinators	A-V 3.07	Instructional media specialists and audio-visual specialists
A-V 3.04	Administrators		

**History:** Chapter A-V 1, requirements for certification, as it was in effect on March 31, 1973, was repealed, and a new chapter A-V 3 was created, Register, March 31, 1973, No. 207, eff. 4-1-73.

**A-V 3.01 General.** (1) Application authorized by s. 38.04 (4), Stats., Wis. Adm. Code chapter A-V 3, applies to:

(a) All administrators, supervisors and coordinators, instructional staff, and other professional education specialists as identified in this chapter employed by district boards.

(b) State institutions and delegate agencies which offer vocational instruction may request certification.

(c) Certification is not required of persons not specifically described herein.

(d) Requirements herein apply to all educational personnel certified after April 1, 1973.

(e) Persons certified prior to April 1, 1973 may comply with regulations as set forth herein or to regulations which were in effect at the time of their initial certification.

(2) Procedure:

(a) All requests for certification must be submitted by employing institutions.

(b) The applicant for certification shall submit to his district director or appointed representative proof of his qualifications and all necessary documents required for certification. This documentation shall be submitted as early as possible during the first year of employment. This documentation will include an approved application form for certification and employment, official transcripts of all undergraduate and graduate credits, and/or official copies of any significant professional or occupational licenses, and written verification from the employer of all appropriate and required occupational experience.

(c) The district director, or appointed representative, shall submit to the board all required certification documents.

(d) The board shall evaluate all materials submitted and issue appropriate certificates to eligible applicants through the employing agency.

(3) Approval status: (a) Approval status is granted on a yearly basis to all qualified applicants who are employed on a part-time basis (less than 50% employment as determined by each district) or on a limited

term basis for special education projects such as the manpower development and training act, adult basic education, or unique programs for the disadvantaged, handicapped, or driver education.

(b) Approval status will also be granted to qualified full-time teachers for second and third instructional areas.

(4) Certification status: (a) Provisional certificates are granted to all qualified applicants who are employed full-time (50% or more) in the regular program activities of a district and have not met the requirements for the standard 5-year certificate.

(b) Standard 5-year certificates are granted to all qualified applicants who are employed full-time (50% or more) in the regular program activities of a district.

(c) Standard life certificates are granted to all qualified applicants employed full-time (50% or more) in the regular program activities of a district.

(5) General provisions:

(a) Equivalency for the occupational experience requirements may be established through evaluation by a representative of, or a committee appointed by the director. Where an evaluation of work experience and/or education is made, substitution may include special study through armed forces service schools, manufacturers schools, correspondence courses, special tutoring and institutes, approved in-service teaching-training programs, work experience in clearly related occupations, and other such experience as may be appropriate.

(b) Approved graduate education directly in a subject matter discipline may be substituted for required work experience. Two semester hours of graduate credit may be evaluated as equivalent to no more than one month of occupational experience for certification purposes.

(c) Equivalencies identified under paragraphs (a) and (b) may be used for up to one half of the required work experience.

(d) All education and work experience should reflect current practices and standards in the business and industrial world.

(e) In fields where another legal certification agency has authorized the teacher must comply with both certification codes.

(f) The board may delegate certification evaluation responsibilities to the districts subject to state audit.

(g) A verifiable apprenticeship in the skilled trades and successful experience as a journeyman for a combined total of 7 years shall be equivalent to a baccalaureate degree for certification purposes.

(h) If a formalized apprenticeship has not been completed, extensive occupational experience for a total of 7 years and related education equivalent to an apprenticeship program will be equivalent to a baccalaureate degree for certification purposes.

(i) If a baccalaureate degree equivalence is obtained, an earned baccalaureate degree in addition to the baccalaureate equivalency will be equivalent to a masters degree for certification purposes.

(j) The master's degree and/or equivalency required for certification in supervisory and administrative positions may be waived or modified if the applicant has an exceptionally strong educational and occupational experience background.

(k) Requirements for approval may be modified at the discretion of the director in situations which require a unique cultural or ethnic background.

(l) Districts may establish requirements which exceed the minimum qualifications described herein.

(6) Appeal: (a) Should any applicant feel that the certification status granted is not commensurate with the record submitted, appeal may be made to the director for a review of the case by the state advisory committee on certification, which will include one district director, a representative of the state board of vocational, technical and adult education and peer group representatives from the districts, one of which is a staff member holding similar certification status. Final determination will be made by the director.

(b) Meetings of the committee will be called by the director.

(c) Personal expenses of the applicant incurred for travel, lodging or legal services are to be the responsibility of the applicant.

(d) Appeals must be initiated in writing by the applicant and sent by the district office to the board within 90 days after the applicant is notified of certification status.

(e) Hearings of appeals and other proceedings as the committee may designate shall be recorded. The record shall be transcribed into a written transcript at the request of any party at a cost to the party or parties requesting copies. Charges for preparing the written record shall approximate those incurred by the Wisconsin board of vocational and adult education, who shall make arrangements for recording the proceedings and, if requested, the written record. Copies of the written transcript shall be provided free of charge to indigent parties who request a transcript copy for the purpose of preparing objections to proposed findings of fact or for obtaining judicial review pursuant to s. 227.15, Stats.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73; cr. (6) (e), Register, March, 1979, No. 279, eff. 4-1-79.

**A-V 3.02 Instructional staff.** (1) **GROUP IDENTIFICATION.** Teaching certification is required of those persons in each district who are employed as instructors.

(2) **APPROVAL REQUIREMENTS.** (a) Educational and occupational experience shall be appropriate to the subject being taught as evaluated by the board staff. In general the requirements which apply for provisional certification will be used to evaluate part-time personnel or limited term personnel teaching in special projects such as manpower development and training act programs, adult basic education programs or other unique programs for the disadvantaged or handicapped.

(b) Driver education teachers shall hold a valid Wisconsin drivers license and shall have completed 9 collegiate semester hours of approved credits in the field of driver safety education. Three collegiate semester

hours shall be in basic driver education, 3 in safety education, and 3 in advanced driver education.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. A bachelors degree or equivalent as defined in section A-V 3.01 (5) (g).

2. Twenty semester credits in the appropriate area is required for certification in academic subjects.

3. Required occupational experience may be substituted for credits when certification is requested in an occupational subject area.

(b) *Occupational experience.* 1. Academic subject instructors shall be required to have 6 months of non-described occupational experience in field other than education.

2. Occupational subject teachers shall be required to have 12 months of verifiable experience as a fully qualified worker in each occupational area where certification is requested.

(c) *Teaching experience.* None required.

(d) *Renewal.* The provisional certificate shall be valid for 2 years. The provisional certificate may be renewed if during the provisional certification period, the applicant makes satisfactory progress toward earning a standard 5-year certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved appropriate occupational experience.

(4) **STANDARD FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Educator.* 1. Philosophy of vocational, technical and adult education in Wisconsin—2 semester credits.

2. Teaching methods—2 semester credits.

3. Curriculum or course construction—2 semester credits.

4. Education psychology—2 semester credits.

5. Educational evaluation—2 semester credits.

6. Guidance and counseling—2 semester credits.

7. Major of 30 semester credits required of academic subject teachers.

(b) *Occupational experience.* 1. Six additional months for a total of 12 months of non-described occupational experience in a field other than education shall be required of academic subject teachers.

2. Occupational subject teachers shall be required to have 12 additional months for a total of 24 months as a fully qualified worker in each area where certification is required.

(c) *Teaching experience.* Three years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity as defined by the district.

(5) **STANDARD LIFE CERTIFICATION REQUIREMENTS.** The standard life certificate will be issued to those instructors who hold or are eligible for a standard 5-year certificate and have attained age 55.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**A-V 3.03 Supervisors—coordinators.** (1) **GROUP IDENTIFICATION.** Supervision—coordination certification is required of those persons in each district who are designated as such by the district director and who have responsibilities for supervising instructional staff or maintaining liaison between business and industry and the schools within that district or management of one or more programs.

(2) **APPROVAL REQUIREMENTS.** The approval status is not appropriate and shall not be granted to supervisors—coordinators.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* Bachelors degree or equivalent as defined in section A-V 3.01 (5) (g).

(b) *Occupational experience.* As required for the standard 5-year teaching certificate in the applicant's area of instruction.

(c) *Teaching experience.* Three years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The provisional certificate shall be valid for a period of 2 years. The provisional certificate may be renewed if during the provisional certification period the applicant makes satisfactory progress toward earning a standard 5-year certificate. Satisfactory progress shall be 6 approved semester credits.

(4) **STANDARD FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Educational.* 1. Educational requirements for teacher certification defined in section A-V 3.02 (4) (a) must be met.

2. Supervision or coordination—2 semester credits.

3. Twelve course hours in professional education in appropriate area in addition to item 1 above.

4. Masters degree or equivalent as defined in section A-V 3.01 (5) (i).

(b) *Occupational experience.* Same as the amount required for standard certification in the applicant's field of instruction.

(c) *Professional experience.* Three years of experience as a certified supervisor—coordinator.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity as defined by the district.

(5) **STANDARD LIFE CERTIFICATION REQUIREMENTS.** The standard life certificate will be issued to those supervisors—coordinators who hold or are eligible for a standard 5-year certificate and have attained age 55.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**A-V 3.04 Administrators.** (1) **GROUP IDENTIFICATION.** Administrative certification is required of those persons in each district who are designated as administrators by the districts.

(2) **APPROVAL REQUIREMENTS.** The approval status is not appropriate and shall not be granted to administrators.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* Masters degree or equivalent.

(b) *Occupational experience.* As required for the standard 5-year teaching certificate in the applicant's area of instruction.

(c) *Teaching experience.* Three years teaching experience as a certified teacher. Such certification may be obtained in any recognized system.

(d) *Renewal.* The provisional certificate shall be valid for a period of 2 years. The provisional certificate may be renewed if, during the provisional certification period, the applicant makes satisfactory progress in earning a standard 5-year certificate. Satisfactory progress shall be 6 approved semester credits.

(4) **STANDARD FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. Educational requirements for teacher certification defined in section A-V 3.02 (4) (a) must be met.

2. Fifteen semester credit hours of professional education appropriate to the administrative position in addition to paragraph (a) 1. above.

(b) *Occupational experience.* No additional requirement.

(c) *Professional experience.* Three years of experience as a certified administrator in any recognized educational system.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or other professional activity as defined by the district.

(5) **STANDARD LIFE CERTIFICATION REQUIREMENTS.** The life certificate will be issued to those administrators who hold or are eligible for a standard 5-year certificate and have attained age 55.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**A-V 3.05 Counselors.** (1) **GROUP IDENTIFICATION.** Counselor certification is required of those persons in each district who are designated as counselors by the district. A counselor is defined as a person so named or designated by the district or a person performing counselor functions.

(2) **APPROVAL REQUIREMENTS.** The approval status is not appropriate and shall not be granted except to limited term counselors functioning in special educational projects such as manpower development and training act programs, adult basic education programs or other unique programs for the disadvantaged or handicapped. When approval is granted the unique nature of the special program and the background of the individual shall be considered.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* A masters degree in guidance and counseling or a bachelors degree and 20 semester hours of graduate credit in appropriate counseling courses.

(b) *Occupational experience.* The applicant shall have 24 months of non-described occupational experience outside the field of education.

(c) *Teaching experience.* Three years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The provisional certificate shall be valid for 2 years. The provisional certificate may be renewed if during the provisional certification period the applicant makes satisfactory progress toward earning a standard 5-year certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved appropriate occupational experience.

(4) **STANDARD FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. Philosophy of vocational, technical and adult education in Wisconsin—2 semester credits.

2. Masters degree in guidance and counseling or 30 credits in appropriate counseling courses.

(b) *Occupational experience.* No additional requirement.

(c) *Professional experience.* Three years experience as a certified counselor.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity as defined by the district.

(5) **STANDARD LIFE CERTIFICATION REQUIREMENTS.** The standard life certification will be issued to those counselors who hold or are eligible for a standard 5-year certificate and have attained age 55.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**A-V 3.06 Librarians.** (1) **GROUP IDENTIFICATION.** Librarians are those specialists who are responsible for the care and management of a library.

(2) **APPROVAL REQUIREMENTS.** The requirements for provisional certification will be used.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* A graduate or undergraduate degree with a minor in library science is required.

(b) *Occupational experience.* Six months of non-described occupational experience in a field other than education, or library management.

(c) *Teaching experience.* None required.

(d) *Renewal.* The provisional certificate shall be valid for a period of 2 years. The provisional certificate may be renewed if during the provisional certification period, the applicant makes satisfactory progress in earning a 5-year renewable certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved occupational experience.

(4) **STANDARD FIVE-YEAR CERTIFICATION REQUIREMENTS.** In addition to the requirements for provisional certification, the following must be completed.

(a) *Education.* 1. Philosophy of vocational, technical and adult education in Wisconsin—2 semester credits.

2. Masters degree in library science of 30 credit hours in appropriate areas.

(b) *Occupational experience.* Six additional months for a total of 12 months of occupational experience is required outside the field of education or library management.

(c) *Professional experience.* Three years as a certified librarian.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or other professional activity as defined by the district.

(5) **STANDARD LIFE CERTIFICATION REQUIREMENTS.** The life certificate will be issued to those librarians who hold or are eligible for a standard 5-year certificate and have attained age 55.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**A-V 3.07 Instructional media specialists and audio-visual specialists.** (1) **GROUP IDENTIFICATION.** Instructional media specialist certification is required of those individuals in each district who are assigned to advise and assist the instructional staff in the use of various instructional devices and audio-visual techniques.

(2) **APPROVAL REQUIREMENTS.** The requirements for provisional certification will be used.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* A graduate or undergraduate degree with major emphasis in audio-visual education or instructional media.

(b) *Occupational experience.* Six months of occupational experience outside the field of education.

(c) *Teaching experience.* Three years of teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The provisional certificates shall be valid for 2 years. The provisional certificate may be renewed if during the provisional certificate period the applicant makes satisfactory progress toward earning a standard 5-year certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved appropriate occupational experience.

(4) **STANDARD FIVE-YEAR CERTIFICATION REQUIREMENTS.** In addition to the requirements for provisional certification, the following must be completed. (a) *Education.* 1. Philosophy of vocational, technical and adult education in Wisconsin—2 semester credits.

2. Teaching methods—2 semester credits.

3. Curriculum or course construction—2 semester credits.



4. Education psychology—2 semester credits.
5. Educational evaluation—2 semester credits.
6. Guidance and counseling—2 semester credits.
7. Masters degree or 30 credits in appropriate course hours.

(b) *Occupational experience.* Six additional months of occupational experience outside the field of education for a total amount of 12 months of experience.

(c) *Professional experience.* Three years of professional experience as a certified instructional media specialist or an audio-visual specialist. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* the certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity as defined by the district.

(5) **STANDARD LIFE CERTIFICATION REQUIREMENTS.** The standard life certificate will be issued to those instructional media specialists who hold or are eligible for a standard 5-year certificate and have attained age 55.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.