

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) **REGULAR LICENSE.** (a) Effective July 1, 1983, all regular licenses shall be issued for a term of 5 years. Life licenses will not be issued after July 1, 1983. Persons holding life licenses issued prior to July 1, 1983, are not affected by this rule and are subject to the provisions of sub. (3).

(b) *Continuing professional education requirement, renewal specifications.* Renewal of the regular 5-year license for all professional school employes shall require the completion of a continuing professional education requirement of 6 semester credits at an accredited college or university or the equivalent. The equivalent must be preapproved by the state superintendent. The continuing professional education requirement shall be met by acquiring the prescribed 6 semester credits, or by acquiring 180 clock hours of preapproved professional activities specified in subd. 1, or by acquiring a combination of credits and preapproved professional activities equaling 6 semester credits. The continuing professional education requirement shall be completed in the area directly and substantively related to one or more of the licenses held or to professional competency. Proof of compliance with the continuing professional education requirement shall be submitted by the applicant with the license renewal application. An applicant who does not meet the continuing professional education requirement shall, upon application, be issued a one-year nonrenewable license. To qualify for the regular license, the applicant shall complete the continuing professional education requirement.

1. Preapproved equivalency programs.

a. Applications for preapproved programs must be received by the department a minimum of 30 calendar days prior to the activity.

b. Thirty clock hours of preapproved professional activities equals one semester credit.

c. Programs must be in clock hour increments and include a minimum of 5 clock hours of activity related to a common theme. The 5 clock hours must be accomplished within a 12-month period.

d. A list of program participants verifying the clock hours approved for each participant must be submitted to the state superintendent by the program provider within 30 days of the program's completion.

e. Preapproval application forms available from the department require the following information:

- 1) Clock hours and program schedule;
- 2) The licensees for whom the program was developed;

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- 3) The common theme, goals, and objectives of the program;
- 4) Activities and processes to be used in meeting the program goals and objectives;
- 5) Plan for evaluating the professional growth of the participants;
- 6) Plan for verifying attendance; and
- 7) Qualifications of the persons planning and conducting the program.

f. Agencies, institutions, and organizations which may submit proposals to the state superintendent include:

- 1) Accredited colleges and universities;
- 2) Cooperative educational service agencies in Wisconsin;
- 3) Wisconsin department of public instruction;
- 4) Local public or private education agencies and schools in Wisconsin;
- 5) Local, state, regional, national professional education organizations, or unions;
- 6) Wisconsin vocational, technical, and adult education schools; or
- 7) Others as approved by the state superintendent.

(c) *Exemption from continuing professional education requirement.* Physical therapists licensed by the department of public instruction shall not be subject to the continuing professional education requirement imposed in par. (b).

(3) **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.

(4) **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 justification 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.

(5) *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.

(6) **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 (3) [(4)] (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.

(7) **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 teaching 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; emerg. cr. (7), eff. 6-19-81; cr. (2) (b) and (c), Register, August, 1982, No. 320, eff. 9-1-82; renum. (2) (a) and (3) to (6) to (3) to (7), cr. (2) (a), Register, August, 1982, No. 320, eff. 7-1-83.

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) **REVOCAION 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 included 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.

(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) Until July 1, 1983, 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

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- 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. Until July 1, 1983, a 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.

13a. 924 Indian home-school coordinator; 925 Indian language and culture aide. A regular license to serve as an aide or home-school coordinator in an American Indian language and culture education program shall be issued under s. 115.28 (17) (b), Stats., to applicants who are recommended as competent to serve in these positions by the employing school district administrator or the employing administrator of an alternative school and by the designee of the tribal council or by the designee of the local American Indian parent advisory committee pursuant to s. 115.735, Stats.

b. The designee of the tribal council or of the local American Indian parent advisory committee shall be competent in the target Indian language and knowledgeable about the history and culture of the target Indian population.

c. A license to serve as an aide in an American Indian language and culture program is not mandatory.

14a. 926 Indian language; 927 Indian history and culture. A regular license to teach Indian language or to teach Indian history and culture in an American Indian language and culture education program may be issued under s. 115.28 (17) (a), Stats., to an applicant who holds or is eligible for a regular teaching license and who is recommended by the employing school district administrator or the employing administrator of an alternative school and by the designee of the tribal council or by the designee of the local American Indian parent advisory committee as possessing the following competencies and who provides the department of public instruction with evidence of possessing the following competencies:

- 1) Teacher of Indian language
 - a) Ability to read, speak, write English and the target Indian language with fluency and accuracy.
 - b) Ability to teach the target Indian language.
- 2) Teacher of Indian history and culture
 - a) Knowledge and understanding of the history and culture of the target student population.
 - b) Ability to teach the history and culture of the target student population.
- b. The designee of the tribal council or of the local American Indian parent advisory committee shall be competent in the target Indian language and knowledgeable about the history and culture of the target Indian population.
- c. A 2-year license to teach Indian language or to teach Indian history and culture in an American Indian language and culture education program shall be issued under s. 115.28 (17) (a), Stats., to an applicant not licensable under subpar. a who is recommended by the employing school district administrator or the employing administrator of an alternative school and by the designee of the tribal council or by the designee of the local American Indian parent advisory committee as possessing the following competencies and who provides the department of public instruction with evidence of possessing the following competencies:
 - 1) Teacher of Indian language
 - a) Ability to read, speak, write English and the target Indian language with fluency and accuracy.
 - b) Ability to teach the target Indian language.
 - 2) Teacher of Indian history and culture
 - a) Knowledge and understanding of the history and culture of the target student population.
 - b) Ability to teach the history and culture of the target student population.
- d. The designee of the tribal council or of the local American Indian parent advisory committee shall be competent in the target Indian language and knowledgeable about the history and culture of the target Indian population.
- e. Upon verification of 2 years of successful teaching experience by the school or district administrator, a regular license shall be issued to the applicant who has attended the biannual workshops sponsored by the American Indian language and culture education board or the equivalent or who has been exempted from attendance by the board and who is recommended by the employing school district administrator or the employing administrator of an alternative school and by the designee of the tribal council or by the designee of the local American Indian parent advisory committee as possessing the following competencies:
 - 1) Teacher of Indian language

a) Ability to plan and organize instructional materials, units, and lessons designed to instruct students in the use of the target Indian language.

b) Ability to analyze the sound systems, grammatical forms, and syntax of the target Indian language and English and to apply that knowledge to the process of teaching the target Indian language.

c) Ability to develop drills and exercises that develop student awareness of the structure of both the target Indian language and English.

d) Ability to guide students toward informal conversation in the target Indian language.

e) Knowledge of the principles and theories of child and adolescent growth and development and the relationship of that knowledge to teaching the target Indian language in the elementary or secondary schools.

2) Teacher of Indian history and culture

a) Ability to plan and organize instructional materials, units, and lessons designed to instruct students in the history and cultural traditions of the target Indian population.

b) Ability to classify the principal ways in which the target Indian culture resembles and differs from that of the non-Indian culture of the United States.

c) Ability to draw from personal experience in order to create a variety of learning situations which bring the reality of the target Indian culture closer to the student.

d) Ability to devise teaching methods appropriate to the culture of target Indian population.

e) Ability to develop, encourage, and promote student participation in activities and events which reflect the contemporary ways of life of the target Indian culture.

f) Knowledge of the principles and theories of child and adolescent growth and development and the relationship of that knowledge to teaching the target Indian history and culture in the elementary or secondary schools.

f. The designee of the tribal council or of the local American Indian parent advisory committee shall be competent in the target Indian language and knowledgeable about the history and culture of the target Indian population.

15a. 963 School counselor-Indian language and culture. A regular license to serve as a school counselor in an American Indian language and culture program shall be issued under s. 115.28 (17) (a), Stats., to an applicant who holds or is eligible for a regular license as a counselor and who is recommended by the employing school district administrator or the employing administrator of an alternative school and by the designee of the tribal council or by the designee of the local American Indian parent advisory committee and who provides the department of public instruction with evidence of possessing knowledge and understanding of the culture and traditions of the target student population.

b. The designee of the tribal council or of the local American Indian parent advisory committee shall be competent in the target Indian language and knowledgeable about the history and culture of the target Indian population.

(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

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) Until July 1, 1983, a 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

PI 3

- 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. 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 related 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.

(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:

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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.

(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.

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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

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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) Until July 1, 1983, 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

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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) Until July 1, 1983, 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. Until July 1, 1983, 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. Until July 1, 1983, 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

PI 3

- 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; cr. (7) (a) 13., 14. and 15., Register, July, 1982, No. 319, eff. 8-1-82; r. (9) (a) 9.b., renum. (9) (a) 9.c. to be (9) (a) 9.b., Register, August, 1982, No. 320, eff. 9-1-82; am. (5) (g), (7) (a) 8.c., (9) (a) 4.d., (12) (b), (14) (b), (c) 8. and (d) 3., Register, August, 1982, No. 320, eff. 7-1-83.