

Chapter PI 3

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Note: Chapter PI 3 as it existed on April 30, 1988, was repealed and a new chapter PI 3 was created effective May 1, 1988.

Subchapter I — General Provisions

PI 3.01 Definitions. In this chapter:

- (1) "Accredited" means that an educational institution meets required educational standards or accepted criteria of quality in its educational program as established by a recognized state, regional, or national accrediting agency.
- (2) "Administrator" means a person who manages, supervises or evaluates professional staff and who has district-wide or multiple program management or supervisory responsibilities in any area affecting educational programs, curriculum, instruction, pupil services or business administration.
- (3) "Advanced program" means a professional education program leading to licensure offered at the post-baccalaureate level.
- (4) "Alternative school" has the meaning defined in s. 115.71 (1), Stats.
- (5) "American Indian parent advisory committee" means the committee appointed by a school board under s. 115.735, Stats.
- (6) "Approved program" means a professional education program developed and offered by a higher education institution in Wisconsin and approved by the state superintendent under s. 115.28 (7), Stats., and chs. PI 3 and 4; or in another state and approved in accordance with the statutes and administrative rules of that state.
- (7) "Classroom" means an area or space designated for instructing pupils.
- (8) "Concentration" means a field of study in which a student completes at least 12 semester credits as part of an approved program leading to licensure.
- (9) "Consultant" means a specialist or resource person whose advice is sought in improving an educational program, facilities, or methods of cooperation, limited to a specified period of time, for a specific purpose or program.
- (9m) "Contact hour" means a 50-minute class period.
- (10) "Cooperating teacher" means a licensed school professional who supervises students during their clinical program in cooperation

with the college or university supervising staff and who meets criteria described in s. PI 4.10 (5).

- (11) "Course" means organized subject matter in which instruction is offered within a period of time, and for which credit is usually granted by an accredited college or university.
- (12) "Curriculum coordinator or director of instruction" means a member of the professional staff of a school system responsible for coordination of various curricular offerings within either one or more schools in a school system.
- (13) "Department" means the Wisconsin department of public instruction.
- (14) "Director of instruction" means a member of the professional staff of a school system responsible for any or all of the activities of coordination, supervision and evaluation of various curricular offerings and staff members within either one or more schools in a school system.
- (14m) "Director of special education and pupil services" means the person who is the administrator of the special education or pupil services program or of both programs.
- (15) "Early childhood level," for purposes of licensing, means prekindergarten through grade 3.
- (16) "Elementary level," for purposes of licensing, means grades 1 through 6.
- (17) "Elementary/middle level," for purposes of licensing, means grades 1 through 9.
- (18) "Equivalency" means the state or condition of being equal or comparable in value, meaning or effect, to given criteria established for courses, course work, programs or experience.
- (18m) "Full-time teaching" means employment under contract as a classroom teacher for at least 180 days.
- (19) "Initial license" means the first regular license which verifies that the holder has satisfied the minimum requirements prescribed in this chapter.
- (20) "Institution" means an independent or public college or university engaged in the preparation of professional school personnel.
- (21) "Institutional endorsement" means written verification from the certifying officer at an institution which prepares professional school personnel that the applicant has satisfactorily completed the approved program and is recommended for a specific license.
- (22) "License" means a document issued under this chapter granting authority or permission to serve as a professional school employe in Wisconsin public schools.
- (23) "Long-term substitute" means a substitute teacher employed for 21 or more consecutive days in the same teaching assignment.

- (24) "Major" means a field of study in which a student completes at least 34 semester credits, unless more credits are specified, as part of an approved program leading to licensure.
- (25) "Middle level," for purposes of licensing, means grades 5 through 9.
- (26) "Middle/secondary level," for purposes of licensing, means grades 6 through 12.
- (27) "Minor" means a field of study in which a student completes at least 22 semester credits as part of an approved program leading to licensure.
- (27m) "Off-campus course" means any course offered for credit for which the regular meeting place is outside the community in which the college or university is located.
- (28) "Practicum" means supervised experience in a school, clinic or other setting which provides practical application of theory for the student in an advanced program.
- (28m) "Principal" means the person who serves as the administrator of a school, such as an elementary, middle, or secondary level school.
- (29) "Professional education sequence" means the educational foundations, the instructional materials, the methodology course work, and the clinical program designed for students enrolled in a professional education program.
- (30) "Pupil" means any child age birth through 21 enrolled in a school or a school program.
- (31) "Qualified" means the holding of the appropriate license.
- (32) "Regular license" means a license issued under s. PI 3.03 (2) to a person who fully meets the licensing requirements for serving in a given position in education.
- (33) "Regularly employed" means employment as a professional school employe, at fixed or uniform intervals, for the equivalent of at least one hour per day for at least one semester.
- (33m) "School business administrator" means the person who generally reports to the superintendent and who has primary budget and fiscal responsibility in the school district.
- (34) "Secondary level," for purposes of licensing, means grades 9 through 12.
- (35) "Short-term substitute" means a substitute teacher employed for no more than 20 consecutive days in the same teaching assignment.
- (36) "Special education" means the education of pupils with exceptional educational needs because of emotional disturbance, hearing disability, learning disability, mental retardation or other developmental disability, physical or orthopedic disability, speech or language disability, or visual disability.

- (37) "Special subjects" means agriculture, art, business education, home economics, technology education, music, or physical education.
- (37m) "Specialist degree or the equivalent" means a specialist degree earned at an accredited college or university or at least 60 graduate semester credits completed as part of an approved program leading to licensure.
- (38) "State superintendent" means the superintendent of public instruction for the state of Wisconsin.
- (39) "Student" means a person enrolled in a professional education program leading to licensure.
- (40) "Student teaching" means classroom practice through observation, participation, and actual teaching under the direction of a college or university supervisor of student teachers and a cooperating teacher as a part of the professional education program offered by an institution.
- (41) "Substitute teacher" means a licensed teacher who occupies temporarily the position of an absent teacher.
- (42) "Superintendent" means district administrator as defined in s. 115.001 (8), Stats., and is the person who is the administrative head of a school district.
- (43) "Supervisor of student teacher" means the person employed by the teacher preparation institution who works with the cooperating teacher in the direction and supervision of student teaching and intern experiences.
- (44) "Teacher" means a licensed professional school employe whose work includes the exercise of any educational function for compensation including instructing pupils or administering, directing, or supervising any educational activity.
- (45) "Teacher aide" means a person who performs a variety of duties under the direct supervision of a licensed teacher, except professional teaching responsibilities such as diagnosing educational needs, prescribing teaching and learning procedures, and evaluating the effects of teaching.
- (46) "Teaching experience" means experience in which the licensed teacher as a regular professional school employe is actually conducting learning experiences of pupils in a classroom setting on a continuing basis.
- (46m) "Third-party vendor" means any individual, organization or agency which contracts as a proprietorship, partnership or corporation with a college or university to provide off-campus courses.
- (47) "Tribal council" includes the governing body of an Indian tribe regardless of how denominated.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; cr. (9m), (27m) and (46m), am. (15), Register, February, 1989, No. 398, eff. 9-1-89, except (15), eff. 3-1-89; r. and recr. (2), r. (42), renun. (12) and (14) to be (14) and (42) and am., cr. (14n), (18n), (28n), (33n) and (37n), Register, November, 1990, No. 419, eff. 12-1-90.

Register, November, 1990, No. 419

PI 3.02 Approval of professional education programs leading to licensure.

(1) Each professional education program offered by an institution in Wisconsin shall meet all of the requirements of chs. PI 3 and 4, but may exceed these minimums as determined by the institution.

(2) The state superintendent shall conduct a site review at each institution in Wisconsin at least once every 5 years for the purpose of approving programs under s. 115.28 (7), Stats., and chs. PI 3 and 4.

(3) The state superintendent does not approve programs outside the state of Wisconsin. The state superintendent shall accept the institutional endorsement from an out-of-state institution which has been approved under the statutes and administrative rules of that state. An applicant from an out-of-state institution under this subsection shall meet all of the requirements of this chapter in addition to having the institutional endorsement.

(4) An institution may accept proficiency examinations in lieu of course work. These examinations shall be administered by an institution offering an approved program and the credits earned by examinations shall be included on the official transcript issued by the examining institution.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

PI 3.023 Acceptance of off-campus courses for continuing professional education credit. Credit earned in off-campus courses may be accepted toward meeting the continuing professional education requirement under s. PI 3.03 (2) (b) only if the course is offered by a Wisconsin college or university which has a program approved under ch. PI 4 or by an accredited baccalaureate or graduate degree granting college or university, and only as follows:

(1) **OFF-CAMPUS COURSES OFFERED BY WISCONSIN COLLEGES OR UNIVERSITIES WITH APPROVED PROFESSIONAL EDUCATION PROGRAMS.** (a) Off-campus courses offered by a Wisconsin college or university with a professional education program approved under ch. PI 4 shall be accepted toward meeting the continuing professional education requirement under s. PI 3.03 (2) (b), if the off-campus course meets all of the following requirements:

1. The off-campus course shall include at least 15 contact hours of direct contact instruction per semester credit.

2. The off-campus course shall include an evaluation of each student's comprehension and mastery of the course content.

(b) If the off-campus course is directly designed and sponsored by the college or university which has the approved professional education program, the college or university is not required to submit the course under sub. (2), but the college or university shall make any information required under this subsection available to the department during program approval site reviews under s. PI 4.02, or at the request of the department. If the off-campus course is offered through a third-party vendor, the college or university shall meet all of the requirements of sub. (2).

(2) **OFF-CAMPUS COURSES OFFERED BY WISCONSIN COLLEGES OR UNIVERSITIES WHICH DO NOT HAVE APPROVED PROFESSIONAL EDUCATION**

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PROGRAMS OR BY OUT-OF-STATE COLLEGES OR UNIVERSITIES. Off-campus courses offered by a Wisconsin college or university which does not have a professional education program approved under ch. PI 4, or by any out-of-state college or university shall be accepted toward meeting the continuing professional education requirement under s. PI 3.03 (2) (b), if all of the following requirements are met:

(a) *Registration.* A college or university offering off-campus courses under this subsection shall register with the department each year at least 30 days before the first meeting of the first course. The college or university shall submit all of the following to the department:

1. The current catalog or bulletin from the college or university.
2. Verification of accreditation.
3. A listing of all off-campus courses previously accepted under this section which the college or university intends to offer during the year. The listing shall include each site and the dates on which the off-campus course will be offered. If dates or sites are added, the college or university shall notify the department. If a previously accepted course has been amended, the changes shall be submitted under par. (b).

(b) *Course approval.* 1. At least 30 days before the first meeting of the off-campus course, the college or university shall submit all of the following information to the department, for determination of whether the off-campus course will be accepted by the department under par. (c):

- a. The name and course number of the off-campus course as it will appear on the students' transcripts.
- b. A course syllabus with a detailed description of course content for each new off-campus course or of changes in each previously accepted off-campus course.
- c. A vita for each faculty member teaching in each off-campus course.
- d. A description of resources and facilities provided or available to support each off-campus course.
- e. A description of the evaluation required under par. (c) 4.
- f. Whether the college or university accepts the off-campus course toward a degree or program from the college or university and, if yes, the name of all degrees or programs for which the off-campus course is accepted.
- g. Whether the off-campus course is offered through a third-party vendor and, if yes, the identity of the third-party vendor.
- h. Each site and the dates on which the off-campus course will be offered. If dates or sites are added, the college or university shall notify the department.

2. The department shall mail notification of acceptance or denial of acceptance of the off-campus course not later than 10 days following receipt of the information required under subd. 1. If the infor-

mation is not complete, the department shall request that the additional information be submitted and the notification shall be mailed not later than 10 days following receipt of the additional materials.

(c) *Course requirements.* The off-campus course shall meet all of the following requirements:

1. The off-campus course shall include at least 15 contact hours of direct contact instruction per semester credit.
2. The off-campus course shall include an evaluation of each student's comprehension and mastery of the course content.
3. Faculty for the off-campus course shall hold a faculty appointment at the sponsoring college or university or shall hold at least a master's degree from an accredited college or university. Faculty's educational preparation or equivalent experience shall be in the area related to the specific course assignment.
4. There shall be a systematic process of evaluation for each off-campus course offered.

(d) *Course advertisements.* All advertising of the off-campus course shall comply with s. 100.18 (1), Stats., which prohibits untrue, deceptive or misleading advertising. After the department has notified the college or university that the off-campus course has been accepted toward meeting the continuing professional education requirement, the following statement may be included on the advertisement for the off-campus course: "Successful completion of this off-campus course will be accepted by the Wisconsin department of public instruction for meeting the continuing professional education requirement under ch. PI 3."

(3) **OFF-CAMPUS COURSES OFFERED THROUGH THIRD-PARTY VENDORS.** If the college or university contracts with a third-party vendor to offer the off-campus course, the college or university shall maintain responsibility for meeting all requirements of this section and for the quality of the course.

(4) **REGISTRATION OF THIRD-PARTY VENDORS.** A third-party vendor which contracts with a college or university to offer off-campus courses shall register with the department each year at least 30 days before the first meeting of the first off-campus course. The third-party vendor shall provide all of the following information to the department:

- (a) A statement of the business purpose or purposes of the corporation, proprietorship or partnership.
- (b) Copies of all contracts signed with any colleges or universities to provide off-campus courses. If additional contracts are entered into, the third-party vendor shall send copies to the department.

History: Cr. Register, February, 1989, No. 398, eff. 9-1-89.

PI 3.025 Approval of programs for equivalent clock hours. (1) To meet the continuing professional educational requirement under s. PI 3.03 (2) (b), an applicant may earn equivalent clock hours for a program or other professional experience if the agency, institution or organization which Register, November, 1990, No. 419

offers the program or experience submits an application for approval of the program or experience to the department at least 30 days prior to the commencement of the program or experience. An individual may not submit a program for approval under this section; however, an agency, institution or organization may submit a program on behalf of one individual. The following agencies, institutions and organizations may submit proposals to the department:

- (a) Accredited colleges and universities.
- (b) Cooperative educational service agencies under ch. 116, Stats.
- (c) Divisions and bureaus within the department.
- (d) Local public and private education agencies and schools in Wisconsin.
- (e) Local, state, regional and national professional education organizations; and unions.
- (f) Vocational, technical and adult education districts established under s. 38.02, Stats.
- (g) Other agencies, institutions and organizations approved by the state superintendent.

(2) To be approved by the department, a program or experience shall meet one of the following requirements:

(a) Workshops, seminars or conferences may be approved if all of the following requirements are met:

- 1. A workshop or seminar shall be in clock hour increments and shall include a minimum of 5 clock hours related to a specific theme. The entire approved program shall be accomplished within a 12-month period.
- 2. A regional, state, or national convention or conference with a broad common theme may be approved and shall be limited to a minimum of 5 clock hours and a maximum of 10 clock hours for each convention or conference.

(b) A professional field experience may be approved if all of the following requirements are met:

- 1. The formal job description shall include individual professional growth objectives; a plan for student documentation of the field experience; and a plan for the ongoing monitoring and supervision of the field experience.
- 2. A supervisor shall be designated in the agency which submits an application for the professional field experience and an onsite supervisor shall be designated in the agency in which the field experience takes place.

(c) A professional growth experience completed while serving as a mentor in a department-approved program or as a cooperating teacher in a student teaching program approved under s. PI 4.10 may be approved if all of the following requirements are met:

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1. The formal description shall include individual professional growth objectives; a plan for the completion of a professional development project evolving from the individual professional growth objectives; a plan for documentation of the professional development project; and a plan for the self-assessment of an individual's supervisory activities as related to his or her professional growth objectives.
 2. A college or university official shall be designated to serve as coordinator of the professional growth experience and provide ongoing guidance and assistance to the mentor or cooperating teacher throughout the experience. The individual shall be enrolled in a concurrent college or university seminar of a minimum of 12 clock hours.
- (d) 1. A professional growth experience completed while employed as an ad hoc faculty member in a program approved under ch. PI 4 may be approved for a person who is not regularly employed at the post-secondary level if all of the requirements under subd. 3 are met.
2. A professional growth experience completed while on a special assignment within grade levels prekindergarten to 12 in a public or private school or a public school district may be approved for a faculty member who is regularly employed at the post-secondary level, except that approval may not be granted if the assignment is part of the faculty member's regular or contracted responsibilities. The professional growth experience in this subdivision shall meet all of the requirements under subd. 3.
 3. A professional growth experience completed under subds. 1 and 2 may be approved if all of the following requirements are met:
 - a. The formal description shall include the individual's professional growth objectives and a plan for the documentation and evaluation of the professional growth experience.
 - b. A staff member in the approved program or in the school or school district shall be designated to coordinate the experience.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (intro.), Register, February, 1989, No. 398, eff. 9-1-89; r. and recr. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.03 Types of licenses and renewal requirements. (1) **LICENSE CODES AND LICENSING YEAR.** (a) *License codes.* In this chapter, the code number following the name of each specific license designates the subject, grade level or position for which the license is issued.

(b) *Licensing year.* Except as provided under sub. (5), a license is effective on July 1 of the year of issuance and expires on June 30 of the year of expiration.

(2) **REGULAR LICENSE.** A regular license is issued or renewed for 5 years, as follows:

(a) *Issuance.* 1. Completion of an approved program. A regular license may be issued to an applicant who meets all of the requirements of this chapter, including an approved program, and who has received an institutional endorsement. A regular license is issued for 5 years.

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2. License based on equivalency. A regular license may be issued to an applicant who has not completed an approved program, if the applicant has obtained a statement from a college or university offering an approved program that the applicant has completed the equivalent of an approved program, and if the applicant meets all of the requirements of this chapter for the license, except completion of an approved program.

3. License based on experience. A regular license may be issued to an applicant who presents evidence of having completed an approved program from another state, except student teaching, if the applicant verifies eligibility for acceptance into student teaching from the institution, meets all applicable requirements of this chapter, except student teaching, and verifies 3 or more years of successful teaching experience in the subject and grade level of preparation.

(b) *Renewal.* 1. Except as provided under par. (c), a regular license may be renewed if the applicant satisfactorily completes 6 semester credits or the equivalent of continuing professional education during the 5 years immediately preceding his or her application for renewal. The 6 semester credits or the equivalent shall be directly and substantively related to one or more of the licenses held by the applicant or to the applicant's professional competency.

2. Except as provided under Subd. 3, the 6 semester credits or the equivalent may be earned by one or a combination of the following:

a. Semester or equivalent quarter credits earned at an institution with a program approved under ch. PI 4 or at an accredited baccalaureate or graduate degree-granting college or university.

b. Semester or equivalent quarter credits earned in an off-campus course which has been accepted under s. PI 3.023.

c. Equivalent clock hours earned in a workshop, seminar or conference approved under s. PI 3.025 (1) and (2). Thirty clock hours earned at a workshop, seminar, or conference shall be equivalent to one semester credit earned at an accredited college or university.

d. Equivalent clock hours earned in a professional field experience approved under s. PI 3.025 (1) and (3). Eighty clock hours earned in a professional field experience shall be equivalent to one semester credit earned at an accredited college or university.

e. Equivalent credit earned in a professional growth experience approved under s. PI 3.025 (4), while employed as a mentor in a department approved program or as a cooperating teacher in a student teaching program approved under s. PI 4.10.

f. Equivalent credit earned in a professional growth experience approved under s. PI 3.025 (5), while employed as an ad hoc faculty member teaching in a program approved under ch. PI 4. A person who is regularly employed at the post-secondary level may not earn equivalent credit under this subparagraph.

- g. For persons regularly employed as faculty at the post-secondary level, equivalent credit earned in a professional growth experience approved under s. PI 3.025 (5), while on special assignment within grade levels prekindergarten to 12 in a public or private school or public school district. Equivalent credit may not be earned for an assignment which is part of the faculty member's regular or contracted responsibilities.
3. No more than one experience under subpars. d to g, equivalent to no more than 3 semesters credits, may be counted in meeting the professional education requirement in a 5-year period.
- (c) *Exemption from the continuing professional education requirement.* The continuing professional education requirement under par. (b) is not required for renewal of the school physical therapist license under s. PI 3.37, the substitute teacher license under sub. (7), or the special education program aide license under s. PI 3.39.
- (d) *Refresher work.* An applicant who meets the license requirements under this chapter, but who has not been regularly employed in the teaching profession within the 5 consecutive years immediately prior to application for the license or renewal, may be issued a regular license or renewal upon completion of 6 semester credits or the equivalent of continuing professional education as described under par. (b) during these 5 years.
- (3) **LIFE LICENSE.** (a) *Issuance.* Effective July 1, 1983, life licenses are no longer issued.
- (b) *Validity.* 1. A life license issued prior to July 1, 1962, is valid for the lifetime of the holder unless revoked by the state superintendent.
2. A life license issued on or after July 1, 1962, is valid as long as the holder is active in the teaching profession, unless revoked by the state superintendent. Employment in the teaching profession for at least 90 days in a given school year shall be sufficient to maintain the validity of this license. This license shall become invalid if, for 5 or more consecutive years, the holder is not actively employed in the teaching profession. The invalidated license may be revalidated if the applicant satisfactorily completes 6 semester credits or the equivalent as described in sub. (2) (b) during the 5-years immediately preceding his or her application for revalidation.
- (4) **ONE-YEAR LICENSE.** A one year license may be issued as follows:
1. To an applicant who has completed an approved program in another state but who has minor course work deficiencies under this chapter.
 2. To an applicant who has not met the continuing education requirement for renewal of a regular license under sub. (3) (c). This one-year license may not be renewed. For renewal of the regular license, the applicant shall meet the requirements under sub. (3) (c).
 3. To an applicant who meets the license requirements under this chapter, but who has not been regularly employed in the teaching profession within the 5 consecutive years immediately preceding

application for the license or renewal, upon the written request of an employing school district administrator. For issuance or renewal of the regular license, the applicant shall meet the refresher work requirement under sub. (3) (d).

(5) **EMERGENCY LICENSES.** (a) *Special license.* 1. A special license which authorizes a licensed teacher to teach in an assignment other than that for which he or she holds a license may be issued for one specific assignment. A special license issued under this section is valid for a period not to exceed one year and expires on June 30, unless an earlier expiration date is specified in the special license.

2. The district administrator or designated official of the employing school district shall request a special license in writing with full explanation and justification of the need. The request shall state that a search was conducted for a fully-licensed teacher and an explanation of why any fully-licensed candidates were not acceptable for employment.

3. The district administrator or designated official of the employing school district may request that a special license be renewed. The special license may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 semester credits toward completion of an approved program. The request for renewal shall be in writing and shall include a full explanation of the need for renewal.

4. The state superintendent may issue or deny a special license. The state superintendent shall deny a special license to an applicant who has not met the requirements in s. PI 3.05 (7), if the applicant completed the initial professional education program on or after August 31, 1992.

5. A special administrator license may only be issued as specified in s. PI 3.55 (2).

(b) *Permit.* 1. A permit which authorizes the holder to be employed for one specific assignment may be issued to a person who has a bachelor's degree but does not meet the license requirements under this chapter. A permit issued under this subdivision is valid for a period not to exceed one year and expires on June 30, unless an earlier expiration is stated in the permit.

2. The district administrator or designated official of the employing school district shall request a permit in writing with full explanation and justification of the need. The request shall state that a search was conducted for a fully-licensed teacher and that a licensed teacher is not available.

3. The district administrator or designated official of the employing school district may request that a permit be renewed. The permit may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 semester credits toward completion of an approved program. The request for renewal shall be in writing, shall include a full explanation of the need for renewal and shall state that a search was conducted for a fully-licensed teacher and that a licensed teacher is not available.

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

(6) **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 shall 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 who holds senior or graduate rank. A request signed by the district administrator of the participating school district shall be filed as a condition for the issuance of an intern 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.

(7) **SUBSTITUTE TEACHER LICENSE.** (a) A substitute teacher license may be issued for a period of 5 years to an applicant who has held or is eligible to hold a regular Wisconsin license or the equivalent license in another state. Any teacher who holds a regular license may substitute teach as specified in par. (b).

(b) A short-term substitute shall be a licensed teacher or a licensed substitute teacher; however, a short-term substitute may be employed to teach any subject at any grade level. A long-term substitute shall be a licensed teacher or a licensed substitute teacher; however, a long-term substitute may be employed only in the subject and grade level in which the teacher is licensed. An emergency license may be granted to a long-term substitute under sub. (5).

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (2) (b) 2. a., renum. (2) (b) 2. b. and c. to be 2. c. and d., cr. (2) (b) 2. b., Register, February, 1989, No. 398, eff. 9-1-89; am. (2) (b) 2. intro. and d., cr. (2) (b) 2. e. to g. and 3., (5) (a) 5., Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.04 License revocation and reinstatement. (1) **DEFINITIONS.** In this section:

- (a) "Immoral conduct" means conduct or behavior which is contrary to commonly accepted moral or ethical standards.
- (b) "Incompetency" means a substantial, prolonged pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, affecting the health, welfare, safety or education of pupils.
- (c) "Reinstatement" means restoring the rights, privileges and authority previously revoked.

4. The impact of technology on the environment.
 5. The manner in which physical and mental well-being are affected by interaction among people and their environments.
- (e) Ability to use affective education methods to examine attitudes and values inherent in environmental problems.
- (f) Ability to incorporate the study of environmental problems in whatever subjects or grade level programs the teacher is licensed to teach through the use of all the following methodologies:
1. Outdoor teaching strategies.
 2. Simulation.
 3. Case studies.
 4. Community resource use.
 5. Environmental issue investigation, evaluation, and action planning.
- (g) Knowledge of ways in which citizens can actively participate in the resolution of environmental problems.
- (5) COOPERATIVE MARKETING AND CONSUMER COOPERATIVES. Adequate preparation in cooperative marketing and consumers' cooperatives is required under s. 118.19 (6), Stats., for a license to teach agriculture and all social science subjects except psychology.
- (6) STUDENT TEACHING, EFFECTIVE AUGUST 31, 1990. (a) An applicant who completes an initial professional education program on or after August 31, 1990, shall have completed a student teaching experience consisting of full days for a full semester following the daily schedule and semester calendar of the cooperating school or the equivalent, if the applicant completed an initial professional education program outside the state, as required under s. 118.19 (3) (a), Stats. Completion of a college or university approved student teaching experience of less than full days for a full semester, plus 2 consecutive semesters of successful regular classroom teaching experience under the supervision of the employing school district administration shall be considered equivalent.
- (b) A one-year license may be issued to an applicant who has completed an out-of-state college or university approved student teaching experience of less than full days for a full semester, but who lacks the 2 semesters of regular classroom teaching. Issuance of a regular license shall require successful completion of 2 consecutive semesters of full-time classroom teaching experience under the supervision of the employing school district administration and a college or university supervisor in a Wisconsin institution who meets the requirements of s. PI 4.10 (2) (f).
- (7) PROFICIENCY IN MATHEMATICS, READING, WRITING, AND IN EACH MAJOR, MINOR AND CONCENTRATION, EFFECTIVE AUGUST 31, 1992. Except as provided in par. (b) 2, an applicant, who completes an initial professional education program on or after August 31, 1992, shall meet the requirements of the subsection.

- (a) The applicant shall have received passing scores on standardized examinations in mathematics, reading, and writing. The standardized examinations and the passing scores shall be determined by the state superintendent.
- (b) 1. The applicant shall have received a passing score on a standardized examination in each major, minor, concentration, and advanced program in which licensure will be sought. The passing score shall be determined by the state superintendent. The state superintendent may exempt a specific license area from the requirements of this paragraph or may modify the administration and format of the examination if a valid and reliable examination is not commercially available or if the number of licensures in a specific area does not justify the development of a valid, reliable examination.
2. The state superintendent shall establish an effective date for the requirements in s. PI 3.05 (7) (b) and notify institutions offering programs under ch. 4 at least 1 year before passing tests in the major, minor, concentration or advanced program will be required for licensure under subd. 1.
- (8) **CHILDREN AT RISK, EFFECTIVE AUGUST 31, 1992.** An applicant who competes an initial professional education program on or after August 31, 1992, shall have completed course work in issues relating to children at risk, including the pertinent laws concerning child abuse and neglect; suicide; alcohol and other drug abuse; school age parents; delinquency and truancy; developmental disabilities; and the child welfare system, including the children's code, juvenile justice, public health, and social services.
- (9) **HISTORY, PHILOSOPHY AND SOCIAL FOUNDATIONS OF EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in the historical, philosophical, and social foundations underlying the development and purpose of education and current trends, issues, and various approaches in professional education programs in the United States.
- (10) **LEGAL, POLITICAL, ECONOMIC AND GOVERNMENTAL FOUNDATIONS OF EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in the legal, political, and economic aspects and governance of education and the organization, operation, policy making, and administration of schools and educational programs in the United States.
- (11) **MINIMUM GRADE POINT AVERAGE, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have earned a grade point average of at least 2.75 on a 4.0 scale based on course work in the major, minor and concentration and in professional education course work, except student teaching; or standing in the upper 50% of the class as determined by the policy of the institution. Exceptions to this subsection may be granted by the state superintendent to no more than 20% of the applicants for an initial license in each licensing year beginning July 1 and ending June 30 the following year.

- (12) **GENERAL EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed a general education component which constitutes at least one-third of the semester hours in collegiate level course work required for the institution's baccalaureate degree. Course work included in the professional education sequence and major, minor or concentration may not be included in the general education component.
- (13) **EDUCATION FOR EMPLOYMENT, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall meet the requirements in either par. (a) or (b).
- (a) For an early childhood level license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career explorations, practical application of the basic skills, and employability skills and attitudes.
- (b) For an elementary, elementary/middle, or middle level license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career explorations, practical application of the basic skills, economics and American economic institutions, and employability skills and attitudes.
- (c) For a middle/secondary, secondary level, or kindergarten through grade 12 license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career exploration and planning; practical application of the basic skills, employability skills and attitudes; knowledge of economics and American economic institutions, including business operations, agriculture and labor; entrepreneurship; and the development of specific occupational skills.
- (14) **GIFTED AND TALENTED CHILDREN, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in identifying pupils who give evidence of high performance capability in intellectual, creative, artistic, leadership or specific academic endeavors, and in ways to provide access to systematic and continuous learning opportunities appropriate to pupils identified as gifted or talented.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (3m) (intro.) and (a) (intro.), renum. (13) (a) and (b) to be (b) and (c), cr. (13) (a), Register, February, 1989, No. 398, eff. 3-1-89; am. (7), Register, November, 1990, No. 419, eff. 12-1-90.

Subchapter III — Early Childhood, Elementary, Middle and Secondary Level Education

PI 3.06 Early childhood education: N-K, prior to July 1, 1992. An applicant who completes an initial professional education program prior to July 1, 1992, may be issued a regular license to teach nursery school or kindergarten or both. The applicant shall have satisfactorily completed the general requirements in s. PI 3.05 and an approved program includ-

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ing at least 26 semester credits of professional education which include all of the following:

- (1) Child growth and development.
- (2) Educational psychology or psychology of learning.
- (3) Methods and curriculum in early childhood education.
- (4) Student teaching, some of which shall be in nursery school and some in kindergarten, as follows:
 - (a) An applicant who completes an initial professional education program prior to August 31, 1990, shall complete at least 5 semester credits of student teaching.
 - (b) An applicant who completes an initial professional education program on or after August 31, 1990, shall complete student teaching as specified in s. PI 3.05 (6).

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (intro.), Register, February, 1989, No. 398, eff. 3-1-89.

PI 3.065 Early childhood level education: PK-3, effective July 1, 1992. (1) An applicant who completes an initial professional education program on or after July 1, 1992, may be issued a regular license under this section to teach prekindergarten through grade 3. The applicant shall have completed the general requirements in s. PI 3.05 and an approved program which includes all of the following:

- (a) At least 22 semester credits of professional education including all of the following:
 1. Growth and development of children from birth through age 8.
 2. Educational psychology or psychology of learning.
 3. Methods and curriculum in early childhood education.
 4. Assessment of children from birth through age 8.
 5. Language development.
 6. Parent involvement in early childhood education.
 7. Function and guidance of play.
 8. Models of early childhood education programs.
 - (b) Student teaching in prekindergarten, in kindergarten, and in at least one of grades 1 through 3.
- (2) To be issued a license to teach both early childhood and elementary level education, an applicant shall have completed an approved program under s. PI 3.075 (1) and an approved program under this section. The approved program under this section may be completed as the minor required under s. PI 3.075 (1) (b). The applicant shall have completed student teaching in prekindergarten, in kindergarten and in at least one of grades 1 through 6.
 - (3) To be issued a license to teach both early childhood and elementary/middle level education, an applicant shall have completed an approved program under s. PI 3.08 and an approved program

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under this section. The approved program under this section shall be completed in addition to the minor required under s. PI 3.075 (1) (b). The applicant shall have completed student teaching in prekindergarten, in kindergarten, in at least one of grades 1 through 6, and in another of grades 6 through 9.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

PI 3.07 Elementary education: grades 1-8, prior to July 1, 1992. (1) An applicant who completes an initial professional education program prior to July 1, 1992, may be issued a regular license under this section to teach grades 1 through 8. The applicant shall have completed the general requirements in s. PI 3.05 and an approved program including at least 26 semester credits of professional education which include all of the following:

- (a) Child development, including education psychology or psychology of learning.
 - (b) Methods of teaching.
 - (c) Student teaching in at least one of grades 1 through 8 as follows:
 1. An applicant who completes an initial professional education program prior to August 31, 1990, shall complete at least 5 semester credits of student teaching.
 2. An applicant who completes an initial professional education program on or after August 31, 1990, shall complete student teaching as specified in s. PI 3.05 (6).
- (2) An elementary or middle school teacher who is eligible for a license to teach grade 8 may be issued a license to teach grade 9 in a subject under subch. IV in which the applicant completed a minor.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

PI 3.075 Elementary level education: grades 1-6, effective July 1, 1992.

(1) An applicant who completes an initial professional education program on or after July 1, 1992 may be issued a regular license under this section to teach grades 1 through 6. The applicant shall have completed the general requirements in s. PI 3.05 and an approved program which includes all of the following:

- (a) At least 26 semester credits of professional education which include all of the following:
 1. Development of elementary school aged children, including educational psychology or the psychology of learning.
 2. Methods of teaching.
 3. Student teaching in at least one of grades 1 through 6.
- (b) A minor approved by the state superintendent.

(2) A license under this section permits the holder to teach any subject in a self-contained class in any of grades 1 through 6; and the following subjects in grades 1 through 6 in a departmentalized or other school organization pattern: language arts, mathematics, science, social science and health. A license to teach a specific subject under

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subch. IV in grades 1 through 6 may be issued in a subject in which the applicant completed a minor.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

PI 3.08 Elementary/middle level education grades 1-9, effective July 1, 1992. (1) An applicant who completes an initial professional education program on or after July 1, 1992, may be issued a regular license under this section to teach grades 1 through 9. The applicant shall have completed an approved program which includes all of the requirements under s. PI 3.075 and all of the following:

- (a) Development of the young adolescent, including educational psychology or psychology of learning.
 - (b) Methods of teaching, including organization and management of instruction for young adolescent learners.
 - (c) Student teaching, as required under s. PI 3.075 (1) (a) 3, and in another of grades 6 through 9.
- (2) A license under this section permits the holder to teach any subject in a self-contained class in any of grades 1 through 8; and the following subjects in grades 1 through 8 in a departmentalized or other school organization pattern: language arts, mathematics, science, social science and health. A license to teach a specific subject under subch. IV in grades 1 through 9 may be issued in a subject in which the applicant completed a minor.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

PI 3.09 Middle level education: grades 5-9, effective July 1, 1992. (1) An applicant who completes an initial professional education program on or after July 1, 1992, may be issued a regular license under this section to teach a specific subject in grades 5 through 9. The applicant shall complete all of the requirements in s. PI 3.05, at least 2 minors, and an approved program which includes all of the following:

- (a) Development of the young adolescent, including educational psychology or psychology of learning.
 - (b) Methods of teaching in both of the minor subjects, including organization and management of instruction for young adolescent learners.
 - (c) Student teaching in at least one of grades 5 through 9 which includes student teaching in at least one of the subject areas in which licensure will be sought.
- (2) A license may be issued only in a subject in which a minor has been completed.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

PI 3.10 Middle/secondary level education: grades 6-12, effective July 1, 1992. An applicant who completes an initial professional education program on or after July 1, 1992, may be issued a regular license under this section to teach a specific subject in grades 6 through 12. The applicant shall have completed an approved program which includes all of the requirements in s. PI 3.115 and all of the following:

PI 3.53 School psychologist - 62. Effective July 1, 1980, a regular license may be issued to an applicant who has obtained the institutional endorsement and has completed or possesses all of the following:

- (1) All requirements for the provisional school psychologist license under s. PI 3.52.
- (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 at least 60 graduate semester credits.
- (3) Completion of one of the following:
 - (a) One year of successful experience as a school psychologist under the supervision of a cooperating school psychologist and a written recommendation from the school system administration.
 - (b) An internship in school psychology under the supervision of a cooperating school psychologist and a written recommendation from the school system administration. The internship shall be part of the approved program and shall be taken for a maximum of 12 graduate semester credits.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

PI 3.54 School social worker - 50. A regular license may be issued to an applicant who has obtained the institutional endorsement and has completed or possesses all of the following:

- (1) A master's degree in social work.
- (2) Competencies in all of the following areas:
 - (a) Family management.
 - (b) Group dynamics.
 - (c) Human growth and development.
 - (d) Organizational theory.
 - (e) Program planning and coordination.
 - (f) Research.
 - (g) Special populations, such as handicapped, aged, delinquent youth and poverty groups.
 - (h) Systems analysis.
 - (i) Various treatment modalities, such as behavior modification, transactional analysis and reality therapy.
- (3) At least 18 semester credits of professional education or its equivalent is required. At least 6 of these semester credits shall be in 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.

- (4) At least 2 years of social work experience dealing with children and youth is required. One year of this experience shall be completed at the elementary, middle or secondary level in a school, or in an agency whose major responsibility is to serve children and youth and whose program is recognized by the institution. Social work experience under this subsection, at a rate of not less than one year of social work experience for each 4 semester credits, may be substituted for not more than 8 semester credits of the 18 semester credits in professional education required under sub. (3).

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

Subchapter XII — School Administration

PI 3.55 School administration: general provisions. (1) APPLICABILITY. (a) Except as provided in sub. (2), a regular license under this subchapter is required for employment as a superintendent, principal, assistant principal, director of instruction, director of special education and pupil services, school business administrator, local vocational education coordinator or instructional library media supervisor. All administrative licenses, except the principal licenses, permit the holder to serve in any elementary, middle, or secondary level school. A regular license under this subchapter requires completion of the general requirements under sub. (3) and the specific requirements for the license in ss. PI 3.56 to 3.63.

- (b) Any person who completes an administrative program on or after July 1, 1992, shall meet the requirements of this subchapter, except that persons who are admitted to an approved administrator preparation program in a Wisconsin institution before July 1, 1992, may be issued a license based on the requirements of the approved program in effect at the time of admission.

(2) **ISSUANCE OF ONE YEAR LICENSES FOR ADMINISTRATION.** The department may issue a one-year license to serve as an administrator may be issued to a person who does not fully meet the requirements for a regular license, only as follows:

- (a) The employing school board shall make the request to the department, in writing.
- (b) The applicant shall have been admitted to an approved program under subch. IX of ch. PI 4, leading to a regular license for the administrative position.
- (c) The applicant shall submit a written plan to the department for completion of the approved program within 2 years. The written plan shall be approved by the institution offering the approved program and by the employing school board.
- (d) For one-year license to serve as a superintendent, the applicant shall possess a master's degree or the equivalent.
- (e) A license under this subsection may be renewed one time for one year, upon the written request made by formal action of the school board and with satisfactory evidence from the institution offering the approved program that the applicant can complete the approved program in one year.

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- (3) **GENERAL REQUIREMENTS.** An applicant for a license under this subchapter shall meet all of the following requirements:
- (a) *Degree.* An applicant for a superintendent license shall have completed an approved specialist degree program or the equivalent; for all other licenses under this subchapter, the applicant shall have completed an approved master's degree program or the equivalent in the area of administration; or a master's degree or the equivalent and an approved program leading to a license under this subchapter.
- (b) *Human growth and development.* 1. Except as specified in subd. 2, the applicant shall have completed graduate or undergraduate course work in each of the following:
- a. Child psychology or human growth and development.
 - b. Early adolescent psychology or human growth and development.
 - c. Adolescent psychology or human growth and development.
2. An applicant for a school business administrator license is not required to meet the requirement in subd. 1.
- (c) *Common core.* 1. Except as specified in subd. 2, the applicant shall have completed 21 graduate semester credits including all of the following:
- a. Human relations.
 - b. Oral and written communication.
 - c. Educational leadership including participatory management, long-range strategic planning and change agent processes.
 - d. Organization and operation of public schools, including school and community relations.
 - e. Governance of education at the national, state and local levels.
 - f. Supervision of instruction, including program planning and evaluation.
 - g. Evaluation of personnel.
 - h. School law.
 - i. School business administration and budgeting, including school finance and taxation.
 - j. Politics of education.
2. An applicant for the school business administrator license shall have completed 18 semester credits as described in subd. 1. Applicants for the local vocational education coordinator license and the instructional library media supervisor license are not required to meet the requirements in subd. 1.
- (d) *Professional education.* 1. Except as specified in subd. 2, the applicant shall have completed 18 semester credits of professional educational course work not included as part of an approved program

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leading to a license under this subchapter and shall meet one of the following requirements:

- a. The applicant shall hold or be eligible to hold a license to teach at the elementary, elementary/middle, middle, middle/secondary or secondary level or to teach grades kindergarten through 12, or shall have completed an approved program leading to one of these licenses.
- b. The applicant shall hold or be eligible to hold a license as a school counselor, a school psychologist, or a school social worker, or shall have completed an approved program leading to one of these licenses.

2. An applicant for school business administrator license is not required to meet the requirements in subd. 1. Applicants for local vocational education coordinator license under s. PI 3.62 and instructional library media supervisor license under s. PI 3.63 shall meet the specific requirements for the license in lieu of the requirements in subd. 1.

(e) *Experience.* 1. Except as specified in subd. 2, the applicant shall have completed one of the following:

- a. Three years of successful full-time teaching at the elementary, elementary/middle, middle, middle/secondary, secondary, or grades kindergarten through 12 level.
- b. Three years of successful experience as a school counselor, a school psychologist, or a school social worker, which included evidence of at least 540 hours of successful classroom teaching experience.

2. An applicant for school business administrator license is not required to meet the requirement in subd. 1. Applicants for local vocational education coordinator license and instructional library media supervisor license shall meet the specific requirements for the license in lieu of the requirements in subd. 1.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. and recr. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.56 School district superintendent - 03. The superintendent - 03 license permits the holder to serve as a superintendent or an assistant superintendent. In addition, s. 118.24 (2) (d), Stats., permits the superintendent to designate herself or himself to serve as principal or teacher in any school under her or his supervision while the person is employed and serving as a licensed superintendent. For the initial or regular license, the applicant shall meet the following requirements, in addition to the general requirements under s. PI 3.55:

- (1) The applicant shall hold or be eligible to hold a principal license.
- (2) The applicant shall have completed an approved program or the equivalent leading to licensure as a superintendent, which includes, 12 graduate semester credits including all of the following:
 - (a) Superintendency.
 - (b) Advanced program planning and evaluation.

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- (c) Economics of education, public finance, and taxation.
- (d) Advanced politics of education.
- (e) Personnel administration.
- (f) Collective bargaining and contract administration.
- (g) Practicum or internship in the superintendency.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. and recr. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.57 Elementary/middle level principal - 34. The elementary/middle level principal-34 license permits the holder to serve as a principal or an assistant principal in an elementary, elementary/middle or middle level school. For an initial or regular license, the applicant shall meet all of the following requirements, in addition to the general requirements in s. PI 3.55:

- (1) The applicant shall have completed an approved program or the equivalent leading to licensure as a principal, which includes 12 graduate semester credits including all of the following:
 - (a) Principalship, including instructional leadership and operational tasks.
 - (b) Coordination of special school programs.
 - (c) Curriculum development at the elementary/middle level.
 - (d) Practicum or internship in the principalship at the elementary/middle level.
- (2) the licensure and experience requirements under s. PI 3.55 (3) (d) and (e) shall have been met at the elementary, elementary/middle or middle level.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. and recr. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.58 Middle/secondary level principal - 24. The middle/secondary level principal - 24 license permits the holder to serve as a principal or an assistant principal in a middle, middle/secondary or secondary level school. For an initial or regular license, the applicant shall meet all of the following requirements, in addition to the general requirements in s. PI 3.55:

- (1) The applicant shall have completed an approved program or the equivalent leading to licensure as a principal, which includes 12 graduate semester credits including all of the following:
 - (a) Principalship, including instructional leadership and operational tasks.
 - (b) Coordination of special school programs.
 - (c) Curriculum development at the middle/secondary level.
 - (d) Practicum or internship in the principalship at the middle/secondary level.

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- (2) The licensure and experience requirements under s. PI 3.55 (3) (d) and (e) shall have been met at the middle, middle/secondary, or secondary level.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. and recr. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.59 K-12 Director of instruction - 10. (1) Except as provided under sub. (2), a director of instruction -10 license permits the holder to serve as supervisor, curriculum coordinator or director of instruction. For a license under this section, the applicant shall have met all of the following requirements, in addition to the general requirements under s. PI 3.55:

- (a) The applicant shall have completed an approved program or the equivalent leading to the director of instruction license, which includes 12 graduate semester credits including all of the following:
1. Coordination of special school programs.
 2. Advanced instructional program planning and evaluation.
 3. Educational tests and measurements.
 4. Kindergarten through grade 12 curriculum development, including elementary, middle and secondary levels.
 5. Practicum or internship in the director of instruction.
- (2) Persons who hold the supervisor, coordinator or director - 10 license may serve as kindergarten through grade 12 director of instruction. Persons who have at least one year of experience prior to July 1, 1992, under the supervisor, coordinator, or director - 15 or 20 license may be issued a license under this section.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. and recr. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.60 Director of special education and pupil services - 80. (1) A director of special education and pupil services - 80 license permits the holder to administer a special education program or a pupil services program, or both. Except as specified in sub. (2), for a regular license under this section the applicant shall meet the following requirements, in addition to the general requirements under s. PI 3.55:

- (a) The applicant shall have completed an approved program leading to licensure as a director of special education and pupil services, which includes 12 semester hours of graduate course work including all of the following:
1. Administration and supervision of special education programs.
 2. Administration and supervision of pupil services programs.
 3. Educational tests and measurements.
 4. Practicum or internship in director of special education and pupil services.
- (2) (a) Persons who hold a special education supervisor - level A -81 license may be issued a regular license under this section.

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- (b) Persons who have served as pupil services director for at least 50% time for at least 5 years prior to July 1, 1991, may be issued a regular license under this section. Persons who have served as pupil services director prior to July 1, 1991, but for less than 5 years, may be issued a one-year license under s. PI 3.55 (2), to enable them to complete the requirements of sub. (1). The one-year license may be renewed if the applicant provides documentation of satisfactory progress toward completion of the requirements of sub. (1).
- (c) Persons who have served as a director in a specific pupil services area for at least 50% time for at least 3 years prior to July 1, 1991, may be issued a regular license as a director of that specific area. Persons who have served as a director in a specific pupil services area at least 50% time for less than 3 years may be issued a one-year license under s. PI 3.55 (2), to enable them to complete the requirements of sub. (1). The one-year license may be renewed if the applicant provides documentation of satisfactory progress toward completion of the requirements of sub. (1). A license under this paragraph may only be issued to persons who meet the requirements and apply for the license on or before June 30, 1992.
- (d) Until July 1, 1995, persons who hold a special education supervisor - level B - 82 license may be issued a regular license under this section upon completion of a level A approved program under s. PI 3.605.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. and recr. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.605 Special education supervisor - level A - 81. Effective July 1, 1992, the special education supervisor - level A - 81 license is no longer issued. However, until July 1, 1995, persons holding a special education supervisor - level B - 82 license may complete an approved program under this section in order to be issued a regular license under s. PI 3.60 (2) (a). The applicant shall have completed a specialist's degree or the equivalent, one year of graduate work in special education beyond the master's degree or a minimum of 18 semester credits of postmaster's graduate credits in special education of which at least 12 semester credits of this graduate work shall be in areas other than the original area of specialization in special education.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; renum. from PI 3.63 and am. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.606 Special education supervisor - level B - 82. A regular license to serve as a level B special education supervisor under s. PI 11.14 may be issued to an applicant who has obtained the institutional endorsement and has completed or possesses all of the following:

- (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, middle, or secondary level teaching experience.
- (5) Graduate courses in all of the following:
 - (a) Child or adolescent psychology, or both.

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- (b) General curriculum.
 - (c) Educational tests and measurements.
 - (d) Introduction to guidance.
 - (e) Supervision of instruction.
- (6) A core of at least 6 graduate semester credits in one of the following:
- (a) Administration and supervision of special education programs.
 - (b) Field work or internship in the administration and supervision of special education programs.
 - (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.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; renum. under s. 13.93 (2m) (b) 1, Stats., Register, November, 1990, No. 419.

PI 3.61 School business administrator - 08. (1) Except as specified in sub. (2), the school business administrator - 08 license is required for the person who has primary budget and fiscal responsibility in the school district. For a license under this section the applicant shall meet all of the general requirements under s. PI 3.55 which do not provide an exception for this license, and all of the following requirements:

- (2) The applicant shall have successfully completed an approved program leading to licensure as a school business administrator, which includes 18 semester credits of graduate course work, including all of the following:
- (a) Accounting.
 - (b) Data management and processing.
 - (c) Risk management.
 - (d) School facilities.
 - (e) One of the following:
 - 1. Collective bargaining.
 - 2. Employee contract administration.
 - 3. Support services
 - (f) Practicum or internship in school business administration.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. and recr. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.62 Local vocational education coordinator - 65: The local vocational education coordinator - 65 license permits the holder to serve as supervisor or coordinator in a school district's vocational education program. A regular license under this section may be issued to an applicant who meets all of the following requirements:

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- (1) Holds a license in agriculture under s. PI 3.21 (1) or in a vocational subject area under s. PI 3.22 and has completed course work in all of the following areas:
 - (a) Curriculum planning and development-general;
 - (b) Guidance with an emphasis on career development;
 - (c) Issues, principles or philosophy of vocational education;
 - (d) Organization and administration of cooperative vocational programs;
 - (e) School administration;
 - (f) Supervision of instruction.
- (2) Has work experience outside of teaching which includes at least 2,000 hours in one or more occupational fields. With the prior approval of the state superintendent, college field experience resulting in college credit or participation in a workshop may be used to satisfy the occupational requirements under this subsection, as follows: one clock hour of approved college field experience or of approved workshop experience counts up to 3 clock hours of occupational experience.
- (3) Has completed 3 years of successful classroom teaching experience in agriculture or in a vocational subject area under s. PI 3.22 or 2 years of successful classroom teaching experience in agriculture or in a vocational subject under s. PI 3.22 and an additional 2 years of successful experience in administration and guidance.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; renum. from PI 3.64 and am. (intro.), (1) (intro.), (2) and (3), Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.63 Instructional library media supervisor The instructional library media supervisor license - 91 permits the holder to provide instructional library media program supervision, leadership, coordination or facilitation. For the regular instructional library media supervisor - 91 license, the applicant shall meet all the following requirements:

- (1) Holds or is eligible for the instructional library media specialist - 902 license under s. PI 3.42.
- (2) Has 3 years of successful experience as an instructional library media specialist while holding either the instructional library media - 901 license under s. PI 3.41 or initial or regular instructional library media specialist - 902 license under s. PI 3.42.
- (3) Has completed a master's degree from an approved library media services program plus 12 graduate semester credits in educational administration, school personnel management, supervision of instruction, and district level library media program supervision from an approved program covering all of the following competency areas:
 - (a) General principles of organizing, operating, financing, and administering elementary, middle, and secondary level schools.
 - (b) Supervision of instruction at the elementary, middle, and secondary levels.

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- (c) General principles of school personnel management.
- (d) Administration and supervision of library media programs at the district level, including:
 1. Evaluation and planning of program and services.
 2. Management of personnel and financial resources.
 3. Analysis of current trends in providing library media services.
 4. Application of research methodologies.
 5. Application of networking, automation, and advanced communication technologies.
 6. Application of appropriate laws and regulations.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; renum. from PI 3.65 and am. (intro.), Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.66 Supervisor of counseling and guidance - 968. History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. Register, November, 1990, No. 419, eff. 12-1-90.

PI 3.67 Supervisor of counseling and guidance - bilingual - 969. History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; r. Register, November, 1990, No. 419, eff. 12-1-90.

Subchapter XIV — Obsolete Licenses

PI 3.68 Obsolete licenses. The department no longer issues initial licenses in the following areas, however a person who holds any of these regular licenses may continue to carry out any functions permitted by the license, provided the person holds a life license or continues to renew the 5-year license as required under s. PI 3.03 (2):

- (1) Music (all) - 500, until July 1, 1982.
- (2) Reading Specialist - 2-year nonrenewable, until January 1, 1984.
- (3) Reading Teacher - 2-year nonrenewable, until January 1, 1984.
- (4) Science (all) - 600. Effective January 1, 1964, until July 1, 1980.
- (5) The following science subject licenses were issued until July 1, 1980.
 - (a) Astronomy - 627
 - (b) General Science - 620
 - (c) Geology - 637
 - (d) Physiology - 630
- (6) Provisional School Psychologist - 56, until July 1, 1980.
- (7) School Psychologist I - 57, until July 1, 1980.
- (8) School Psychologist II - 58, until July 1, 1980.
- (9) School administrator until July 1, 1980. 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:

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- (a) District administrator - 05 - may serve as a district administrator or assistant district administrator.
 - (b) Assistant district administrator - 06 - may serve as a assistant district administrator.
 - (c) High school principal - 25 - may serve as a high school principal or assistant high school principal.
 - (d) Assistant high school principal - 26 - may serve as an assistant high school principal.
 - (e) Junior high school principal - 30 - may serve as junior high school principal, middle school principal, assistant junior high school principal, or assistant middle school principal.
 - (f) Assistant junior high school principal - 31 - may serve as assistant junior high school principal or assistant middle school principal.
 - (g) Elementary school principal - 35 - may serve as elementary school principal, middle school principal, assistant elementary school principal, or assistant middle school principal.
 - (h) Assistant elementary school principal - 36 - may serve as assistant elementary school principal or assistant middle school principal.
 - (i) Elementary school principal - 40 - may serve as elementary school principal or assistant elementary school principal in elementary schools with 6-10 teachers.
- (10) Administrator licenses until July 1, 1992. Persons who hold the following administrator licenses based upon administrator license requirements prior to 1992 may continue to serve in the following administrator positions:
- (a) District administrator - 04 may serve as district administrator or superintendent, or assistant district administrator or superintendent, elementary/middle level principal or assistant principal, or middle/secondary level principal or assistant principal, or business manager.
 - (b) Elementary/middle level principal - 34 may serve as principal or assistant principal in an elementary, middle or junior high school.
 - (c) Middle/secondary level principal - 24 may serve as principal or assistant principal in a middle, junior high or high school.
 - (d) Supervisor, coordinator or director - 10 may serve as a kindergarten through grade 12 supervisor, curriculum coordinator or director of instruction; supervisor, coordinator or director -15 may serve as an elementary or elementary/middle level supervisor, curriculum coordinator or director of instruction; supervisor, coordinator or director -20 may serve as a middle, middle/secondary or secondary level supervisor, curriculum coordinator or director of instruction.
 - (e) Special education supervisor - level A - 81 may serve as director of special education or director of special education and pupil services.

(f) Supervisor of counseling and guidance - 968 and supervisor of counseling and guidance - bilingual - 969, may continue to serve with these licenses.

(11) School library supervisor - 09-900, until July 1, 1986.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (intro.), cr. (10) and (11), Register, November, 1990, No. 419, eff. 12-1-90.

Subchapter XV — Advisory Council

PI 3.69 Advisory council. The state superintendent shall appoint a broadly based, representative advisory council for teacher education and licensure, as described in this section.

- (1) **MEMBERSHIP.** (a) The advisory council shall consist of the following members:
1. Five practicing teachers.
 2. Four school administrators,
 3. Four higher education representatives,
 4. Four lay citizens,
 5. One post-secondary school student.
- (b) Members in the several categories shall be selected by the state superintendent in a manner that maximizes diversity of educational perspectives.
- (2) **TERMS OF OFFICE.** (a) The term of office shall be for 3 consecutive years.
- (b) Terms of office shall be staggered to provide for the expiration of the terms of only one-third of the members annually for continuity in the membership and council functioning.
- (c) A member shall serve no more than 2 consecutive full 3-year terms.
- (d) The term of office shall begin on July 1 and expire on June 30.
- (e) A member whose classification has changed should have his or her term expire immediately and vacate the position so that an interim appointment can be made of someone who fulfills the requirements for representing that classification.
- (3) **DUTIES.** (a) Propose to the state superintendent requirements for licensure of school personnel.
- (b) Propose to the state superintendent guidelines to be used in the issuance of all types of licenses to school personnel.