

DEPARTMENT OF PUBLIC INSTRUCTION

PI 3

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Chapter PI 3

LICENSES

**Subchapter I — General Provisions**

- PI 3.01 Definitions (p. 8)
- PI 3.02 Approval of professional education programs leading to licensure (p. 11)
- PI 3.023 Acceptance of off-campus courses for continuing professional education credit (p. 12)
- PI 3.025 Approval of programs for equivalent clock hours (p. 14)
- PI 3.03 Types of licenses and renewal requirements (p. 16)
- PI 3.04 License revocation and reinstatement (p. 18-2)

**Subchapter II — General Requirements for a License**

- PI 3.05 General requirements for a license (p. 20)

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

- PI 3.06 Early childhood education: N-K prior to July 1, 1992 (p. 26-1)
- PI 3.065 Early childhood level education: PK-3, effective July 1, 1992 (p. 26-2)
- PI 3.07 Elementary education: grades 1-8, prior to July 1, 1992 (p. 26-3)
- PI 3.075 Elementary level education: grades 1-6, effective July 1, 1992 (p. 26-3)
- PI 3.08 Elementary/middle level education: grades 1-9, effective July 1, 1992 (p. 26-4)
- PI 3.09 Middle level education: grades 5-9, effective July 1, 1992 (p. 26-4)
- PI 3.10 Middle/secondary level education: grades 6-12, effective July 1, 1992 (p. 26-4)
- PI 3.11 Secondary education: grades 7-12, prior to July 1, 1992 (p. 27)
- PI 3.115 Secondary level education: grades 9-12, effective July 1, 1992 (p. 27)

**Subchapter IV — Subject Area Licenses**

- PI 3.12 Communication arts subject areas (p. 28)
- PI 3.13 Driver education (p. 28)
- PI 3.14 Foreign language subject areas (p. 29)
- PI 3.15 Health, safety education, recreation, dance (p. 29)
- PI 3.16 Mathematics and computer science (p. 29)
- PI 3.17 Philosophy and religious studies (p. 29)
- PI 3.18 Science subject areas (p. 29)
- PI 3.19 Social science subject areas (p. 31)
- PI 3.20 Coaching athletics (p. 32)

**Subchapter V — Special Subject and Vocational Education Areas**

- PI 3.21 Special subject areas (p. 32)
- PI 3.22 Vocational education areas (p. 33)

**Subchapter VI — Reading**

- PI 3.23 Reading teacher (p. 35)
- PI 3.24 Reading specialist (p. 35)

**Subchapter VII — Special Education**

- PI 3.25 Special education: applicability and general requirements (p. 36)
- PI 3.26 Mild or moderate mental retardation (p. 37)
- PI 3.27 Severely handicapped (p. 37)
- PI 3.28 Learning disabilities (p. 38)
- PI 3.29 Emotional disturbance (p. 38)
- PI 3.30 Hearing impaired (p. 39)
- PI 3.31 Visually impaired (p. 39)
- PI 3.32 Orientation and mobility (p. 40)
- PI 3.33 Orthopedic disability (p. 40)
- PI 3.34 Early childhood — exceptional educational needs (p. 40)
- PI 3.35 Speech and language pathology (p. 41)
- PI 3.36 Occupational therapist (p. 43)
- PI 3.37 Physical therapist (p. 43)
- PI 3.38 Adaptive education and adaptive physical education (p. 43)
- PI 3.39 Special education program aide (p. 44)

**Subchapter VIII — Instructional Library Media and Technology**

- PI 3.40 Instructional library media and technology: applicability (p. 44)
- PI 3.41 Initial instructional library media specialist (p. 44)
- PI 3.42 Instructional library media specialist (p. 45)
- PI 3.43 Instructional technology specialist (p. 46)

**Subchapter IX — Indian Language, Culture and History**

- PI 3.44 Indian home/school coordinator, language and culture aide (p. 47)
- PI 3.45 Indian language, history and culture (p. 48)
- PI 3.46 School counselor-Indian language and culture (p. 50)

**Subchapter X — Bilingual/Bicultural Education**

- PI 3.47 Bilingual/bicultural education (p. 50)

**Subchapter XI — Pupil Services**

- PI 3.48 Pupil services: general requirements (p. 51)
- PI 3.49 School counselor (p. 51)
- PI 3.50 School counselor-bilingual (p. 52)
- PI 3.51 School nurse (p. 53)
- PI 3.52 Provisional school psychologist (p. 54)
- PI 3.53 School psychologist (p. 55)
- PI 3.54 School social worker (p. 55)

**Subchapter XII — School Administration**

- PI 3.55 School administration: general provisions (p. 56)
- PI 3.56 School district superintendent (p. 58)

## PI 3

PI 3.57	Elementary/middle level principal (p. 59)	PI 3.61	School business administrator (p. 62)
PI 3.58	Middle/secondary level principal (p. 59)	PI 3.62	Local vocational education coordinator (p. 62)
PI 3.59	K-12 Director of instruction (p. 60)	PI 3.63	Instructional library media supervisor (p. 63)
PI 3.60	Director of special education and pupil services (p. 60)	<b>Subchapter XIV — Obsolete Licenses</b>	
PI 3.605	Special education supervisor level A-81 (p. 61)	PI 3.68	Obsolete licenses (p. 64)
PI 3.606	Special education supervisor level B-82. (p. 61)	<b>Subchapter XV — Advisory Council</b>	
		PI 3.69	Advisory council (p. 64-2)

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

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:

## PI 3

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.

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.



3. Impairments of voice.
  4. Language disorders.
  5. Neuromuscular impairments of speech.
  6. Orofacial disorders.
- (e) *Auditory rehabilitation*. At least 9 semester credits in diagnostic and evaluative techniques and in auditory rehabilitation, such as:
1. Auditory disorders.
  2. Hearing conservation.
  3. Speech and language for the hearing impaired.

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

**PI 3.36 Occupational therapist - 812, K-12.** Any person employed by a school system as a school occupational therapist shall hold a license under this section. Effective July 1, 1978, an occupational therapist - 812 license may be issued to a person who meets all of the following requirements:

- (1) Holds a license to serve as an occupational therapist issued by the appropriate professional licensing authority.
- (2) Has completed at least 9 semester credits in professional special education such as:
  - (a) Adaptive physical education.
  - (b) Behavior modification for the exceptional child.
  - (c) Early childhood special education.
  - (d) Educational assessment and diagnosis of the exceptional child.
  - (e) Elective or electives in special education.
  - (f) Guidance of exceptional children.
  - (g) Introductory course to a specific area of exceptionality.
  - (h) Language development for the exceptional child.
  - (i) Language disorders.

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

**PI 3.37 Physical therapist - 817, K-12.** Any person employed by a school district as a physical therapist shall hold a license issued by the department. A regular license as a school physical therapist may be issued to an applicant who is licensed as a physical therapist by the department of regulation and licensing, medical examining board.

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

**PI 3.38 Adaptive education - 859 and adaptive physical education - 860.**  
(1) **ADAPTIVE EDUCATION - 859.** (a) A regular license in adaptive education - 859 may be issued to an applicant who holds a regular license, and who has completed an approved program, including a concentration in adaptive education, which includes course work in all of the following:

## PI 3

1. Psychology and nature of the exceptional child.
  2. Modification of content, instructional strategies and learning environment for children with exceptional educational needs and other children with special needs in the regular education setting.
  3. Practicum in adaptive education in the area of licensure.
- (b) Effective July 1, 1988, this license replaces the music-special education - 861, art-special education - 862, home economics-special education - 863, technology education-special education - 864, business education-special education - 865, and agriculture-special education - 866 licenses.
- (2) **ADAPTIVE PHYSICAL EDUCATION - 860.** A regular license in adaptive physical education - 860 may be issued to a person who holds a regular physical education license, and who has completed an approved program, including a concentration in adaptive physical education, which includes course work in all of the following:
- (a) Psychology and nature of the exceptional child.
  - (b) Modification of content, instructional strategies and learning environment in physical education.
  - (c) Practicum in adaptive physical education.

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

**PI 3.39 Special education program aide - 883.** A regular special education program aide - 883 license may be issued to an applicant who is at least 18 years of age and meets one of the following requirements:

- (1) Has at least 3 years of experience in supervision of structured youth activities.
- (2) Has completed at least 3 years of college education.
- (3) Has a combination of education and experience under subs. (1) and (2) totaling 3 years.
- (4) Has completed a 2-year program in child care and development approved by the department.

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

### Subchapter VIII — Instructional Library Media and Technology

**PI 3.40 Instructional library media and technology: applicability.** Persons holding the regular or life school librarian - 900, audiovisual director - 904, or audiovisual coordinator - 905 licenses prior to July 1, 1986, may continue to serve with these licenses.

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

**PI 3.41 Initial instructional library media specialist - 901.** Effective July 1, 1986, for the 5-year initial license, the applicant shall either possess a regular or a life license as a school librarian - 900, or audiovisual director - 904 or have completed all of the following: