

## Chapter TCS 3

## CERTIFICATION OF PERSONNEL: REQUIREMENTS AND PROCEDURES

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**Note:** Chapter A-V 3 was renumbered chapter VTAE 3, Register, September, 1985, No. 357, eff. 10-1-85; chapter VTAE 3 as it existed on April 30, 1993 was repealed and a new chapter VTAE 3 was created effective May 1, 1993; chapter VTAE 3 was renumbered chapter TCS 3 under s. 13.93 (2m) (b) 1., Stats., Register, June, 1994, No. 462.

**TCS 3.01 Purpose and application.** (1) **PURPOSE.** The purpose of this chapter is to establish standards and procedures pursuant to s. 38.04 (4) (a), Stats., for the approval of minimum academic, occupational, and teaching requirements for district educational personnel and nondistrict personnel designated in s. TCS 3.03 (9) who provide instruction for which district credit may be granted.

(2) **APPLICABILITY.** This chapter applies to all applications for initial certification or renewal of certification received by the board on or after May 1, 1993. A person holding 5-year, or provisional certificate on May 1, 1993 shall not have additional requirements for renewal for the same certification. A person changing position or instructional area assignment after May 1, 1993 shall comply with the additional requirements of this chapter.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

**TCS 3.02 Definitions.** In this chapter:

(1) "Academic instructor" means a person teaching one or more courses in academic subjects such as mathematics, social science, English, communications, and science where the knowledges and skills taught are obtained by the instructor through collegiate preparation resulting in at least a baccalaureate degree.

(2) "Accredited" means official recognition granted by a nationally recognized accrediting agency or association to an institution, school or program meeting specified educational qualifications and standards.

(3) "Alcohol and other drug abuse prevention and intervention program facilitator" means a person responsible for coordination of an alcohol and other drug abuse prevention and intervention program funded in whole or in part under s. 38.35, Stats.

**Note:** Section 38.35, Stats., was repealed by 2005 Wis. Act 25.

(4) "Board" means the technical college system board.

(5) "Counselor" means a person employed by a district who is responsible for counseling students on vocational, career and personal concerns.

(6) "Course" means an educational unit consisting of a series of instructional periods which are offered within a specific period of time to teach a particular subject for which credit or credit equivalency is granted.

(7) "Director" means the person appointed by the board under s. 38.04 (2), Stats.

(8) "District" means a technical college district established under ch. 38, Stats.

(9) "District board" means the district board in charge of the technical colleges of a district.

(10) "District director" means the person employed by a district board under s. 38.12 (3) (a) 1., Stats.

(11) "Employed full-time" means employment of a person by a district in a program approved by the board for a period of time equal to or exceeding 50% of a full-time contract as determined by district board policy or a collective bargaining agreement.

(12) "Employed part-time" means employment of a person by a district in a program approved by the board for a period of time less than 50% of a full-time contract as determined by district board policy or a collective bargaining agreement.

(13) "Fully qualified worker" means a person employed in a target job of a program, or in a position directly supervising persons working in a target job of a program.

(14) "Instructional administrator" means a person employed by a district who manages, supervises or evaluates certified instructional staff and exercises overall supervisory responsibility for the delivery, development or design of instruction.

(15) "Instructional related administrator" means a person employed by a district who manages, supervises or evaluates instructional related supervisors or counselors and exercises overall supervisory responsibility for matters affecting student services and other areas, without the responsibility for the delivery, development, or design of instruction.

(16) "Instructional related supervisor" means a person employed by the district, under the direction of an administrator, who supervises student services' staff, including counselors or other certified instructional related staff, acts as liaison with business and industry and the secondary schools within the district, without the responsibility of delivery, development, or design of instruction.

(17) "Instructional specialist" means a person employed by the district who advises and assists instructional staff in the development and use of various curriculum materials, instructional devices and presentation techniques including audio-visual equipment, television, computers and equipment used to provide distance learning.

(18) "Instructional supervisor" means a person employed by the district, under the direction of an instructional administrator, who manages one or more instructional programs and supervises staff who deliver, develop or design instruction.

(19) "Instructor" means a person employed by a district who delivers, develops or designs courses in programs approved by the board.

(20) "Librarian" means a person employed by the district who operates and manages a library or library services program, or both.

(21) "Nationally recognized accrediting agency or association" means an agency or association identified by the secretary of the U.S. department of education as authorized to accredit a particular category of institution, school or educational program in accordance with the provisions contained in 34 CFR Part 603.

(22) "Occupational instructor" means a person employed by a district to teach one or more courses that are vocational or technical in nature where the knowledge and skills taught are obtained through occupational experience and academic preparation resulting in at least a baccalaureate degree or the baccalaureate equivalency provided in s. TCS 3.04 (1) or (2).

(23) "Postsecondary degree granting institution" means a public or private educational institution awarding an associate, baccalaureate, or graduate degree.

(24) "Recognized educational system" means a public or private educational system accredited by a nationally recognized accrediting agency or association or by the U.S. department of education.

(25) "Verifiable occupational experience" means occupational experience that can be documented by a statement from a previous employer, tax forms, or a person associated with the business who is not related to the certification applicant.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; correction in (4), (8), (9) and (22) made under s. 13.93 (2m) (b) 6. and 7., Stats., Register, June, 1994, No. 462..

### **TCS 3.03 Procedure for obtaining certification.**

(1) **INITIAL CERTIFICATION FOR DISTRICT EMPLOYEES.** After employment of a person who requires certification, a district director or designee shall initiate the certification process by submitting a request for certification to the board. The employee shall be considered a party to any request for certification and shall provide documentation required under sub. (4) pertaining to occupational, academic and teaching experience to the district director or designee for submission to the board. A request for certification of a person following initial employment by the district shall be submitted as soon as practicable, but no later than 6 months following commencement of employment with the district.

(2) **CERTIFICATION REQUESTS BY INDIVIDUALS.** Following initial certification pursuant to sub. (1), an individual may request provisional or 5-year certificates for additional areas of instruction or categories of certification. Requests under this subsection shall be submitted to the district director or designee with documentation required under sub. (4) pertaining to occupational, academic and teaching experience, and the district director or designee shall forward the certification request and documentation to the board. A person requesting certification under this subsection shall be responsible for payment of a fee equivalent to the fee charged to the district by the board for certification initiated by the district. Districts shall be annually notified as to the amount of the certification fee.

(3) **ADDITIONAL CERTIFICATION REQUESTS BY DISTRICTS.** Upon assignment of an employee to a position not included in the initial certification under sub. (1), the district director or designee shall request new certification for that employee from the board. A person who objects to obtaining additional certification may appeal the decision as provided under s. TCS 3.16.

(4) **REQUIRED DOCUMENTATION FOR CERTIFICATION.** A person subject to the requirements of subs. (1) to (3) shall submit the following to his or her district director or designee for submission to the board:

(a) A request for certification on forms approved by the board.

(b) Official transcripts of undergraduate and graduate credits from a recognized educational system to document educational requirements under this chapter for the type of certification for which application is made.

(c) Written verification of training from sources including armed forces' service schools, manufacturer's schools, and training provided by industry which prepares a person for an occupation.

(d) Copies of professional or occupational licenses required by a state or federal agency for employment in the occupation or profession.

(e) Written verification from past and present employers to document occupational experience.

(f) Written verification from recognized educational systems to document teaching experience.

**Note:** Certification application forms are available from state board certification staff.

(5) **EVALUATION OF REQUESTS FOR CERTIFICATION.** All requests for certification and required documentation shall be evaluated by the board certification staff for compliance with the provisions of this chapter. Education and occupation experience shall reflect current practices and standards in business and industry as determined by the director or designee. When it is determined that all requirements for certification are met, the board shall issue a certificate.

(6) **CHANGES IN PROGRAM OR COURSE NUMBERING.** If a program or course number for an instructional area changes and the content of the program or course remains the same, the certification shall transfer to the resulting program number or course.

(7) **RENEWAL OF CERTIFICATION.** (a) While a certificate is in effect, the certified person shall complete the renewal requirements designated for the appropriate certification. When the renewal requirements for a provisional, part-time provisional, or part-time approval certificate are completed, the district director or designee of the district where the person is employed shall provide documentation to the board of such completion. Board certification staff shall review the documentation and shall inform the district director or designee and the person of renewal of the certificate or nonrenewal due to a deficiency found in the renewal submissions. Upon completion of the renewal requirements for a 5-year certificate, the district director or designee of the district employing the person shall renew the certificate and shall provide that the documentation for a 5-year certificate renewal is available for audit by board certification staff.

(b) Academic credits, occupational experience or other professional activities required to fulfill certification renewal requirements which are begun after May 1 and completed before August 31 of the final year in a certification period may be applied, at the option of the certified person, toward either the current or immediately succeeding renewal period.

(8) **CERTIFICATION PERIOD.** The initial certificate is effective on the date which the person began work in the position requiring certification and remains effective until August 31 of the third year following issuance. All subsequent certificates shall take effect on September 1 of the year granted and remain effective through August 31 of the year of expiration.

(9) **CERTIFICATION OF NONDISTRICT EDUCATIONAL STAFF.** (a) The department of corrections, and the department of health and social services, including the division of youth services and the division of care and treatment facilities, may request certification from the board for employees who provide instruction for which district credit may be granted, and shall pay the costs associated with processing such requests.

(b) K-12 school districts may request certification from the board for secondary school instructors and shall pay the costs associated with processing such requests. Eligibility for certification granted under this paragraph shall be determined by the board based on consideration of factors including the secondary instructor's current certification by the department of public instruction; a determination that the high school course for which certification is sought is technical college introductory level occupational or occupational related; and a determination that enrollment in the course is limited to secondary students who have demonstrated a mastery of relevant prerequisite competencies. The certification eligibility factors shall be demonstrated in articulation agreements between the technical colleges and the secondary schools. Certification granted shall be for one academic year, or portion thereof, and may be renewed.

**(10) CERTIFICATION OF ADULT AND CONTINUING EDUCATION STAFF.** Each district shall establish and maintain certification standards subject to the approval of the director or designee for adult and continuing education staff who teach state aidable courses which are not part of state designated programs.

**(11) CERTIFICATION OF DRIVER EDUCATION STAFF.** Driver's education instructors are required to obtain a driver's education certificate. Certification requires the instructor to hold a valid Wisconsin driver's license and to have completed 6 semester credits in driver education and 3 semester credits in safety education, for a total of 9 credits completed in the field.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; am. (9), Register, July, 1993, No. 451, eff. 8-1-93; correction in (3) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

### TCS 3.04 Educational occupational equivalencies.

The board shall deem the following occupational experience or combination of occupational experience and educational achievement to fulfill educational and academic requirements as follows:

**(1)** Employment as an apprentice or journeyman, or both, in the skilled trades for a total of 7 years shall be equivalent to a baccalaureate degree.

**(2)** Occupational experience, combined with education and training to prepare a person for the occupation which totals 7 years or 14,000 hours, shall be equivalent to a baccalaureate degree. Each academic credit or equivalent credit shall be equal to 110 hours of occupational experience.

**(3)** Occupational experience totaling 7 years or 14,000 hours under sub. (1) or (2) combined with an earned baccalaureate degree shall be equivalent to a master's degree.

**(4)** One half year of teaching experience gained while holding a part-time provisional certification shall equal one quarter year of teaching experience.

**(5)** An exception to the occupational requirements identified under s. TCS 3.05 (1) (b), (2) (b) and (3) (b) may be granted by the director or designee to a person with 2 years of related occupational experience as determined by the director or designee, who is hired to provide instruction in new and emerging occupations as determined by the state certification committee acting under s. TCS 3.14 (4) (j). A plan shall be developed by the person granted such exception and the district director or designee, which shall be sufficient to allow renewal each certification period, and to ensure that the person acquires education and training for the occupation and 12 months of occupational experience specific to the area. The plan is subject to the approval of the director or designee. Certification pursuant to this subsection shall be renewed where the person makes progress toward earning a 5-year certificate as stated under s. TCS 3.05 (2) (e) or (3) (e). A maximum of one year of the related occupational experience may include special study through armed forces service schools, manufacturer's schools, tutoring and institutes, or approved in-service teacher training programs.

**(6)** An exception to the occupational requirements identified under s. TCS 3.05 (1) (b), (2) (b) and (3) (b) may be granted by the director or designee to a person with certification who has 2 years of related occupational experience as determined by the director or designee, and who is eligible for certification in an additional instructional area. A plan sufficient to allow renewal each certification period shall be developed by the person granted such exception and the district director or designee to ensure that the person acquires education and training for the occupation and 12 months of occupational experience specific to the area. The plan is subject to the approval of the director or designee. Certification pursuant to this subsection shall be renewed where the person makes progress toward earning a 5-year certificate as stated under s. TCS 3.05 (2) (e) or (3) (e). A maximum of one year of related occupational experience may include special study through armed forces service schools, manufacturer's schools, special

tutoring and institutes or approved in-service teacher training programs.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections in (6) and (7) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

**TCS 3.05 Instructional certification.** Each person employed by a district responsible for the delivery of classroom instruction or assisting in the management of one or more programs of a district shall obtain instructional certification from the board. An instructional certificate shall be granted as follows:

**(1) FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed by a district in a program approved by the board if the person has met all of the following requirements:

**(a)** Education and academic preparation. An academic instructor shall have a baccalaureate degree with a major in the subject area for which certification is sought, or a baccalaureate degree with 30 semester credits in the subject area. An occupational instructor shall have a baccalaureate degree or equivalent as determined under s. TCS 3.04 (1) or (2). An occupational instructor shall have education or training preparing a person for the occupational area to be taught. Appropriate training may include vendor, manufacturer, in-service or other structured on-the-job training in the occupation.

**(am)** An academic or occupational instructor shall complete 2 semester credits approved by the director or designee which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) in each of the following subjects, or shall complete equivalent district in-service activities which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) and approved by the state certification committee under s. TCS 3.14 (4) (b) in each of the following subjects:

1. Philosophy of vocational, technical and adult education.
2. Teaching methods.
3. Curriculum or course construction.
4. Educational psychology.
5. Educational evaluation.
6. Guidance and counseling.
7. Educational diversity.

**(b) Occupational experience.** An academic instructor shall have 12 months of occupational experience in a field other than education. An occupational instructor shall have 24 months of verifiable occupational experience as a fully qualified worker in each occupational area where certification is requested.

**(c) Teaching experience.** A person shall have 2 years experience as a certified teacher in any recognized educational system.

**(d) Renewal.** The 5-year instructional certificate shall be renewed if during the instructional certification period preceding the expiration date, the person seeking renewal completes 6 semester credits, or 2 months of appropriate occupational experience, or other professional activities identified in a district professional growth plan approved under s. TCS 3.14 (4) (g).

**(2) PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed full-time by a district in a program approved by the board where the person has not met all of the requirements for a 5-year certificate under sub. (1) but does meet all the following minimum requirements:

**(a) Education and academic preparation.** An academic instructor shall have a baccalaureate degree with a minor in the subject area for which certification is sought, or a baccalaureate degree with a minimum of 20 semester credits in the subject area for which certification is sought. An occupational instructor shall have a baccalaureate degree or equivalent as determined under s. TCS 3.04 (1) or (2). An occupational instructor shall have education or training preparing a person for the occupational area being taught. Appropriate training may include vendor, manufacturer,



in-service or other structured on-the-job training in the occupation.

(b) *Occupational experience.* An academic instructor shall have 12 months of verifiable occupational experience in a field other than education. An occupational instructor shall have 24 months of verifiable occupational experience as a fully qualified worker in each occupational area where certification is requested.

(c) *Teaching experience.* No teaching experience is required.

(d) *Renewal.* The initial provisional instructional certificate shall be valid for 3 years and may be renewed for additional 2 year periods if during the provisional certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 6 semester credits or district in-service activities fulfilling the requirement of sub. (1) (a). A person meeting the requirements of sub. (1) (a) but not sub. (1) (c) shall complete 2 semester credits approved by the district director or designee for renewal.

(e) *Special provision for persons receiving certification by instructional area prior to May 1, 1993.* A person certified by instructional area prior to May 1, 1993 who does not have the occupational experience required under par. (b) shall be granted a provisional certificate under this subsection for the same instructional area. Thereafter, the person shall obtain 2 months of additional occupational experience as a condition of future renewal where the person's renewal does not meet the renewal requirements identified under sub. (1) (am).

**(3) PART-TIME PROVISIONAL CERTIFICATE.** A part-time provisional certificate shall be granted to a person employed part-time by a district in a program approved by the board where the person has not met the requirements for a 5-year certificate under sub. (1) but does meet the following requirements:

(a) *Education and academic preparation.* An academic instructor shall have a baccalaureate degree with a minor in the subject area for which certification is sought or a baccalaureate degree with a minimum of 20 semester credits in the subject area for which certification is sought. An occupational instructor shall have a baccalaureate degree or equivalent as determined under s. TCS 3.04 (1) or (2). An occupational instructor shall also have education or training which prepares a person for the occupational area taught. Appropriate training may include vendor, manufacturer, in-service or other structured on-the-job training in the occupation.

(b) *Occupational experience.* An academic instructor shall have 12 months of occupational experience in a field other than education. An occupational instructor shall have 24 months of verifiable experience as a fully qualified worker in each occupational area for which certification is requested.

(c) *Teaching experience.* No teaching experience is required.

(d) *Renewal.* The initial part-time provisional instructional certificate shall be valid for 3 years and may be renewed for additional 2 year periods if during the part-time provisional certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 2 semester credits or district in-service activities fulfilling the requirements of sub. (1) (a). A person who has met the requirements of sub. (1) (a) but not sub. (1) (c) shall complete 2 semester credits approved by the district director or designee for renewal.

(e) *Special provision for persons receiving certification by instructional area prior to May 1, 1993.* A person certified by instructional area prior to May 1, 1993 but not having the occupational experience required under par. (b), shall be granted a part-time provisional certificate under this subsection for the same instructional area. Thereafter, the person shall obtain 2 months of additional occupational experience as a condition of future renewal, where the person is not renewing under the requirements identified in sub. (1) (a).

**(4) APPROVAL CERTIFICATE.** An approval certificate shall be issued only to a person already holding a provisional, part-time provisional, 5-year, or a life certificate. The approval certificate shall certify an additional instructional area or courses and shall be issued only when the approval area certified equals less than one-half of the person's annual teaching assignment and the person meets the following requirements:

(a) *Education and academic preparation.* An academic instructor shall have a baccalaureate degree with a minor in the subject area for which certification is sought, or a baccalaureate degree with a minimum of 20 semester credits in the subject area for which certification is sought. An occupational instructor shall have a baccalaureate degree or equivalent as determined under s. TCS 3.04 (1) or (2). An occupational instructor shall have education or training which prepares a person for the occupational area taught. Appropriate training may include vendor, manufacturer, in-service or other structured on-the-job training in the occupation.

(b) *Occupational experience.* An academic instructor shall have 12 months of occupational experience in a field other than education. An occupational instructor shall have 24 months of verifiable experience as a fully qualified worker in each occupational area where certification is requested.

(c) *Teaching experience.* No teaching experience is required.

(d) *Expiration and renewal.* The expiration date for the approval certificate shall be the same as the expiration date of the instructor's provisional or part-time provisional certificate, or the expiration date of the instructor's 5-year certificate for an instructor who does not hold a provisional or part-time provisional certificate. An instructor holding only a life certificate shall have approval for a 2 year period and no requirement for renewal.

(e) *Special provision for persons receiving certification by instructional area or course prior to May 1, 1993.* A person obtaining an approval certificate by instructional area or course prior to May 1, 1993 but not possessing the occupational experience required under par. (b), shall be granted an approval certificate under this subsection for the same instructional area or course.

**(5) PART-TIME APPROVAL CERTIFICATE.** A part-time approval certificate shall be issued only to an occupational instructor employed part-time by a district in a program approved by the board. A part-time approval certificate shall be issued for a maximum of 2 courses for a certification period where the person has not met the requirements for the 5-year certificate under sub. (1) but does meet all the following minimum requirements:

(a) *Education and academic preparation.* An occupational instructor shall have a baccalaureate degree or equivalent as determined under s. TCS 3.04 (1) or (2). An occupational instructor shall have education or training which prepares a person for the occupational area taught. Appropriate training may include vendor, manufacturer, in-service or other structured on-the-job training in the occupation.

(b) *Occupational experience.* An occupational instructor shall be required to have 24 months of verifiable experience as a fully qualified worker in each occupational area for which certification is requested.

(c) *Teaching experience.* No teaching experience is required.

(d) *Renewal.* The initial part-time approval instructional certificate shall be valid for 3 years and shall be renewed for additional 2 year periods if during the part-time approval certification period preceding the expiration date, the person completes 2 months of appropriate occupational experience and 10 hours of approved in-service activities relating to sub. (1) (a), or 2 semester credits or district in-service activities fulfilling the requirement of sub. (1) (a).

(e) *Special provision for persons receiving certification by instructional area prior to May 1, 1993.* A person certified by

instructional area or course prior to May 1, 1993 but not having the occupational experience required under par. (b), shall be granted certification under this subsection for the same or equivalent course.

**(6) EMERGENCY CERTIFICATE.** An emergency certificate shall be issued to a person having educational preparation or occupational experience in the instructional area which is less than that required for a provisional certificate where the person is employed by a district due to an emergency as determined by the director or designee. The emergency certificate may be valid for a maximum period of 12 months but shall not be renewed. The district request for emergency certification shall include a description of the circumstances on which the emergency request is based.

**(7) LIFE CERTIFICATE.** The granting of life certificates was discontinued effective March 1, 1981, but certificates issued prior to that date remain valid.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

### TCS 3.06 Instructional supervisory certification.

Each person employed by a district, under the direction of an instructional administrator, who supervises instructional staff, manages one or more district instructional programs, or supervises the development or design of instruction shall obtain an instructional supervisory certificate from the board. An instructional supervisory certificate shall be granted as follows:

**(1) FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed as an instructional supervisor where the following requirements are met:

(a) *Education and academic preparation.* A person shall complete the education and academic preparation requirements for a 5-year certificate under s. TCS 3.05 (1) (a) and the following additional education and academic preparation:

1. Two semester credits approved by the director or designee which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) in supervision or equivalent district in-service activities which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) in supervision and approved by the state certification committee under s. TCS 3.14 (4) (b).

2. Twelve semester credits approved by the director or designee of professional education appropriate to the supervisory position in addition to that required under this paragraph.

3. A master's degree or equivalent as defined under s. TCS 3.04 (3).

(b) *Occupational experience.* A person shall have the amount of occupational experience required under s. TCS 3.05 (1) (b).

(c) *Teaching experience.* A person shall have 2 years of experience as a teacher in any recognized educational system.

(d) *Professional experience.* A person shall have 2 years of experience as a certified supervisor in any recognized educational system.

(e) *Renewal.* The 5-year instructional supervisory certificate shall be renewed if during the instructional supervisory certification period preceding the expiration date, the person seeking renewal completes 6 semester credits or 2 months of appropriate occupational experience or other professional activities provided by a district professional growth plan approved under s. TCS 3.14 (4) (g).

**(2) PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed as an instructional supervisor where the person has not met all of the requirements for a 5-year certificate under sub. (1) but does meet all of the following minimum requirements:

(a) *Education.* A person shall have a baccalaureate degree or equivalent as defined under s. TCS 3.04 (1) or (2).

(b) *Occupational experience.* A person shall have the amount of occupational experience required for an instructional provi-

sional certificate under s. TCS 3.05 (2) (b) in the person's field of instruction.

(c) *Teaching experience.* A person shall have 2 years teaching experience in any recognized educational system.

(d) *Renewal.* The initial provisional instructional supervisory certificate shall be valid for 3 years and may be renewed for additional 2 year periods if during the provisional certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 6 semester credits or district in-service activities, fulfilling the requirements under sub. (1) (a). A person meeting the requirements for sub. (1) (a) but not sub. (1) (d) shall complete 2 semester credits approved by the district director or designee for renewal.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

### TCS 3.07 Instructional related supervisory certification.

Each person employed by a district, under the direction of an administrator, who supervises student services' staff including counselors or other certified instructional related staff, or maintains liaison with business and industry and the secondary schools within the district, but without the responsibility to deliver, develop, or design instruction, shall be required to obtain an instructional related supervisory certificate from the board. An instructional related supervisory certificate shall be granted as follows:

**(1) FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed as an instructional related supervisor if the person has met all of the following requirements:

(a) *Education and academic preparation.* A person shall complete the education and academic preparation required for a 5-year certificate under s. TCS 3.05 (1) (a), 3.10 (1) (a), 3.11 (1) (a), 3.12 (1) (a) or 3.13 (1) (a), and all of the following additional education and academic preparation:

1. Two semester credits approved by the director or designee which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) in supervision, or completion of equivalent district in-service activities which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) in supervision and approved by the state certification committee under s. TCS 3.14 (4) (b).

2. Twelve semester credits approved by the director or designee of professional education appropriate to the supervisory position in addition to that required under subd. 1.

3. A master's degree or equivalent as defined under s. TCS 3.04(3).

(b) *Occupational experience.* A person shall have the amount of occupational experience required for a provisional certificate under s. TCS 3.05 (1) (b), 3.10 (1) (b), 3.11 (1) (b), 3.12 (1) (b) or 3.13 (1) (c).

(c) *Teaching experience.* A person shall have 2 years of teaching experience or employment in an instructional related position in any recognized educational system, or 2 years of counseling or supervisory experience, in addition to the occupational experience required under par. (b).

(d) *Professional experience.* A person shall have 2 years of experience as a certified supervisor in any recognized educational system.

(e) *Renewal.* The 5-year instructional related supervisory certificate shall be renewed if during the instructional related supervisory certification period preceding the expiration date, the person seeking renewal completes 6 semester credits, 2 months of appropriate occupational experience, or other professional activities provided for by a district professional growth plan approved under s. TCS 3.14 (4) (g).

**(2) PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed as an instructional related supervisor if the person has not met the requirements for a 5-year certifi-

cate under sub. (1) but does meet all of the following minimum requirements:

(a) *Education.* A person shall have a baccalaureate degree or equivalent as defined under s. TCS 3.04 (1) or (2).

(b) *Occupational experience.* A person shall have the amount of occupational experience required for a provisional certificate under s. TCS 3.05 (2) (b), 3.10 (1) (b), 3.11 (1) (b), 3.12 (1) (b) or 3.13 (1) (c).

(c) *Teaching experience.* A person shall have 2 years of teaching experience or employment in an instructional related position in any recognized educational system, or 2 years of counseling or supervisory experience, in addition to the occupational experience required under par. (b).

(d) *Renewal.* The initial provisional instructional related supervisory certificate shall be valid for a period of 3 years and may be renewed for additional 2 year periods if during the provisional certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 6 semester credits or district in-service activities, fulfilling the requirements under sub. (1) (a). A person meeting the requirements for sub. (1) (a) but not sub. (1) (d) shall complete 2 semester credits approved by the district director or designee for renewal.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

### TCS 3.08 Instructional administrative certification.

Each person employed by a district, including the district director, who manages, supervises or evaluates certified instructional staff and exercises overall supervisory responsibilities in matters affecting curriculum or instruction shall obtain an instructional administrative certificate from the board. An instructional administrative certificate shall be granted as follows:

(1) **FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed as an instructional administrator if the person has met all of the following requirements:

(a) *Education and academic preparation.* A person shall complete the education and academic preparation requirements required for a 5-year certificate under s. TCS 3.05 (1) (a), and all of the following additional education and academic preparation:

1. A master's degree or equivalent as defined under s. TCS 3.04 (3).

2. Fifteen semester credits approved by the director or designee of professional education appropriate to the administrative position.

(b) *Occupational experience.* A person shall have the amount of occupational experience required under s. TCS 3.05 (1) (b).

(c) *Teaching experience.* A person shall have 2 years of teaching experience in any recognized educational system.

(d) *Professional experience.* A person shall have 2 years of experience as a certified administrator in any recognized educational system.

(e) *Renewal.* The 5-year instructional administrative certificate shall be renewed if during the instructional administrative certificate period preceding the expiration date, the person seeking renewal completes 6 semester credits, or 2 months of appropriate occupational experience, or other professional activities provided for by a district professional growth plan approved under s. TCS 3.14 (4) (g).

(2) **PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed as an instructional administrator if the person has not met all the requirements for a 5-year certificate under sub. (1) but meets all of the following minimum requirements:

(a) *Education.* A person shall have a master's degree or equivalent as defined under s. TCS 3.04 (3).

(b) *Occupational experience.* A person shall have the amount of occupational experience required for an instructional provisional certificate under s. TCS 3.05 (2) (b) in the person's area of instruction.

(c) *Teaching experience.* A person shall have 2 years of teaching experience in any recognized educational system.

(d) *Renewal.* The initial provisional instructional administrative certificate shall be valid for 3 years, and may be renewed for additional 2 year periods if during the provisional certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 6 semester credits or district in-service activities, fulfilling the requirements under sub. (1) (a). A person meeting the requirements for sub. (1) (a) but not sub. (1) (d) shall complete 2 semester credits approved by the district director or designee for renewal.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

### TCS 3.09 Instructional related administrative certification.

Each person employed by a district who manages, supervises or evaluates instructional related supervisors or counselors and exercises overall supervisory responsibilities in matters affecting student services shall obtain an instructional related administrative certificate from the board. An instructional related administrative certificate shall be granted as follows:

(1) **FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed as an instructional related administrator if the person has met all of the following requirements:

(a) *Education and academic preparation.* A person shall complete the education and academic preparation required for a 5-year certificate under s. TCS 3.05 (1) (a), 3.10 (1) (a), 3.11 (1) (a), 3.12 (1) (a) or 3.13 (1) (a), and all of the following additional education and academic preparation:

1. A master's degree or equivalent as defined under s. TCS 3.04 (3).

2. Fifteen semester credits approved by the director or designee of professional education appropriate to the administrative position.

(b) *Occupational experience.* A person shall have the amount of occupational experience required under s. TCS 3.05 (1) (b), 3.10 (1) (b), 3.11 (1) (b), 3.12 (1) (b) or 3.13 (1) (c).

(c) *Teaching experience.* A person shall have 2 years of teaching experience or instructional related experience in any recognized educational system, or in lieu of the teaching experience, 2 years of appropriate counseling or supervisory experience, which shall be in addition to the occupational experience required under par. (b).

(d) *Professional experience.* A person shall have 2 years of experience as a certified administrator in any recognized educational system.

(e) *Renewal.* The 5-year instructional related administrative certificate shall be renewed if during the instructional related administrative certification period preceding the expiration date the person seeking renewal completes 6 semester credits, 2 months of appropriate occupational experience, or other professional activities provided for by a district professional growth plan approved under s. TCS 3.14 (4) (g).

(2) **PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed as an instructional related administrator if the person has not met all the requirements for a 5-year certificate under sub. (1) but does meet all of the following minimum requirements:

(a) *Education.* A person shall have a master's degree or equivalent as defined under s. TCS 3.04 (3).

(b) *Occupational experience.* A person shall have the amount of occupational experience required for a provisional certificate



under s. TCS 3.05 (2) (b), 3.10 (1) (b), 3.11 (1) (b), 3.12 (1) (b) or 3.13 (1) (c).

(c) *Teaching experience.* A person shall have 2 years of teaching experience or employment in an instructional related position in any recognized educational system, or 2 years of counseling or supervisory experience, in addition to the occupational experience required under par. (b).

(d) *Renewal.* The initial provisional instructional related administrative certificate shall be valid for 3 years and may be renewed for additional 2 year periods if during the provisional certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 6 semester credits or district in-service activities, fulfilling the requirements under sub. (1) (a). A person meeting the requirements for sub. (1) (a) but not sub. (1) (d) shall complete 2 semester credits approved by the district director or designee for renewal.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

**TCS 3.10 Counseling certification.** Each person employed by a district who counsels students regarding vocational, career and personal concerns through the use of interviews, tests or other techniques utilizing modern counseling principles, shall obtain a counseling certificate from the board. A counseling certificate shall be granted as follows:

(1) **FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed by a district as a counselor if the person has met all of the following requirements:

(a) *Education.* A person shall complete a master's degree in guidance and counseling, or, in lieu of a master's degree, a baccalaureate degree plus 30 semester credits in guidance and counseling including the practicum experience. A person shall also complete 2 semester credits approved by the director or designee which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) in each of the following subjects or shall complete equivalent district in-service activities containing the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) and approved by the state certification committee under s. TCS 3.14 (4) (b) in each of the following subjects:

1. Philosophy of vocational, technical and adult education.
2. Teaching methods.
3. Curriculum or course construction.
4. Educational psychology.
5. Educational evaluation.
6. Educational diversity.

(b) *Occupational experience.* A person shall have 24 months of occupational experience outside the field of education.

(c) *Professional experience.* A person shall have 2 years of experience as a certified counselor in any recognized educational system.

(d) *Renewal.* The 5-year counseling certificate shall be renewed if during the counseling certification period preceding the expiration date, the person seeking renewal completes 6 semester credits, 2 months of appropriate occupational experience, or other professional activities provided for by a district professional growth plan approved under s. TCS 3.14 (4) (g). A counselor holding a certificate on May 1, 1993 shall be exempt from requirements under par. (a) 2., 3., 4., 5., and 6.

(2) **PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed by a district as a counselor where the person has not met the requirements for a 5-year certificate under sub. (1) but does meet all of the following minimum requirements:

(a) *Education and academic preparation.* A person shall have a master's degree in guidance and counseling, or a baccalaureate degree and 20 semester graduate credits in guidance and counsel-

ing courses, or a baccalaureate degree and 10 semester graduate credits in guidance and counseling courses and 2 years of experience counseling persons regarding vocational, career and personal concerns through the use of interviews, tests, and other techniques utilizing modern counseling principles.

(b) *Occupational experience.* A person shall have 24 months of occupational experience outside the field of education.

(c) *Renewal.* The initial provisional counseling certificate, except for an initial provisional counseling certificate issued to a person previously holding approval status as a counselor, shall be valid for 3 years. An initial provisional certificate issued to a person previously holding approval status shall be valid for 2 years. Thereafter, provisional certificates may be renewed for additional 2 year periods if during the provisional certification period preceding the expiration date, the person makes progress toward earning a 5-year certificate by completing 6 semester credits or district in-service activities fulfilling the requirements of sub. (1) (a). A counselor holding a provisional certificate on May 1, 1993 shall be exempt from requirements of sub. (1) (a) 2., 3., 4., 5. and 6. A person meeting the requirements for sub. (1) (a) [but not] sub. (1) (c) shall complete 2 semester credits approved by the district director or designee for renewal.

(3) **APPROVAL CERTIFICATE.** An approval certificate may be granted to a person employed by a district on a limited term basis in a special educational project or other unique program for the disadvantaged or handicapped and not meeting the requirements for a provisional certificate. The director or designee shall consider the unique nature of the special program and the background of the person to be granted an approval certificate. The initial approval certificate shall be valid for a 3 year period and may be renewed for additional 2 year periods if during the approval certificate period preceding the expiration date the person makes progress towards earning a provisional certificate by completing 6 semester credits or equivalent district in-service activities as identified under sub. (1) (a) or by obtaining 2 months of occupational experience as identified under sub. (1) (b).

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections in (1) (a) (intro.) and (d) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

**TCS 3.11 Librarian certification.** Each person employed by a district who is responsible for the operation and management of a library and library services program shall obtain a librarian certificate from the board. A librarian certificate shall be granted as follows:

(1) **FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed by a district as a librarian if the person has met all of the following requirements:

(a) *Education and academic preparation.* A person shall have a baccalaureate degree that includes 30 semester credits in library science or a master's degree in library science. A person shall also complete 2 semester credits approved by the director or designee which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) in the philosophy of vocational, technical and adult education, or shall complete in-service activities which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) and approved by the state certification committee under s. TCS 3.14 (4) (b).

(b) *Occupational experience.* A person shall have 12 months of occupational experience in a field other than education or library management in an educational institution.

(c) *Professional experience.* A person shall have 2 years of experience as a certified librarian in any educational system.

(d) *Renewal.* The 5-year librarian certificate shall be renewed if during the librarian certification period preceding the expiration date, the person seeking renewal completes 6 semester credits, 2 months of appropriate occupational experience, or other professional activities provided by a district professional growth plan approved under s. TCS 3.14 (4) (g).

(2) **PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed by a district as a librarian if the person has not met all the requirements for a 5-year certificate under sub. (1) but does meet all of the following minimum requirements:

(a) *Education.* A person shall have a graduate or undergraduate degree including 20 semester credits in library science.

(b) *Occupational experience.* A person shall have 12 months of occupational experience in a field other than education or library management in an educational institution.

(c) *Renewal.* The initial provisional librarian certificate shall be valid for 3 years and may be renewed for additional 2 year periods if during the provisional certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 6 semester credits or district in-service activities, fulfilling the requirements under sub. (1) (a). A person meeting the requirements for sub. (1) (a) but not sub. (1) (c) shall complete 2 approved credits for renewal.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections in (1) (a) and (d) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

**TCS 3.12 Instructional specialist certification.** Each person employed by a district who advises and assists instructional staff in the development and use of various curriculum materials, instructional devices and presentation techniques, including audio-visual equipment, television, computers and equipment used to provide distance learning, shall obtain an instructional specialist certificate. An instructional specialist certificate shall be granted as follows:

(1) **FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed as an instructional specialist if the person meets all of the following requirements:

(a) *Education and academic preparation.* A person shall have academic preparation as a teacher and a baccalaureate degree with a minimum of 15 credits in audio-visual education, instructional media, curriculum, instructional development, television, computers or distance learning. A person shall also have 2 semester credits approved by the director or designee which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) for each of the following subjects, or equivalent district in-service activities which contain the competencies identified by the state certification committee under s. TCS 3.14 (4) (a) and approved by the state certification committee under s. TCS 3.14 (4) (b) for each of the following subjects:

1. Philosophy of vocational, technical and adult education.
2. Teaching methods.
3. Curriculum or course construction.
4. Educational psychology.
5. Educational evaluation.
6. Guidance and counseling.
7. Educational diversity.

(b) *Occupational experience.* A person shall have 12 months of occupational experience outside the field of education.

(c) *Teaching experience.* A person shall have 2 years of teaching experience in any recognized educational system.

(d) *Professional experience.* A person shall have 2 years of professional experience as a certified instructional specialist in any recognized educational system.

(e) *Renewal.* The 5-year instructional specialist certificate shall be renewed if during the instructional specialist certification period preceding the expiration date, the person seeking renewal completes 6 semester credits, 2 months of appropriate occupational experience, or other professional activities provided by a district professional growth plan approved under s. TCS 3.14 (4) (g).

(2) **PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed as an instructional specialist if the

person has not met the requirements for a 5-year certificate under sub. (1) but meets all the following minimum requirements:

(a) *Education and academic preparation.* A person shall have academic preparation as a teacher and a baccalaureate degree with a minimum of 15 credits in audio-visual education, instructional media, curriculum, instructional development, television, computers or distance learning.

(b) *Occupational experience.* A person shall have 12 months of occupational experience outside the field of education.

(c) *Teaching experience.* A person shall have 2 years of teaching experience in any recognized educational system.

(d) *Renewal.* The initial provisional instructional specialist certificate shall be valid for 3 years and may be renewed for additional 2 year periods if during the provisional instructional specialist certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 6 semester credits or district in-service activities, fulfilling the requirements under sub. (1) (a). A person meeting the requirements for sub. (1) (a) but not sub. (1) (d) shall complete 2 semester credits approved by the district director or designee for renewal.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections in (1) (a) and (e) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

**TCS 3.13 Alcohol and other drug abuse prevention and intervention program facilitator certification.** Each

person employed by a district who is responsible for the coordination of an alcohol and other drug abuse prevention and intervention program funded in whole or in part under s. 38.35, Stats., shall obtain an alcohol and other drug abuse prevention and intervention program facilitator certificate. An alcohol and other drug abuse prevention and intervention program facilitator certificate shall be granted as follows:

**Note:** Section 38.35, Stats., was repealed by 2005 Wis. Act 25.

(1) **FIVE-YEAR CERTIFICATE.** A 5-year certificate shall be issued to a person employed as an alcohol and other drug abuse prevention and intervention program facilitator if the person has met all of the following requirements:

(a) *Education.* A person shall have a baccalaureate degree or equivalent as determined under s. TCS 3.04 (1) or (2) and shall have completed all of the following educational coursework:

1. Educational psychology – 2 semester credits or completion of equivalent district in-service activities, as identified under s. TCS 3.05 (1) (a).

2. Guidance and counseling – 2 semester credits or completion of equivalent district in-service activities, as identified under s. TCS 3.05 (1) (a).

3. Educational diversity – 2 semester credits or completion of equivalent district in-service activities, as identified under s. TCS 3.05 (1) (a).

4. Alcohol and drug terminology – one semester credit or 40 verifiable hours of instruction.

5. Psychosocial and sociocultural aspects of alcohol and other drug abuse – one semester credit or 40 verifiable hours of instruction.

6. Pharmacological and psychopharmacological aspects of alcohol and other drugs – one semester credit or 40 verifiable hours of instruction.

7. Assessment instruments and procedures, including action planning and alcohol and other drug abuse treatment and support resources – one semester credit or 40 verifiable hours of instruction.

8. Abnormal psychology, psychopathology or psychiatric disorders or developmental psychology – one semester credit or 40 verifiable hours.

(b) *Professional experience.* A person shall have 2 years of experience as a certified alcohol and other drug abuse prevention



and intervention program facilitator obtained in any recognized educational system.

(c) *Occupational experience.* A person shall have 2 years of verifiable experience in an alcohol and other drug abuse prevention and intervention program or an alcohol and other drug abuse referral program.

(d) *Renewal.* The 5-year alcohol and other drug abuse prevention and intervention program facilitator certificate shall be renewed if during the intervention program facilitator certification period preceding the expiration date, the person seeking renewal completes 6 semester credits, 2 months of appropriate occupational experience, or other professional activities provided by a district professional growth plan approved under s. TCS 3.14 (4) (g).

(2) **PROVISIONAL CERTIFICATE.** A provisional certificate shall be issued to a person employed by a district as an alcohol and other drug abuse prevention and intervention program facilitator if the person has not met all of the requirements for a 5-year certificate under sub. (1) but does meet all of the following minimum requirements:

(a) *Education.* A person shall have a baccalaureate degree or equivalent as determined under s. TCS 3.04.

(b) *Occupational experience.* A person shall have 2 years of verifiable occupational experience in alcohol and other drug abuse prevention and intervention, or alcohol and other drug abuse referral.

(c) *Renewal.* The initial provisional alcohol and other drug abuse prevention and intervention program facilitator certificate shall be valid for 3 years and may be renewed for additional 2 year periods if during the provisional certification period preceding the expiration date, the person makes progress toward meeting the requirements of a 5-year certificate by completing 6 semester credits or district in-service activities fulfilling the requirements of sub. (1) (a) 1. to 8. A person meeting the requirements for sub. (1) (a) but not sub. (1) (b) shall complete 2 semester credits approved by the district director or designee for renewal.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; corrections in (1) (a), (d) and (2) (a) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.

**TCS 3.14 State certification committee. (1) CREATION.** There is created a state certification committee to assist in the implementation of this chapter.

(2) **MEMBERSHIP.** The committee shall consist of 10 members appointed by the director for staggered 2-year terms commencing July 1 and ending June 30. No person may serve more than 3 consecutive 2-year terms. Members shall be selected in a manner that maximizes diversity of educational perspective. Members shall be appointed from persons recommended as follows:

(a) Four members shall be persons recommended for appointment by labor unions representing staff certified under this chapter.

(b) Six members shall be persons recommended for appointment by the Wisconsin association of vocational, technical and adult education administrators, each of whom is employed by a district and satisfies the following appointment categories:

1. Two members shall be district certification officers.
2. Two members shall be persons with instructional responsibilities.
3. One member shall be a district certification support staff member.
4. One member shall be a district affirmative action officer.

(c) A vacancy in the certification committee shall arise when an appointed member no longer represents the appointment category from which the appointment derived. The director shall appoint a new member who satisfies the category's requirement to fill the unexpired remainder of the term.

(d) The state certification officer shall staff the committee.

(3) **SELECTION OF A CHAIRPERSON.** At the first meeting of each year the committee shall elect a chairperson. No person may serve as chairperson for more than 2 successive annual terms.

(4) **DUTIES.** The committee shall:

(a) Review and recommend for implementation to the director, at least once every 5 years, the specific competencies required in courses or in-service activities to satisfy certification requirements.

(b) Recommend to the director, the specific courses offered by postsecondary degree granting institutions and district in-service activities which can be used to satisfy requirements under this chapter.

(c) Advise the director and offer proposals, at least once every 3 years, concerning the occupational experiences and job duties required to obtain certification in each occupational program or instructional area approved by the board.

(d) Advise the director and offer proposals, at least once every 3 years, concerning the academic preparation required for certification in basic skills and each general education instructional area approved by the board.

(e) Review and recommend to the director, at least once every 3 years, programs that share sufficient common competencies to allow provisional certification.

(f) Propose and recommend to the director, materials to be used by districts in implementing this chapter.

(g) Receive district board approved professional growth plans and recommend to the director, acceptance or modification of each.

(h) Propose to the director, the design of certification in-service programs.

(i) Propose to the director, modifications to the certification requirements.

(j) Advise the director and offer proposals, annually, concerning programs which are to be designated as new and emerging programs.

(k) Receive and consider complaints, suggestions, or inquiries on matters regarding certification and advise the director of action which the committee deems appropriate.

(L) Communicate with district certification committees regarding complaints, suggestions or certification inquiries.

**History:** Cr. Register, April, No. 448, eff. 3-1-93.

**TCS 3.15 District certification committee. (1) CREATION.** Each district director shall appoint a district certification committee to assist in the implementation of this chapter.

(2) **MEMBERSHIP.** The committee shall consist of 5 members who require certification under this chapter, and who are appointed for staggered 2-year terms commencing July 1 and ending June 30. No member may serve more than 3 consecutive 2-year terms. At least 3 members shall be employees of the district who are subject to the provisions of this chapter and recommended by the representative labor unions. The district certification officer shall staff the committee. Members shall be selected in a manner maximizing diversity of educational perspective.

(3) **SELECTION OF A CHAIRPERSON.** At the first meeting of each year the committee shall elect a chairperson. No person may serve as chairperson for more than 2 successive annual terms.

(4) **DUTIES.** The committee shall:

(a) Review and recommend for approval to the district director, at least once every 5 years, the district plan of activities for professional growth, prior to submitting the plan to the director. The district plan of activities for professional growth may include workshops or conferences of specific relevance to persons covered by this chapter, continuing education units (CEUs) and attendance in district associate degree or vocational diploma courses.

(b) Propose to the district director, district in-service activities to be used to meet certification requirements.

(c) Advise the district director regarding the application and implementation of this chapter.

(d) Advise the district director as to staff classification in part-time and full-time certification status.

(e) Advise the district director as to staff positions requiring certification and the types of certification required.

(f) Plan and provide district in-service programs regarding certification.

(g) Receive and review complaints, suggestions or inquiries in matters regarding certification and advise the district director of action which the committee deems appropriate.

(h) Communicate with the state certification committee on complaints, suggestions or inquiries in matters regarding certification.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93.

**TCS 3.16 Appeals. (1) DISTRICT CERTIFICATION APPEAL PROCEDURE.** Each district shall establish an appeal procedure in consultation with the district certification committee established under s. TCS 3.15 to promote voluntary resolution of disputes relating to district responsibilities, activities and decisions under this chapter. Any person aggrieved by a decision of the district resulting from district action or inaction, may initiate an appeal as established, but utilization of the district appeal procedure shall not be a prerequisite to initiation of an appeal with the board under sub. (2). The district procedure shall at a minimum:

(a) Designate the chair of the district certification committee to receive appeals.

(b) Require appeals under the subsection to be filed within 45 days of the action or inaction which serves as the basis for the appeal.

(c) Establish a procedure for receiving and resolving appeals, including a provision for written acknowledgement within 15 days of receipt of the written appeal and a written determination of the complaint within 45 days of receipt of the written appeal unless the parties agree to an extension of time.

(d) Notify the person filing the appeal of the right to appeal the decision of the district to the board.

**(2) BOARD CERTIFICATION APPEAL PROCEDURE.** Any person aggrieved by a decision of a district, or any person or district aggrieved by a certification decision of the board, may file an appeal under ch. TCS 4 and ch. 227, Stats., as follows:

(a) For a person aggrieved by a decision of a district, the appeal shall be filed within 45 days following receipt of the written determination under sub. (1) (c), or 45 days following the district action or inaction which serves as the basis for the appeal if the district appeal procedure established under sub. (1) is not utilized.

(b) For a person or district aggrieved by a decision of the board, whether by action or inaction, the appeal shall be filed with the board within 45 days following the action or inaction which serves as the basis for the appeal.

**History:** Cr. Register, April, 1993, No. 448, eff. 5-1-93; correction in (1) (intro.) and (2) (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1994, No. 462.