

Chapter A-V 1

REQUIREMENTS FOR CERTIFICATION

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A-V 1.01 Certification. (1) APPLICATION. This chapter applies to:

(a) All directors, principals, supervisors, counselors, coordinators, teachers, assistant teachers, technical advisors and experts (herein referred to as teachers) employed by local boards of vocational and adult education.

(b) All teachers who have their initial employment in Wisconsin schools of vocational and adult education after July 1, 1963.

Note: Teachers employed before the above date may elect to comply with the regulations as set forth herein, or with the regulations as set forth in Teacher Training Bulletin #300 revised March 3, 1953, abridged 1956.

(2) DETERMINATION OF STATUS. Certificates will be granted based upon teacher training forms and transcripts as submitted to the State Board of Vocational and Adult Education.

(3) ISSUANCE OF CERTIFICATE. Upon request of the local director, credentials of status will be issued by the State Director to such teachers as qualify under the regulations set forth herein.

(4) APPEAL. (a) Should any teacher feel that the status granted is not commensurate with the record submitted, appeal may be made to the state director of vocational and adult education for a review of the case by a committee on credentials. Such committee to be appointed at the time of the appeal by the state director of vocational and adult education; to be composed of a professional member of the staff of the State Board of Vocational and Adult Education, a local director, and three members who hold certified positions comparable to the person making the appeal.

(b) Meetings of the committee will be called by the state director of vocational and adult education.

(5) GENERAL PROVISIONS. (a) Equivalency for the requirements may be established through examination by the state board of vocational and adult education or an agency appointed by the board. Any expenses incurred are to be the responsibility of the individual teachers or local board of vocational and adult education.

(b) Education and work experience may be substituted for each other as indicated. Where substitution of work experience and/or education are made, an evaluation will be made by the state board of vocational and adult education. Such substitution may include special study through armed service schools, manufacturers' schools, correspondence courses, special tutoring and institutes, approved in-service teacher training programs, successful teaching experiences, work expe-

rience in clearly related occupations, and such other experiences as may be approved by the State Board of Vocational and Adult Education.

(c) All education and work experience requirements are to be within a ten year period from the date of application for certification. If more than ten years have elapsed, teachers will be required to gain appropriate refresher courses at the rate of 2 credits for each year which has elapsed beyond ten years or six months work experience for each year which has elapsed beyond ten years.

(d) Teachers should demonstrate that in speech, character, personality and health, they are fit to teach the subjects named in the credentials.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. cr. Register, July, 1963, No. 91, eff. 8-1-63.

A-V 1.02 Types of certificates. (1) **APPROVAL.** Required of all teachers who teach under 450 hours during any school year. Teachers will be considered approved upon submitting appropriate teacher training forms, unless their director(s) is notified in writing within 30 days by the State Board of Vocational and Adult Education that they are not approved.

(2) **PROVISIONAL CERTIFICATE.** (a) Conditions; Shall be valid to the nearest August 31 date which will give a full two-year period. It will be renewable upon demonstration by the teacher of having satisfactorily completed the work required by the State Board for progress toward the Standard State Certification (a maximum of 6 credits or 4 months work experience, or a combination of these, will be required in any two-year period.) This certificate is required of all teachers who teach 450 hours or more in any one school year. The certificate period may be extended where extenuating circumstances make it impractical for an individual to fulfill the requirements. Such extension must be requested at least three months prior to the date of expiration.

(3) **STANDARD STATE CERTIFICATE.** (a) Shall be valid for life upon satisfactory completion of requirements.

(b) The certificate can be revoked by action of the State Board of Vocational and Adult Education after a hearing in which incompetence to teach is clearly demonstrated.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. cr. Register, July, 1963, No. 91, eff. 8-1-63.

A-V 1.03 Requirements for approval. Individual qualifications are subject to re-evaluation every year.

(1) Educational and occupational experience shall be appropriate to the subject being taught as evaluated by the State Board of Vocational and Adult Education staff.

(2) Driver education teachers hold valid Wisconsin teacher licenses and valid Wisconsin driver's license, have completed 6 semester hours of approved credits in the field of driver and safety education in an accredited teacher education college. Three semester hours shall be in driver education including behind-the-wheel instruction practice, and have demonstrated a satisfactory driving experience for two years prior to employment.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. cr. Register, July, 1963, No. 91, eff. 8-1-63.

Register, July, 1963, No. 91

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A-V 1.04 Requirements for provisional certificate. (1) EDUCATION. The following requirements must be fulfilled and the certified person must agree to work toward fulfilling the requirements for a Standard Certificate at the rate of 6 credits each two-year period or equivalent.

(a) Teacher assistants; have completed two years of college, junior college, or technical institute, or be enrolled in a four-year teacher education program. Appropriate work experience, in addition to the work experience required, of a learning nature, may be substituted for a maximum of one-year equivalency.

(b) Teachers, teacher coordinators, and part-time directors; have completed a Bachelor's Degree with appropriate major or minor. Appropriate work experience, in addition to the work experience requirement, of a learning nature, may be substituted by teachers of skilled subjects.

(c) Supervisors, coordinators, counselors, master teachers, department heads; a Bachelor's Degree in appropriate field.

(d) Directors; a Master's Degree in appropriate field.

(2) **OCCUPATIONAL EXPERIENCE.** The following requirements must be fulfilled and the certified person must agree to work toward meeting the work experience requirements for the Standard Certificate at the rate of 4 months experience each two years, or equivalent.

(a) Teacher assistants; have completed one year of work experience in appropriate subject field.

(b) Teachers, teacher-coordinator; have had appropriate successful work experience as follows: Appropriate education, beyond that required, may be substituted for no more than two-thirds of the work experience requirement.

1. General subjects teachers; 3 months.

2. Part-time directors, homemaking, business education, and related subjects teachers; 6 months.

3. Trade and industrial, distributive teachers; 1½ years.

4. Technical teachers; 6 months in area of teaching.

(c) Directors, supervisors, coordinators, counselors, department heads, and master teachers; appropriate education beyond that required may be substituted for no more than two-thirds of the work experience.

1. Appropriate successful work experience as follows:

a. Supervisors, master teachers and department heads; 6 months.

b. Coordinators and counselors; 1½ years.

c. Directors; 3 years.

2. Teaching Experience—Directors, supervisors, coordinators, counselors, department heads, master teachers; 3 years of teaching experience.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. cr. Register, July, 1963, No. 91, eff. 8-1-63.

A-V 1.05 Requirements for standard certificate. (1) EDUCATION. The following must be obtained in addition to the requirements for the Provisional Certificate:

(a) Teacher assistants; have completed courses or equivalent in:

1. Class management and class accounting (2 credits)

2. Methods and materials of teaching (2 credits)

3. History and objectives of vocational and adult education and its relationship to the total educational program (2 credits).

(b) Teachers, teacher-coordinators, and part-time directors have completed courses or equivalent in:

1. Knowledge of history and objectives of vocational and adult education, and its relationship to the total educational program (2 credits).
2. Knowledge of the development, growth and learning processes of the individuals to be taught (3 credits).
3. Knowledge of methods and techniques of teaching and development of course material (3 credits).
4. Supervised teaching experience (4 credits or equivalent).
5. Teacher-coordinator to have training in and knowledge of special methods and problems of coordination (4 credits).

(c) Directors, supervisors, coordinators, counselors, department heads and master teachers; have completed courses or equivalent in the following:

1. Demonstrate the same competence as teachers.
2. Demonstrate knowledge of special methods and problems relative to the position (4 credits).
3. Coordinators, counselors, and master teachers to obtain a Master's Degree.
4. Supervisors, department heads to obtain 30 credits or the equivalent beyond the Bachelor's Degree.

(2) OCCUPATIONAL EXPERIENCE. Teacher assistants, teachers and teacher coordinators, part-time directors, supervisors, coordinators, counselors, department heads and master teachers; twice as much occupational experience as required for Provisional Certificate. (See a-b A-V 1.04 (2)).

(3) TEACHING EXPERIENCE. (a) Teacher assistants, teachers, teacher-coordinators, part-time directors, directors, supervisors, counselors, department heads and master teachers; complete three years of satisfactory teaching.

(b) Directors, supervisors, counselors, coordinators, and department heads; complete three years successful experience in position for which certified.

History: Cr. Register, July, 1963, No. 91, eff. 8-1-63.

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