

Filed February 15, 1973  
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CERTIFICATE

STATE OF WISCONSIN )  
 )  
DEPARTMENT OF VOCATIONAL, TECHNICAL ) SS  
AND ADULT EDUCATION )

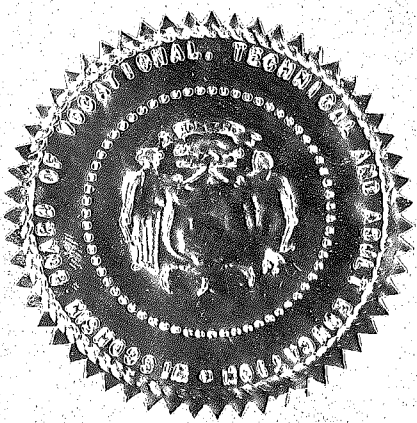
TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Eugene Lehrmann, Director of the Wisconsin Board of Vocational, Technical and Adult Education and custodian of the official records of said Board, do hereby certify that the annexed rules and regulations, relating to definitions, requirements for appointment of district board members, and requirements for certification, were duly approved and adopted by this Board on January 30, 1973.

I further certify that said copy has been compared by me with the original on file in this department and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department, at 4802 Sheboygan Avenue in the city of Madison, this 13th day of February A.D. 1973.

Eugene Lehrmann  
State Director




ORDER OF THE WISCONSIN BOARD OF VOCATIONAL, TECHNICAL AND  
ADULT EDUCATION REPEALING AND ADOPTING RULES

Pursuant to authority vested in the Wisconsin Board of Vocational, Technical and Adult Education by Section 38, Wis. Stats., the Board hereby repeals and adopts rules as follows:

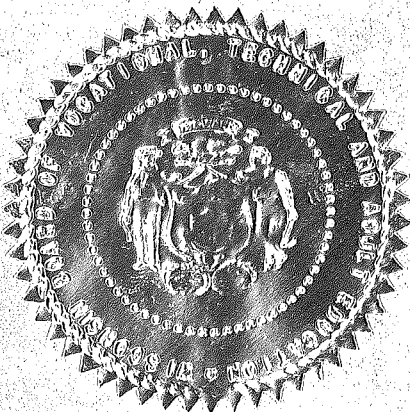
Sections A-V 1 Requirements for Certification, A-V 2 State Aid Policies, A-V 4 Standards for Maintenance of Departments of Vocational Agriculture, and A-V 5 Indian Scholarships of the WISCONSIN ADMINISTRATIVE CODE are repealed.

Sections A-V 1 General, A-V 2 Requirements for Appointment of District Board Members, and A-V 3 Requirements for Certification of the WISCONSIN ADMINISTRATIVE CODE, as set forth in the attached material, are adopted.

The rules contained herein shall take effect on publication in the WISCONSIN ADMINISTRATIVE CODE.

  
State Director  
Wisconsin Board of Vocational, Technical  
and Adult Education

February 13, 1973



## Chapter A-V 1

### GENERAL

- A-V 1.01 DEFINITIONS. (1) "Board means the board of vocational, technical and adult education.
- (2) "District" means a vocational, technical and adult education district established under chapter 38.
- (3) "District board" means the district board in charge of the vocational, technical and adult education schools of a district.
- (4) "School district" means a school district operating high school grades.
- (5) "School board" means the school board in charge of the public schools of a school district.
- (6) "School year" means the time commencing with July 1 and ending with the next succeeding June 30.
- (7) "Associate degree program" means a 2-year, post-high school technical program in an occupational area designated and approved by the board for which the course requirements are established by the board.
- (8) "Collegiate transfer program" means a state-wide, full-time liberal arts program, designated and approved by the board, in which the credits earned may be transferable to a 4-year institution of higher education.
- (9) "Vocational diploma program" means a one or two-year, full-time program in an area designated and approved by the board for which the course requirements are established by the board.
- (10) "Vocational-adult program" means a part-time vocationally oriented program established by a district board which has not been approved by the board.
- (11) "Director" means the person appointed by the board, to serve as chief administrator and executive officer, outside the classified service, to serve at its pleasure.
- (12) "District director" means a person employed by the district board to serve as chief administrator of the district.

## Chapter A-V 2

### REQUIREMENTS FOR APPOINTMENT OF DISTRICT BOARD MEMBERS

A-V 2.01 BOARD MEMBER ELECTION. Each board member must be <sup>appointed</sup> elected on the basis of a unanimous agreement of the appointment committee.

2.02 PLAN OF REPRESENTATION. The plan of representation for the membership of the district board will be based on a population basis consistent with the governing units comprising the district.

2.03 APPOINTMENT PARTICIPATION. Only the county board chairman or the school board president, who are present at the meeting may participate in the appointment.

2.04 QUORUM. A quorum is constituted by the number of appointment committee members representing 51% of the district's population.

2.05 APPOINTMENT ADJUSTMENTS. Appointments to succeed existing terms must expire in 1975, 1978 or 1981. In some cases during the adjustment period it will be necessary to redesignate a board member during the course of his term and in certain cases a board member of one designation may be replaced by a board member of another designation at the completion of his term.

2.06 NEW DISTRICTS SUBJECT TO THE PROVISIONS OF A-V 2.05. When new districts are established, the initial term shall be 3 years for one employer, one employe and one member-at-large. The remaining members of each category shall be appointed for six year terms.

2.07 POPULATION ESTIMATES. The most current population estimates, as determined by the Department of Administration, will be used in determining the plan of representation.

2.08 SCHOOL ADMINISTRATORS. A school district administrator of a school district which lies within the district shall be appointed by the other six members.

2.09 APPOINTMENT SCHEDULE. The state director shall in cooperation with the districts, establish a schedule for district board appointments.

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Chapter A-V 3

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Chapter A-V 3  
REQUIREMENTS FOR CERTIFICATION

A-V 3.01 General Regulations

- (1) Application authorized by Wis. Stats. 38.04(4). Chapter A-V 3, Wisconsin Administrative Code applies to:
  - (a) All administrators, supervisors and coordinators, instructional staff, and other professional education specialists as identified in this chapter employed by district boards.
  - (b) State institutions and delegate agencies which offer vocational instruction may request certification.
  - (c) Certification is not required of persons not specifically described herein.
  - (d) Requirements herein apply to all educational personnel certified after (effective date).
  - (e) Persons certified prior to (effective date) may comply with regulations as set forth herein or to regulations which were in effect at the time of their initial certification.
- (2) Procedure
  - (a) All requests for certification must be submitted by employing institutions.
  - (b) The applicant for certification shall submit to his district director or appointed representative proof of his qualifications and all necessary documents required for certification. This documentation shall be submitted as early as possible during the first year of employment. This documentation will include an approved application form for certification and employment, official transcripts of all under-graduate and graduate credits, and/or official copies of any significant professional or occupational licenses, and written verification from the employer of all appropriate and required occupational experience.
  - (c) The district director, or appointed representative, shall submit to the Board all required certification documents.

- (d) The Board shall evaluate all materials submitted and issue appropriate certificates to eligible applicants through the employing agency.

(3) Approval Status

- (a) Approval status is granted on a yearly basis to all qualified applicants who are employed on a part-time basis (less than 50% employment as determined by each district) or on a limited term basis for special education projects such as the Manpower Development and Training Act, Adult Basic Education, or unique programs for the disadvantaged, handicapped, or driver education.
- (b) Approval status will also be granted to qualified full-time teachers for second and third instructional areas.

(4) Certification Status

- (a) Provisional certificates are granted to all qualified applicants who are employed full-time (50% or more) in the regular program activities of a district and have not met the requirements for the standard five-year certificate.
- (b) Standard five-year certificates are granted to all qualified applicants who are employed full-time (50% or more) in the regular program activities of a district.
- (c) Standard life certificates are granted to all qualified applicants employed full-time (50% or more) in the regular program activities of a district.

(5) General Provisions

- (a) Equivalency for the occupational experience requirements may be established through evaluation by a representative of, or a committee appointed by the Director. Where an evaluation of work experience and/or education is made, substitution may include special study through armed forces service schools, manufacturers schools, correspondence courses, special tutoring and institutes, approved in-service teaching-training programs, work experience in clearly related occupations, and other such experience as may be appropriate.

- (b) Approved graduate education directly in a subject matter discipline may be substituted for required work experience. Two semester hours of graduate credit may be evaluated as equivalent to no more than one month of occupational experience for certification purposes.
- (c) Equivalencies identified under sections (a) and (b) may be used for up to one half of the required work experience.
- (d) All education and work experience should reflect current practices and standards in the business and industrial world.
- (e) In fields where another legal certification agency has authority the teacher must comply with both certification codes.
- (f) The Board may delegate certification evaluation responsibilities to the districts subject to state audit.
- (g) A verifiable apprenticeship in the skilled trades and successful experience as a journeyman for a combined total of 7 years shall be equivalent to a baccalaureate degree for certification purposes.
- (h) If a formalized apprenticeship has not been completed, extensive occupational experience for a total of 7 years and related education equivalent to an apprenticeship program will be equivalent to a baccalaureate degree for certification purposes.
- (i) If a baccalaureate degree equivalence is obtained, an earned baccalaureate degree in addition to the baccalaureate equivalency will be equivalent to a masters degree for certification purposes.
- (j) The master's degree and/or equivalency required for certification in supervisory and administrative positions may be waived or modified if the applicant has an exceptionally strong educational and occupational experience background.
- (k) Requirements for approval may be modified at the discretion of the director in situations which require a unique cultural or ethnic background.
- (l) Districts may establish requirements which exceed the minimum qualifications described herein.



(6) Appeal

- (a) Should any applicant feel that the certification status granted is not commensurate with the record submitted, appeal may be made to the director for a review of the case by the State Advisory Committee on certification, which will include one district director, a representative of the State Board of Vocational, Technical and Adult Education and peer group representatives from the districts, one of which is a staff member holding similar certification status. Final determination will be made by the director.
- (b) Meetings of the committee will be called by the director.
- (c) Personal expenses of the applicant incurred for travel, lodging or legal services are to be the responsibility of the applicant.
- (d) Appeals must be initiated in writing by the applicant and sent by the district office to the Board within 90 days after the applicant is notified of certification status.

A-V 3.02 Requirements for Certification of Instructional Staff

- (1) Group Identification. Teaching certification is required of those persons in each district who are employed as instructors.
- (2) Approval Requirements.
  - (a) Educational and occupational experience shall be appropriate to the subject being taught as evaluated by the Board staff. In general the requirements which apply for provisional certification will be used to evaluate part-time personnel or limited term personnel teaching in special projects such as Manpower Development and Training Act programs, Adult Basic Education programs or other unique programs for the disadvantaged or handicapped.
  - (b) Driver Education teachers shall hold a valid Wisconsin drivers license and shall have completed nine collegiate semester hours of approved credits in the field of driver safety education. Three collegiate semesters hours shall be in basic driver education, three in safety education, and three in advanced driver education.
- (3) Provisional Certification Requirements.
  - (a) Education
    1. A bachelors degree or equivalent as defined in section A-V 3.01 (5) (g).
    2. Twenty-semester credits in the appropriate area is required for certification in academic subjects.
    3. Required occupational experience may be substituted for credits when certification is requested in an occupational subject area.
  - (b) Occupational Experience
    1. Academic subject instructors shall be required to have six months of non-described occupational experience in a field other than education.
    2. Occupational subject teachers shall be required to have twelve months of verifiable experience

as a fully qualified worker in each occupational area where certification is requested.

- (c) Teaching Experience. None required.
  - (d) Renewal. The provisional certificate shall be valid for two years. The provisional certificate may be renewed if during the provisional certification period, the applicant makes satisfactory progress toward earning a standard five-year certificate. Satisfactory progress shall be six approved semester credits or two months of approved appropriate occupational experience.
- (4) Standard Five-Year Certification Requirements.
- (a) Education.
    - 1. Philosophy of Vocational, Technical and Adult Education in Wisconsin--2 semester credits.
    - 2. Teaching Methods--2 semester credits.
    - 3. Curriculum or Course Construction--2 semester credits.
    - 4. Education Psychology--2 semester credits.
    - 5. Educational Evaluation--2 semester credits.
    - 6. Guidance and Counseling--2 semester credits.
    - 7. Major of 30 semester credits required of academic subject teachers.
  - (b) Occupational Experience.
    - 1. Six additional months for a total of twelve months of non-described occupational experience in a field other than education shall be required of academic subject teachers.
    - 2. Occupational subject teachers shall be required to have twelve additional months for a total of twenty-four months as a fully qualified worker in each area where certification is required.

- (c) Teaching Experience. Three years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.
  - (d) Renewal. The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be six approved semester credits or two months of appropriate occupational experience or other professional activity as defined by the district.
- (5) Standard Life Certification Requirements. The Standard Life certificate will be issued to those instructors who hold or are eligible for a standard five-year certificate and have attained age 55.

A-V 3.03 Requirements for Certification of Supervisors--Coordinators

- (1) Group Identification. Supervision-Coordination certification is required of those persons in each district who are designated as such by the district director and who have responsibilities for supervising instructional staff or maintaining liaison between business and industry and the schools within that district or management of one or more programs.
- (2) Approval Requirements. The approval status is not appropriate and shall not be granted to supervisors--coordinators.
- (3) Provisional Certification Requirements.
  - (a) Education. Bachelors degree or equivalent as defined in section A-V 3.01 (5) (g).
  - (b) Occupational Experience. As required for the standard five-year teaching certificate in the applicant's area of instruction.
  - (c) Teaching Experience. Three years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.
  - (d) Renewal. The provisional certificate shall be valid for a period of two years. The provisional certificate may be renewed if during the provisional certification period the applicant makes satisfactory progress toward earning a standard five-year certificate. Satisfactory progress shall be six approved semester credits.
- (4) Standard Five-Year Certification Requirements.
  - (a) Education.
    1. Educational requirements for teacher certification defined in section A-V 3.02 (4) (a) must be met.
    2. Supervision or Coordination--2 semester credits.
    3. Twelve course hours in professional education in appropriate area in addition to item 1 above.
    4. Masters degree or equivalent as defined in section A-V 3.01 (5) (i).

- (b) Occupational Experience. Same as the amount required for standard certification in the applicant's field of instruction.
  - (c) Professional Experience. Three years of experience as a certified supervisor--coordinator.
  - (d) Renewal. The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be six approved semester credits or two months of appropriate occupational experience or other professional activity as defined by the district.
- (5) Standard Life Certification Requirements. The Standard Life Certificate will be issued to those supervisors--coordinators who hold or are eligible for a standard five-year certificate and have attained age 55.

A-V 3.04 Requirements for Certification of Administrators

- (1) Group Identification. Administrative certification is required of those persons in each district who are designated as administrators by the districts.
- (2) Approval Requirements. The approval status is not appropriate and shall not be granted to administrators.
- (3) Provisional Certification Requirements.
  - (a) Education. Masters degree or equivalent.
  - (b) Occupational Experience. As required for the standard five-year teaching certificate in the applicant's area of instruction.
  - (c) Teaching Experience. Three years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.
  - (d) Renewal. The provisional certificate shall be valid for a period of two years. The provisional certificate may be renewed if, during the provisional certification period, the applicant makes satisfactory progress in earning a standard five-year certificate. Satisfactory progress shall be six approved semester credits.
- (4) Standard Five-Year Certification Requirements.
  - (a) Education.
    1. Educational requirements for Teacher Certification defined in section A-V 3.02 (4) (a) must be met.
    2. Fifteen semester credit hours of professional education appropriate to the administrative position in addition to (a) 1. above.
  - (b) Occupational experience. No additional requirement.
  - (c) Professional experience. Three years of experience as a certified administrator in any recognized educational system.
  - (d) Renewal. The certificate will be renewed if the applicant for renewal has documented evidence of

continued professional growth. Minimum evidence shall be six approved semester credits or other professional activity as defined by the district.

- (5) Standard Life Certification Requirements. The Life Certificate will be issued to those administrators who hold or are eligible for a standard five-year certificate and have attained age 55.



A-V 3.05 Requirements for Certification of Counselors

- (1) Group Identification. Counselor certification is required of those persons in each district who are designated as counselors by the district. A counselor is defined as a person so named or designated by the district or a person performing counselor functions.
- (2) Approval Requirements. The approval status is not appropriate and shall not be granted except to limited term counselors functioning in special educational projects such as Manpower Development and Training Act programs, Adult Basic Education programs or other unique programs for the disadvantaged or handicapped. When approval is granted the unique nature of the special program and the background of the individual shall be considered.
- (3) Provisional Certification Requirements.
  - (a) Education. A masters degree in guidance and counseling or a bachelors degree and 20 semester hours of graduate credit in appropriate counseling courses.
  - (b) Occupational Experience. The applicant shall have twenty-four months of non-described occupational experience outside the field of education.
  - (c) Teaching Experience. Three years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.
  - (d) Renewal. The provisional certificate shall be valid for two years. The provisional certificate may be renewed if during the provisional certification period the applicant makes satisfactory progress toward earning a standard five-year certificate. Satisfactory progress shall be six approved semester credits or two months of approved appropriate occupational experience.
- (4) Standard Five-Year Certification Requirements.
  - (a) Education.
    1. Philosophy of Vocational, Technical and Adult Education in Wisconsin--2 semester credits.

2. Masters degree in guidance and counseling or 30 credits in appropriate counseling courses.
  - (b) Occupational Experience. No additional requirement.
  - (c) Professional Experience. Three years experience as a certified counselor.
  - (d) Renewal. The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be six approved semester credits or two months of appropriate occupational experience or other professional activity as defined by the district.
- (5) Standard Life Certification Requirements. The Standard Life Certification will be issued to those Counselors who hold or are eligible for a standard five-year certificate and have attained age 55.

A-V 3.06 Requirements for Certification of Librarians

- (1) Group Identification. Librarians are those specialists who are responsible for the care of management of a library.
- (2) Approval Requirements. The requirements for provisional certification will be used.
- (3) Provisional Certification Requirements.
  - (a) Education. A graduate or undergraduate degree with a minor in library science is required.
  - (b) Occupational Experience. Six months of non-described occupational experience in a field other than education, or library management.
  - (c) Teaching Experience. None Required.
  - (d) Renewal. The provisional certificate shall be valid for a period of two years. The provisional certificate may be renewed if, during the provisional certification period, the applicant makes satisfactory progress in earning a five-year renewable certificate. Satisfactory progress shall be six approved semester credits or two months of approved occupational experience.
- (4) Standard Five-Year Certification Requirements. In addition to the requirements for provisional certification, the following must be completed.
  - (a) Education
    1. Philosophy of Vocational, Technical and Adult Education in Wisconsin--2 semester credits.
    2. Masters degree in Library Science or thirty credit hours in appropriate areas.
  - (b) Occupational Experience. Six additional months for a total of twelve months of occupational experience is required outside the field of education or library management.
  - (c) Professional Experience. Three years as a certified librarian.

- (d) Renewal. The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be six approved semester credits or other professional activity as defined by the district.
- (5) Standard Life Certification Requirements. The Life Certificate will be issued to those librarians who hold or are eligible for a standard five-year certificate and have attained age 55.

A-V 3.07 Requirements for Certification of Instructional Media Specialists and Audio-Visual Specialists

- (1) Group Identification. Instructional Media Specialist Certification is required of those individuals in each district who are assigned to advise and assist the instructional staff in the use of various instructional devices and audio-visual techniques.
- (2) Approval Requirements. The requirements for provisional certification will be used.
- (3) Provisional Certification Requirements.
  - (a) A graduate or undergraduate degree with major emphasis in audio-visual education or instructional media.
  - (b) Occupational Experience. Six months of occupational experience outside the field of education.
  - (c) Teaching Experience. Three years of teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.
  - (d) Renewal. The provisional certificates shall be valid for two years. The provisional certificate may be renewed if during the provisional certification period the applicant makes satisfactory progress toward earning a standard five-year certificate. Satisfactory progress shall be six approved semester credits or two months of approved appropriate occupational experience.
- (4) Standard Five-Year Certification Requirements. In addition to the requirements for provisional certification, the following must be completed.
  - (a) Education
    1. Philosophy of Vocational, Technical and Adult Education in Wisconsin--2 semester credits.
    2. Teaching Methods--2 semester credits.
    3. Curriculum or Course Construction--2 semester credits.
    4. Education Psychology--2 semester credits.

5. Educational Evaluation--2 semester credits.
  6. Guidance and Counseling--2 semester credits.
  7. Masters degree or thirty credits in appropriate course hours.
- (b) Occupational Experience. Six additional months of occupational experience outside the field of education for a total amount of twelve months of experience.
  - (c) Professional Experience. Three years of professional experience as a certified instructional media specialist or an audio-visual specialist. Such certification may be obtained in any recognized educational system.
  - (d) Renewal. The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be six approved semester credits or two months of appropriate occupational experience or other professional activity as defined by the district.
- (5) Standard Life Certification Requirements. The Standard Life Certificate will be issued to those instructional media specialists who hold or are eligible for a standard five-year certificate and have attained age 55.