

DEPARTMENT OF PUBLIC INSTRUCTION

Chapter PI 3

LICENSES

PI 3.01	Definitions (p. 7)	PI 3.15	Special subject field areas (p. 35)
PI 3.02	Approved programs (p. 10)	PI 3.16	Vocational education areas (p. 36)
PI 3.03	Licenses, types of (p. 10)	PI 3.17	Reading teacher, reading specialist areas (p. 37)
PI 3.04	Validity of licenses (p. 13)	PI 3.18	Instructional media areas (p. 40)
PI 3.05	General requirements for a License (p. 14)	PI 3.19	Bilingual/bicultural teacher (p. 43)
PI 3.06	Early childhood education (N-K) (p. 17)	PI 3.20	Indian coordinator, teacher & counselor areas (p. 44)
PI 3.07	Elementary education (p. 17)	PI 3.21	Other teaching licenses (p. 47)
PI 3.08	Secondary education (p. 17)	PI 3.22	Pupil services areas (p. 48)
PI 3.09	Communication subject areas (p. 18)	PI 3.23	School administrators (p. 53)
PI 3.10	Foreign language subject areas (p. 18)	PI 3.24	Other administrators and supervisors (p. 55)
PI 3.11	Mathematics, computer science subject areas (p. 18)	PI 3.25	Obsolete certification areas (p. 59)
PI 3.12	Science subject areas (p. 18)	PI 3.26	Cooperating teachers (p. 60)
PI 3.13	Social studies subject areas (p. 20)	PI 3.27	Advisory council (p. 61)
PI 3.14	Special education areas (p. 22)	Appendix A:	Licenses & license codes (p. 63)
		Appendix B:	Cross-reference (p. 66)

Note: Chapter PI 3 as it existed on October, 31, 1984 was repealed and a new chapter PI 3 was created effective November 1, 1984.

PI 3.01 Definitions. In this chapter:

(1) "Accredited" means that an educational institution meets required educational standards or accepted criteria of quality in its educational program as established by a recognized state, regional, or national accrediting agency.

(2) "Administrative assistant" means a degree holding person serving in the central administration office in a position which is not included elsewhere in ch. PI 3 and which does not normally include direct involvement with pupils, supervising teachers or curriculum development.

(3) "Approved program" means a teacher education program developed and offered by a higher education institution and approved by the state superintendent utilizing the process and criteria described in s. PI 3.02.

(4) "Classroom" means an area or space designated for instructing students.

(5) "Consultant" means a specialist or resource person whose advice is sought in improving an educational program, facilities, or methods of cooperation, limited to a specified period of time, for a specific purpose or program.

(6) "Cooperating teacher" means a licensed teacher with 2 years experience in private or public nursery, elementary and secondary schools who supervises student teachers/interns in cooperation with the college or university supervising teacher who meets criteria described in s. PI 3.26.

(7) "Course" means organized subject matter in which instruction is offered within a period of time, and for which credit is usually granted toward graduation or licensure.

(8) "Curriculum coordinator or director of instruction" means a member of the professional staff of a school system responsible for coordination of various curricular offerings within either one or more schools in a school system.

(9) "Department" means the department of public instruction.

(10) "District administrator" means the person who acts as the administrative head of a district.

(11) "Early childhood education" for purposes of licensing, means the nursery school and kindergarten levels.

(12) "Elementary school" means a school which usually includes any one or more grades within the range of nursery school level through grade 8.

(13) "Equivalency" means the state or condition of being equal or comparable in value, meaning or effect, to given criteria established for courses, course work, programs or experience.

(14) "High school" means a school which usually includes one or more grades within the range of grades 9 through 12.

(15) "Initial license" means the first regular license which verifies that the holder has satisfied the minimum requirements prescribed in ch. PI 3.

(16) "Institutional endorsement" means written verification from the certifying officer at an institution which prepares teachers that the applicant has satisfactorily completed the Approved Program of teacher education and is recommended for a specific license.

(17) "Junior high school" means a school which usually includes any one or more grades within the range of grades 7 through 9.

(18) "License" means a document issued by the department granting authority or permission to practice in the teaching profession.

(19) "Middle school" means a school which usually includes any one or more grades within the range of grades 5 through 8.

(20) "Practicum" means a course of instruction aimed at closely relating the study of theory and practical experience, both usually carried on simultaneously.

(21) "Preparation institution" means a college or university which offers one or more Approved Programs in teacher education.

(22) "Professional education" means that phase of the teacher preparation program which usually includes a sequence of courses intended to prepare a person for the teaching profession and usually deals with the study of educational foundations, psychology, and teaching methods. As the culminating clinical experience, student teaching is also usually required.

available and may include, but not be limited to, a continued shortage of available regularly licensed teachers.

4. The state superintendent may issue or deny a permit.

(c) *One-year license.* A one-year Wisconsin teaching license may be issued to an out-of-state applicant who has completed a state approved teacher education program as required by Wisconsin statutes and administrative code but who has minor coursework deficiencies.

(d) *License based on equivalency.* A Wisconsin teaching license may be issued to an applicant who has completed a teacher education program at a non-state approved, out-of-state institution if an equivalency statement is obtained from a state approved college or university offering teacher education programs.

(5) **INTERN LICENSE.** An intern license may be issued to a person assigned to a school system through an internship program approved by the state superintendent. An intern shall hold an intern license to receive a stipend from a board of education. The license may be issued only to a student recommended by the proper preparation institution authorities and must hold senior or graduate rank. A request signed by the district administrator of the participating school system shall be filed as a condition for the issuance of such license. An intern is assigned to limited administrative, pupil service or instructional duties under the direction of a fully licensed practitioner in the specific field of internship.

(6) **SUBSTITUTE TEACHERS.** (a) Short-term substitutes are defined as teachers employed for a maximum of 20 consecutive school days in the same teaching assignment. Short-term substitutes shall be licensed teachers; however, they may be employed to teach any subject at any grade level. Long-term substitutes are defined as teachers employed for 21 or more consecutive school days in the same teaching assignment. Long-term substitutes may be employed only in the subject and/or grade level of their license. Emergency licenses may be granted to long-term substitutes based upon the provisions of PI 3.03 (4) (a) and (b).

(b) A regular license allowing a person to serve as a substitute teacher may be issued to an applicant who has held or is eligible to hold a regular Wisconsin license for the teaching assignment or the equivalent license issued in another state.

(7) **LICENSE BASED UPON EXPERIENCE.** A 2-year license may be issued to a person who presents evidence of having completed an Approved Program in teacher education except student teaching. Evidence shall be provided verifying eligibility for acceptance into student teaching in the preparation institution and verifying 5 or more years of successful teaching experience in the subject or grade level of preparation. A 3-year renewal license may then be issued upon proof of 2 years of successful teaching experience under the 2-year license. Eligibility for a license for such person is established at the end of 5 years of successful teaching experience in Wisconsin while holding the 2 and 3-year licenses, respectively.

History: Cr. Register, October, 1984, No. 346, eff. 11-1-84.

PI 3.04 Validity of licenses. (1) **LIFE LICENSES.** Validity of life licenses is included under s. PI 3.03 (3).

PI 3

(2) **REFRESHER WORK.** (a) Teachers who have not been regularly employed within the teaching profession within the past 5 years, but who are endorsed by a teacher preparation institution as having completed an approved teaching program, may be issued a one-year license upon the written request of an employing district administrator. For conversion of this license to a regular license, the completion of 6 semester credits of refresher work in methods or academic subject, or both, is required.

(b) A regular license may be issued to an applicant who has not been regularly employed in the teaching profession within the past 5 consecutive years who has an institutional endorsement and who presents evidence of having completed a minimum of 6 semester credits of refresher work in methods or academic subjects, or both, within the 5 year period immediately preceding the filing of application for licensure.

(3) **REVOCATION OF LICENSES.** (a) After written notice of charges and of an opportunity for defense, any certificate or license to teach issued by the department may be revoked by the state superintendent for incompetency or immoral conduct on the part of the holder (s. 118.19 (5), Stats.).

(b) The state superintendent may revoke licenses of or deny licenses to persons whose teaching licenses have been revoked by some other state department of public instruction for incompetency or immorality.

(c) The state superintendent shall not review the case of a person whose license has been revoked in another state for incompetency or immorality until the person has been officially reinstated in the revoking state.

History: Cr. Register, October, 1984, No. 346, eff. 11-1-84.

PI 3.05 General requirements for a license. A license is issued in Wisconsin based upon the applicant's completion of an Approved Program including the endorsement from the training institution. Requirements listed in subs. (1) to (5) as well as requirements in each license area as specified in ss. PI 3.08 through 3.24 shall be met.

(1) **EXCEPTIONAL EDUCATION.** Effective July 1, 1981, to be eligible for a regular license to teach in Wisconsin's elementary and secondary schools, persons shall have completed a course or courses consisting of a minimum of 3 semester credits or its equivalent in exceptional education. The equivalent may be accomplished in part or in full by including study of the exceptional child in existing required courses or other program requirements. Programs shall provide students with the following knowledge:

(a) Knowledge of exceptional educational need areas as defined by state (subch. V, ch. 115) law and federal (Public Law 94-142) law.

(b) Knowledge of the major characteristics of the disability areas in order to recognize their existence in children.

(c) Knowledge of various alternatives for providing the least restrictive environment for children with exceptional educational needs.

(d) Knowledge of methods of teaching children and youth with exceptional educational needs effectively in the regular classroom.