

CR 88-127

CERTIFICATE

STATE OF WISCONSIN )  
 ) SS  
DEPARTMENT OF PUBLIC INSTRUCTION)

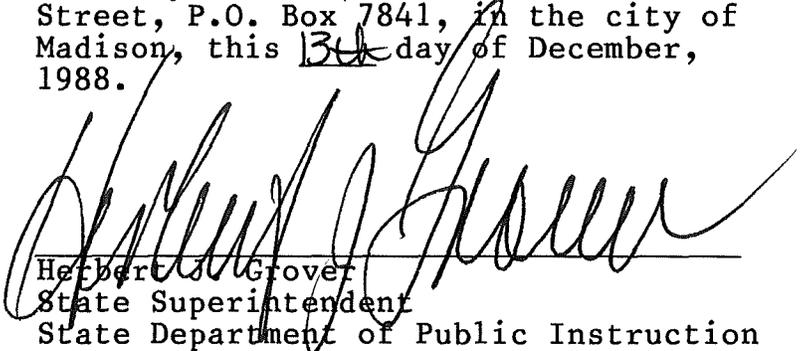
I, Herbert J. Grover, State Superintendent of the Department of Public Instruction and custodian of the official records of said department, do hereby certify that the annexed rule relating to acceptance of credits earned in off-campus courses toward meeting the continuing professional education requirement was duly approved and adopted by this Department on September 1, 1989.

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

RECEIVED

DEC 14 1988  
2:10 pm  
Revisor of Statutes  
Bureau

IN TESTIMONY WHEREOF, I hereunto set my hand and affixed the official seal of the Department at General Executive Facility (GEF) 3, 125 South Webster Street, P.O. Box 7841, in the city of Madison, this 13<sup>th</sup> day of December, 1988.

  
Herbert J. Grover  
State Superintendent  
State Department of Public Instruction

9-1-89

**ORDER OF THE  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
CREATING RULES**

1           An order to amend PI 3.02 (title), PI 3.025 (intro.), and PI 3.03 (2) (b) 2 a; to renumber  
2 PI 3.03 (2) (b) 2 b and c; and to create PI 3.01 (9m), (27m) and (46m), PI 3.023 and PI 3.03  
3 (2) (b) 2 b, relating to acceptance of credits earned in off-campus courses toward  
4 meeting the continuing professional education requirement.

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**ANALYSIS BY THE DEPARTMENT OF PUBLIC INSTRUCTION**

Statutory Authority: s. 115.28 (7), Stats.

Statute Interpreted: s. 115.28 (7), Stats.

Section 115.28 (7), Stats., requires the state superintendent of public instruction to license all teachers for the public schools and to make rules establishing standards of attainment for licensure. Chapter PI 3 contains the rules relating to licensure of teachers for Wisconsin public schools.

Section PI 3.03 (2) specifies that a regular license is issued for 5 years, and that renewal of the regular license requires completion of 6 semester credits earned at an accredited college or university, or the equivalent. Section PI 3.025 contains the rules relating to programs for equivalent clock hours.

However, there has been some concern for credits which are granted "by" an accredited college or university, but not earned "at" an accredited college or university. Some institutions, particularly some out-of-state colleges and universities, have established off-campus courses which are held in Wisconsin and for which college credit is granted, but which are not of the same quality as courses which are offered in on-campus settings. In many cases, the college itself may not accept the credits earned in such a course. Accreditation alone does not assure the quality of these courses, because many off-campus and outreach courses are offered outside the accredited programs. For this reason, the department is proposing rules which specify at least minimal course requirements. Colleges and universities which do not offer professional education programs approved under ch. PI 4 will be required to register with the department and submit information concerning any courses which are offered for credit in an off-campus setting, so that the department may determine whether the course credits will be accepted in meeting the continuing professional education requirement.

In addition, the rules specify that the college or university must maintain responsibility for courses offered through contracts with third-party vendors. The third-party vendors are required to register with the department each year.

Credits which are earned in regular on-campus courses at an accredited baccalaureate or graduate degree-granting college or university will continue to be accepted without further approval.

These proposed rules were developed based on recommendations from a committee appointed by the state superintendent to recommend standards for acceptance of off-campus course credits, and were reviewed by the State Superintendent's Advisory Committee on Teacher Licensing.

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1           **SECTION 1.** PI 3.01 (9m), (27m) and (46m) are created to read:

2           PI 3.01 (9m) "Contact hour" means a 50-minute class period.

3           (27m) "Off-campus course" means any course offered for credit for which the regular  
4 meeting place is outside the community in which the college or university is located.

5           (46m) "Third-party vendor" means any individual, organization or agency which con-  
6 tracts as a proprietorship, partnership or corporation with a college or university to provide  
7 off-campus courses.

8           **SECTION 2.** PI 3.02 (title) is amended to read:

9           **PI 3.02 APPROVAL OF PROFESSIONAL EDUCATION PROGRAMS LEADING TO**  
10 **LICENSURE.**

11           **SECTION 3.** PI 3.023 is created to read:

12           **PI 3.023 ACCEPTANCE OF OFF-CAMPUS COURSES FOR CONTINUING PROFES-**  
13 **SIONAL EDUCATION CREDIT.** Credit earned in off-campus courses may be accepted  
14 toward meeting the continuing professional education requirement under s. PI 3.03 (2) (b)  
15 only if the course is offered by a Wisconsin college or university which has a program  
16 approved under ch. PI 4 or by an accredited baccalaureate or graduate degree granting  
17 college or university, and only as follows:

18           (1) **OFF-CAMPUS COURSES OFFERED BY WISCONSIN COLLEGES OR**  
19 **UNIVERSITIES WITH APPROVED PROFESSIONAL EDUCATION PROGRAMS.** (a) Off-  
20 campus courses offered by a Wisconsin college or university with a professional education  
21 program approved under ch. PI 4 shall be accepted toward meeting the continuing  
22 professional education requirement under s. PI 3.03 (2) (b), if the off-campus course meets  
23 all of the following requirements:

1           1.    The off-campus course shall include at least 15 contact hours of direct contact  
2 instruction per semester credit.

3           2.    The off-campus course shall include an evaluation of each student's compre-  
4 hension and mastery of the course content.

5           (b)   If the off-campus course is directly designed and sponsored by the college or  
6 university which has the approved professional education program, the college or univer-  
7 sity is not required to submit the course under sub. (2), but the college or university shall  
8 make any information required under this subsection available to the department during  
9 program approval site reviews under s. PI 4.02, or at the request of the department. If  
10 the off-campus course is offered through a third-party vendor, the college or university  
11 shall meet all of the requirements of sub. (2).

12           (2)   OFF-CAMPUS COURSES OFFERED BY WISCONSIN COLLEGES OR  
13 UNIVERSITIES WHICH DO NOT HAVE APPROVED PROFESSIONAL EDUCATION  
14 PROGRAMS OR BY OUT-OF-STATE COLLEGES OR UNIVERSITIES. Off-campus courses  
15 offered by a Wisconsin college or university which does not have a professional education  
16 program approved under ch. PI 4, or by any out-of-state college or university shall be  
17 accepted toward meeting the continuing professional education requirement under s. PI 3.03  
18 (2) (b), if all of the following requirements are met:

19           (a)   Registration. A college or university offering off-campus courses under this  
20 subsection shall register with the department each year at least 30 days before the first  
21 meeting of the first course. The college or university shall submit all of the following to  
22 the department:

- 23           1.    The current catalog or bulletin from the college or university.
- 24           2.    Verification of accreditation.
- 25           3.    A listing of all off-campus courses previously accepted under this section which  
26 the college or university intends to offer during the year. The listing shall include each

1 site and the dates in which the off-campus course will be offered. If dates or sites are  
2 added, the college or university shall notify the department. If a previously accepted  
3 course has been amended, the changes shall be submitted under par. (b).

4 (b) Course Approval. 1. At least 30 days before the first meeting of the off-  
5 campus course, the college or university shall submit all of the following information to  
6 the department, for determination of whether the off-campus course will be accepted by  
7 the department under par. (c):

8 a. The name and course number of the off-campus course as it will appear on the  
9 students' transcripts.

10 b. A course syllabus with a detailed description of course content for each new  
11 off-campus course or of changes in each previously accepted off-campus course.

12 c. A vita for each faculty member teaching in each off-campus course.

13 d. A description of resources and facilities provided or available to support each  
14 off-campus course.

15 e. A description of the evaluation required under par. (c) 4.

16 f. Whether the college or university accepts the off-campus course toward a  
17 degree or program from the college or university and, if yes, the name of all degrees or  
18 programs for which the off-campus course is accepted.

19 g. Whether the off-campus course is offered through a third-party vendor and, if  
20 yes, the identity of the third-party vendor.

21 h. Each site and the dates on which the off-campus course will be offered. If  
22 dates or sites are added, the college or university shall notify the department.

23 2. The department shall mail notification of acceptance or denial of acceptance  
24 of the off-campus course not later than 10 days following receipt of the information required  
25 under subd. 1. If the information is not complete, the department shall request that the  
26 additional information be submitted and the notification shall be mailed not later than 10  
27 days following receipt of the additional materials.

1 (c) Course Requirements. The off-campus course shall meet all of the following  
2 requirements:

3 1. The off-campus course shall include at least 15 contact hours of direct contact  
4 instruction per semester credit.

5 2. The off-campus course shall include an evaluation of each student's compre-  
6 hension and mastery of the course content.

7 3. Faculty for the off-campus course shall hold a faculty appointment at the  
8 sponsoring college or university or shall hold at least a master's degree from an accredited  
9 college or university. Faculty's educational preparation or equivalent experience shall be  
10 in the area related to the specific course assignment.

11 4. There shall be a systematic process of evaluation for each off-campus course  
12 offered.

13 (d) Course Advertisements. All advertising of the off-campus course shall comply  
14 with s. 100.18(1), Stats., which prohibits untrue, deceptive or misleading advertising. After  
15 the department has notified the college or university that the off-campus course has been  
16 accepted toward meeting the continuing professional education requirement, the following  
17 statement may be included on the advertisement for the off-campus course. "Successful  
18 completion of this off-campus course will be accepted by the Wisconsin department of  
19 public instruction for meeting the continuing professional education requirement under  
20 ch. PI 3."

21 (3) OFF-CAMPUS COURSES OFFERED THROUGH THIRD-PARTY VENDORS. If  
22 the college or university contracts with a third-party vendor to offer the off-campus course,  
23 the college or university shall maintain responsibility for meeting all requirements of this  
24 section and for the quality of the course.

25 (4) REGISTRATION OF THIRD-PARTY VENDORS. A third-party vendor which  
26 contracts with a college or university to offer off-campus courses shall register with the

1 department each year at least 30 days before the first meeting of the first off-campus  
2 course. The third-party vendor shall provide all of the following information to the depart-  
3 ment:

4 (a) A statement of the business purpose or purposes of the corporation, proprietor-  
5 ship or partnership.

6 (b) Copies of all contracts signed with any colleges or universities to provide off-  
7 campus courses. If additional contracts are entered into, the third-party vendor shall send  
8 copies to the department.

9 SECTION 4. PI 3.025 (intro.) is amended to read:

10 PI 3.025 APPROVAL OF PROGRAMS FOR EQUIVALENT CLOCK HOURS. To  
11 meet the continuing professional education requirement under s. PI 3.03 (2) (b), an appli-  
12 cant may ~~participate~~ earn equivalent clock hours in programs which have been approved  
13 by the department as follows:

14 SECTION 5. PI 3.03 (2) (b) 2 a is amended to read:

15 PI 3.03 (2) (b) 2. a. Semester or equivalent quarter credits earned at an institution  
16 with a program approved under ch. PI 4 or at an accredited baccalaureate or graduate  
17 degree-granting college or university.

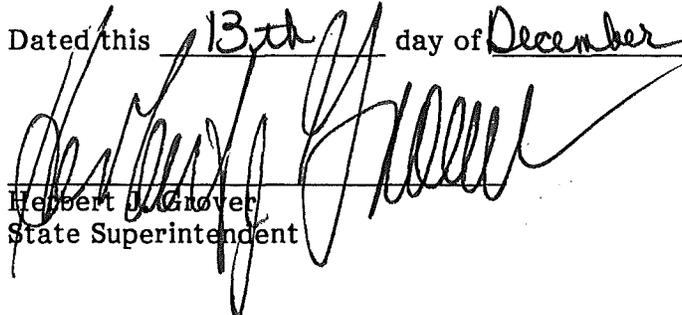
18 SECTION 6. PI 3.03 (2) (b) 2 b and c are renumbered PI 3.03 (2) (b) 2 c and d.

19 SECTION 7. PI 3.03 (2) (b) 2 b is created to read:

20 PI 3.03 (2) (b) 2. b. Semester or equivalent quarter credits earned in an off-campus  
21 course which has been accepted under s. PI 3.023.

These rules shall take effect on September 1, 1989.

Dated this 13th day of December, 1988.

  
Herbert J. Grover  
State Superintendent