

CR 92-79

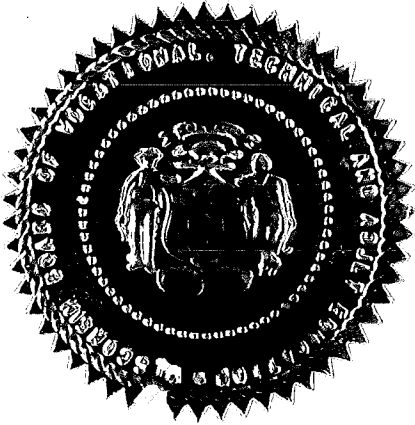
**CERTIFICATE**

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

I, Dwight A. York, State Director of the Board of Vocational, Technical and Adult Education and custodian of the official records, certify that the annexed rules, Clearinghouse Rule 92-79 relating to the certification of educational personnel were duly approved by this Board on January 27, 1993.

I further certify that this copy has been compared by me with the original on file in this Board and that it is a true copy of the original, and of the whole of the original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Board at 310 Price Place, in the City of Madison, this 10th day of March, 1993.



*Dwight A. York*  
\_\_\_\_\_  
Dwight A. York  
State Director

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PROPOSED ORDER OF THE WISCONSIN  
BOARD OF VOCATIONAL, TECHNICAL AND  
ADULT EDUCATION REPEALING AND  
RECREATING RULES RELATING TO  
CERTIFICATION OF PERSONNEL:  
REQUIREMENTS AND PROCEDURES  
(Clearinghouse Rule 92-79)

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The Wisconsin Board of Vocational, Technical and Adult Education proposes an order to repeal and recreate chapter VTAE 3 relating to certification of personnel.

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PLAIN LANGUAGE ANALYSIS PREPARED BY THE BOARD OF VOCATIONAL, TECHNICAL AND  
ADULT EDUCATION

Statutory Authority: ss. 38.04(4)(a) and 227.11(2)(a), Stats.

Statutes Interpreted: s. 38.04(4)(a), Stats.

Pursuant to s. 38.04(4)(a) Wis. Stats., the Board of Vocational, Technical and Adult Education ("board") has authority to approve the qualifications of educational personnel employed in the districts and nondistrict personnel who offer instruction for district credit. This order creates rules establishing procedures and criteria for the certification of educational personnel, defines specific terminology, and establishes a uniform process for certification actions.

Specifically, the rule states the procedures for obtaining certification, procedures for renewing certification, the types of certification

available, the role of the state and district certification committees, and procedures for appeal.

Procedures for obtaining certification require that initial requests are submitted by the district on behalf of employes to the board and that such requests include documentation of occupational, academic and teaching experience. Documentation is in the form of transcripts, verification of occupational experience, verification of required teaching experience, and copies of professional or occupational licenses required by the state or federal agency in order to be employed in the occupation or profession. A person holding VTAE certification and employed by a district may also request certification for additional areas of instruction or categories of certification.

The rule provides for the renewal of certification through the acquisition of additional occupational and academic experience. It provides for the issuance of certification in these categories: 5-year, provisional, part-time provisional, approval, part-time approval, and emergency. Certification required by the rule covers district staff employed in the following categories: instructional, instructional supervisory, instructional related supervisory, instructional administrative, instructional related administrative, counseling, librarian, instructional specialist, and alcohol and other drug abuse facilitator.

The rule provides for a state certification committee appointed by the director with membership from various categories of employes, and specified

duties related to implementing the certification code at the state level. It further provides for a district certification committee appointed by the district director with membership from categories of employees covered by the certification code and with specified duties related to implementing the certification code at the district level.

Finally, the rule provides for an appeals procedure at the district level to promote voluntary resolution of disputes relating to district responsibilities, activities and decisions under the certification code; and further, it provides for a board appeals procedure for any person aggrieved by a certification decision.

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1           SECTION 1. Ch. VTAE 3 is repealed and recreated to read:

2  
3                                   CHAPTER VTAE 3

4                                   CERTIFICATION OF PERSONNEL:

5                                   REQUIREMENTS AND PROCEDURES

6  
7       VTAE 3.01 PURPOSE AND APPLICATION. (1) PURPOSE. The purpose of this chapter  
8       is to establish standards and procedures pursuant to s. 38.04(4)(a), Stats.,  
9       for the approval of minimum academic, occupational, and teaching requirements  
10      for district educational personnel and nondistrict personnel designated in s.  
11      VTAE 3.03(9) who provide instruction for which district credit may be granted.

12  
13           (2) APPLICABILITY. This chapter applies to all applications for  
14      initial certification or renewal of certification received by the board on or  
15      after the effective date of this chapter, ....[revisor inserts date]. A  
16      person holding 5-year, or provisional certificate on the effective date of

1 this chapter, ....[revisor inserts date] shall not have additional  
2 requirements for renewal for the same certification. A person changing  
3 position or instructional area assignment after the effective date of this  
4 chapter, ....[revisor inserts date] shall comply with the additional  
5 requirements of this chapter.

6  
7 VTAE 3.02 DEFINITIONS. In this chapter:

8  
9 (1) "Academic instructor" means a person teaching one or more courses  
10 in academic subjects such as mathematics, social science, English,  
11 communications, and science where the knowledges and skills taught are  
12 obtained by the instructor through collegiate preparation resulting in at  
13 least a baccalaureate degree.

14  
15 (2) "Accredited" means official recognition granted by a nationally  
16 recognized accrediting agency or association to an institution, school or  
17 program meeting specified educational qualifications and standards.

18  
19 (3) "Alcohol and other drug abuse prevention and intervention program  
20 facilitator" means a person responsible for coordination of an alcohol and  
21 other drug abuse prevention and intervention program funded in whole or in  
22 part under s. 38.35, Stats.

23  
24 (4) "Board" means the state board of vocational, technical and adult  
25 education.

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

4  
5           (6) "Course" means an educational unit consisting of a series of  
6 instructional periods which are offered within a specific period of time to  
7 teach a particular subject for which credit or credit equivalency is granted.

8  
9           (7) "Director" means the person appointed by the board under  
10 s. 38.04(2), Stats.

11  
12           (8) "District" means a vocational, technical and adult education  
13 district established under ch. 38, Stats.

14  
15           (9) "District board" means the district board in charge of the  
16 vocational, technical and adult education schools of a district.

17  
18           (10) "District director" means the person employed by a district board  
19 under s. 38.12(3)(a)1, Stats.

20  
21           (11) "Employed full-time" means employment of a person by a district  
22 in a program approved by the board for a period of time equal to or exceeding  
23 50% of a full-time contract as determined by district board policy or a  
24 collective bargaining agreement.

25

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

5  
6           (13) "Fully qualified worker" means a person employed in a target job  
7 of a program, or in a position directly supervising persons working in a  
8 target job of a program.

9  
10          (14) "Instructional administrator" means a person employed by a  
11 district who manages, supervises or evaluates certified instructional staff  
12 and exercises overall supervisory responsibility for the delivery, development  
13 or design of instruction.

14  
15          (15) "Instructional related administrator" means a person employed by  
16 a district who manages, supervises or evaluates instructional related  
17 supervisors or counselors and exercises overall supervisory responsibility for  
18 matters affecting student services and other areas, without the responsibility  
19 for the delivery, development, or design of instruction.

20  
21          (16) "Instructional related supervisor" means a person employed by the  
22 district, under the direction of an administrator, who supervises student  
23 services' staff, including counselors or other certified instructional related  
24 staff, acts as liaison with business and industry and the secondary schools  
25 within the district, without the responsibility of delivery, development, or  
26 design of instruction.

1  
2 (17) "Instructional specialist" means a person employed by the  
3 district who advises and assists instructional staff in the development and  
4 use of various curriculum materials, instructional devices and presentation  
5 techniques including audio-visual equipment, television, computers and  
6 equipment used to provide distance learning.

7  
8 (18) "Instructional supervisor" means a person employed by the  
9 district, under the direction of an instructional administrator, who manages  
10 one or more instructional programs and supervises staff who deliver, develop  
11 or design instruction.

12  
13 (19) "Instructor" means a person employed by a district who delivers,  
14 develops or designs courses in programs approved by the board.

15  
16 (20) "Librarian" means a person employed by the district who operates  
17 and manages a library or library services program, or both.

18  
19 (21) "Nationally recognized accrediting agency or association" means  
20 an agency or association identified by the secretary of the U.S. department of  
21 education as authorized to accredit a particular category of institution,  
22 school or educational program in accordance with the provisions contained in  
23 34 CFR Part 603.

24  
25 (22) "Occupational instructor" means a person employed by a district  
26 to teach one or more courses that are vocational or technical in nature where  
27 the knowledge and skills taught are obtained through occupational experience



1 and academic preparation resulting in at least a baccalaureate degree or the  
2 baccalaureate equivalency provided in s. VTAE 3.04 (1) or (2).

3  
4 (23) "Postsecondary degree granting institution" means a public or  
5 private educational institution awarding an associate, baccalaureate, or  
6 graduate degree.

7  
8 (24) "Recognized educational system" means a public or private  
9 educational system accredited by a nationally recognized accrediting agency or  
10 association or by the U.S. department of education.

11  
12 (25) "Verifiable occupational experience" means occupational  
13 experience that can be documented by a statement from a previous employer, tax  
14 forms, or a person associated with the business who is not related to the  
15 certification applicant.

16  
17 VTAE 3.03 PROCEDURE FOR OBTAINING CERTIFICATION.

18  
19 (1) INITIAL CERTIFICATION FOR DISTRICT EMPLOYEES. After employment of a  
20 person who requires certification, a district director or designee shall  
21 initiate the certification process by submitting a request for certification  
22 to the board. The employe shall be considered a party to any request for  
23 certification and shall provide documentation required under sub. (4)  
24 pertaining to occupational, academic and teaching experience to the district  
25 director or designee for submission to the board. A request for certification  
26 of a person following initial employment by the district shall be submitted as

1 soon as practicable, but no later than 6 months following commencement of  
2 employment with the district.

3  
4 (2) CERTIFICATION REQUESTS BY INDIVIDUALS. Following initial  
5 certification pursuant to sub. (1), an individual may request provisional or  
6 5-year certificates for additional areas of instruction or categories of  
7 certification. Requests under this subsection shall be submitted to the  
8 district director or designee with documentation required under sub. (4)  
9 pertaining to occupational, academic and teaching experience, and the district  
10 director or designee shall forward the certification request and documentation  
11 to the board. A person requesting certification under this subsection shall  
12 be responsible for payment of a fee equivalent to the fee charged to the  
13 district by the board for certification initiated by the district. Districts  
14 shall be annually notified as to the amount of the certification fee.

15  
16 (3) ADDITIONAL CERTIFICATION REQUESTS BY DISTRICTS. Upon assignment  
17 of an employe to a position not included in the initial certification under  
18 sub. (1), the district director or designee shall request new certification  
19 for that employe from the board. A person who objects to obtaining  
20 additional certification may appeal the decision as provided under s. VTAE  
21 3.16.

22  
23 (4) REQUIRED DOCUMENTATION FOR CERTIFICATION. A person subject to the  
24 requirements of subs. (1) to (3) shall submit the following to his or her  
25 district director or designee for submission to the board:

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

2  
3 (b) Official transcripts of undergraduate and graduate credits from a  
4 recognized educational system to document educational requirements under this  
5 chapter for the type of certification for which application is made.  
6

7  
8  
9 (c) Written verification of training from sources including armed  
10 forces' service schools, manufacturer's schools, and training provided by  
11 industry which prepares a person for an occupation.  
12

13 (d) Copies of professional or occupational licenses required by a  
14 state or federal agency for employment in the occupation or profession.  
15

16 (e) Written verification from past and present employers to document  
17 occupational experience.  
18

19 (f) Written verification from recognized educational systems to  
20 document teaching experience.  
21

22 Note: Certification application forms are available from state board  
23 certification staff.  
24

25 (5) EVALUATION OF REQUESTS FOR CERTIFICATION. All requests for  
26 certification and required documentation shall be evaluated by the board

1 certification staff for compliance with the provisions of this chapter.  
2 Education and occupation experience shall reflect current practices and  
3 standards in business and industry as determined by the director or designee.  
4 When it is determined that all requirements for certification are met, the  
5 board shall issue a certificate.

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

11  
12 (7) RENEWAL OF CERTIFICATION. (a) While a certificate is in effect,  
13 the certified person shall complete the renewal requirements designated for  
14 the appropriate certification. When the renewal requirements for a  
15 provisional, part-time provisional, or part-time approval certificate are  
16 completed, the district director or designee of the district where the person  
17 is employed shall provide documentation to the board of such completion.  
18 Board certification staff shall review the documentation and shall inform the  
19 district director or designee and the person of renewal of the certificate or  
20 nonrenewal due to a deficiency found in the renewal submissions. Upon  
21 completion of the renewal requirements for a 5-year certificate, the district  
22 director or designee of the district employing the person shall renew the  
23 certificate and shall provide that the documentation for a 5-year certificate  
24 renewal is available for audit by board certification staff.

25  
26 (b) Academic credits, occupational experience or other professional  
27 activities required to fulfill certification renewal requirements which are  
28 begun after May 1 and completed before August 31 of the final year in a  
29 certification period may be applied, at the option of the certified person,  
30 toward either the current or immediately succeeding renewal period.

1           (8) CERTIFICATION PERIOD. The initial certificate is effective on  
2 the date which the person began work in the position requiring certification  
3 and remains effective until August 31 of the third year following issuance.  
4 All subsequent certificates shall take effect on September 1 of the year  
5 granted and remain effective through August 31 of the year of expiration.  
6

7           (9) CERTIFICATION OF NONDISTRICT EDUCATIONAL STAFF. The department  
8 of corrections, and the department of health and social services, including  
9 the division of youth services and the division of care and treatment  
10 facilities, may request certification from the board for employes providing  
11 instruction for which district credit may be granted, and shall pay the costs  
12 associated with processing such requests.  
13

14           (10) CERTIFICATION OF ADULT AND CONTINUING EDUCATION STAFF. Each  
15 district shall establish and maintain certification standards subject to the  
16 approval of the director or designee for adult and continuing education staff  
17 who teach state aidable courses which are not part of state designated  
18 programs.  
19

20           (11) CERTIFICATION OF DRIVER EDUCATION STAFF. Driver's education  
21 instructors are required to obtain a driver's education certificate.  
22 Certification requires the instructor to hold a valid Wisconsin driver's  
23 license and to have completed 6 semester credits in driver education and 3  
24 semester credits in safety education, for a total of 9 credits completed in  
25 the field.  
26

1 VTAE 3.04 EDUCATIONAL OCCUPATIONAL EQUIVALENCIES. The board shall deem the  
2 following occupational experience or combination of occupational experience  
3 and educational achievement to fulfill educational and academic requirements  
4 as follows:

5  
6 (1) Employment as an apprentice or journeyman, or both, in the  
7 skilled trades for a total of 7 years shall be equivalent to a baccalaureate  
8 degree.

9  
10 (2) Occupational experience, combined with education and training  
11 to prepare a person for the occupation which totals 7 years or 14,000 hours,  
12 shall be equivalent to a baccalaureate degree. Each academic credit or  
13 equivalent credit shall be equal to 110 hours of occupational experience.

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

18  
19 (4) One half year of teaching experience gained while holding a part-  
20 time provisional certification shall equal one quarter year of teaching  
21 experience.

22  
23 (5) An exception to the occupational requirements identified under s.  
24 VTAE 3.05(1)(b), (2)(b) and (3)(b) may be granted by the director or designee  
25 to a person with 2 years of related occupational experience as determined by  
26 the director or designee, who is hired to provide instruction in new and

1 emerging occupations as determined by the state certification committee acting  
2 under s. VTAE 3.14(4)(j). A plan shall be developed by the person granted  
3 such exception and the district director or designee, which shall be  
4 sufficient to allow renewal each certification period, and to ensure that the  
5 person acquires education and training for the occupation and 12 months of  
6 occupational experience specific to the area. The plan is subject to the  
7 approval of the director or designee. Certification pursuant to this  
8 subsection shall be renewed where the person makes progress toward earning a  
9 5-year certificate as stated under s. VTAE 3.05(2)(e) or (3)(e). A maximum of  
10 one year of the related occupational experience may include special study  
11 through armed forces' service schools, manufacturer's schools, tutoring and  
12 institutes, or approved in-service teacher training programs.

13

14 (6) An exception to the occupational requirements identified under s.  
15 VTAE 3.05(1)(b), (2)(b) and (3)(b) may be granted by the director or designee  
16 to a person with certification who has 2 years of related occupational  
17 experience as determined by the director or designee, and who is eligible for  
18 certification in an additional instructional area. A plan sufficient to allow  
19 renewal each certification period shall be developed by the person granted  
20 such exception and the district director or designee to ensure that the person  
21 acquires education and training for the occupation and 12 months of  
22 occupational experience specific to the area. The plan is subject to the  
23 approval of the director or designee. Certification pursuant to this  
24 subsection shall be renewed where the person makes progress toward earning a  
25 5-year certificate as stated under s. VTAE 3.05(2)(e) or (3)(e). A maximum of  
26 one year of related occupational experience may include special study through

1 armed forces service schools, manufacturer's schools, special tutoring and  
2 institutes or approved in-service teacher training programs.

3  
4 VTAE 3.05 INSTRUCTIONAL CERTIFICATION. Each person employed by a district  
5 responsible for the delivery of classroom instruction or assisting in the  
6 management of one or more programs of a district shall obtain instructional  
7 certification from the board. An instructional certificate shall be granted  
8 as follows:

9  
10 (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
11 person employed by a district in a program approved by the board if the person  
12 has met all of the following requirements:

13  
14 (a) Education and academic preparation. An academic instructor shall  
15 have a baccalaureate degree with a major in the subject area for which  
16 certification is sought, or a baccalaureate degree with 30 semester credits in  
17 the subject area. An occupational instructor shall have a baccalaureate  
18 degree or equivalent as determined under s. VTAE 3.04(1) or (2). An  
19 occupational instructor shall have education or training preparing a person  
20 for the occupational area to be taught. Appropriate training may include  
21 vendor, manufacturer, in-service or other structured on-the-job training in  
22 the occupation.

23  
24 (am) An academic or occupational instructor shall complete 2 semester  
25 credits approved by the director or designee which contain the competencies  
26 identified by the state certification committee under s. VTAE 3.14(4)(a) in



1 each of the following subjects, or shall complete equivalent district in-  
2 service activities which contain the competencies identified by the state  
3 certification committee under s. VTAE 3.14(4)(a) and approved by the state  
4 certification committee under s. VTAE 3.14(4)(b) in each of the following  
5 subjects:

- 6
- 7 1. Philosophy of vocational, technical and adult education.
- 8 2. Teaching methods.
- 9 3. Curriculum or course construction.
- 10 4. Educational psychology.
- 11 5. Educational evaluation.
- 12 6. Guidance and counseling.
- 13 7. Educational diversity.
- 14

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

20

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

23

24 (d) Renewal. The 5-year instructional certificate shall be renewed if  
25 during the instructional certification period preceding the expiration date,  
26 the person seeking renewal completes 6 semester credits, or 2 months of

1 appropriate occupational experience, or other professional activities  
2 identified in a district professional growth plan approved under s. VTAE  
3 3.14(4)(g).  
4

5 (2) PROVISIONAL CERTIFICATE. A provisional certificate shall be  
6 issued to a person employed full-time by a district in a program approved by  
7 the board where the person has not met all of the requirements for a 5-year  
8 certificate under sub. (1) but does meet all the following minimum  
9 requirements:  
10

11 (a) Education and academic preparation. An academic instructor shall  
12 have a baccalaureate degree with a minor in the subject area for which  
13 certification is sought, or a baccalaureate degree with a minimum of 20  
14 semester credits in the subject area for which certification is sought. An  
15 occupational instructor shall have a baccalaureate degree or equivalent as  
16 determined under s. VTAE 3.04(1) or (2). An occupational instructor shall  
17 have education or training preparing a person for the occupational area being  
18 taught. Appropriate training may include vendor, manufacturer, in-service or  
19 other structured on-the-job training in the occupation.  
20

21 (b) Occupational experience. An academic instructor shall have 12  
22 months of verifiable occupational experience in a field other than education.  
23 An occupational instructor shall have 24 months of verifiable occupational  
24 experience as a fully qualified worker in each occupational area where  
25 certification is requested.  
26

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

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

11  
12 (e) Special provision for persons receiving certification by  
13 instructional area prior to the effective date of this chapter. A person  
14 certified by instructional area prior to the effective date of this chapter,  
15 ...[revisor inserts date] who does not have the occupational experience  
16 required under par. (b) shall be granted a provisional certificate under this  
17 subsection for the same instructional area. Thereafter, the person shall  
18 obtain 2 months of additional occupational experience as a condition of future  
19 renewal where the person's renewal does not meet the renewal requirements  
20 identified under sub. (1)(am).

21  
22 (3) PART-TIME PROVISIONAL CERTIFICATE. A part-time provisional  
23 certificate shall be granted to a person employed part-time by a district in a  
24 program approved by the board where the person has not met the requirements  
25 for a 5-year certificate under sub. (1) but does meet the following  
26 requirements:

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

10  
11           (b) Occupational experience. An academic instructor shall have 12  
12 months of occupational experience in a field other than education. An  
13 occupational instructor shall have 24 months of verifiable experience as a  
14 fully qualified worker in each occupational area for which certification is  
15 requested.

16  
17           (c) Teaching experience. No teaching experience is required.

18  
19           (d) Renewal. The initial part-time provisional instructional  
20 certificate shall be valid for 3 years and may be renewed for additional 2  
21 year periods if during the part-time provisional certification period  
22 preceding the expiration date, the person makes progress toward meeting the  
23 requirements of a 5-year certificate by completing 2 semester credits or  
24 district in-service activities fulfilling the requirements of sub. (1)(a).

1 A person who has met the requirements of sub. (1)(a) but not sub. (1)(c) shall  
2 complete 2 semester credits approved by the district director or designee for  
3 renewal.

4  
5 (e) Special provision for persons receiving certification by  
6 instructional area prior to the effective date of this chapter. A person  
7 certified by instructional area prior to the effective date of this chapter,  
8 ....[revisor inserts date] but not having the occupational experience required  
9 under par. (b), shall be granted a part-time provisional certificate under  
10 this subsection for the same instructional area. Thereafter, the person shall  
11 obtain 2 months of additional occupational experience as a condition of future  
12 renewal, where the person is not renewing under the requirements identified in  
13 sub. (1)(a).

14  
15 (4) APPROVAL CERTIFICATE. An approval certificate shall be issued  
16 only to a person already holding a provisional, part-time provisional, 5-year,  
17 or a life certificate . The approval certificate shall certify an additional  
18 instructional area or courses and shall be issued only when the approval area  
19 certified equals less than one-half of the person's annual teaching assignment  
20 and the person meets the following requirements:

21  
22 (a) Education and academic preparation. An academic instructor shall  
23 have a baccalaureate degree with a minor in the subject area for which  
24 certification is sought, or a baccalaureate degree with a minimum of 20  
25 semester credits in the subject area for which certification is sought. An  
26 occupational instructor shall have a baccalaureate degree or equivalent as

1 determined under s. VTAE 3.04(1) or (2). An occupational instructor shall  
2 have education or training which prepares a person for the occupational area  
3 taught. Appropriate training may include vendor, manufacturer, in-service or  
4 other structured on-the-job training in the occupation.

5  
6 (b) Occupational experience. An academic instructor shall have 12  
7 months of occupational experience in a field other than education. An  
8 occupational instructor shall have 24 months of verifiable experience as a  
9 fully qualified worker in each occupational area where certification is  
10 requested.

11  
12 (c) Teaching experience. No teaching experience is required.

13  
14 (d) Expiration and Renewal. The expiration date for the approval  
15 certificate shall be the same as the expiration date of the instructor's  
16 provisional or part-time provisional certificate, or the expiration date of  
17 the instructor's 5-year certificate for an instructor who does not hold a  
18 provisional or part-time provisional certificate. An instructor holding only  
19 a life certificate shall have approval for a 2 year period and no requirement  
20 for renewal.

21  
22 (e) Special provision for persons receiving certification by  
23 instructional area or course prior to the effective date of this chapter. A  
24 person obtaining an approval certificate by instructional area or course prior  
25 to the effective date of this chapter, ....[revisor inserts date] but not  
26 possessing the occupational experience required under par. (b), shall be

1 granted an approval certificate under this subsection for the same  
2 instructional area or course.

3  
4 (5) PART-TIME APPROVAL CERTIFICATE. A part-time approval  
5 certificate shall be issued only to an occupational instructor employed part-  
6 time by a district in a program approved by the board. A part-time approval  
7 certificate shall be issued for a maximum of 2 courses for a certification  
8 period where the person has not met the requirements for the 5-year  
9 certificate under sub. (1) but does meet all the following minimum  
10 requirements:

11  
12 (a) Education and academic preparation. An occupational instructor  
13 shall have a baccalaureate degree or equivalent as determined under s. VTAE  
14 3.04(1) or (2). An occupational instructor shall have education or training  
15 which prepares a person for the occupational area taught. Appropriate  
16 training may include vendor, manufacturer, in-service or other structured on-  
17 the-job training in the occupation.

18  
19 (b) Occupational experience. An occupational instructor shall be  
20 required to have 24 months of verifiable experience as a fully qualified  
21 worker in each occupational area for which certification is requested.

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

23  
24 (d) Renewal. The initial part-time approval instructional certificate  
25 shall be valid for 3 years and shall be renewed for additional 2 year periods  
26 if during the part-time approval certification period preceding the expiration

1 date, the person completes 2 months of appropriate occupational experience and  
2 10 hours of approved in-service activities relating to sub. (1)(a), or 2  
3 semester credits or district in-service activities fulfilling the requirement  
4 of sub. (1)(a).

5  
6 (e) Special provision for persons receiving certification by  
7 instructional area prior to the effective date of this chapter. A person  
8 certified by instructional area or course prior to the effective date of this  
9 chapter, ....[revisor inserts date] but not having the occupational experience  
10 required under par. (b), shall be granted certification under this subsection  
11 for the same or equivalent course.

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

21  
22 (7) LIFE CERTIFICATE. The granting of life certificates was  
23 discontinued effective March 1, 1981, but certificates issued prior to that  
24 date remain valid.



1 VTAE 3.06 INSTRUCTIONAL SUPERVISORY CERTIFICATION. Each person employed by a  
2 district, under the direction of an instructional administrator, who  
3 supervises instructional staff, manages one or more district instructional  
4 programs, or supervises the development or design of instruction shall obtain  
5 an instructional supervisory certificate from the board. An instructional  
6 supervisory certificate shall be granted as follows:

7  
8 (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
9 person employed as an instructional supervisor where the following  
10 requirements are met:

11  
12 (a) Education and academic preparation. A person shall complete the  
13 education and academic preparation requirements for a 5-year certificate under  
14 s. VTAE 3.05(1)(a) and the following additional education and academic  
15 preparation:

16  
17 1. Two semester credits approved by the director or designee which  
18 contain the competencies identified by the state certification committee under  
19 s. VTAE 3.14(4)(a) in supervision or equivalent district in-service activities  
20 which contain the competencies identified by the state certification committee  
21 under s. VTAE 3.14(4)(a) in supervision and approved by the state  
22 certification committee under s. VTAE 3.14(4)(b).

23  
24 2. Twelve semester credits approved by the director or designee of  
25 professional education appropriate to the supervisory position in addition to  
26 that required under this paragraph.

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

2  
3           (b) Occupational experience. A person shall have the amount of  
4 occupational experience required under s. VTAE 3.05(1)(b).

5  
6           (c) Teaching experience. A person shall have 2 years of experience  
7 as a teacher in any recognized educational system.

8  
9           (d) Professional experience. A person shall have 2 years of  
10 experience as a certified supervisor in any recognized educational system.

11  
12           (e) Renewal. The 5-year instructional supervisory certificate shall  
13 be renewed if during the instructional supervisory certification period  
14 preceding the expiration date, the person seeking renewal completes 6 semester  
15 credits or 2 months of appropriate occupational experience or other  
16 professional activities provided by a district professional growth plan  
17 approved under s. VTAE 3.14(4)(g).

18  
19           (2) PROVISIONAL CERTIFICATE. A provisional certificate shall be  
20 issued to a person employed as an instructional supervisor where the person  
21 has not met all of the requirements for a 5-year certificate under sub. (1)  
22 but does meet all the following minimum requirements:

23  
24           (a) Education. A person shall have a baccalaureate degree or  
25 equivalent as defined under s. VTAE 3.04(1) or (2).

1 (b) Occupational experience. A person shall have the amount of  
2 occupational experience required for an instructional provisional certificate  
3 under s. VTAE 3.05(2)(b) in the person's field of instruction.  
4

5 (c) Teaching experience. A person shall have 2 years teaching  
6 experience in any recognized educational system.  
7

8 (d) Renewal. The initial provisional instructional supervisory  
9 certificate shall be valid for 3 years and may be renewed for additional 2  
10 year periods if during the provisional certification period preceding the  
11 expiration date, the person makes progress toward meeting the requirements of  
12 a 5-year certificate by completing 6 semester credits or district in-service  
13 activities, fulfilling the requirements under sub. (1)(a). A person meeting  
14 the requirements for sub. (1)(a) but not sub. (1)(d) shall complete 2 semester  
15 credits approved by the district director or designee for renewal.  
16

17 VTAE 3.07 INSTRUCTIONAL RELATED SUPERVISORY CERTIFICATION. Each person  
18 employed by a district, under the direction of an administrator, who  
19 supervises student services' staff including counselors or other certified  
20 instructional related staff, or maintains liaison with business and industry  
21 and the secondary schools within the district, but without the responsibility  
22 to deliver, develop, or design instruction, shall be required to obtain an  
23 instructional related supervisory certificate from the board. An  
24 instructional related supervisory certificate shall be granted as follows:  
25

1 (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
2 person employed as an instructional related supervisor if the person has met  
3 all of the following requirements:  
4

5 (a) Education and academic preparation. A person shall complete the  
6 education and academic preparation required for a 5-year certificate under  
7 s. VTAE 3.05(1)(a), 3.10(1)(a), 3.11(1)(a), 3.12(1)(a) or 3.13(1)(a), and all  
8 of the following additional education and academic preparation:  
9

10 1. Two semester credits approved by the director or designee which  
11 contain the competencies identified by the state certification committee under  
12 s. VTAE 3.14(4)(a) in supervision, or completion of equivalent district in-  
13 service activities which contain the competencies identified by the state  
14 certification committee under s. VTAE 3.14(4)(a) in supervision and approved  
15 by the state certification committee under s. VTAE 3.14(4)(b).  
16

17 2. Twelve semester credits approved by the director or designee of  
18 professional education appropriate to the supervisory position in addition to  
19 that required under subd. 1.  
20

21 3. A master's degree or equivalent as defined under s. VTAE 3.04(3).  
22

23 (b) Occupational experience. A person shall have the amount of  
24 occupational experience required for a provisional certificate under s. VTAE  
25 3.05(1)(b), 3.10(1)(b), 3.11(1)(b), 3.12(1)(b) or 3.13(1)(c).  
26

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

6  
7 (d) Professional experience. A person shall have 2 years of  
8 experience as a certified supervisor in any recognized educational system.

9  
10 (e) Renewal. The 5-year instructional related supervisory certificate  
11 shall be renewed if during the instructional related supervisory certification  
12 period preceding the expiration date, the person seeking renewal completes 6  
13 semester credits, 2 months of appropriate occupational experience, or other  
14 professional activities provided for by a district professional growth plan  
15 approved under s. VTAE 3.14(4)(g).

16  
17 (2) PROVISIONAL CERTIFICATE. A provisional certificate shall be  
18 issued to a person employed as an instructional related supervisor if the  
19 person has not met the requirements for a 5-year certificate under sub. (1)  
20 but does meet all of the following minimum requirements:

21  
22 (a) Education. A person shall have a baccalaureate degree or  
23 equivalent as defined under s. VTAE 3.04(1) or (2).

1 (b) Occupational experience. A person shall have the amount of  
2 occupational experience required for a provisional certificate under s. VTAE  
3 3.05(2)(b), 3.10(1)(b), 3.11(1)(b), 3.12(1)(b) or 3.13(1)(c).  
4

5 (c) Teaching experience. A person shall have 2 years of teaching  
6 experience or employment in an instructional related position in any  
7 recognized educational system, or 2 years of counseling or supervisory  
8 experience, in addition to the occupational experience required under par.  
9 (b).  
10

11 (d) Renewal. The initial provisional instructional related  
12 supervisory certificate shall be valid for a period of three years and may be  
13 renewed for additional 2 year periods if during the provisional certification  
14 period preceding the expiration date, the person makes progress toward meeting  
15 the requirements of a 5-year certificate by completing 6 semester credits or  
16 district in-service activities, fulfilling the requirements under sub. (1)(a).  
17 A person meeting the requirements for sub. (1)(a) but not sub. (1)(d) shall  
18 complete 2 semester credits approved by the district director or designee for  
19 renewal.  
20

21 VTAE 3.08 INSTRUCTIONAL ADMINISTRATIVE CERTIFICATION. Each person employed  
22 by a district, including the district director, who manages, supervises or  
23 evaluates certified instructional staff and exercises overall supervisory  
24 responsibilities in matters affecting curriculum or instruction shall obtain  
25 an instructional administrative certificate from the board. An instructional  
26 administrative certificate shall be granted as follows:

1 (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
2 person employed as an instructional administrator if the person has met all of  
3 the following requirements:  
4

5 (a) Education and academic preparation. A person shall complete the  
6 education and academic preparation requirements required for a 5-year  
7 certificate under s. VTAE 3.05(1)(a), and all of the following additional  
8 education and academic preparation:  
9

10 1. A master's degree or equivalent as defined under s. VTAE 3.04(3).  
11

12 2. Fifteen semester credits approved by the director or designee of  
13 professional education appropriate to the administrative position.  
14

15 (b) Occupational experience. A person shall have the amount of  
16 occupational experience required under s. VTAE 3.05(1)(b).  
17

18 (c) Teaching experience. A person shall have 2 years of teaching  
19 experience in any recognized educational system.  
20

21 (d) Professional experience. A person shall have 2 years of  
22 experience as a certified administrator in any recognized educational system.  
23

24 (e) Renewal. The 5-year instructional administrative certificate  
25 shall be renewed if during the instructional administrative certificate period  
26 preceding the expiration date, the person seeking renewal completes 6 semester

1 credits, or 2 months of appropriate occupational experience, or other  
2 professional activities provided for by a district professional growth plan  
3 approved under s. VTAE 3.14(4)(g).  
4

5 (2) **PROVISIONAL CERTIFICATE.** A provisional certificate shall be  
6 issued to a person employed as an instructional administrator if the person  
7 has not met all the requirements for a 5-year certificate under sub. (1) but  
8 meets all of the following minimum requirements:  
9

10 (a) Education. A person shall have a master's degree or equivalent as  
11 defined under s. VTAE 3.04(3).  
12

13 (b) Occupational experience. A person shall have the amount of  
14 occupational experience required for an instructional provisional certificate  
15 under s. VTAE 3.05(2)(b) in the person's area of instruction.  
16

17 (c) Teaching experience. A person shall have 2 years of teaching  
18 experience in any recognized educational system.  
19

20 (d) Renewal. The initial provisional instructional administrative  
21 certificate shall be valid for 3 years, and may be renewed for additional 2  
22 year periods if during the provisional certification period preceding the  
23 expiration date, the person makes progress toward meeting the requirements of  
24 a 5-year certificate by completing 6 semester credits or district in-service  
25 activities, fulfilling the requirements under sub. (1)(a). A person meeting



1 the requirements for sub. (1)(a) but not sub. (1)(d) shall complete 2 semester  
2 credits approved by the district director or designee for renewal.

3  
4 VTAE 3.09 INSTRUCTIONAL RELATED ADMINISTRATIVE CERTIFICATION. Each person  
5 employed by a district who manages, supervises or evaluates instructional  
6 related supervisors or counselors and exercises overall supervisory  
7 responsibilities in matters affecting student services shall obtain an  
8 instructional related administrative certificate from the board. An  
9 instructional related administrative certificate shall be granted as follows:

10  
11 (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
12 person employed as an instructional related administrator if the person has  
13 met all of the following requirements:

14  
15 (a) Education and academic preparation. A person shall complete the  
16 education and academic preparation required for a 5-year certificate under s.  
17 VTAE 3.05(1)(a), 3.10(1)(a), 3.11(1)(a), 3.12(1)(a) or 3.13(1)(a), and all of  
18 the following additional education and academic preparation:

- 19  
20 1. A master's degree or equivalent as defined under s. VTAE 3.04(3).  
21  
22 2. Fifteen semester credits approved by the director or designee of  
23 professional education appropriate to the administrative position.  
24

1 (b) Occupational experience. A person shall have the amount of  
2 occupational experience required under s. VTAE 3.05(1)(b), 3.10(1)(b),  
3 3.11(1)(b), 3.12(1)(b) or 3.13(1)(c).  
4

5 (c) Teaching experience. A person shall have 2 years of teaching  
6 experience or instructional related experience in any recognized educational  
7 system, or in lieu of the teaching experience, 2 years of appropriate  
8 counseling or supervisory experience, which shall be in addition to the  
9 occupational experience required under par. (b).  
10

11 (d) Professional experience. A person shall have 2 years of  
12 experience as a certified administrator in any recognized educational system.  
13

14 (e) Renewal. The 5-year instructional related administrative  
15 certificate shall be renewed if during the instructional related  
16 administrative certification period preceding the expiration date the person  
17 seeking renewal completes 6 semester credits, 2 months of appropriate  
18 occupational experience, or other professional activities provided for by a  
19 district professional growth plan approved under s. VTAE 3.14(4)(g).  
20

21 (2) PROVISIONAL CERTIFICATE. A provisional certificate shall be  
22 issued to a person employed as an instructional related administrator if the  
23 person has not met all the requirements for a 5-year certificate under sub.  
24 (1) but does meet all of the following minimum requirements:  
25

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

3  
4 (b) Occupational experience. A person shall have the amount of  
5 occupational experience required for a provisional certificate under s. VTAE  
6 3.05(2)(b), 3.10(1)(b), 3.11(1)(b), 3.12(1)(b) or 3.13(1)(c).

7  
8 (c) Teaching experience. A person shall have 2 years of teaching  
9 experience or employment in an instructional related position in any  
10 recognized educational system, or 2 years of counseling or supervisory  
11 experience, in addition to the occupational experience required under  
12 par. (b).

13  
14 (d) Renewal. The initial provisional instructional related  
15 administrative certificate shall be valid for 3 years and may be renewed for  
16 additional 2 year periods if during the provisional certification period  
17 preceding the expiration date, the person makes progress toward meeting the  
18 requirements of a 5-year certificate by completing 6 semester credits or  
19 district in-service activities, fulfilling the requirements under sub. (1)(a).  
20 A person meeting the requirements for sub. (1)(a) but not sub. (1)(d) shall  
21 complete 2 semester credits approved by the district director or designee for  
22 renewal.

23  
24 VTAE 3.10 COUNSELING CERTIFICATION. Each person employed by a district who  
25 counsels students regarding vocational, career and personal concerns through  
26 the use of interviews, tests or other techniques utilizing modern counseling

1 principles, shall obtain a counseling certificate from the board. A  
2 counseling certificate shall be granted as follows:

3  
4 (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
5 person employed by a district as a counselor if the person has met all of the  
6 following requirements:

7  
8 (a) Education. A person shall complete a master's degree in guidance  
9 and counseling, or, in lieu of a master's degree, a baccalaureate degree plus  
10 30 semester credits in guidance and counseling including the practicum  
11 experience. A person shall also complete 2 semester credits approved by the  
12 director or designee which contain the competencies identified by the state  
13 certification committee under s. VTAE 3.14(4)(a) in each of the following  
14 subjects or shall complete equivalent district in-service activities  
15 containing the competencies identified by the state certification committee  
16 under s. VTAE 3.14(4)(a) and approved by the state certification committee  
17 under s. VTAE 3.14(4)(b) in each of the following subjects:

- 18  
19 1. Philosophy of vocational, technical and adult education.  
20  
21 2. Teaching methods.  
22  
23 3. Curriculum or course construction.  
24  
25 4. Educational psychology.  
26

1           5. Educational evaluation.

2  
3           6. Educational diversity.

4  
5           (b) Occupational experience. A person shall have 24 months of  
6 occupational experience outside the field of education.

7  
8           (c) Professional experience. A person shall have 2 years of  
9 experience as a certified counselor in any recognized educational system.

10  
11           (d) Renewal. The 5-year counseling certificate shall be renewed if  
12 during the counseling certification period preceding the expiration date, the  
13 person seeking renewal completes 6 semester credits, 2 months of appropriate  
14 occupational experience, or other professional activities provided for by a  
15 district professional growth plan approved under s. VTAE 3.14(4)(g). A  
16 counselor holding a certificate on the effective date of the chapter, .... [  
17 revisor inserts date] shall be exempt from requirements under par.(a) 2,3,4,5,  
18 and 6.

19  
20           (2) PROVISIONAL CERTIFICATE. A provisional certificate shall be  
21 issued to a person employed by a district as a counselor where the person has  
22 not met the requirements for a 5-year certificate under sub. (1) but does meet  
23 all of the following minimum requirements:

24  
25           (a) Education and academic preparation. A person shall have a  
26 master's degree in guidance and counseling, or a baccalaureate degree and 20

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

6  
7 (b) Occupational experience. A person shall have 24 months of  
8 occupational experience outside the field of education.

9  
10 (c) Renewal. The initial provisional counseling certificate, except  
11 for an initial provisional counseling certificate issued to a person  
12 previously holding approval status as a counselor, shall be valid for 3 years.  
13 An initial provisional certificate issued to a person previously holding  
14 approval status shall be valid for 2 years. Thereafter, provisional  
15 certificates may be renewed for additional 2 year periods if during the  
16 provisional certification period preceding the expiration date, the person  
17 makes progress toward earning a 5-year certificate by completing 6 semester  
18 credits or district in-service activities fulfilling the requirements of sub.  
19 (1)(a). A counselor holding a provisional certificate on the effective date  
20 of the chapter.... [revisor inserts date], shall be exempt from requirements  
21 of sub. (1)(a)2,3,4,5 and 6. A person meeting the requirements for  
22 sub. (1)(a) <sup>^</sup> sub. (1)(c) shall complete 2 semester credits approved by the  
23 district director or designee for renewal.

*n missing  
but not  
see attached  
letter for  
intent  
COA 3/24/93*

24  
25 (3) APPROVAL CERTIFICATE. An approval certificate may be granted to a  
26 person employed by a district on a limited term basis in a special educational

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

11  
12 VTAE 3.11 LIBRARIAN CERTIFICATION. Each person employed by a district who is  
13 responsible for the operation and management of a library and library services  
14 program shall obtain a librarian certificate from the board. A librarian  
15 certificate shall be granted as follows:

16  
17 (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
18 person employed by a district as a librarian if the person has met all of the  
19 following requirements:

20  
21 (a) Education and academic preparation. A person shall have a  
22 baccalaureate degree that includes 30 semester credits in library science or a  
23 master's degree in library science. A person shall also complete 2 semester  
24 credits approved by the director or designee which contain the competencies  
25 identified by the state certification committee under s. VTAE 3.14(4)(a) in  
26 the philosophy of vocational, technical and adult education, or shall complete

1 in-service activities which contain the competencies identified by the state  
2 certification committee under s. VTAE 3.14(4)(a) and approved by the state  
3 certification committee under s. VTAE 3.14(4)(b).

4  
5 (b) Occupational experience. A person shall have 12 months of  
6 occupational experience in a field other than education or library management  
7 in an educational institution.

8  
9 (c) Professional experience. A person shall have 2 years of  
10 experience as a certified librarian in any educational system.

11  
12 (d) Renewal. The 5-year librarian certificate shall be renewed if  
13 during the librarian certification period preceding the expiration date, the  
14 person seeking renewal completes 6 semester credits, 2 months of appropriate  
15 occupational experience, or other professional activities provided by a  
16 district professional growth plan approved under s. VTAE 3.14(4)(g).

17  
18 (2) PROVISIONAL CERTIFICATE. A provisional certificate shall be  
19 issued to a person employed by a district as a librarian if the person has not  
20 met all the requirements for a 5-year certificate under sub. (1) but does meet  
21 all of the following minimum requirements:

22  
23 (a) Education. A person shall have a graduate or undergraduate degree  
24 including 20 semester credits in library science.



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

4  
5           (c) Renewal. The initial provisional librarian certificate shall be  
6 valid for 3 years and may be renewed for additional 2 year periods if during  
7 the provisional certification period preceding the expiration date, the person  
8 makes progress toward meeting the requirements of a 5-year certificate by  
9 completing 6 semester credits or district in-service activities, fulfilling  
10 the requirements under sub (1)(a). A person meeting the requirements for sub.  
11 (1)(a) but not (1)(c) shall complete 2 approved credits for renewal.

12  
13 VTAE 3.12 INSTRUCTIONAL SPECIALIST CERTIFICATION. Each person employed by a  
14 district who advises and assists instructional staff in the development and  
15 use of various curriculum materials, instructional devices and presentation  
16 techniques, including audio-visual equipment, television, computers and  
17 equipment used to provide distance learning, shall obtain an instructional  
18 specialist certificate. An instructional specialist certificate shall be  
19 granted as follows:

20  
21           (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
22 person employed as an instructional specialist if the person meets all of the  
23 following requirements:

24  
25           (a) Education and academic preparation. A person shall have academic  
26 preparation as a teacher and a baccalaureate degree with a minimum of 15

1 credits in audio-visual education, instructional media, curriculum,  
2 instructional development, television, computers or distance learning. A  
3 person shall also have 2 semester credits approved by the director or designee  
4 which contain the competencies identified by the state certification committee  
5 under s. VTAE 3.14(4)(a) for each of the following subjects, or equivalent  
6 district in-service activities which contain the competencies identified by  
7 the state certification committee under s. VTAE 3.14(4)(a) and approved by the  
8 state certification committee under s. VTAE 3.14(4)(b) for each of the  
9 following subjects:

- 10
- 11 1. Philosophy of vocational, technical and adult education.
- 12
- 13 2. Teaching methods.
- 14
- 15 3. Curriculum or course construction.
- 16
- 17 4. Educational psychology.
- 18
- 19 5. Educational evaluation.
- 20
- 21 6. Guidance and counseling.
- 22
- 23 7. Educational diversity.
- 24

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

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

3  
4           (d) Professional experience. A person shall have 2 years of  
5 professional experience as a certified instructional specialist in any  
6 recognized educational system.

7  
8           (e) Renewal. The 5-year instructional specialist certificate shall  
9 be renewed if during the instructional specialist certification period  
10 preceding the expiration date, the person seeking renewal completes 6 semester  
11 credits, 2 months of appropriate occupational experience, or other  
12 professional activities provided by a district professional growth plan  
13 approved under s. VTAE 3.14(4)(g).

14  
15           (2) PROVISIONAL CERTIFICATE. A provisional certificate shall be  
16 issued to a person employed as an instructional specialist if the person has  
17 not met the requirements for a 5-year certificate under sub. (1) but meets all  
18 the following minimum requirements:

19  
20           (a) Education and academic preparation. A person shall have academic  
21 preparation as a teacher and a baccalaureate degree with a minimum of 15  
22 credits in audio-visual education, instructional media, curriculum,  
23 instructional development, television, computers or distance learning.

24  
25           (b) Occupational experience. A person shall have 12 months of  
26 occupational experience outside the field of education.

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

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

13  
14 VTAE 3.13 ALCOHOL AND OTHER DRUG ABUSE PREVENTION AND INTERVENTION PROGRAM  
15 FACILITATOR CERTIFICATION. Each person employed by a district who is  
16 responsible for the coordination of an alcohol and other drug abuse prevention  
17 and intervention program funded in whole or in part under s. 38.35, Stats.,  
18 shall obtain an alcohol and other drug abuse prevention and intervention  
19 program facilitator certificate. An alcohol and other drug abuse prevention  
20 and intervention program facilitator certificate shall be granted as follows:

21  
22 (1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a  
23 person employed as an alcohol and other drug abuse prevention and intervention  
24 program facilitator if the person has met all of the following requirements:  
25

1           (a) Education. A person shall have a baccalaureate degree or  
2 equivalent as determined under s. VTAE 3.04(1) or (2) and shall have completed  
3 all of the following educational coursework:  
4

5           1. Educational psychology - 2 semester credits or completion of  
6 equivalent district in-service activities, as identified under s. VTAE  
7 3.05(1)(a).  
8

9           2. Guidance and counseling - 2 semester credits or completion of  
10 equivalent district in-service activities, as identified under s. VTAE  
11 3.05(1)(a).  
12

13           3. Educational diversity - 2 semester credits or completion of  
14 equivalent district in-service activities, as identified under s. VTAE  
15 3.05(1)(a).  
16

17           4. Alcohol and drug terminology - one semester credit or 40 verifiable  
18 hours of instruction.  
19

20           5. Psychosocial and sociocultural aspects of alcohol and other drug  
21 abuse - one semester credit or 40 verifiable hours of instruction.  
22

23           6. Pharmacological and psychopharmacological aspects of alcohol and  
24 other drugs - one semester credit or 40 verifiable hours of instruction.  
25

1           7. Assessment instruments and procedures, including action planning and  
2 alcohol and other drug abuse treatment and support resources - one semester  
3 credit or 40 verifiable hours of instruction.  
4

5           8. Abnormal psychology, psychopathology or psychiatric disorders or  
6 developmental psychology - one semester credit or 40 verifiable hours.  
7

8           (b) Professional experience. A person shall have 2 years of experience  
9 as a certified alcohol and other drug abuse prevention and intervention  
10 program facilitator obtained in any recognized educational system.  
11

12           (c) Occupational experience. A person shall have 2 years of verifiable  
13 experience in an alcohol and other drug abuse prevention and intervention  
14 program or an alcohol and other drug abuse referral program.  
15

16           (d) Renewal. The 5-year alcohol and other drug abuse prevention and  
17 intervention program facilitator certificate shall be renewed if during the  
18 intervention program facilitator certification period preceding the expiration  
19 date, the person seeking renewal completes 6 semester credits, 2 months of  
20 appropriate occupational experience, or other professional activities provided  
21 by a district professional growth plan approved under s. VTAE 3.14(4)(g).  
22

23           (2) PROVISIONAL CERTIFICATE. A provisional certificate shall be issued  
24 to a person employed by a district as an alcohol and other drug abuse  
25 prevention and intervention program facilitator if the person has not met all

1 of the requirements for a 5-year certificate under sub. (1) but does meet all  
2 of the following minimum requirements:

3  
4 (a) Education. A person shall have a baccalaureate degree or  
5 equivalent as determined under s. VTAE 3.04.

6  
7 (b) Occupational experience. A person shall have 2 years of verifiable  
8 occupational experience in alcohol and other drug abuse prevention and  
9 intervention, or alcohol and other drug abuse referral.

10  
11 (c) Renewal. The initial provisional alcohol and other drug abuse  
12 prevention and intervention program facilitator certificate shall be valid for  
13 3 years and may be renewed for additional 2 year periods if during the  
14 provisional certification period preceding the expiration date, the person  
15 makes progress toward meeting the requirements of a 5-year certificate by  
16 completing 6 semester credits or district in-service activities fulfilling the  
17 requirements of sub. (1)(a)1 to 8. A person meeting the requirements for  
18 sub. (1)(a) but not sub. (1)(b) shall complete 2 semester credits approved by  
19 the district director or designee for renewal.

20  
1 VTAE 3.14 STATE CERTIFICATION COMMITTEE. (1) CREATION. There is created a  
2 state certification committee to assist in the implementation of this chapter.

3  
4 (2) MEMBERSHIP. The committee shall consist of 10 members appointed by the  
5 director for staggered 2-year terms commencing July 1 and ending June 30. No  
6 person may serve more than 3 consecutive 2-year terms. Members shall be

1 selected in a manner that maximizes diversity of educational perspective.

2 Members shall be appointed from persons recommended as follows:

3  
4 (a) Four members shall be persons recommended for appointment by labor  
5 unions representing staff certified under this chapter.

6  
7 (b) Six members shall be persons recommended for appointment by the  
8 Wisconsin association of vocational, technical and adult education  
9 administrators, each of whom is employed by a district and satisfies the  
10 following appointment categories:

- 11
- 12 1. Two members shall be district certification officers.
  - 13
  - 14 2. Two members shall be persons with instructional responsibilities.
  - 15
  - 16 3. One member shall be a district certification support staff member.
  - 17
  - 18 4. One member shall be a district affirmative action officer.
  - 19

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

24  
25 (d) The state certification officer shall staff the committee.  
26



1           (3) SELECTION OF A CHAIRPERSON. At the first meeting of each year the  
2 committee shall elect a chairperson. No person may serve as chairperson for  
3 more than 2 successive annual terms.  
4

5           (4) DUTIES. The committee shall:  
6

7           (a) Review and recommend for implementation to the director, at least  
8 once every 5 years, the specific competencies required in courses or in-  
9 service activities to satisfy certification requirements.  
10

11           (b) Recommend to the director, the specific courses offered by  
12 postsecondary degree granting institutions and district in-service activities  
13 which can be used to satisfy requirements under this chapter.  
14

15           (c) Advise the director and offer proposals, at least once every 3  
16 years, concerning the occupational experiences and job duties required to  
17 obtain certification in each occupational program or instructional area  
18 approved by the board.  
19

20           (d) Advise the director and offer proposals, at least once every 3  
21 years, concerning the academic preparation required for certification in basic  
22 skills and each general education instructional area approved by the board.  
23

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

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

3  
4 (g) Receive district board approved professional growth plans and  
5 recommend to the director, acceptance or modification of each.

6  
7 (h) Propose to the director, the design of certification in-service  
8 programs.

9  
10 (i) Propose to the director, modifications to the certification  
11 requirements.

12  
13 (j) Advise the director and offer proposals, annually, concerning  
14 programs which are to be designated as new and emerging programs.

15  
16 (k) Receive and consider complaints, suggestions, or inquiries on  
17 matters regarding certification and advise the director of action which the  
18 committee deems appropriate.

19  
20 (l) Communicate with district certification committees regarding  
21 complaints, suggestions or certification inquiries.

22  
23 VTAE 3.15 DISTRICT CERTIFICATION COMMITTEE. (1) CREATION. Each district  
24 director shall appoint a district certification committee to assist in the  
25 implementation of this chapter.

1 (2) MEMBERSHIP. The committee shall consist of 5 members who require  
2 certification under this chapter, and who are appointed for staggered 2-year  
3 terms commencing July 1 and ending June 30. No member may serve more than 3  
4 consecutive 2-year terms. At least 3 members shall be employes of the  
5 district who are subject to the provisions of this chapter and recommended by  
6 the representative labor unions. The district certification officer shall  
7 staff the committee. Members shall be selected in a manner maximizing  
8 diversity of educational perspective.  
9

10 (3) SELECTION OF A CHAIRPERSON. At the first meeting of each year the  
11 committee shall elect a chairperson. No person may serve as chairperson for  
12 more than 2 successive annual terms.  
13

14 (4) DUTIES. The committee shall:  
15

16 (a) Review and recommend for approval to the district director, at least  
17 once every 5 years, the district plan of activities for professional growth,  
18 prior to submitting the plan to the director. The district plan of activities  
19 for professional growth may include workshops or conferences of specific  
20 relevance to persons covered by this chapter, continuing education units  
21 (CEUs) and attendance in district associate degree or vocational diploma  
22 courses.  
23

24 (b) Propose to the district director, district in-service activities to  
25 be used to meet certification requirements.  
26

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

3  
4 (d) Advise the district director as to staff classification in part-time  
5 and full-time certification status.

6  
7 (e) Advise the district director as to staff positions requiring  
8 certification and the types of certification required.

9  
10 (f) Plan and provide district in-service programs regarding  
11 certification.

12  
13 (g) Receive and review complaints, suggestions or inquiries in matters  
14 regarding certification and advise the district director of action which the  
15 committee deems appropriate.

16  
17 (h) Communicate with the state certification committee on complaints,  
18 suggestions or inquiries in matters regarding certification.

19  
20 VTAE 3.16 APPEALS. (1) DISTRICT CERTIFICATION APPEAL PROCEDURE. Each  
21 district shall establish an appeal procedure in consultation with the district  
22 certification committee established under s. VTAE 3.15 to promote voluntary  
23 resolution of disputes relating to district responsibilities, activities and  
24 decisions under this chapter. Any person aggrieved by a decision of the  
25 district resulting from district action or inaction, may initiate an appeal as  
26 established, but utilization of the district appeal procedure shall not be a

1 prerequisite to initiation of an appeal with the board under sub. (2). The  
2 district procedure shall at a minimum:

3  
4 (a) Designate the chair of the district certification committee to  
5 receive appeals.

6  
7 (b) Require appeals under the subsection to be filed within 45 days of  
8 the action or inaction which serves as the basis for the appeal.

9  
10 (c) Establish a procedure for receiving and resolving appeals, including  
11 a provision for written acknowledgement within 15 days of receipt of the  
12 written appeal and a written determination of the complaint within 45 days of  
13 receipt of the written appeal unless the parties agree to an extension of  
14 time.

15  
16 (d) Notify the person filing the appeal of the right to appeal the  
17 decision of the district to the board.

18  
19 (2) BOARD CERTIFICATION APPEAL PROCEDURE. Any person aggrieved by a  
20 decision of a district, or any person or district aggrieved by a certification  
21 decision of the board, may file an appeal under ch. VTAE 4 and ch. 227,  
22 Stats., as follows:

23  
24 (a) For a person aggrieved by a decision of a district, the appeal shall  
25 be filed within 45 days following receipt of the written determination under  
26 sub. (1)(c), or 45 days following the district action or inaction which serves

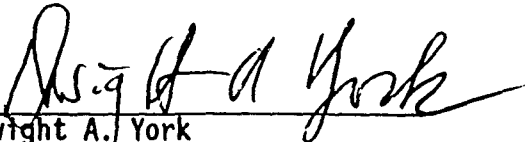
1 as the basis for the appeal if the district appeal procedure established under  
2 sub. (1) is not utilized.

3  
4 (b) For a person or district aggrieved by a decision of the board,  
5 whether by action or inaction, the appeal shall be filed with the board within  
6 45 days following the action or inaction which serves as the basis for the  
7 appeal.

This rule shall take effect as provided in s. 227.22(2)(intro.), Stats.

Dated: January 27, 1993

WISCONSIN BOARD OF VOCATIONAL,  
TECHNICAL AND ADULT EDUCATION

  
Dwight A. York  
State Director

**RECEIVED**

MAR 10 1993

Revisor of Statutes  
Bureau

# Wisconsin Board of Vocational, Technical and Adult Education

310 Price Place

P.O. Box 7874

Madison, WI 53707

608-266-1207



Dwight A. York  
State Director

**RECEIVED**

MAR 10 1993

Revisor of Statutes  
Bureau

March 10, 1993

Mr. Bruce Munson  
Revisor of Statutes  
119 Martin Luther King, Jr., Blvd.  
Madison, WI 53703-3330

Dear Mr. Munson:

Enclosed for filing and publication is a certified copy of an Order of the Board of Vocational, Technical and Adult Education (Clearinghouse Rule 92-79) recreating ch. VTAE 3, Wis. Admin. Code, relating to the certification of educational personnel. Also enclosed is a disk with the order.

Should you have any questions, please do not hesitate to contact me at 266-2318.

Sincerely,

Patricia Collins  
Legal Counsel

PC:SKC  
LTR:74

**Attachment**

cc: Dwight A. York, State Director  
Edward Chin, Assistant State Director  
Betty Brunelle, Assistant State Director  
Glenn Davison, Executive Assistant

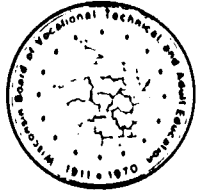
# Wisconsin Board of Vocational, Technical and Adult Education

310 Price Place

P.O. Box 7874

Madison, WI 53707

608-266-1207



Dwight A. York  
State Director

February 3, 1993

The Honorable Stan Gruszynski  
Chair, Colleges and Universities Committee  
9 North - State Capitol  
Madison, WI 53702

RE: Corrections to the text of Clearinghouse Rule 92-79  
Chapter VTAE 3, Certification of Personnel: Requirements and Procedures

Dear Representative Gruszynski:

Pursuant to sec. 227.19(4)(b) 3, the Board of Vocational, Technical and Adult Education advises you that Clearinghouse Rule 92-79 (Ch. VTAE 3), submitted to the legislature on January 28, 1993, contains two textual errors for correction.

Specifically, the corrections for submission are:

1. Page 6--Line 17: The spelling of the word "responsibility" is incorrect.
2. Page 34--Line 20: The phrase "but not" is to be included between the references "sub. (1)(a)" and "sub. (1)(d)."

Thank you for your attention to this matter. If further information is required, please contact Patricia Collins, WBVTAE Legal Counsel, at 267-9514.

Sincerely,

  
Dwight A. York  
State Director

DAY:SKC  
606:LTR:23

cc: Glenn Davison, WBVTAE  
~~Patricia Collins~~, WBVTAE