

Chapter PI 3

LICENSES

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Note: Chapter PI 3 as it existed on April 30, 1988, was repealed and a new chapter PI 3 was created effective May 1, 1988.

Subchapter I — General Provisions

PI 3.01 Definitions. In this chapter:

- (1) "Accredited" means that an educational institution meets required educational standards or accepted criteria of quality in its educational program as established by a recognized state, regional, or national accrediting agency.
- (2) "Administrator" means a person who manages, supervises or evaluates professional staff and who has district-wide or multiple program management or supervisory responsibilities in any area affecting educational programs, curriculum, instruction, pupil services or business administration.
- (3) "Advanced program" means a professional education program leading to licensure offered at the post-baccalaureate level.
- (3m) "Alternative education program" means an instructional program, approved by a school board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs. "Alternative education program" does not include a private school or a home-based private educational program.
- (4) "Alternative school" has the meaning defined in s. 115.71 (1), Stats.
- (5) "American Indian parent advisory committee" means the committee appointed by a school board under s. 115.735, Stats.
- (6) "Approved program" means a professional education program developed and offered by a higher education institution in Wisconsin and approved by the state superintendent under s. 115.28 (7), Stats., and chs. PI 3 and 4; or in another state and approved in accordance with the statutes and administrative rules of that state.
- (7) "Classroom" means an area or space designated for instructing pupils.

- (8) "Concentration" means a field of study in which a student completes at least 12 semester credits as part of an approved program leading to licensure.
- (9) "Consultant" means a specialist or resource person whose advice is sought in improving an educational program, facilities, or methods of cooperation, limited to a specified period of time, for a specific purpose or program.
- (9m) "Contact hour" means a 50-minute class period.
- (10) "Cooperating teacher" means a licensed school professional who supervises students during their clinical program in cooperation with the college or university supervising staff and who meets criteria described in s. PI 4.10 (5).
- (11) "Course" means organized subject matter in which instruction is offered within a period of time, and for which credit is usually granted by an accredited college or university.
- (12) "Curriculum coordinator or director of instruction" means a member of the professional staff of a school system responsible for coordination of various curricular offerings within either one or more schools in a school system.
- (13) "Department" means the Wisconsin department of public instruction.
- (14) "Director of instruction" means a member of the professional staff of a school system responsible for any or all of the activities of coordination, supervision and evaluation of various curricular offerings and staff members within either one or more schools in a school system.
- (14m) "Director of special education and pupil services" means the person who is the administrator of the special education or pupil services program or of both programs.
- (15) "Early childhood level," for purposes of licensing, means prekindergarten through grade 3.
- (16) "Elementary level," for purposes of licensing, means grades 1 through 6.
- (17) "Elementary/middle level," for purposes of licensing, means grades 1 through 9.
- (18) "Equivalency" means the state or condition of being equal or comparable in value, meaning or effect, to given criteria established for courses, course work, programs or experience.
- (18m) "Full-time teaching" means employment under contract as a classroom teacher for at least 180 days.
- (19) "Initial license" means the first regular license which verifies that the holder has satisfied the minimum requirements prescribed in this chapter.
- (20) "Institution" means an independent or public college or university engaged in the preparation of professional school personnel.

- (21) "Institutional endorsement" means written verification from the certifying officer at an institution which prepares professional school personnel that the applicant has satisfactorily completed the approved program and is recommended for a specific license.
- (22) "License" means a document issued under this chapter granting authority or permission to serve as a professional school employe in Wisconsin public schools.
- (23) "Long-term substitute" means a substitute teacher employed for 21 or more consecutive days in the same teaching assignment.
- (24) "Major" means a field of study in which a student completes at least 34 semester credits, unless more credits are specified, as part of an approved program leading to licensure.
- (25) "Middle level," for purposes of licensing, means grades 5 through 9.
- (26) "Middle/secondary level," for purposes of licensing, means grades 6 through 12.
- (27) "Minor" means a field of study in which a student completes at least 22 semester credits as part of an approved program leading to licensure.
- (27m) "Off-campus course" means any course offered for credit for which the regular meeting place is outside the community in which the college or university is located.
- (28) "Practicum" means supervised experience in a school, clinic or other setting which provides practical application of theory for the student in an advanced program.
- (28m) "Principal" means the person who serves as the administrator of a school, such as an elementary, middle, or secondary level school.
- (29) "Professional education sequence" means the educational foundations, the instructional materials, the methodology course work, and the clinical program designed for students enrolled in a professional education program.
- (30) "Pupil" means any child age birth through 21 enrolled in a school or a school program.
- (31) "Qualified" means the holding of the appropriate license.
- (32) "Regular license" means a license issued under s. PI 3.03 (2) to a person who fully meets the licensing requirements for serving in a given position in education.
- (33) "Regularly employed" means employment as a professional school employe, at fixed or uniform intervals, for the equivalent of at least one hour per day for at least one semester.
- (33m) "School business administrator" means the person who generally reports to the superintendent and who has primary budget and fiscal responsibility in the school district.
- (34) "Secondary level," for purposes of licensing, means grades 9 through 12.

- (35) "Short-term substitute" means a substitute teacher employed for no more than 20 consecutive days in the same teaching assignment.
- (36) "Special education" means the education of pupils with exceptional educational needs because of emotional disturbance, hearing disability, learning disability, mental retardation or other developmental disability, physical or orthopedic disability, speech or language disability, or visual disability.
- (37) "Special subjects" means agriculture, art, business education, home economics, technology education, music, or physical education.
- (37m) "Specialist degree or the equivalent" means a specialist degree earned at an accredited college or university or at least 60 graduate semester credits completed as part of an approved program leading to licensure.
- (38) "State superintendent" means the superintendent of public instruction for the state of Wisconsin.
- (39) "Student" means a person enrolled in a professional education program leading to licensure.
- (40) "Student teaching" means classroom practice through observation, participation, and actual teaching under the direction of a college or university supervisor of student teachers and a cooperating teacher as a part of the professional education program offered by an institution.
- (41) "Substitute teacher" means a licensed teacher who occupies temporarily the position of an absent teacher.
- (42) "Superintendent" means district administrator as defined in s. 115.001 (8), Stats., and is the person who is the administrative head of a school district.
- (43) "Supervisor of student teacher" means the person employed by the teacher preparation institution who works with the cooperating teacher in the direction and supervision of student teaching and intern experiences.
- (44) "Teacher" means a licensed professional school employe whose work includes the exercise of any educational function for compensation including instructing pupils or administering, directing, or supervising any educational activity.
- (45) "Teacher aide" means a person who performs a variety of duties under the direct supervision of a licensed teacher, except professional teaching responsibilities such as diagnosing educational needs, prescribing teaching and learning procedures, and evaluating the effects of teaching.
- (46) "Teaching experience" means experience in which the licensed teacher as a regular professional school employe is actually conducting learning experiences of pupils in a classroom setting on a continuing basis.

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

(47) "Tribal council" includes the governing body of an Indian tribe regardless of how denominated.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; cr. (9m), (27m) and (46m), am. (15), Register, February, 1989, No. 398, eff. 9-1-89, except (15), eff. 3-1-89; r. and recr. (2), r. (42), renum. (12) and (14) to be (14) and (42) and am., cr. (14n), (18n), (28n), (33n) and (37n), Register, November, 1990, No. 419, eff. 12-1-90; cr. (3m), Register, December, 1994, No. 468, eff. 1-1-95.

PI 3.02 Approval of professional education programs leading to licensure.

(1) Each professional education program offered by an institution in Wisconsin shall meet all of the requirements of chs. PI 3 and 4, but may exceed these minimums as determined by the institution.

(2) The state superintendent shall conduct a site review at each institution in Wisconsin at least once every 5 years for the purpose of approving programs under s. 115.28 (7), Stats., and chs. PI 3 and 4.

(3) The state superintendent does not approve programs outside the state of Wisconsin. The state superintendent shall accept the institutional endorsement from an out-of-state institution which has been approved under the statutes and administrative rules of that state. An applicant from an out-of-state institution under this subsection shall meet all of the requirements of this chapter in addition to having the institutional endorsement.

(4) An institution may accept proficiency examinations in lieu of course work. These examinations shall be administered by an institution offering an approved program and the credits earned by examinations shall be included on the official transcript issued by the examining institution.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

PI 3.023 Acceptance of off-campus courses for continuing professional education credit. Credit earned in off-campus courses may be accepted toward meeting the continuing professional education requirement under s. PI 3.03 (2) (b) only if the course is offered by a Wisconsin college or university which has a program approved under ch. PI 4 or by an accredited baccalaureate or graduate degree granting college or university, and only as follows:

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

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

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

- (b) If the off-campus course is directly designed and sponsored by the college or university which has the approved professional education program, the college or university is not required to submit the course under sub. (2), but the college or university shall make any information required under this subsection available to the department during program approval site reviews under s. PI 4.02, or at the request of the department. If the off-campus course is offered through a third-party vendor, the college or university shall meet all of the requirements of sub. (2).
- (2) OFF-CAMPUS COURSES OFFERED BY WISCONSIN COLLEGES OR UNIVERSITIES WHICH DO NOT HAVE APPROVED PROFESSIONAL EDUCATION

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2. License based on equivalency. A regular license may be issued to an applicant who has not completed an approved program, if the applicant has obtained a statement from a college or university offering an approved program that the applicant has completed the equivalent of an approved program, and if the applicant meets all of the requirements of this chapter for the license, except completion of an approved program.

3. License based on experience. A regular license may be issued to an applicant who presents evidence of having completed an approved program from another state, except student teaching, if the applicant verifies eligibility for acceptance into student teaching from the institution, meets all applicable requirements of this chapter, except student teaching, and verifies 3 or more years of successful teaching experience in the subject and grade level of preparation.

(b) *Renewal.* 1. Except as provided under pars. (c), (e) and (f) a regular license may be renewed if the applicant satisfactorily completes 6 semester credits or the equivalent of continuing professional education during the 5 years immediately preceding his or her application for renewal. The 6 semester credits or the equivalent shall be directly and substantively related to one or more of the licenses held by the applicant or to the applicant's professional competency.

2. Except as provided under subd. 3, the 6 semester credits or the equivalent may be earned by one or a combination of the following:

a. Semester or equivalent quarter credits earned at an institution with a program approved under ch. PI 4 or at an accredited baccalaureate or graduate degree-granting college or university.

b. Semester or equivalent quarter credits earned in an off-campus course which has been accepted under s. PI 3.023.

c. Equivalent clock hours earned in a workshop, seminar or conference approved under s. PI 3.025 (1) and (2). Thirty clock hours earned at a workshop, seminar, or conference shall be equivalent to one semester credit earned at an accredited college or university.

d. Equivalent clock hours earned in a professional field experience approved under s. PI 3.025 (1) and (3). Eighty clock hours earned in a professional field experience shall be equivalent to one semester credit earned at an accredited college or university.

e. Equivalent credit earned in a professional growth experience approved under s. PI 3.025 (4), while employed as a mentor in a department approved program or as a cooperating teacher in a student teaching program approved under s. PI 4.10.

f. Equivalent credit earned in a professional growth experience approved under s. PI 3.025 (5), while employed as an ad hoc faculty member teaching in a program approved under ch. PI 4. A person who is regularly employed at the post-secondary level may not earn equivalent credit under this subparagraph.

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g. For persons regularly employed as faculty at the post-secondary level, equivalent credit earned in a professional growth experience approved under s. PI 3.025 (5), while on special assignment within grade levels prekindergarten to 12 in a public or private school or public school district. Equivalent credit may not be earned for an assignment which is part of the faculty member's regular or contracted responsibilities.

3. No more than one experience under subpars. d to g, equivalent to no more than 3 semester credits, may be counted in meeting the professional education requirement in a 5-year period.

(c) *Exemption from the continuing professional education requirement.* The continuing professional education requirement under par. (b) is not required for renewal for the school occupational therapist license under s. PI 3.36, the school occupational therapy assistant license under s. PI 3.365, the school physical therapist license under s. PI 3.37, the school physical therapist assistant license under s. PI 3.375, the substitute teacher license under sub. (8), the substitute educational interpreter - hearing impaired license under sub. (9), or the special education program aide license under s. PI 3.39.

(d) *Refresher work.* An applicant who meets the license requirements under this chapter, but who has not been regularly employed in the teaching profession within the 5 consecutive years immediately prior to application for the license or renewal, may be issued a regular license or renewal upon completion of 6 semester credits or the equivalent of continuing professional education as described under par. (b) during these 5 years.

(e) *Educational interpreter - deaf or hard of hearing license renewal.* An educational interpreter - deaf or hard of hearing license may be renewed if the applicant satisfactorily completes 6 semester credits or the equivalent of continuing professional education during the 5 years immediately preceding his or her application for renewal. The 6 semester credits or the equivalent shall be directly and substantively related to one or more of the licenses held by the applicant or to the applicant's professional competency. The 6 semester credits or the equivalent may be earned by one or a combination of the following:

1. Semester or equivalent quarter credits earned at an accredited baccalaureate degree-granting college or university.
2. Semester or the equivalent quarter credits earned in an off-campus course which has been accepted under s. PI 3.023.

3. a. Equivalent clock hours earned in a workshop, seminar or conference approved under s. PI 3.025 (1) and (2). Thirty clock hours earned at a workshop, seminar, or conference shall be equivalent to one semester credit earned at an accredited college or university.

b. Equivalent clock hours may be earned in a professional growth experience that meets the requirements under s. PI 3.025 (2) (c) 1 and 2, while serving as a mentor in an interpreter training program. No more than one experience, equivalent to no more than 3 semester credits, may be counted in meeting the professional education requirement under this paragraph in a 5-year period.

4. Semester credits earned in the technical college system.

(f) *Visually impaired license renewal.* Effective July 1, 1995, a license to teach the visually impaired may be renewed only if the applicant satisfactorily includes or supplements the requirements under par. (b) with at least one activity in each of the following requirements within the 5 years preceding his or her application:

1. Successful completion of either the national literary braille competency test, or 2 semester credits in reading and writing of braille, or 30 department approved clock hours in reading and writing braille. To meet the requirements under this subdivision, the credits or approved clock hours shall contain a student evaluation component.

2. Experience in teaching braille to school-age children, or one semester credit in methods of teaching braille, or 15 department approved clock hours in methods of teaching braille. To be accepted under this subdivision, teaching experience shall be based on documentary evidence to be approved by the department and may include a practicum or student teaching.

3. Successful completion of the national literary braille competency test under subd. 1 and successful completion of one of the activities under subd. 2 may be accepted as the equivalent of the requirements under par. (b) one time only.

Note: Any applicant who applies for or renews a license to teach visually impaired pupils with an effective date on or after July 1, 1995, shall meet the requirements under s. PI 3.03 (2) (f) or 3.31 (3) one time only.

Note: The National Literary Braille Competency Test is available from The Library of Congress, NLS/BPH, 1291 Taylor Street, N.W., Washington, D.C., 20542.

(3) **LIFE LICENSE.** (a) *Issuance.* Effective July 1, 1983, life licenses are no longer issued.

(b) *Validity.* 1. A life license issued prior to July 1, 1962, is valid for the lifetime of the holder unless revoked by the state superintendent.

2. A life license issued on or after July 1, 1962, is valid as long as the holder is active in the teaching profession, unless revoked by the state superintendent. Employment in the teaching profession for at least 90 days in a given school year shall be sufficient to maintain the validity of this license. This license shall become invalid if, for 5 or more consecutive years, the holder is not actively employed in the teaching profession. The invalidated license may be revalidated if the applicant satisfactorily completes 6 semester credits or the equivalent as described in sub. (2) (b) during the 5-years immediately preceding his or her application for revalidation.

(4) **MINOR DEFICIENCIES LICENSE.** An initial two-year license may be issued to an applicant who has completed an approved program in another state but who has minor course work deficiencies under this chapter. This license may be renewed until the deficiencies have been removed provided the person is making significant progress toward completing the requirements.

(5) **ONE-YEAR LICENSE.** A one year license may be issued as follows:

(a) To an applicant who has not met the continuing education requirement for renewal of a regular license under sub. (2) (b). This one-year license may not be renewed. For renewal of the regular license, the applicant shall meet the requirements under sub. (2) (b).

(b) To an applicant who meets the license requirements under this chapter, but who has not been regularly employed in the teaching profession within the 5 consecutive years immediately preceding application for the license or renewal, upon the written request of an employing school district administrator. For issuance or renewal of the regular license, the applicant shall meet the refresher work requirement under sub. (2) (d).

(c) To an applicant who has not met the regular license requirements under subch. XII, but who meets the requirements for an administrator's license as specified under s. PI 3.55 (2).

(6) SPECIAL LICENSES AND PERMITS. (a) *Special license*. 1. A special license which authorizes a licensed teacher to teach in an assignment other than that for which he or she holds a license may be issued for one specific assignment. A special license issued under this section is valid for a period not to exceed one year and expires on June 30, unless an earlier expiration date is specified in the special license.

2. The district administrator or designated official of the employing school district shall request a special license in writing with full explanation and justification of the need. The request shall state that a search was conducted for a fully-licensed teacher and an explanation of why any fully-licensed candidates were not acceptable for employment.

3. The district administrator or designated official of the employing school district may request that a special license be renewed. The special license may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 semester credits toward completion of an approved program. The request for renewal shall be in writing and shall include a full explanation of the need for renewal.

4. The state superintendent may issue or deny a special license. The state superintendent shall deny a special license to an applicant who has not met the requirements in s. PI 3.05 (7), if the applicant completed the initial professional education program on or after August 31, 1992.

5. A special administrator license may only be issued as specified in s. PI 3.55 (2).

(b) *Permit*. A permit which authorizes the holder to be employed for one specific assignment may be issued as follows:

1. *Teacher permit*. a. A one-year teacher permit which authorizes the holder to be employed as a teacher may be issued to a person who has a bachelor's degree but does not meet the license requirements under this chapter. A permit issued under this subdivision is valid for a period not to exceed one year and expires on June 30, unless an earlier expiration is stated in the permit.

- b. The district administrator or designated official of the employing school district shall request a permit in writing with full explanation and justification of the need. The request shall state that a search was conducted for a fully-licensed teacher and that a fully-licensed teacher is not available.
- c. The district administrator or designated official of the employing school district may request that a permit be renewed. The permit may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 semester credits toward completion of an approved program. The request for renewal shall be in writing, shall include a full explanation of the need for renewal and shall state that a search was conducted for a fully-licensed teacher and that a fully-licensed teacher is not available.
- d. The state superintendent may issue or deny a permit under this subdivision.
2. Educational interpreter - deaf or hard of hearing permit. a. A one-year educational interpreter - deaf or hard of hearing permit which authorizes the holder to be employed as an educational interpreter may be issued to a person who seeks a license as an educational interpreter for pupils who are deaf or hard of hearing but does not meet the license requirements under s. PI 3.305. A permit issued under this subparagraph is valid for a period not to exceed one year and expires on June 30, unless an earlier expiration is stated on the permit.
- b. The district administrator or designated official of the employing school district shall request a permit in writing with full explanation and justification of the need. The request shall state that a search was conducted for a fully-licensed educational interpreter for pupils who are deaf or hard of hearing and that a fully-licensed educational interpreter is not available.
- c. The district administrator or designated official of the employing school district may request that a permit be renewed. The permit may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 semester credits toward completion of the licensing requirements under s. PI 3.305.
- d. The state superintendent may issue or deny a permit under this subdivision.
3. Mathematics and science permit. a. A 2-year permit which authorizes the holder to teach in mathematics and science using a team approach with licensed mathematics or science teachers may be issued to a person under this subdivision to enhance curriculum and instruction in these subjects. A permit under this subpar. may be issued to a person who is eligible under s. 118.192 (2), Stats., and who has successfully completed a 100 hour training program established by the state superintendent.
- b. A permit holder under this subdivision shall work under the supervision of a licensed elementary classroom teacher or under the supervision of a middle or secondary teacher licensed in mathematics or science. In this subparagraph, "supervision"

means the licensed teacher is available to coordinate, direct, and inspect the practice of the person holding a permit under this subdivision.

c. A permit holder under this subdivision may not be assigned sole responsibility for classroom instruction and may not be hired to fulfill the responsibility of a fully-licensed teacher.

d. A permit holder under this subdivision shall be subject to the personnel evaluation required under s. 121.02 (1) (q), Stats.

e. A permit holder under this subdivision may request that a permit be renewed. The permit may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 2 semester credits or the equivalent of continuing professional education directly and substantively related to the permit held by the applicant or to the applicant's professional competency. The requirement under this subparagraph may be waived if an extraordinary circumstance exists and if the waiver is approved by the state superintendent.

f. The district administrator of the employing school district or his or her designated official shall submit to the state superintendent, by September 1 annually, an explanation of how the mathematics and science programs will be enhanced by the employment of a person holding a permit under this subdivision.

g. The district administrator of the employing school district or his or her designated official, within 30 days after the end of the school year in which a permit holder was employed, shall submit a report to the state superintendent that explains how the mathematics and science programs were enhanced including an explanation of the role of the permit holder.

h. The district administrator shall ensure that the regularly licensed teacher assigned to supervise persons holding a permit under this subdivision has at least 3 years of successful teaching experience with at least one year in the district of current employment. The requirements under this subparagraph may be waived, in whole or in part, if an extraordinary circumstance exists and if the waiver is approved by the state superintendent.

i. The state superintendent may issue or deny a permit under this subdivision.

4. School audiologist permit. a. A one-year school audiologist permit which authorizes the holder to be employed as a school audiologist may be issued to a person who meets the requirements under s. PI 3.355 (1) (b) and who seeks a license as a school audiologist but does not meet the license requirements under s. PI 3.355. A permit issued under this subparagraph is valid for a period not to exceed one year and expires on June 30, unless an earlier expiration is stated in the permit.

b. The district administrator or designated official of the employing school district shall request a permit in writing with full explanation and justification of the need. The request shall state that a search was conducted for a fully-licensed school audiologist and that a fully-licensed audiologist is not available.

- c. The district administrator or designated official of the employing school district may request that a permit be renewed. This permit may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 semester credits towards completion of the requirements under s. PI 3.355 (1) (a).
- d. The state superintendent may issue or deny a permit under this subdivision.
- (c) *Special three-year license.* 1. Effective July 1, 1993, a special three-year, non-renewable license which authorizes a licensed teacher to teach in the areas of emotional disturbance or learning disabilities may be issued if all of the following conditions are met:
- a. A request for a license is made as specified under par. (a) 2.
 - b. The applicant is enrolled in an approved program leading to a regular license under s. PI 3.28 or 3.29 and the enrolling institution certifies that the program can be completed within the three-year time period of the special license.
2. The applicant under subd. 1. b may submit a portfolio for review by an institution to determine if any of the requirements under s. PI 3.28 or 3.29 may be waived by the institution under s. PI 4.07.
3. The applicant under subd. 1. b shall student teach on the job for a maximum of 2 semester credits. The requirement under this subdivision may be waived by the institution based on the portfolio review under subd. 2.
4. The applicant under subd. 1. b shall complete 1/3 of the regular license requirements under s. PI 3.28 or 3.29 each year and shall submit evidence of successful teaching experiences by the employing school district to the state superintendent. If the applicant does not meet the requirements under this subdivision, the special license may be rescinded by the state superintendent.
5. A special license issued under this paragraph will remain in effect no later than June 30, 1998.
6. A special license under this paragraph will not be issued after June 30, 1995.
- (7) **INTERN LICENSE.** An intern license may be issued to a person assigned to a school system through an internship program approved by the state superintendent. An intern shall hold an intern license to receive a stipend from a board of education. The license may be issued only to a student recommended by the proper preparation institution authorities and who holds senior or graduate rank. A request signed by the district administrator of the participating school district shall be filed as a condition for the issuance of an intern license. An intern is assigned to limited administrative, pupil service or instructional duties under the direction of a fully licensed practitioner in the specific field of internship.
- (8) **SUBSTITUTE TEACHER LICENSE.** (a) A substitute teacher license may be issued for a period of 5 years to an applicant who has held or is eligible to hold a regular Wisconsin license or the equivalent li-

cense in another state. Any teacher who holds a regular license may substitute teach as specified in par. (b).

(b) A short-term substitute shall be a licensed teacher or a licensed substitute teacher; however, a short-term substitute may be employed to teach any subject at any grade level. A long-term substitute shall be a licensed teacher or a licensed substitute teacher; however, a long-term substitute may be employed only in the subject and grade level in which the teacher is licensed. An emergency license may be granted to a long-term substitute under sub. (6).

(9) **SUBSTITUTE EDUCATIONAL INTERPRETER - DEAF OR HARD OF HEARING LICENSE.** A substitute educational interpreter - deaf or hard of hearing license may be issued for a period of 5 years to an applicant who meets one of the following:

(a) Holds or is eligible to hold an educational interpreter license under s. PI 3.305.

(b) Holds the equivalent license in another state.

(c) Is at least 18 years of age, holds a valid certificate from the national registry of interpreters for the deaf or department of health and social services quality assurance verification under ch. HSS 267 or the equivalent.

(d) Proof of completion of an interpreter training program.

(10) **CHARTER SCHOOL INSTRUCTIONAL STAFF LICENSE AND PERMIT.** (a) *Charter school instructional staff license.* 1. A charter school instructional staff license may be issued to an individual who holds a valid license issued by the department and shall have the same renewal interval as the existing license. A license issued under this paragraph authorizes the holder to perform any instructional duty in a charter school established under s. 118.40, Stats.

2. The district administrator or a designated official of the employing school district may request that a license be issued under this paragraph on behalf of the individual receiving the license.

(b) *Charter school instructional staff permit.* 1. An individual who does not hold a current license or permit issued by the department to teach in a specific subject area or grade level or does not hold a charter school instructional staff license under par. (a) may be employed as a member of the instructional staff in a charter school if he or she obtains a charter school instructional staff permit from the department. A 1-year permit under this paragraph may be issued if all of the following apply:

a. A district administrator or designated official of the employing school district requests the permit following a search for a qualified, licensed individual.

b. The individual receiving the permit has a bachelor's degree in the subject that he or she is assigned to teach or in a related field, or has formal proof of mastery in a trade that he or she is assigned to teach.

c. Except as specified under subpar. d, the individual receiving the permit receives 6 credits of training or the equivalent each school year that he or she is employed in a charter school. These credits shall be part of an approved license program in the assigned teaching area.

d. An individual who holds a terminal degree in his or her field and who is a full-time employe of an approved teacher preparation institution in Wisconsin or an individual who has formal proof of mastery in a trade and who is a full-time employe of a Wisconsin technical college district board is exempt from the requirement under subpar. c.

e. A permit holder's practice shall be coordinated, directed, and inspected by a person who is licensed by the department to teach the subject or trade that the permit holder is teaching.

2. An individual may renew a permit under this paragraph if he or she meets the requirements under subd. 1.

(11) ALTERNATIVE EDUCATION PROGRAM LICENSE. (a) Effective July 1, 1996, any person employed in an alternative education program shall hold an appropriate license issued by the department or an alternative education program license.

(b) An appropriate license held by a person employed in an alternative education program shall be in the grade level or subject which he or she is teaching except as follows:

1. A person holding a regular elementary education license may teach the basic skills of reading, language arts, and mathematics to secondary students for high school credit if the grade level of the curriculum taught does not exceed the grade level of the teacher's license.

2. A person holding a regular license to teach may teach outside his or her area of licensing if the instruction is in collaboration with a properly licensed teacher. Under this paragraph, a properly licensed teacher shall be licensed at the grade level and in the subject area being taught and shall diagnose the pupils' educational needs, prescribe teaching and learning procedures, and evaluate the effects of the instruction.

(c) 1. Except as specified in subd. 2, an applicant for an alternative education program license shall possess a regular license to teach and shall receive an endorsement from a Wisconsin approved program verifying the applicant has met the competencies specified in s. PI 4.155. An alternative education program license may be issued for a period of 5 years and allows the holder to teach any subject specified under ss. PI 8.01 (2) (L) 3 and 18.03 in grades 6-12 if the holder volunteers for that assignment.

2. A licensed teacher who has been successfully employed in an alternative education program for at least 50% time for 2 semesters or the equivalent prior to July 1, 1996, may be issued an alternative education program license.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (2) (b) 2. a., renum. (2) (b) 2. b. and c. to be 2. c. and d., cr. (2) (b) 2. b., Register, February, 1989, No. 398, eff. 9-1-89; am. (2) (b) 2. intro. and d., cr. (2) (b) 2. e. to g. and 3., (5) (a) 5., Register, November, 1990, No. 419,

eff. 12-1-90; am. (2) (b) 1. and (c), r. (4) (b) 1., renum. (4) to (7) to be (5) to (8) and am. (6) (b), cr. (2) (e), (4), (6) (b) 2. and (9), Register, August, 1991, No. 428, eff. 9-1-91, except (2) (b) 1., (c) and (e), (6) (b) and (9), eff. 7-1-92; am. (2) (c), cr. (5) (c), Register, March, 1992, No. 435, eff. 4-1-92; except (2) (c), eff. 7-1-92; am. (2) (c) and (e) 3., cr. (6) (b) 3., Register, November, 1992, No. 443, eff. 12-1-92; cr. (6) (b) 4. and (c), Register, July, 1993, No. 451, eff. 8-1-93; emerg. am. (4), eff. 7-1-94; am. (2) (b) 1., cr. (2) (f), Register, August, 1994, No. 464, eff. 9-1-94; cr. (10), Register, October, 1994, No. 466, eff. 11-1-94; emerg. am. (4), eff. 7-1-94; r. and recr. (2) (e), (6) (b) 2 and (9), am. (4), cr. (11), Register, December, 1994, No. 468, eff. 1-1-95.

PI 3.04 License revocation and reinstatement. (1) DEFINITIONS. In this section:

- (a) "Immoral conduct" means conduct or behavior which is contrary to commonly accepted moral or ethical standards.
- (b) "Incompetency" means a substantial, prolonged pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, affecting the health, welfare, safety or education of pupils.
- (c) "Reinstatement" means restoring the rights, privileges and authority previously revoked.

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- (c) To be licensed to teach in both elementary and secondary schools in Wisconsin, an applicant shall have completed either par. (a) or (b).

(3m) **READING AND LANGUAGE ARTS, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in the teaching of reading and language arts appropriate to his or her level of licensure as follows:

- (a) *Early childhood level education.* For an early childhood level license, the applicant shall have satisfactorily completed at least 12 semester credits in the teaching of reading and language arts, including all of the following:

1. A developmental reading course focusing on the emergent reader.
2. A developmental reading course focusing on the elementary level reading program.
3. Children's literature.
4. Language arts with an emphasis on writing, speaking, and listening.
5. A clinical experience in teaching reading. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

- (b) *Elementary level education.* For an elementary level license, the applicant shall have satisfactorily completed at least 12 semester credits in the teaching of reading and language arts, including developmental reading at the elementary level, children's literature, language arts with an emphasis on writing, speaking and listening, and a clinical experience in teaching reading. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

- (c) *Elementary/middle level education.* For an elementary/middle level license the applicant shall have satisfactorily completed at least 12 semester credits in the teaching of reading and language arts, including developmental reading at the elementary level, content area reading, children's and early adolescent literature, language arts with an emphasis on writing, speaking and listening, and a clinical experience in teaching reading. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

- (d) *Middle level education.* For a middle level license, the applicant shall have satisfactorily completed at least 6 semester credits in the teaching of reading and language arts, including developmental reading, content area reading, language arts with an emphasis on writing, speaking and listening, and a clinical experience in teaching reading. If an applicant has at least one year of successful teaching experience, the clinical experience requirement may be waived.

- (e) *Middle/secondary level education.* For a middle/secondary level license, the applicant shall have satisfactorily completed at least 6 semester credits in the teaching of reading and language arts, in-

cluding content area reading, language arts with an emphasis on writing, speaking and listening and a clinical experience in teaching reading. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

(f) *Secondary level education.* For a secondary level license, the applicant shall have satisfactorily completed at least 6 semester credits in the teaching of reading and language arts, including content area reading, language arts with an emphasis on writing, speaking and listening, and a clinical experience in teaching reading in the content area. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

(g) *Special subject areas, special education and pupil services.* 1. For a license in a special subject area, except art, music and physical education; or in a pupil services area, except school nursing, the applicant shall have satisfactorily completed at least 6 semester credits in the teaching of reading and language arts, including developmental reading, language arts with an emphasis on writing, speaking and listening, and a clinical experience in the acquisition of reading and language arts skills. The 6 semester credits may be completed within relevant course work such as learning and instruction, curriculum design, or learning disabilities. The clinical experience may be completed within the graduate practicum or internship. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

2. For a license in special education; in art, music or physical education; or as a school nurse, the applicant shall have completed a discrete course in the teaching of reading and language arts.

(3p) **MATHEMATICS, SOCIAL STUDIES, AND SCIENCE, EFFECTIVE AUGUST 31, 1996.** Except for applicants who entered a Wisconsin institution before July 1, 1993, an applicant for an early childhood, elementary, or elementary/middle level license who completes an initial professional education program on or after August 31, 1996, shall have satisfactorily completed a course of study which includes 12 semester credits in each of the areas of mathematics, social studies and science and which incorporates the content, the methods of teaching, and the curricula as taught at the early childhood, elementary, and elementary/middle levels in each of those areas.

(4) **ENVIRONMENTAL EDUCATION EFFECTIVE JULY 1, 1985.** Adequate preparation in conservation of natural resources is required for a license to teach agriculture; early childhood, elementary, and elementary/middle level education; and for middle, middle/secondary, and secondary level education licenses in science and social science, except psychology. An applicant who completed an initial professional education program for these licenses on or after July 1, 1985, shall have completed an approved program which provides students with all of the following:

(a) Knowledge of the wide variety of natural resources and methods of conserving these natural resources.

- (b) Knowledge of interactions between the living and non-living elements of the natural environment.
 - (c) Knowledge of the concept of energy and its various transformations in physical and biological systems.
 - (d) Knowledge of local, national, and global interactions among people and the natural and built environments including all of the following:
 - 1. Historic and philosophical review of the interactions between people and the environment.
 - 2. The social, economic, and political implications of continued growth of the human population.
 - 3. The concept of renewable and non-renewable resources and the principles of resource management.
 - 4. The impact of technology on the environment.
 - 5. The manner in which physical and mental well-being are affected by interaction among people and their environments.
 - (e) Ability to use affective education methods to examine attitudes and values inherent in environmental problems.
 - (f) Ability to incorporate the study of environmental problems in whatever subjects or grade level programs the teacher is licensed to teach through the use of all the following methodologies:
 - 1. Outdoor teaching strategies.
 - 2. Simulation.
 - 3. Case studies.
 - 4. Community resource use.
 - 5. Environmental issue investigation, evaluation, and action planning.
 - (g) Knowledge of ways in which citizens can actively participate in the resolution of environmental problems.
- (5) **COOPERATIVE MARKETING AND CONSUMER COOPERATIVES.** Adequate preparation in cooperative marketing and consumers' cooperatives is required under s. 118.19 (6), Stats., for a license to teach agriculture and all social science subjects except psychology.
- (6) **STUDENT TEACHING, EFFECTIVE AUGUST 31, 1990.** (a) An applicant who completes an initial professional education program on or after August 31, 1990, shall have completed a student teaching experience consisting of full days for a full semester following the daily schedule and semester calendar of the cooperating school or the equivalent, if the applicant completed an initial professional education program outside the state, as required under s. 118.19 (3) (a), Stats. Completion of a college or university approved student teaching experience of less than full days for a full semester, plus 2 consecutive semesters of successful regular classroom teaching experience under the supervision of the employing school district administration shall be considered equivalent.

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- (b) A two-year minor deficiencies license under s. PI 3.03 (4) may be issued to an applicant who has completed an out-of-state college or university approved student teaching experience of less than full days for a full semester, but who lacks the 2 semesters of regular classroom teaching. Issuance of a regular license shall require successful completion of 2 consecutive semesters of full-time classroom teaching experience under the supervision of the employing school district administration.
- (7) **PROFICIENCY IN MATHEMATICS, READING, WRITING, AND IN EACH MAJOR, MINOR AND CONCENTRATION, EFFECTIVE AUGUST 31, 1992.** Except as provided in par. (b) 2, an applicant, who completes an initial professional education program on or after August 31, 1992, shall meet the requirements of the subsection.
- (a) The applicant shall have received passing scores on standardized examinations in mathematics, reading, and writing. The standardized examinations and the passing scores shall be determined by the state superintendent.
- (b) 1. The applicant shall have received a passing score on a standardized examination in each major, minor, concentration, and advanced program in which licensure will be sought. The passing score shall be determined by the state superintendent. The state superintendent may exempt a specific license area from the requirements of this paragraph or may modify the administration and format of the examination if a valid and reliable examination is not commercially available or if the number of licensures in a specific area does not justify the development of a valid, reliable examination.
2. The state superintendent shall establish an effective date for the requirements in s. PI 3.05 (7) (b) and notify institutions offering programs under ch. PI 4 at least 1 year before passing tests in the major, minor, concentration or advanced program will be required for licensure under subd. 1.
- (8) **CHILDREN AT RISK, EFFECTIVE AUGUST 31, 1992.** An applicant who competes an initial professional education program on or after August 31, 1992, shall have completed course work in issues relating to children at risk, including the pertinent laws concerning child abuse and neglect; suicide; alcohol and other drug abuse; school age parents; delinquency and truancy; developmental disabilities; and the child welfare system, including the children's code, juvenile justice, public health, and social services.
- (9) **HISTORY, PHILOSOPHY AND SOCIAL FOUNDATIONS OF EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in the historical, philosophical, and social foundations underlying the development and purpose of education and current trends, issues, and various approaches in professional education programs in the United States.
- (10) **LEGAL, POLITICAL, ECONOMIC AND GOVERNMENTAL FOUNDATIONS OF EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in the legal, political, and

economic aspects and governance of education and the organization, operation, policy making, and administration of schools and educational programs in the United States.

- (11) **MINIMUM GRADE POINT AVERAGE, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have earned a grade point average of at least 2.75 on a 4.0 scale based on course work in the major, minor and concentration and in professional education course work, except student teaching; or standing in the upper 50% of the class as determined by the policy of the institution. Exceptions to this subsection may be granted by the state superintendent to no more than 20% of the applicants for an initial license in each licensuring year beginning July 1 and ending June 30 the following year.
- (12) **GENERAL EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed a general education component which constitutes at least one-third of the semester hours in collegiate level course work required for the institution's baccalaureate degree. Course work included in the professional education sequence and major, minor or concentration may not be included in the general education component.
- (13) **EDUCATION FOR EMPLOYMENT, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall meet the requirements in either par. (a) or (b).
- (a) For an early childhood level license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career explorations, practical application of the basic skills, and employability skills and attitudes.
- (b) For an elementary, elementary/middle, or middle level license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career explorations, practical application of the basic skills, economics and American economic institutions, and employability skills and attitudes.
- (c) For a middle/secondary, secondary level, or kindergarten through grade 12 license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career exploration and planning; practical application of the basic skills, employability skills and attitudes; knowledge of economics and American economic institutions, including business operations, agriculture and labor; entrepreneurship; and the development of specific occupational skills.
- (14) **GIFTED AND TALENTED CHILDREN, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in identifying pupils who give evidence of high performance capability in intellectual, creative, artistic, leadership or specific academic endeavors, and in ways to provide access to systematic and continu-

ous learning opportunities appropriate to pupils identified as gifted or talented.

(15) **CONFLICT RESOLUTION.** Except as specified under s. 118.19 (9) (b), Stats., effective July 1, 1996, an applicant who applies for an initial regular license shall demonstrate competency, as verified by a professional education program or school district supervisor, in all of the following:

- (a) Resolving conflicts between pupils and between pupils and school staff.
- (b) Assisting pupils in learning methods of resolving conflicts between pupils and between pupils and school staff, including training in the use of peer mediation to resolve conflicts between pupils.
- (c) Dealing with crises, including violent, disruptive, potentially violent or potentially disruptive situations, that may arise in school or at activities supervised by a school as a result of conflicts between pupils or between pupils and other persons.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (3m) (intro.) and (a) (intro.), renum. (13) (a) and (b) to be (b) and (c), cr. (13) (a), Register, February, 1989, No. 398, eff. 3-1-89; am. (7), Register, November, 1990, No. 419, eff. 12-1-90; cr. (3p), (3s) and (3v), am. (6) (b), Register, March, 1992, No. 435, eff. 4-1-92; am. (2) (intro.), (2m) (intro.), (b), (3) (a), (b), (3m) (intro.), (3p), (3s) and (3v), Register, November, 1992, No. 443, eff. 12-1-92; r. and recr. (3p), (3s) and (3v), cr. (15), Register, December, 1994, No. 468, eff. 1-1-95.

Subchapter III — Early Childhood, Elementary, Middle and Secondary Level Education

PI 3.06 Early childhood education: N-K, prior to August 31, 1992. An applicant who completes an initial professional education program prior to August 31, 1992, may be issued a regular license to teach nursery school or kindergarten or both. The applicant shall have satisfactorily completed the general requirements in s. PI 3.05 and an approved program including at least 26 semester credits of professional education which include all of the following:

- (1) Child growth and development.
- (2) Educational psychology or psychology of learning.
- (3) Methods and curriculum in early childhood education.

- (3) Student teaching hearing impaired pupils at the appropriate level.
- (4) For a regular license for grades 6 through 12, the applicant shall complete a minor in a subject under subch. IV in addition to the major in hearing impaired.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (1) (intro.), Register, July, 1993, No. 451, eff. 8-1-93.

PI 3.305 Educational interpreter - deaf or hard of hearing - 884, PK-12.
(1) Effective July 1, 1992, any person employed by a school system to interpret for pupils who are deaf or hard of hearing as part of that pupil's special education program shall hold a license under this section. Except as specified in sub. (2) or (3), an applicant for a regular educational interpreter for pupils who are deaf or hard of hearing - 884 license shall complete or possess all of the following:

- (a) At least 22 semester credits of course work which shall include all of the following:
 - 1. Public speaking skills.
 - 2. Written English communication.
 - 3. Child and adolescent development.
 - 4. Psychological, social, and cultural aspects of people who are deaf or hard of hearing.
 - 5. Orientation to deafness which shall include terminology related to hearing loss, pathological perspectives, educational programs, and cultural perspectives of people who are deaf.
 - 6. Language development in children who are deaf or hard of hearing.
 - 7. Three credits in special education as required in s. PI 3.05 (1).
 - 8. Theories of the various forms of visual communication used while interpreting, such as American sign language, manually coded English and oral interpreting.
 - 9. Issues in educational settings such as theory, role and function, instructional support services, note-taking and classroom management in the prekindergarten through grade 12 setting.
 - 10. Ethical and professional practices.
- (b) A practicum of at least 150 hours in the prekindergarten through grade 12 setting, 2 semesters of successful experience for at least 50% time as an educational interpreter or certification from the national registry of interpreters for the deaf.
- (c) A minimum of 1 credit of oral interpreting which is the process of delivering a spoken message in a manner that is most visible via speechreading, or certification from the national registry of interpreters for the deaf as an oral interpreter. In this paragraph, "speechreading" means the practice of communicating using a combination of lipreading, residual hearing, natural gestures and context clues.

(d) 1. Except as specified under subd. 2, the applicant shall have completed at least 18 semester credits of course work in the area of interpreting for individuals who are deaf or hard of hearing which includes at least 6 semester credits in each of the following:

a. Skill development in the use of American sign language and expressive interpreting which is the process of changing spoken English into American sign language.

b. Skill development in the use of signed forms of English and expressive transliterating which is the process of changing spoken English into a signed form of English.

c. Skill development in understanding messages delivered in sign language and in sign to voice which is the process of changing a signed text into spoken English.

2. Applicants holding a valid department of health and social services quality assurance verification under ch. HSS 267 shall provide the department with evidence of such verification which the department shall apply as 6 semester credits to be divided equally among the course work requirements of subd. 1.

(2) (a) A person who has been successfully employed by a school or school district as an educational interpreter as part of a special education program for pupils who are deaf or hard of hearing for at least 50% time for 2 semesters or the equivalent prior to July 1, 1992 may be issued a regular license under this section.

(b) A person who has completed an interpreter training program prior to July 1, 1992, may be issued a regular license under this section.

(c) Interpreters holding certification from the national registry of interpreters for the deaf, including the comprehensive skills certificate, interpretation certificate, transliteration certificate, certificate of interpretation, certificate of transliteration, or reverse skills certification, may be issued a regular license under this section if 6 semester credits of course work selected from one or more of the requirements under sub. (1) (a) 3, 6, 7 or 9 have been completed.

(3) (a) A two-year license may be issued to an applicant who meets the requirements under sub. (1) (d) but lacks requirements under sub. (1) (a), (b), or (c).

(b) A two-year license may be issued to an applicant who meets the requirements under sub. (2) (c) but lacks the specified credits.

(c) A license under this subsection may be renewed, if between the date of issuance and the proposed renewal date, the applicant has made satisfactory progress toward removal of the deficiencies under sub. (1) (a), (b) or (c) or the credit deficiencies under sub. (2) (c).

History: Cr. Register, August, 1991, No. 428, eff. 7-1-92; renum. from PI 3.392 and am. (2), Register, November, 1992, No. 443, eff. 12-1-92; r. and recr. Register, December, 1994, No. 468, eff. 1-1-95.

PI 3.31 Visually impaired - 825, PK-9, 6-12, PK-12. A visually impaired - 825 license may be issued to an applicant who has completed the requirements in s. PI 3.25 (3) and all of the following requirements:

Register, December, 1994, No. 468

(1) At least 12 semester credits including all of the following:

- (a) Introduction to visual impairment.
- (b) Teaching methods in reading and writing of braille, optacon, and in other communication skills.
- (c) Teaching methods in orientation and mobility.

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