

## Chapter A-V 1

### REQUIREMENTS FOR CERTIFICATION

A-V 1.01	General regulations	A-V 1.05	Requirements for stand- ard five-year certificate
A-V 1.02	Types of certification	A-V 1.06	Requirements for life cer- tificate
A-V 1.03	Requirements for approval		
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**History:** Chapter A-V 1 as it existed on September 30, 1968 was repealed and a new chapter A-V 1 was created effective October 1, 1968.

**A-V 1.01 General Regulations. (1) APPLICATION.** This chapter applies to:

(a) All directors, principals, supervisors, counselors, coordinators, teachers, assistant teachers, technical advisors, and experts (herein referred to as teachers) employed by boards of vocational, technical and adult education and teachers employed by state institutions which offer vocational instruction.

(b) All teachers who have their initial employment in Wisconsin schools of vocational, technical and adult education after July 1, 1968.

**NOTE:** Teachers employed prior to July 1, 1968, may comply with the regulations as set forth herein or to the regulations which were in effect at the time of their initial employment and certification.

(2) **DETERMINATION OF STATUS.** Certificates will be granted based upon teacher training forms and transcripts as submitted to the Wisconsin board of vocational, technical and adult education.

(3) **ISSUANCE OF CERTIFICATE.** Upon request of the district director or his appointed representative, credentials of status will be issued by the state director to such teachers as qualify under the regulations set forth herein.

(4) **APPEAL.** (a) Should any teacher feel that the status granted is not commensurate with the record submitted, appeal may be made to the state director of vocational, technical and adult education for a review of the case by a committee on credentials. The committee will be appointed at the time of the appeal by the state director of vocational, technical and adult education and will be composed of a professional member of the staff of the Wisconsin board of vocational, technical and adult education, a district director, and 3 members who hold certified positions comparable to the person making the appeal.

(b) Meetings of the committee will be called by the state director of vocational, technical and adult education.

(c) Any expenses incurred are to be the responsibility of the individual teacher or district board of vocational, technical and adult education.

(5) **GENERAL PROVISIONS.** (a) Equivalency for the requirements may be established through evaluation by the Wisconsin board of vocational, technical and adult education or an agency appointed by the board.

(b) Where substitution of work experience and/or education are made, an evaluation will be made by the Wisconsin board of vocational,

technical and adult education. Such substitution may include a special study through armed forces service schools, manufacturers' schools, correspondence courses, special tutoring and institutes, approved in-service teacher training programs, work experience in clearly related occupations, and such other experience as may be approved by the Wisconsin board of vocational, technical and adult education. Approved education may be substituted for one-half of the required work experience.

(c) All education and work experience requirements are to be within a 10-year period, from the original date of certification. If more than 10 years have elapsed, teachers will be required to gain appropriate refresher work at the rate of 2 credits for each year which has elapsed beyond 10 years or 2 months of occupational experience for each elapsed year beyond the 10 year period.

(d) Teachers should demonstrate that in speech, character, personality, and health, they are fit to teach the subjects named in the credentials.

(e) Districts may establish requirements which exceed the minimum qualifications described herein.

(f) In fields where another legal certification agency has authority, the teacher must comply with both certification codes.

(g) Wisconsin board of vocational, technical and adult education may delegate the approval of part-time teachers to the districts subject to state audit.

(h) A verifiable apprenticeship in the skilled trades and successful experience as a journeyman for a combined total of 7 years, shall be equivalent to a baccalaureate degree for certification purposes.

(i) A verifiable apprenticeship in the skilled trades and successful experience as a journeyman for a combined total of 7 years in addition to a baccalaureate degree, shall be equivalent to a master's degree for state certification purposes.

**History:** Cr. Register, September, 1968, No. 153, eff. 10-1-68.

**A-V 1.02 Types of Certification.** (1) **APPROVAL.** (a) Required for all teachers who are employed less than one-half time by the district. Teachers will be considered approved upon submitting appropriate teacher training forms, unless the director is notified in writing within 30 days by the Wisconsin board of vocational, technical and adult education that they are not approved.

(b) Individual qualifications are subject to reexamination every year.

(2) **PROVISIONAL CERTIFICATE.** (a) Is required of all teachers who are employed one-half time or more by the district. The half-time load shall be established according to the normal policies of the district. However, both day and evening assignments shall be included in determining the half-time load.

(b) Shall be valid to the nearest August 31 date which will give a full 2-year period.

(c) Will be renewable upon demonstration by the teacher of having satisfactorily completed the work required by the Wisconsin board for progress toward the Standard State Certificate (a minimum of 6 collegiate semester credits or 2 months work experience, or a combination of these, will be required in any two-year period.)

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(b) Meetings of the committee will be called by the state director of vocational, technical and adult education.

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(b) Where substitution of work experience and/or education are made, an evaluation will be made by the Wisconsin board of vocational,

technical and adult education. Such substitution may include a special study through armed forces service schools, manufacturers' schools, correspondence courses, special tutoring and institutes, approved in-service teacher training programs, work experience in clearly related occupations, and such other experience as may be approved by the Wisconsin board of vocational, technical and adult education. Approved education may be substituted for one-half of the required work experience.

(c) All education and work experience requirements are to be within a 10-year period, from the original date of certification. If more than 10 years have elapsed, teachers will be required to gain appropriate refresher work at the rate of 2 credits for each year which has elapsed beyond 10 years or 2 months of occupational experience for each elapsed year beyond the 10 year period.

(d) Teachers should demonstrate that in speech, character, personality, and health, they are fit to teach the subjects named in the credentials.

(e) Districts may establish requirements which exceed the minimum qualifications described herein.

(f) In fields where another legal certification agency has authority, the teacher must comply with both certification codes.

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(h) A verifiable apprenticeship in the skilled trades and successful experience as a journeyman for a combined total of 7 years, shall be equivalent to a baccalaureate degree for certification purposes.

(i) A verifiable apprenticeship in the skilled trades and successful experience as a journeyman for a combined total of 7 years in addition to a baccalaureate degree, shall be equivalent to a master's degree for state certification purposes.

**History:** Cr. Register, September, 1968, No. 153, eff. 10-1-68.

**A-V 1.02 Types of Certification.** (1) **APPROVAL.** (a) Required for all teachers who are employed less than one-half time by the district. Teachers will be considered approved upon submitting appropriate teacher training forms, unless the director is notified in writing within 30 days by the Wisconsin board of vocational, technical and adult education that they are not approved.

(b) Individual qualifications are subject to reexamination every year.

(2) **PROVISIONAL CERTIFICATE.** (a) Is required of all teachers who are employed one-half time or more by the district. The half-time load shall be established according to the normal policies of the district. However, both day and evening assignments shall be included in determining the half-time load.

(b) Shall be valid to the nearest August 31 date which will give a full 2-year period.

(c) Will be renewable upon demonstration by the teacher of having satisfactorily completed the work required by the Wisconsin board for progress toward the Standard State Certificate (a minimum of 6 collegiate semester credits or 2 months work experience, or a combination of these, will be required in any two-year period.)

(d) May be extended where extenuating circumstances make it impossible for an individual to fulfill the requirements. Such extension must be requested at least 3 months prior to the date of expiration.

(3) **STANDARD STATE CERTIFICATE.** (a) Shall be valid for a period of 5 years upon completion of all requirements identified with the Provisional Certificate.

(b) Shall be renewable if, during the certification period, the teacher demonstrates continuing professional development. Minimum evidence of continuing professional development shall be pertinent industrial and/or business experience as determined by the district board and filed with the Wisconsin board of vocational, technical and adult education.

(c) Can be revoked by action of the Wisconsin board of vocational, technical and adult education after a hearing in which incompetence to teach is clearly demonstrated.

(4) **LIFE CERTIFICATE.** (a) Shall be valid for life.

(b) Can be revoked by action of the Wisconsin board of vocational, technical and adult education after a hearing in which incompetence to teach is clearly demonstrated.

**History:** Cr. Register, September, 1968, No. 153, eff. 10-1-68.

**A-V 1.03 Requirements for Approval.** (1) **EDUCATIONAL AND OCCUPATIONAL EXPERIENCE** shall be appropriate to the subject being taught as evaluated by the Wisconsin board of vocational, technical and adult education staff.

(2) **DRIVER EDUCATION TEACHERS** shall hold valid Wisconsin teacher licenses and valid Wisconsin driver's licenses, and shall have completed 6 collegiate semester hours of approved credits in the field of driver and safety education in an accredited teacher education college. Three semester hours shall be in driver education, including behind-the-wheel instruction practice. Teachers must demonstrate satisfactory driving experience for 2 years prior to employment. By July 1, 1969, driver education teachers must have completed 9 collegiate semester hours of approved credits in the field of driver safety education. Three collegiate semester hours shall be in basic driver education, 3 in safety education, and 3 in advanced driver education.

**History:** Cr. Register, September, 1968, No. 153, eff. 10-1-68.

**A-V 1.04 Requirements for Provisional Certificate.** (1) **EDUCATION.** The following requirements *must* be fulfilled, and the provisionally certified person must agree to work toward fulfilling the requirements for a standard certificate at the rate of 6 credits each 2-year period or equivalent:

(a) *Teacher assistants:* must have completed 2 years of college, junior college, or an accredited technical program. Appropriate work experience of a learning nature may be substituted for a maximum of one year equivalency.

(b) *Teachers:* must have completed a bachelor's degree or equivalent with appropriate major or minor. A major shall be defined as 30 semester credits or equivalent for purposes of standard certification. A minor shall be defined as 20 semester credits or equivalent for purposes of provisional certification.

(c) *Supervisors, coordinators, and other supervisory personnel:* must have completed a bachelor's degree in the appropriate field.

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(d) *Guidance counselors*: must have completed a master's degree in guidance and counseling.

(e) *Directors and assistant directors*: must have completed a master's degree in an appropriate field.

(f) *Other administrative personnel*: must have completed a master's degree or equivalent.

(2) OCCUPATIONAL EXPERIENCE. The following requirements must be fulfilled and the certified person must agree to complete the work experience requirements of the standard certificate at the rate of 2 months experience or equivalent each 2 years. Appropriate education, beyond that required in subsection (1), may be substituted for no more than one-half of the work experience requirement.

(a) Teacher assistants; none.

(b) Academic subject teachers, librarians and instructional media specialists, etc.; 3 months.

(c) All other teachers; 12 months

(d) Counselors, supervisors, coordinators, etc.; 12 months.

(e) Directors, assistant directors and other administrative personnel; 24 months.

(3) TEACHING EXPERIENCE. Directors, supervisors, coordinators, counselors; 3 years of teaching experience.

**History:** Cr. Register, September, 1968, No. 153, eff. 10-1-68.

**A-V 1.05 Requirements for Standard Five-Year Certificate. (1) EDUCATION.** In addition to the education requirements for provisional certification, the following must be completed:

(a) Teacher assistants and other ancillary personnel.

1. Philosophy of vocational, technical and adult education in Wisconsin—2 credits.

(b) Teachers:

1. Philosophy of vocational, technical and adult education in Wisconsin—2 credits.

2. Teaching methods—2 credits.

3. Educational psychology—2 credits.

4. Educational evaluation—2 credits.

5. Guidance and counseling—2 credits.

6. Major or equivalent in teaching area.

(c) Occupational or educational guidance counselors, supervisors, coordinators, head librarians, instructional media specialists, etc.:

1. Philosophy of vocational, technical and adult education in Wisconsin—2 credits.

2. Teaching methods—2 credits.

3. Educational psychology—2 credits.

4. Educational evaluation—2 credits.

5. Guidance and counseling—2 credits.

6. Coordination—2 credits.

7. Supervision—2 credits.

8. Public relations—2 credits.

9. Master's degree in appropriate field.

(d) Directors and assistant directors:

1. Philosophy of vocational, technical and adult education in Wisconsin—2 credits.

2. Teaching methods—2 credits.

3. Educational psychology—2 credits.

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4. Educational evaluation—2 credits.
  5. Guidance and counseling—2 credits.
  6. Coordination—2 credits.
  7. Supervision—2 credits.
  8. Public relations—2 credits.
  9. Administration—4 credits.
  10. Master's degree.
- (e) Other administrative personnel:
1. Philosophy of vocational, technical and adult education in Wisconsin—2 credits.
  2. Teaching methods—2 credits.
  3. Educational psychology—2 credits.
  4. Educational evaluation—2 credits.
  5. Guidance and counseling—2 credits.
  6. Coordination—2 credits.
  7. Supervision—2 credits.
  8. Public relations—2 credits.
  9. Administration—4 credits.
  10. Master's degree or equivalent.
- (2) OCCUPATIONAL EXPERIENCE. Total occupational experience must be at the following levels:
- (a) Teacher assistants; none.
  - (b) Academic subject teachers, librarians, and instructional media specialists; 6 months.
  - (c) All other teachers; 24 months.
  - (d) Counselors, supervisors, coordinators, etc.; 24 months.
  - (e) Directors, assistant directors and other administrative personnel; 24 months.
- (3) PROFESSIONAL EXPERIENCE. All personnel must complete 3 years experience in certified position.

**History:** Cr. Register, September, 1968, No. 153, eff. 10-1-68.

**A-V 1.06 Requirements for Life Certificate.** THE LIFE CERTIFICATE will be issued to those teachers, supervisors, coordinators, counselors and directors who hold or are eligible for a standard 5-year certificate and have attained age 55.

**History:** Cr. Register, September, 1968, No. 153, eff. 10-1-68.