

fied under standards in force during the 1971-72 school year may apply for and receive the unlimited certificate.

4. Certificates shall be issued as follows:

a. The initial school business manager certificate shall be issued for a 3-year term if the applicant meets the minimum requirements.

b. After 3 years of experience as a successful school business manager in the Wisconsin public schools, the unlimited certificate shall be granted to an applicant who has fulfilled all of the requirements.

(5) CONVERSION TO ELEMENTARY TEACHING. Conversion to teaching in grades 4 through 8 by qualified high school teachers requires either the completion of the plan for such conversion as established by a college of the applicant's choice or the completion of the following courses:

	Semester Credits
Child growth and development -----	3
Elementary curriculum -----	3
Teaching of reading techniques -----	3
Teaching of arithmetic techniques -----	2
Teaching of language arts techniques -----	2
Practice teaching on elementary level -----	4
Art -----	2
Music -----	2
Mathematics (2 semester credits arithmetic) -----	2
Social science (3 semester credits in American history, 3 semester credits in general geography which may include conservation) -----	6
Conservation -----	2
Science -----	6

Subjects and fields covered previously in college need not be repeated. Conversion to kindergarten and primary teaching by high school teachers is not encouraged and will require more extensive preparation.

(6) CONVERSION TO SECONDARY TEACHING. Conversion to secondary teaching by qualified elementary teachers requires either the successful completion of the following courses or a plan set up by the college of the applicant's choice.

	Semester Credits
Adolescent psychology -----	3
Methods in major field or subject -----	2 or 3
Establishment of 1 major and 1 minor or 2 majors (Practice teaching at the secondary level is recommended)	

Subjects and fields covered previously in college need not be repeated.

(7) LICENSES AND TERM CERTIFICATES. All licenses and term certificates shall be issued for school years or less and the expiration date shall be of June 30 of the designated year.

(8) REVOCATION OF LICENSES. Section 40.43 (5), Wis. Stats., provides the grounds for revocation of teaching licenses.

(a) The state superintendent may revoke licenses of or deny licenses to persons whose teaching licenses have been revoked by some other state department of public instruction for inefficiency or immorality.

(b) The state superintendent will not review the case of a person whose license has been revoked in another state for inefficiency or immorality until such person has been officially reinstated in the state where the revocation took place.

History: 1-2-56; am. (7); r. & recr. (8); renum. (9) to be (11) and (10) to be (12); cr. (9) and (10), Register, July, 1958, No. 31, eff. 8-1-58; r. (1), (2), (3), (4), (5) and (6); renum. (7) and (8) to be (1) and (2); renum. (9) to be (3); am. (3) intro. par.; cr. (3) (d) and (3) (e); renum. (10) intro. par. to be (4) and am.; am. (4) (a), intro. par.; cr. (4) (e), (f), (g) and (h); renum. (11) to be (5) and am.; renum. (12) to be (7); cr. (6), Register, November, 1958, No. 35, eff. 12-1-58; am. (1), (2) (c), (3) (a), (3) (a) 2, (3) (a) 3, (3) (b), (3) (d), (4), (4) (a) 1; r. (4) (a) 2; am. and renum. (4) (a) 3 to be (4) (a) 2; am. (4) (b) 1, (4) (c) 1, (4) (d), (4) (e), (4) (h), (5), (6), Register, September, 1960, No. 57, eff. 10-1-60; am. (1); (2) (a), (b), and (c); (4) intro. par.; (4) (a) 4; (4) (b) 2; (4) (c) 2; (4) (d) 2; (4) (f); cr. (8), Register, June, 1962, No. 78, eff. 7-1-62; r. (2) (b); am. (1); renum. (2) (a) to be (2) (b); cr. (2) (a); am. (2) (c); cr. (2) (d); am. (3) (a) intro. par.; am. (4) (a) intro. par.; am. (4) (b) intro. par.; am. (4) (c) intro. par.; am. (4) (d), intro. par.; cr. (4) (1), Register, August, 1964, No. 104, eff. 9-1-64; r. cr. (3), Register, September, 1966, No. 129, eff. 10-1-66; am. (1), Register, May, 1968, No. 149, eff. 6-1-68; r. and recr. (4) (i), Register, July, 1969, No. 163, eff. 8-1-69; cr. (2) (e), Register, April, 1973, No. 208, eff. 5-1-73.

PI 3.20 Specialized areas. (1) SENIOR SCHOOL SOCIAL WORKER. A senior school social worker certificate may be issued to an individual who meets the requirements stipulated in paragraph (a), (b), or (c) of this section:

(a) A master's degree in social work from an approved school of social work with one year of field experience in an approved school-affiliated unit and 18 semester hours of education or its equivalent. In addition, the individual must be recommended as to competency by the university certifying officer.

(b) A master's degree in social work from an approved school of social work, 18 semester hours of education credit or its equivalent and one year of successful experience in a recognized social agency (dealing with children and youth).

(c) A master's degree in social work from an approved school of social work, and an undergraduate degree in education which would allow the individual to be eligible for Wisconsin teacher certification.

(d) Credits obtained in the social work course which the university's school of education will accept as equivalent to professional education credits will be accepted to a license in paragraphs (a) and (b).

(e) The state superintendent may also determine equivalency.

(2) SCHOOL NURSE CERTIFICATION. (a) Degree requirements:

1. The candidate for school nurse certification will meet requirements for the baccalaureate degree in nursing required by Wisconsin Statutes, chapter 441, and Wisconsin Administrative Code, section N 2.04 and will hold a current certification to practice as a registered professional nurse in Wisconsin.

(b) Professional education requirements include 18 semester credits* as follows:

1. School nursing practicum including 6 semester credits of experience in a school setting.

2. Human growth and development throughout the life span (3 semester credits).

* Until such time as approved programs are available in Wisconsin, course work or equivalencies shall be approved or determined by the state superintendent.

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3. Nine elective semester credits distributed among at least 3 of the following areas:

- a. Sociology
 - 1) Social Psychology
 - 2) Child Welfare
 - 3) Sociology of Education
- b. Philosophy
 - 1) Philosophy of Education
 - 2) Philosophical Issues in Education
 - 3) Philosophical Conceptions of Teaching and Learning
 - 4) Philosophy of Health Education
- c. Psychology
 - 1) Human Abilities and Learning
 - 2) Educational Psychology
 - 3) Psychology of Learning
 - 4) Psychology of the Exceptional Child
 - 5) Learning Processes in Children
- d. Special Education
 - 1) Health Problems of the Exceptional Child
 - 2) Psychological Appraisal of the Physically Handicapped
 - 3) Speech Correction
 - 4) Guidance of Exceptional Children
- e. Other Electives
 - 1) Individualizing Instruction
 - 2) General Curriculum
 - 3) Problems and Materials in Health Education
 - 4) Principles of Health Education
 - 5) Guidance and Counseling

(c) Academic specialization:

1. An emphasis on pediatrics in ambulatory and community settings within the academic program is recommended.

(d) Other certification provisions:

1. Candidates for school nursing certification who are graduates of schools of nursing and who have the preparation outlined in (2) (a), (b), and (c) above, as provided in an approved program, may be issued a 3 year license.

2. Nurses presently employed by or for school boards may be issued a 3 year license if they have completed:

a. Three years of experience in school nursing within the past 5 years (in lieu of practicum), and

b. At least 12 semester credits in professional education from the list in (2) (b) 2 and 3 or their equivalents, or

c. At least 6 semester credits in professional education from the list in (2) (b) 2 and 3 above or their equivalents, and hold public health nursing certification.

3. Nurses presently employed by or for school boards may be issued a 3 year certificate if they have completed:

a. Three years of experience in school nursing within the past 5 years (in lieu of practicum). Upon completion of an additional 6 semester credits from the list in (2) (b) 3 above or their equivalents, a 5 year renewable certificate may be issued to practicing school nurses. If a baccalaureate degree is completed, a life certificate will be granted.

4. The life certificate as a school nurse may be issued after three years of successful full-time work, or its equivalent, as a certified school nurse in a Wisconsin school to:

- a. Graduates of approved school nursing programs, or
- b. Currently employed school nurses meeting criteria in (2) (a) and (b) who have completed work for a baccalaureate degree.

5. No nurse graduating from a 3 year diploma school of nursing after June 30, 1975, shall be eligible for certification as a school nurse without additional preparation outlined in (2) (a) and (b) or its equivalent.

(3) PROVISIONAL SCHOOL PSYCHOLOGIST.

(a) Eighteen semester credits of professional education or its equivalent.

(b) Thirty to 36 semester hours of graduate credit in professional education and psychology is required for the provisional licensure towards a level I school psychologist's certificate.

Area Requirements

Area A—Psychological Foundations—12 semester credits required

- *Child or adolescent psychology
- *Psychology of learning
- *Educational statistics
- *Psychopathology (abnormal)
- Research Methods

Area B—Psychological Methods and Training—15 hours

- *Group intelligence and achievement testing
- *Individual intelligence testing
- *Supervised clinical practicum (6 hours—Level A)
- *Assessment of personality (Projective and nonprojective)
- Personality theory
- Individual child therapy
- Interviewing and counseling techniques
- Case study techniques

Area C—Educational Foundations—6 hours

- History of education
- Philosophy of education
- Educational Sociology
- Comparative education
- Social issues in education

Area D—School Organization and Programs—9 hours

- *Diagnosis and remediation learning differences
- *Educational programming for exceptional children
- *Curriculum
- Educational courses

Area E—Electives

Note: Courses taken for bachelor's degree need not be repeated, but credits will not reduce the number of graduate hours required. State Superintendent may determine equivalency courses.

(c) The 3 year license for the provisional psychologist is non-renewable.

(4) SCHOOL PSYCHOLOGIST I

(a) Eighteen semester hours of professional education or its equivalent from areas C and D. A minimum of 6 semester hours must be graduate credit including starred courses.

(b) Forty-two to 48 graduate semester hours of professional education and psychology, a master's degree and the recommendation of competence by an approved educational institution. The starred courses must be completed.

(c) The life license as a Level I school psychologist may be obtained after 3 years of successful full time work, or its equivalent, as a licensed school psychologist in Wisconsin public schools. Credit towards a life certificate at this level may be earned as a practicing provisional school psychologist working under the supervision of a fully qualified school psychologist. Credit towards a life certificate may be earned for those years in which his work as a provisional or three-year licensed professional has been that of a school psychologist for at least 25% of time. Eligibility is secured when such part-time work equals 3 full school years. Life certification at Level I requires evidence of satisfactory public relations with other school personnel, community agencies, parents, and students as represented by the recommendations of responsible professional workers.

(5) SCHOOL PSYCHOLOGIST II

(a) Ph.D., Ed.D., or its equivalency (one additional year of study or approximately 60 graduate hours plus appropriate experience or one year's internship as a school psychologist under supervision).

(b) Recommendation of competency by an approved training institution in the case of individuals lacking prior experience as a licensed school psychologist within the public schools.

(c) Completion of all required course work in Areas A, B, C, D, and E, including 6 hours of supervised clinical practicum. Education credits must total a minimum of 18 semester hours.

(d) The life license as a Level II school psychologist may be obtained after 3 years of successful full time work, or its equivalent, as a licensed school psychologist in Wisconsin. Credit towards a life certificate as a senior school psychologist may be earned for those years in which his work as a psychologist has been that of a school psychologist for at least 50% of the time. Eligibility is secured when such part-time work equals 3 full school years. The state superintendent may also determine equivalency. Life certification at Level II requires evidence of satisfactory public relations with other school personnel, community agencies, parents, and students as represented by the recommendations of responsible workers.

(e) Course work taken to fulfill the certification requirements for provisional, Level I, or Level II school psychologist licensure must be taken at a college or university approved for the specific levels(s) of training by the Wisconsin Department of Public Instruction.

(6) TEACHERS OF TRADES. Licenses to teach technical courses such as plumbing, electricity and allied subjects may be issued to otherwise unqualified people who have had at least 3 years of practical experience beyond apprenticeship and who successfully complete 18 semester hours of college work in education. The areas of educational psychology, methods of teaching and student teaching shall be in-

cluded. The student teaching program under college supervision of the proper college authority may be established on the job.

(7) **TEACHERS OF HANDICAPPED CHILDREN.** (a) Persons preparing to be teachers of handicapped children must meet the general state requirements of a degree with the pattern approved for college or university of attendance in general education and professional education. Teachers holding a life certificate in another area of teaching or who have had a minimum of 3 years of successful teaching must satisfy the requirements specified below for regular licensing and must also satisfy the requirement for a bachelor's degree if they do not hold a life certificate. Under exceptional circumstances, and on the written request of the employing superintendent, a 1 year permit may be issued to experienced teachers who have not completed the requirements listed here. On completion of the course requirements, the candidate becomes eligible for a 3 year license. On satisfactory completion of 3 years of experience in the specialty, the license may be converted to a life certificate. Teachers who are fully qualified to hold a Wisconsin license to teach mentally retarded children in grades 1-8 or 4-8 may have their licenses extended to cover grades 9-10. Added requirements will be a course in adolescent psychology and a reasonable pattern of course work in the subject areas to be taught. Such patterns to be evaluated by the school district administrator and the state superintendent.

(b) In general professional training 18 semester credits are required of which child or adolescent development, group tests and measurements, practice teaching with normal children and curriculum planning are required. The remaining credits may be chosen from methods of instruction, history of education, personality adjustment, educational sociology, fundamentals of speech, audio-visual education, recreation, guidance, kindergarten-primary methods and educational psychology.

(c) Six semester credits of college work in the general area of exceptional children are required of which a course in the psychology or nature of exceptional children is required. The remaining credits may be chosen from abnormal or clinical psychology, individual mental testing (survey), guidance of exceptional children, administration and supervision of special education, speech correction, health problems of the exceptional child, field work with the exceptional child, home and community planning, psychological appraisal of the physically handicapped and teaching of physical education for the handicapped child.

(d) The areas of specialization involved are as follows:

1. Teachers of the deaf. Eighteen semester credits are required of which practice teaching and observation (deaf), techniques of teaching school subjects (deaf), speech and speech reading for the deaf and language problems and development are required. The remaining credits may be chosen from anatomy of hearing and speech organs, advanced problems of speech for the deaf, auditory training, audiology (audiometry and hearing aids) and arts and crafts.

2. Teaching of the mentally retarded. Twelve semester credits of special work are required of which methods of teaching the mentally handicapped, practice teaching of the mentally handicapped and *introduction to mental retardation* are required. The remaining credits

may be chosen from courses in remedial reading, curriculum for the mentally handicapped, occupational information and guidance for the mentally handicapped, recreation for the mentally handicapped, arts and crafts, music education for the retarded and educational problems of the cerebral palsied.

3. Orthopedic specialization. Twelve semester credits of special work are required of which methods of teaching crippled children and practice teaching of crippled children are required. The remaining credits may be chosen from remedial reading, kinesiology or physical reconstruction, survey of pathology of crippling conditions, technique of teaching the mentally handicapped and survey of speech correction techniques.

4. Speech and hearing clinician. For the 3 year license, the applicant must have completed and/or possess the following:

a. A master's degree in communicative disorders (speech pathology, audiology, and language disorders) with undergraduate training includes 60 semester credit hours (at least 24 in courses taken for graduate credit) selected from the suggested content areas which follow:

b. 18 semester credits in professional education consisting of:

1) 9 semester credit hours in basic and related areas selected from such content areas as:

- *Child/adolescent development
- *Learning theory
- Statistics
- Child/adolescent psychology
- Interprofessional relationships
- Personality adjustment
- Educational psychology
- Developmental/remedial reading
- Clinical psychology
- Physiological psychology

2) 6 semester credit hours in practicum to be interpreted to include a requirement of at least 300 clock hours of supervised student practicum; of this, at least 200 clock hours must be earned in working with pre-school and school age children; of this, at least 100 clock hours must be earned in a school setting under the supervision of a Wisconsin certificated speech and hearing clinician. A minimum of 150 of the total clock hours earned must be at the graduate level.

Such practicum should include experience with a wide range of speech and language pathologies as well as auditory testing and hearing rehabilitation.

3) 3 semester credit hours in methods and procedures in school speech and hearing programs*

c. 6 semester credits in supportive content areas selected from:

- *Psychology, nature, and/or guidance of exceptional children
- Abnormal or clinical psychology
- Psychological appraisal of the physically handicapped
- Psychological testing
- Counseling/guidance
- Learning disabilities

d. 36 credits as follows:

1) 12 semester credit hours in fundamental information applicable to the normal development and use of oral communication and hearing selected from such content areas as:

- *Anatomy and physiology of speech and hearing
- *Phonetics
- *Development of speech, language, and hearing
- Speech and hearing science
- Linguistics
- Theory of hearing
- Acoustics
- Psychology of speech and hearing
- Communication theory
- Social/cultural aspects of oral communication
- Language theory

2) 15 semester credit hours in diagnostic and evaluative techniques and in clinical procedures and management beyond survey courses, including content from the following areas:

- Impairments of fluency
- Impairments of voice
- Impairments of articulation
- Language disorders
- Neuromuscular impairments of speech
- Orofacial disorders

3) 9 semester credit hours in diagnostic and evaluative techniques and in auditory rehabilitation, including content from the following areas:

- Auditory disorders
- Speech and language for the hearing impaired
- Hearing conservation

e. Effective date. The standards in section PI 3.20 (6) (d) 4 are effective July 1, 1975. Persons holding a valid Wisconsin speech correction certificate prior to July 1, 1975 may continue such certification under standards in force prior to July 1, 1975. Initial certification under the standards in this section is for 3 years.

5. Vision specialization. Twelve semester credits are required. Practice teaching visually handicapped children, techniques of teaching school subjects to visually handicapped and Braille reading and writing are required, and the remaining credits may be chosen from arts and crafts, introductory speech correction, speech for the visually handicapped and anatomy of the eye.

6. Emotionally disturbed. Fifteen semester hours of special work are required, of which methods of teaching the emotionally disturbed and/or the socially maladjusted, practice teaching of disturbed children, remediation of learning difficulties are required. The remaining credits may be chosen from courses in remedial reading clinic, internship with disturbed children (state superintendent to determine), nature and needs of children who are emotionally disturbed, practicum in behavior problems, child psychiatry, abnormal psychology, introduction to mental retardation, agencies serving emotionally disturbed and/or socially maladjusted children, arts and crafts, survey in occu-

* Required.

pational therapy techniques, juvenile delinquency, diagnosis and treatment of pupil adjustment difficulties, clinical studies in guidance and emotional and personality development in the elementary school.

(8) DRIVER EDUCATION AID. Pursuant to section 121.15 and subsection 20.255 (1) (v), Wis. Stats., the state superintendent of public instruction establishes a plan for the apportionment of financial aids to approved public high school programs.

(a) Aids shall be paid to public school districts for eligible students as defined in paragraph 5 below, who are residents of Wisconsin and who, during the preceding year, successfully concluded a complete driver education course. As used herein, "successfully concluded" means that the student has participated in the minimum required number of hours of instruction in accordance with paragraph 1 below.

1. Such course shall include a minimum of 30 clock hours of instruction in the classroom course program and a minimum of 6 clock hours of observation instruction and 6 clock hours of actual behind-the-wheel instruction in the on-street driving program. Multiple-vehicle driving range instruction shall be approved according to a time ratio of 2:1 (2 clock hours is equivalent to one clock hour of on-street vehicle instruction). A maximum of 4 of the minimum 6 clock hours of on-street instruction can be substituted by this instructional method. Simulation instruction shall be approved with a time ratio of 4:1 (4 clock hours is equivalent to one clock hour of on-street vehicle instruction). A maximum of 3 of the minimum 6 clock hours of on-street vehicle instruction can be substituted by this laboratory instructional method. A minimum of 2 clock hours must be on-the-street driving when both simulation and range laboratory instruction is given in a program.

a. During the regular school year, the classroom course shall extend over a minimum of 6 weeks for each student. During a summer school program, the classroom course shall extend over a minimum of 3 weeks for each student.

b. The on-street vehicle laboratory driving shall extend over a minimum of 3 weeks for each student with no more than 60 minutes of actual behind-the-wheel driving instruction, exclusive of observation instruction per day.

c. The interval between completion of the classroom instruction and commencement of the on-street vehicle laboratory driving instruction should not exceed one school year. If the time interval is greater, a minimum 30 clock hour course of classroom instruction is required (must repeat).

2. High schools shall have their plans for teaching driver education approved by the state department of public instruction prior to beginning the course in the regular school year or in a summer school course. The plans shall be reported in a manner and using such Driver Education Program Approval forms as may be required to ascertain that the course meets at least the minimum standards. Changes to be made in a course by the local school district which has already been approved shall be re-submitted (amended) to the department of public instruction for approval.

3. The teacher of the classroom course, simulation laboratory, multiple-vehicle range and/or on-street vehicle laboratory driving shall possess a valid Wisconsin driver education certificate issued by the department of public instruction.

4. The maximum materials fee that may be charged for books, workbooks, and related materials in an approved course is \$5.

5. Aid shall be paid for the following categories of students:

a. During the school year, students of high school age enrolled in a high school.

b. During a summer program, any person not over 19 years of age.

c. During a cooperative program between a public and a non-public high school in which the non-public high school offers either the classroom or laboratory phase of the total program and the public high school offers the other instructional phase of the total instructional program. The aids shall be paid to the public school district.

6. School districts applying for this aid shall report annually the number of students successfully completing the complete driver education course and such other detailed information relative to the names and qualifications of teachers and expenditures for salaries, equipment, and supplies for the course as may be required on the Annual Report of School District.

(b) Aids shall be paid for eligible students of vocational and adult schools as defined in paragraph 5 below, who are residents of Wisconsin and who during the preceding year successfully concluded a complete driver education course. As used herein, "successfully concluded" means that the student has participated in the minimum required number of hours of instruction in accordance with paragraph 1 below.

1. Such course shall include a minimum of 30 clock hours of instruction in the classroom phase and a minimum of 6 clock hours of observation time and 6 clock hours of actual behind-the-wheel instruction in the practice driving phase. Upon application to the state director of vocational and adult education, consideration will be given to the approval of programs providing for use of a multiple-car driving range and/or instruction in a driving simulator for a portion of the practice driving instruction time. Such consideration will be based on the specific program proposed by the local district and on national recommendations such as those set forth in the national commission on safety education publication: "Policies and Practices for Driver Education, 1960 Edition."

a. During the regular school year the classroom phase shall extend over a minimum of 6 weeks for each student at no more than one regular class period per day or at no more than one two-hour meeting per week for classes taught in the evening or on Saturdays, and the practice driving phase shall extend over a minimum of 3 weeks for each student with no more than 45 minutes of actual behind-the-wheel instruction, exclusive of observation time, per day.

b. During a summer program the classroom phase shall extend over a minimum of 3 weeks for each student at no more than 2 hours per day and the practice driving phase shall extend over a minimum of 3 weeks for each student with no more than 45 minutes of actual behind-the-wheel instruction, exclusive of observation time, per day. The above requirement relative to the classroom phase of summer programs shall be effective as of the summer of 1963. Summer programs in 1962 will be approved if the classroom phase extends over a minimum of 2 weeks for each student at no more than 3 hours per day.

c. Effective July 1, 1963, if a period of more than one year and one month elapses between completion of the classroom phase and the

commencement of the practice driving phase, a refresher course of classroom instruction is required. Such a course shall be in substantial accordance with a course of study to be prepared by the department of public instruction.

2. Vocational and adult education schools shall have their plans for teaching driver education approved by the state board of vocational and adult education. Such approval shall be obtained before the course is begun. The plans shall be reported in a manner and using such forms as may be required to ascertain that the course meets the regulations set forth specifically in this rule, as well as adheres to other good educational procedures such as those involving length of class period, number of hours per day and per week, and number of students per teacher. Changes to be made in a course which has been approved shall be submitted to the state board of vocational and adult education for approval. Summer and evening classes may be accepted based upon similar criteria.

3. The following requirements shall apply to teachers of the practice driving phase and/or the classroom phase:

a. The teacher shall either be certified by the state board of vocational and adult education as a full-time teacher, including the required courses in education, or licensed by the state department of public instruction.

b. The teacher shall hold a current Wisconsin driver's license and have an acceptable driving record.

c. The teacher shall have earned at least 6 semester hours of approved credit in the field of driver and safety education in an accredited teacher education college. At least 3 semester hours of such credit shall be in driver education and shall include experience in teaching practice driving. Teachers have a minimum preparation of 2 semester hours' credit in basic driver education, who have been teaching driver education regularly for at least one of the past 2 years and who meet the requirements in a and b above, will be approved until July 1, 1963. After this date, all teachers shall meet the 6 credit requirement.

4. The maximum materials fee that may be charged for an approved course is \$5. For students who are not residents of the district, a tuition fee may also be charged. However, in no case may the total of the materials fee, tuition, and aid exceed the actual cost of instruction.

5. Aid shall be paid for the following categories of students:

a. Any person under 18 years of age.

b. Students 18 or 19 years of age who during the school year are regularly enrolled in a high school or in a high school program in a school of vocational and adult education. Students who are 18 or 19 years of age remain eligible in the summer following their graduation from high school, if they graduated during the preceding school year.

6. Vocational and adult school districts applying for this aid shall report annually to the state board of vocational and adult education upon the number of students and such other detailed information relative to the names and qualifications of teachers and expenditures for salaries, equipment, and supplies for the course as may be required.

(c) Aids shall be paid for programs taught in part by a public high school and in part by a vocational and adult education school.

1. Such programs shall be established by action of both the board of education of the district operating the high school and the local

board of vocational and adult education who are involved. Each board shall be responsible for that portion of the program taught as a part of its curriculum. However, the entire program shall be reported for approval by one of the schools. Aid will be claimed by and paid to the reporting school. Any distribution of the aid may be made locally as agreed upon between the respective boards of education. The responsibility for reporting, receiving the aid, and distributing the aid to the respective districts shall be specified in the action establishing the cooperative program.

2. Appropriate requirements in sections (a) and/or (b) of this rule shall apply.

(9) AUDIOVISUAL DIRECTOR. Media specialist. This classification shall apply to those who direct, administer, and/or provide those advisory, production and distribution services which implement teaching-learning situations with media in an organized fashion within an entire school system. The term "Media" includes all technological aids to the instructional program such as films, recorded materials, radio, television, and other modern communications devices and materials such as pictures and graphics, three dimensional materials, etc. Persons will qualify as audiovisual directors (media specialists) who offer credits in the courses listed under par. (b) below. Qualifications for a director's certificate:

(a) *General requirements.*

1. Must possess a valid teaching certificate based on a 4-year degree.

2. Should have at least 3 years of successful teaching experience.

(b) *Educational requirements.* Minimum of 15 semester hours.

1. A course or courses in curriculum. Minimum of 2 semester hours. (A person qualifying with elementary school teaching experience will meet this requirement by acquiring credit in a high school curriculum course. A person with high school teaching experience will qualify with an elementary school curriculum course.)

2. Courses in audiovisual instruction (educational media). Minimum of 12 semester hours including starred courses:

*Methods: Basic audiovisual course

*Production of audiovisual materials

*Administration (audiovisual)

Electives

(Such courses as ETV, programmed learning, motion picture production, radio, photography, etc.)

(c) A 3-year provisional certificate may be granted to an individual without meeting the course requirements providing:

1. The applicant has served as an audiovisual director for a period of 3 years prior to July 1, 1967, with one-fourth or more released time devoted to such duties. Percentage of time is determined by actual released time from classroom or study hall duties for organized audiovisual activities. For example: If the audiovisual assignment is for 2 periods in a 7-period day, percentage of time is 2/7 or 28%.

2. He is presently designated as an audiovisual director with one-fourth or more released time for such duties.

(d) Such provisional certificate may be renewed in 3-year periods by completing satisfactorily 2 or more courses from par. (b) 2. (above) within each 3-year period.

(10) **AUDIOVISUAL BUILDING COORDINATOR.** Media specialist. This classification shall apply to those who provide those advisory, production, and distribution services which implement teaching-learning situations with media in an organized fashion within a single building housing a typically organized grade unit of a school system, such as an elementary school, a junior high school, or a senior high school. The term "Media" includes all technological aids to the instructional program such as films, recorded materials, radio, television and other modern communications devices and materials such as pictures and graphics, 3 dimensional materials, etc. Qualifications for a coordinator's certificate:

(a) *General requirements.* Must possess a valid teaching certificate based on a 4-year degree.

(b) *Educational requirements.* Minimum of 4 semester hours. Two courses in audiovisual instruction, one of which shall be a basic audiovisual methods course.

(c) Beginning with the school year 1967-68, all persons designated by their school officials as audiovisual directors or audiovisual coordinators must meet the requirements as listed above.

(11) **SCHOOL COUNSELOR.** Standards contained in this section take effect September 1, 1968, and shall apply to those who perform counseling and guidance functions in an organized fashion. The recognized advisory duties of the regular classroom teacher shall not be considered as counseling and guidance. Proper certification of all school counselors spending one-fourth of the school day or more as counselors is required. Holders of school counselor—grade B certificates expiring after September 1, 1968, will, upon application, be certified as provisional school counselors upon evidence of successful experience in school counseling. Holders of school counselor—grade A certificates expiring after September 1, 1968, will, upon application, be issued the professional school counselor certificate upon evidence of successful experience in school counseling. Persons born before July 1, 1913, may indefinitely renew certification as provided under standards in force in 1967.

(a) *Provisional school counselor.* 1. General requirements are a bachelor's degree, a current Wisconsin teaching certificate or eligibility to hold such certificate, and a minimum of 2 years of successful teaching experience. Proof of successful teaching shall be furnished as requested by the state superintendent.

a. The state superintendent may approve experimental programs based on completion of a master's degree in guidance and counseling and including completion of a full-time one year public elementary or secondary school counseling internship. The state superintendent, at his discretion, may waive the teacher certification and 2 year teaching experience requirements in the approval of such experimental programs.

2. Educational requirements are a minimum of 18 semester hours of graduate work in education and guidance covering all competency areas as follows:

a. Understanding of the psycho-social foundations of individual and group behavior, including the structure of personality, human development, and the teaching-learning process.

b. Understanding of the philosophy, purposes, and structure of the total school enterprise, with special reference to the goals and services involved in guidance, pupil personnel, and curricular programs.

c. Ability to develop staff relationships which will implement guidance services effectively.

d. Understanding of an ability to engage in individual counseling processes and relationships. Must include practicum experience.

e. Understanding of and ability to engage in small group processes and relationships.

f. Knowledge of individual career development and of the social, educational, and vocational milieu, and the ability to use this knowledge effectively in the school guidance program.

3. Undergraduate credit may be used to satisfy not more than 2 of the competency requirements, but shall not decrease the minimum graduate requirement.

4. This certificate may be issued for 5 years and may not be renewed.

(b) *Professional school counselor certificate.* 1. General requirements are 30 semester hours of graduate level credit appropriate to public school counseling and guidance or a master's degree in counseling and guidance, possession of, or eligibility for, a current Wisconsin provisional school counselor certificate, a minimum of 2 years of successful experience as a school counselor in an assigned position of at least half time, and a minimum of one year of accumulated work experience after high school graduation in fields other than education.

2. All competency requirements listed for provisional school counselor certification and all of the following shall be included in the master's degree program or the 30 semester hour substitute:

a. Ability to organize and administer guidance services effectively.

b. Knowledge of other pupil personnel and community resources.

c. Ability to analyze and synthesize data pertinent to both individual and group behavior.

d. Ability to interpret relevant pupil personnel research and to perform action research to improve school practices.

3. This certificate may be issued for 5 years and may be renewed upon evidence of successful experience as a school counselor.

(c) *Professional school counselor life certificate.* Requirements:

1. Possession of the professional school counselor certificate.

2. Completion of an additional 18 semester hours of graduate credit arranged in a logical program of specialization in counseling and guidance. This program must have prior approval of the state superintendent or be completed in a university having a department of public instruction approved program leading to professional school counselor life certification.

This certificate is granted on an unlimited basis.

(12) SCHOOL PHYSICAL THERAPIST. (a) A registered physical therapist may serve in a school situation if certified by the proper certifying agency.

(b) Certification as a school physical therapist is available, but will not be required.

(c) The school physical therapist must hold proper certification as a physical therapist and must have 18 semester credits in professional education or its equivalent as approved by the state superintendent.

(13) SCHOOL OCCUPATIONAL THERAPIST. (a) A registered occupational therapist may serve in a school situation if certified by the proper certifying agency.

(b) Certification as a school occupational therapist is available but will not be required.

(c) The school occupational therapist must hold proper certification as an occupational therapist and must have 18 semester credits of professional education or its equivalent as approved by the state superintendent.

(14) ADMINISTRATIVE ASSISTANTS. This classification shall apply to central office professional positions not described elsewhere in the certification standards and which positions do not normally involve direct contact with pupils.

(a) To secure a license as an administrative assistant a person must hold a bachelor's or master's degree with a major appropriate to the professional responsibilities for which employed. The period of licensure shall be 3 years with renewal contingent upon continued agreement between employment and degree preparation.

(15) VALIDITY OF LIFE CERTIFICATES. All life certificates obtained under PI 3.20 (1), (2), (3), (4) and (5) will be valid only so long as the holder remains actively employed in a public school professional position for which his license entitles him to employment. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in public education requiring the holding of a valid Wisconsin license. Such nullified credential may be renewed under regulations in force at the time of the application for renewal.

History: 1-2-56; am. (2) and (3); cr. (5) and (6). Register, November, 1958, No. 35, eff. 12-1-58; cr. (7). Register, April, 1959, No. 40, eff. 5-1-59; am. (1) (a), (2) (f), (3) (1), (6) (a), (6) (b), (6) (c), (6) (d) 2; cr. (6) (d) 6; (8) and (9). Register, September, 1960, No. 57, eff. 10-1-60; cr. (2) (g); (3) (j); am. (6) (a); (7). Register, June, 1962, No. 78, eff. 7-1-62; am. (6) (a); am. (6) (d) 2; am. (8) (a) 1; am. (8) (b) 1; renum. (9) to be (11); cr. (9) and (10). Register, August, 1964, No. 104, eff. 9-1-64; r. cr. (2) and (3); rn. (4), (5), (6), (7), (8), (9), (10) and (11) to be (5), (6), (7), (8), (11), (12), (13) and (14); cr. (4), (9) and (10). Register, September, 1966, No. 129, eff. 10-1-66; r. and recr. (11). Register, January, 1968, No. 145, eff. 2-1-68; renum. (14) to be (15); cr. (14). Register, April, 1969, No. 160, eff. 5-1-69; r. and recr. (1). Register, May, 1969, No. 161, eff. 6-1-69; r. (5); rn. (6), (7), (8), (9), (10), (11), (12), (13), (14), (15) to be (5), (6), (7), (8), (9), (10), (12), (13), (14). Register, November, 1970, No. 179, eff. 12-1-70; r. and recr. (6) (d) 4. (7) intro. par., (a) intro. par., 1 to 4. 5. a. b. 6.; cr. (7) (a) 5. c., Register, October, 1971, No. 190, eff. 11-1-71; renum. (2) through (14) to be (3) through (15), cr. (2). Register, September, 1974, No. 225, eff. 10-1-74.