

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

The state superintendent of public instruction hereby repeals PI 6.03 (6) (b) 1. a. to d.; amends PI 6.03 (3) (b) 2., PI 6.03 (3) (c) 2., PI 6.03 (5) (a), PI 6.03 (6) (b) 1., PI 6.03 (6) (b) 4., PI 6.03 (6) (c) 1., and PI 6.03 (6) (c) 4.; and creates PI 6.03 (3) (b) 3., relating to public librarian certification.

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**ANALYSIS BY THE DEPARTMENT OF PUBLIC INSTRUCTION**

**Statute interpreted:** s. 43.09, Stats.

**Statutory authority:** ss. 43.09 (1) and 227.11 (2) (a), Stats.

**Explanation of agency authority:**

Section 43.09 (1), Stats., requires the Division for Libraries, Technology and Community Learning in the Department of Public Instruction to issue certificates to public librarians and promulgate, under ch. 227, Stats., necessary standards for public librarians.

Section 227.11 (2) (a), Stats., gives an agency rule-making authority to interpret the provisions of any statute enforced or administered by it, if the agency considers it necessary to effectuate the purpose of the statute.

**Related statute or rule:** None.

**Plain language analysis:**

Subchapter I of ch. PI 6, Wis. Admin. Code, pertains to public librarian certification and specifies certification requirements for administrators who serve in municipal, joint, and county public libraries in counties with certain populations. The proposed rules:

- Allow Grade II certificates to be issued to applicants holding a bachelor's degree along with a minor in library science if the minor includes or is supplemented by 3 semester credits of coursework, or the equivalent, in advanced public library administration.
- Update public librarian certification requirements for Grade II and III certification. Some of the areas of coursework have been changed to reflect the changes in public librarians' work responsibilities. The total number of credits required to be completed will still be a total of 12. However, the rule will provide flexibility as to how those 12 credits may be earned.
- Require certification renewal to include at least 10 hours of technology.
- Modify the temporary certification requirements for Grade II and III certification to reflect the new coursework required to get a public librarian certification and require at least one course to be completed annually until the certification requirements are complete.

The proposed rules will apply to individuals as specified in the "INITIAL APPLICABILITY" section of the rule.

**Summary of, and comparison with, existing or proposed federal regulations:** None.

**Comparison with rules in adjacent states:**

Michigan and Iowa have public librarian certification programs that are similar to Wisconsin's. Among the features of their certification programs:

- Certification of the directors of public libraries is required in both states. Michigan also has staffing standards that require selected staff in libraries, in addition to the director, to be certified.
- Both of the certification programs have multiple levels of certification based on the populations of the communities served.
- Both of the certification programs require specified educational attainments and additional library courses based on grade level.
- Both of the certification programs require initial certification and recertification at specified time intervals.
- The certification programs in Michigan and Iowa require that libraries have certified staff as condition of receiving state funds.

Illinois doesn't have a state certification program; each public library system establishes its own rules for membership requirements.

The certification program in Minnesota is voluntary for library employees.

**Summary of factual data and analytical methodologies:**

To equip public library directors with the knowledge and skills needed in the changing environment of public library service.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact report:** N/A.

**Anticipated costs incurred by private sector:** N/A.

**Effect on small business:**

The proposed rules will have no significant economic impact on small businesses, as defined in s. 227.114 (1) (a), Stats.

**Agency contact person: (including email and telephone)**

Michael Cross, Director, Public Library Development, (608) 267-9225, [michael.cross@dpi.wi.gov](mailto:michael.cross@dpi.wi.gov).

**Place where comments are to be submitted and deadline for submission:**

The department published a hearing notice in the *Administrative Register* which included this information.

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**SECTION 1.** PI 6.03 (3) (b) 2. is amended to read:

PI 6.03 (3) (b) 2. Grade II certificates shall be granted to applicants meeting the requirements under this subdivision or subdivision 3. Grade II certificates under this ~~paragraph~~ subdivision shall be granted for a 5-year period to applicants holding a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning ~~3~~ 12 semester credits of coursework or the equivalent, approved by the division, in ~~each of~~ the following areas:

- a. Public library administration.
- b. ~~Selection of all types of~~ Advanced public library materials administration.
- c. Organization and management of library ~~materials~~ collections.
- d. ~~Provision of reference and information~~ Public and community services.

**SECTION 2.** PI 6.03 (3) (b) 3. is created to read:

PI 6.03 (3) (b) 3. Grade II certificates under this subd. shall be granted for a 5-year period to applicants holding a bachelor's degree along with a minor in library science from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 3 semester credits of coursework or the equivalent, approved by the division, in advanced public library administration.

**SECTION 3.** PI 6.03 (3) (c) 2. is amended to read:

PI 6.03 (3) (c) 2. Grade III certificates under this paragraph shall be granted for a 5-year period to applicants having earned 54 semester credits, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning ~~3~~ 12 semester credits of coursework or the equivalent, approved by the division, in ~~each of~~ the following areas:

- a. Public library administration.
- b. ~~Selection of all types of~~ Advanced public library materials administration.
- c. Organization ~~of~~ and management of library ~~materials~~ collections.
- d. ~~Provision of reference~~ Public and information community services.

**SECTION 4.** PI 6.03 (5) (a) is amended to read:

PI 6.03 (5) (a) Certificates under sub. (3) may be renewed upon evidence which satisfies the division that in the 5 year period prior to recertification the holder has participated in 100 contact hours, at least 10 hours of which must be technology related, of continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession.

**SECTION 5.** PI 6.03 (6) (b) 1. (intro.) is amended to read:

PI 6.03 (6) (b) 1. To an applicant for grade II certification who ~~meets the requirements~~ holds a bachelor's degree but otherwise does not meet the requirements under sub. (3) (b) 2. ~~or 3. but who has not earned 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:~~

**SECTION 6.** PI 6.03 (6) (b) 1. a. to d. are repealed.

**SECTION 7.** PI 6.03 (6) (b) 4. is amended to read:

PI 6.03 (6) (b) 4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year; and at least one of the ~~other courses specified under subd. 1. by the end of the third year, and the~~ remaining courses specified under subd. 1. ~~by the end of the fourth year~~ annually thereafter. The certificate is not renewable a fourth time.

**SECTION 8.** PI 6.03 (6) (c) 1. is amended to read:

PI 6.03 (6) (c) 1. To an applicant for grade III certification who meets the requirements under sub. (3) (c) 2., but who has not earned ~~3~~ 12 semester credits of coursework or the equivalent, approved by the division, in ~~each of~~ the following areas:

- a. Public library administration.
- b. ~~Selection of all types of~~ Advanced public library materials administration.
- c. Organization ~~of~~ and management of library materials collections.
- d. ~~Provision of reference~~ Public and information community services.

**SECTION 9.** PI 6.03 (6) (c) 4. is amended to read

PI 6.03 (6) (c) 4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year; and at least one of the ~~other courses specified under subd. 1. by the end of the third year, and the~~ remaining courses specified under subd. 1. ~~by the end of the fourth year~~ annually thereafter. The certificate is not renewable a fourth time.

**SECTION 10. INITIAL APPLICABILITY.** (1) The treatment of this chapter first applies to individuals applying for initial temporary certification on or after the effective date of this rule.

(2) The treatment of this chapter first applies to individuals applying to renew temporary certification for a Grade II or III license on or after July 1, 2014.

(3) The treatment of this chapter first applies to individuals applying to renew regular certification for a Grade I, II, or III license on or after July 1, 2014.

(4) The treatment of this chapter first applies to individuals applying for initial regular Grade II or III certification on or after July 1, 2014.

The rules contained in this order shall take effect on the first day of the month commencing after the date of publication in the Wisconsin Administrative Register, as provided in s. 227.22(2)(intro.), Stats.

Dated this \_\_\_\_\_ day of March, 2011

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Tony Evers, PhD  
State Superintendent