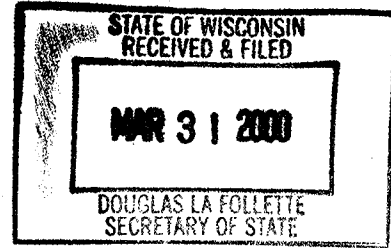


# Clearinghouse Rule 99-129

## CERTIFICATE

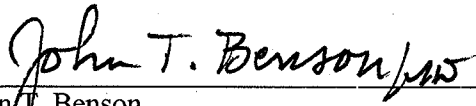
STATE OF WISCONSIN )  
 ) SS  
DEPARTMENT OF PUBLIC INSTRUCTION)

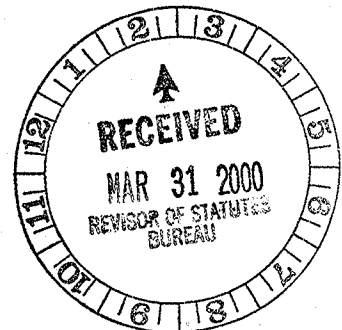


I, State Superintendent of the Department of Public Instruction and custodian of the official records of said Department, do hereby certify that the annexed rule relating to public librarian certification was duly approved and adopted by this Department on the first day of the month following publication in the Wisconsin Administrative Register.

I further certify that said copy has been compared by me with the original on file in this Department and the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I hereunto set my hand and affixed the official seal of the Department at General Executive Facility (GEF) 3, 125 South Webster Street, P.O. Box 7841, in the city of Madison, this 31<sup>st</sup> day of March, 2000.

  
\_\_\_\_\_  
John T. Benson  
State Superintendent  
State Department of Public Instruction





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

The state superintendent of public instruction hereby repeals PI 6.03(3)(a)1., PI 6.03(3)(b)1., PI 6.03(3)(c)1., PI 6.03(3)(d), and PI 6.03(5)(c) to (e); renumbers PI 6.03(5)(f); renumbers and amends PI 6.03(3)(a)2. to 4., PI 6.03(3)(b)2. and 3., and PI 6.03(3)(c)2.; amends PI 6.03(2), PI 6.03(4), and PI 6.03(5)(intro.), (a) and (b); repeals and recreates PI 6.03(6) and (7); and creates PI 6.03(1)(title) to (5)(title), relating to public librarian certification.

**ANALYSIS BY THE DEPARTMENT OF PUBLIC INSTRUCTION**

Statutory authority: Sections 43.09 (2) and 227.11 (2) (a), Stats.  
Statute interpreted: Section 43.09, Stats.

The proposed rules clarify and update the current public librarian certification rules by making the following modifications:

- Continuing education participation will be measured by contact hours rather than continuing education points.
- The required number of contact hours for continuing education will be the same for all grade levels.
- Provisional certificates will be granted for 5 years, rather than one year.
- Applicants who have not completed all of the library course requirements will be issued temporary certificates rather than provisional certificates.
- Temporary certificates will be available, depending on the grade level and the courses to be completed. These certificates must be renewed annually and may not be renewed after 3 years.
- Library directors in communities with a population increase will receive an upgraded provisional certificate for the same time period as the certificate being replaced.
- Library directors eligible for temporary certification must apply within 3 months of employment, rather than the current 6 months.
- Temporary certificates will be available to certain previously certified applicants whose certification has expired.

**SECTION 1.** PI 6.03 (1) (title) to (5) (title) are created to read:

PI 6.03 (1) (title) DEFINITIONS.

(2) GENERAL.

(3) REGULAR CERTIFICATION.

(4) CERTIFICATES ISSUED PRIOR TO JANUARY 1, 1995.

(5) CERTIFICATION RENEWAL.

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

PI 6.03 (2) Administrators employed by a public library system, county library system or any municipal public library, except a library in a city of the first class, supported in whole or in part by public funds, shall hold certification as described in this section. ~~The certification level for other individuals on the library staff may be determined by each individual library board.~~ Applications for librarian certificates under this section shall be made in writing to the division.

1           **SECTION 3.** PI 6.03 (3) (a) 1. is repealed.

2           **SECTION 4.** PI 6.03 (3) (a) 2. to 4. are renumbered PI 6.03 (3) (a) 1. to 3. and as renumbered, are amended  
3 to read:

4           PI 6.03 (3) (a) 1. ~~Effective January 1, 1995, administrators~~ Administrators of municipal, joint and county  
5 public libraries with a municipal, joint municipal or county population of 6,000 or more and administrators of public  
6 library systems shall hold grade I ~~certificates~~ certification.

7           2. Grade I certificates under this paragraph shall be granted for a 5-year period to applicants holding both a  
8 bachelor's degree from a college or university approved by an accrediting association of more than statewide standing  
9 and a ~~fifth-year~~ master's degree from a library school program accredited by the American library association.

10          3. Grade I certificates under this paragraph may be granted to an applicant holding a ~~fifth-year~~ master's  
11 degree from an unaccredited library school program if the division is satisfied that the program leading to that degree  
12 is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide  
13 professional library services.

14          **SECTION 5.** PI 6.03 (3) (b) 1. is repealed.

15          **SECTION 6.** PI 6.03 (3) (b) 2. and 3 are renumbered PI 6.03 (3) (b) 1. and 2. and as renumbered, PI 6.03 (3)  
16 (b) 1. and 2. are amended to read:

17          PI 6.03 (3) (b) 1. ~~Effective January 1, 1995, administrators~~ Administrators of municipal, joint and county  
18 public libraries with a municipal, joint municipal or county public library population of between 3,000 and 5,999  
19 persons shall hold at least grade II certification.

20          2. Grade II certificates under this paragraph shall be granted for a 5-year period to applicants holding a  
21 bachelor's degree from a college or university approved by an accrediting association of more than statewide standing,  
22 including or supplemented by ~~receiving~~ earning 3 semester credits of coursework or the equivalent, approved by the  
23 division, in each of the following areas:

24           a. Public library administration.

25           b. ~~The selection~~ Selection of all types of library materials.

26           c. ~~The organization~~ Organization of library materials.

27           d. ~~The provision~~ Provision of reference and information services.

28          **SECTION 7.** PI 6.03 (3) (c) 1. is repealed.

29          **SECTION 8.** PI 6.03 (3) (c) 2 is renumbered PI 6.03 (3) (c) 1. and as renumbered, PI 6.03 (3) (c) 1. is  
30 amended to read:

31          PI 6.03 (3) (c) 1. ~~Effective January 1, 1995, administrators~~ Administrators of municipal, joint and county  
32 public libraries with a municipal, joint municipal or county public library population under 3,000 persons shall hold at  
33 least grade III ~~certificates~~ certification.

1           2. Grade III certificates under this ~~subdivision~~ paragraph shall be granted for a 5-year period to applicants  
2 having ~~successfully completed~~ earned 54 semester ~~hours~~ credits, half of which shall be in the liberal arts and sciences,  
3 at a college or university approved by an accrediting association of more than statewide standing, including or  
4 supplemented by the successful completion of a basic library management course for public librarians approved by the  
5 division.

6           **SECTION 9.** PI 6.03 (3) (d) is repealed.

7           **SECTION 10.** PI 6.03 (4) is amended to read:

8           PI 6.03 (4) ~~All certificates under sub. (3) shall be granted for 5-year periods. Certificates, except grade IV~~  
9 ~~certificates, Grades I, II, and III certificates~~ granted prior to January 1, 1995, under previous certification rules shall  
10 continue to be valid as long as the certificate holder continues to renew the certificate as required under sub. (5).  
11 Permanent certificates issued under certification rules in effect prior to May 1, 1979, shall continue to be valid.

12           **SECTION 11.** PI 6.03 (5) (intro.), (a) and (b) are amended to read:

13           PI 6.03 (5) (intro.) ~~Except as specified under sub. (3) (d), certificates~~ Certificates under sub. (3) may be  
14 renewed upon evidence which satisfies the division that the holder has participated in continuing education in  
15 librarianship which is either directly related to the position held or will permit advancement in the profession as  
16 follows:

17           (a) Individuals certified at grade levels I and II shall ~~accumulate 15~~ participate in 100 contact hours of  
18 continuing education points in a 5 year period prior to recertification.

19           (b)1. Except as specified under subd. 2., individuals certified at grade level III shall ~~accumulate 10~~ participate  
20 in 100 contact hours of continuing education ~~points~~ in the 5 year period prior to recertification.

21           2. Except for individuals receiving ~~an upgraded certificate~~ provisional certification under sub. (7), individuals  
22 certified at grade level III after January 1, 1995, shall, prior to initial recertification, ~~complete~~ earn 3 semester credits  
23 of coursework or the equivalent, approved by the division, in each of the following areas:

24           a. ~~The selection~~ Selection of all types of library materials.

25           b. ~~The organization~~ Organization of library materials.

26           c. ~~The provision~~ Provision of reference and information services.

27           **SECTION 12.** PI 6.03 (5) (c) to (e) are repealed.

28           **SECTION 13.** PI 6.03 (5) (f) is renumbered PI 6.03 (5) (c).

29           **SECTION 14.** PI 6.03 (6) and (7) are repealed and recreated to read:

30           PI 6.03 (6) TEMPORARY CERTIFICATION. The division may grant temporary certification at the  
31 appropriate grade levels. An applicant shall apply for temporary certification within 3 months of employment in order  
32 to be eligible for such certification. Temporary certification may be issued as follows:

33           (a) 1. To an applicant for grade I certification who meets the requirements under sub. (3) (a) 2. but who has  
34 not completed a master's degree.

1           2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

2           3. The division shall approve the proposed schedule before the certificate may be granted under this  
3 paragraph.

4           4. The certificate under this paragraph is applicable for up to one year and is not renewable.

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

7           a. Public library administration.

8           b. Selection of all types of library materials.

9           c. Organization of library materials.

10          d. Provision of reference and information services.

11          2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

12          3. The division shall approve the proposed schedule before the certificate may be granted under this  
13 paragraph.

14          4. The certificate under this paragraph shall be renewed on an annual basis for up to 3 years, provided the  
15 applicant has completed at least 2 of the above 4 courses specified under subd. 1. by the end of the second year. The  
16 certificate is not renewable after 3 years.

17          (c) 1. To an applicant for grade III certification who meets the requirements under sub. (3) (c) 2. but who has  
18 not completed a basic library management course for public librarians approved by the division.

19          2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

20          3. The division shall approve the proposed schedule before the certificate may be granted under this  
21 paragraph.

22          4. The certificate under this paragraph is applicable for up to one year and is not renewable.

23          (d) 1. To an applicant for certification who was previously certified and whose certification has been expired  
24 for at least one year and who has not served as the administrator of a public library or public library system in  
25 Wisconsin during that period.

26          2. The applicant shall meet the basic requirements for initial certification under sub. (3) at the appropriate  
27 grade level.

28          3. An applicant who receives a temporary certificate under this paragraph shall complete at least 20 contact  
29 hours of continuing education under sub. (5) (intro.) during the temporary certification period.

30          4. The certificate under this paragraph is applicable for up to one year and is not renewable.

31          5. The applicant will be eligible for certification under sub. (3) upon completion of the 20 contact hours of  
32 continuing education as described under sub. (5) (intro.).

1 (7) PROVISIONAL CERTIFICATION. The division may grant provisional certification at the appropriate  
2 grade level for a 5-year period to the following applicants provided they continue to work at the same library and  
3 comply with sub. (5):

4 (a) An applicant who was employed as the administrator for a public library in which he or she was originally  
5 certified at the appropriate grade level but is no longer properly certified due to the population growth of the  
6 jurisdiction in which the public library he or she is employed at is located.

7 NOTE: Administrators of public libraries affected by a population increase will be notified by the division  
8 when the new population figures are available and certification at the appropriate grade level will be effective at that  
9 time.

10 (b) An applicant who was employed as the administrator for the public library in which he or she is currently  
11 employed at the time the library became a member or part of the public library system or a joint public library.

**SECTION 15. INITIAL APPLICABILITY.** The treatment of s. PI 6.03 (6), relating to temporary certification first applies to persons applying for such a license upon the effective date of this rule.

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 31<sup>st</sup> day of March, 2000



John T. Benson  
State Superintendent